



Westcountry Rivers Trust

Improving fish passage in the River Fal catchment as part of the

OPEN RIVERS PROGRAMME AND THE FAL EU PROJECT

Invitation to Tender for the Provision of:

Weir Removal Pre-surveys and Design

River Fal, Cornwall

August 2026

To be supplied to Westcountry Rivers Trust



Date of Document: August 2026

Prepared by: Craig Renton & Katy Day

Authorised by: Stephanie Knights & Sarah Howe

To whom it may concern,

Invitation to Provide Quotation for:

- **Topographical Surveys**
- **Heritage Impact Assessments**
- **Preliminary Ecological Appraisals**
- **Tree Report**
- **Utilities Search**
- **Ground Investigations**
- **Sediment Analysis**
- **Outline Designs**
- **Detailed Designs**

You are invited to submit a quotation for the above package of works in preparation for the proposed removal of **three weirs** on the River Fal. Project details are listed in the sections below. Contractors' input (ECI) is welcomed regarding the precise method used to undertake this work.

The information supplied provides much of the detail required for you to supply a quotation for the proposed work. The works will be commissioned under the NEC4 Professional Services Short Contract template supplied with this ITT. Your quotation must be received by us no later than **12:00 noon on Monday, 21st September 2026.**

When making your submission please include a method statement and indicate how you intend to undertake the package of works within the allotted timeframes. Should you be appointed to undertake the proposed works, copies of your Liability Insurance cover and Risk Assessments will be required.

Please contact us should you require clarification or further information. We look forward to receiving your submission in due course.

Yours sincerely

Craig Renton

Senior River & Fisheries Officer

Westcountry Rivers Trust

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1. Project Officer

For all enquiries and submissions concerning this Invitation to Tender, please contact:

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All enquiries for further information will be answered to all parties.

2. Introduction & Overview

Client: Westcountry Rivers Trust
Principal Designer: To be appointed on award of contract
Principal Contractor: To be appointed on award of contract

2.1 Company Background

Westcountry Rivers Trust (WRT) is an environmental charity (Charity No. 1135007, Company No. 06545646) established in 1994 to secure the preservation, protection, development and improvement of the rivers, streams, watercourses, and water impoundments in the West Country, and to advance the education of the public in the management of water and associated habitats.

2.2 Project Background

Through the Open Rivers Programme and the Fal EU Project, Westcountry Rivers Trust (WRT) is seeking to remove three redundant weirs from the River Fal, in order to restore ecological connectivity and open up approximately 35km of river for fish passage along the targeted reach. Further aims associated with this work are the restoration of natural and hydrogeomorphological processes, the reduction of flood risk, and improved habitat heterogeneity.

The project is supported by the Environment Agency, a partner providing technical guidance throughout the project, and the Cornwall Catchment Partnership (CCP); both support the project's technical and strategic development. WRT is also working with Imerys, who is supportive of the project and is the landowner of two of the three weirs proposed for removal (Melbur and Treviscoe).

2.3 Proposal for Fish Passage Improvement

There is an established hierarchy of interventions used when considering potential fish passage improvement options, ranging from complete removal through to technical fish passes, as set out below. Complete removal typically provides the most effective and durable improvement to fish passage, together with the widest range of hydromorphological, ecological, and flood risk benefits. As explained in Section 2.4 below, complete removal is also the only outcome eligible for funding under this project, and the hierarchy is presented here for context.

Hierarchy of Fish Passage Improvement:

1. Complete removal of the weir
2. Partial removal of the weir (comprising lowering of crest level)
3. Bypass channel
4. Technical fish pass

2.4 Funding Requirement: Full Removal Only

This project is funded through the Open Rivers Programme, which funds weir interventions only where the confirmed outcome is full removal of the structure. Of the four options in the hierarchy above, only Option 1 (complete removal) meets the funder's eligibility criteria for this project. Partial removal (including crest lowering), bypass channels, and technical fish passes (Options 2–4) are not eligible for funding under this programme and will not be considered, funded, or delivered as outcomes of this contract.

The only circumstance in which any part of a weir structure may remain in place is where a discrete, non-impounding element is retained for reasons unrelated to fish passage; for example, a section of wing wall retained for bank stability or heritage reasons. Retention of such an element will only be considered acceptable where it meets both of the following tests:

- it sits wholly outside the active river channel and the floodplain conveyance path; and
- it has no impounding effect and does not restrict flow at any point, including at high flows.

Any residual masonry meeting both tests above may be considered as part of the Outline Design (Section 3.3(h)) but must not be interpreted or costed as a partial removal design based on lowering weir crests, installing rock ramps, retaining bypass channels, or any other method that leaves an in-channel or impounding element in place. Contractors should not develop, cost, or propose these latter options as design alternatives under this contract.

2.5 CDM 2015 Responsibilities

The Construction (Design and Management) Regulations 2015 (CDM 2015) apply to this project. WRT is acting as Client. The successful contractor will be appointed as Principal Designer for the pre-construction phase covered by this ITT, and this appointment will be confirmed in writing at contract award, in accordance with Regulation 5.

In producing the Outline and Detailed Design outputs described in Sections H and I, the appointed contractor will also hold Designer duties under CDM 2015 (Regulation 9), in addition to its duties as Principal Designer. This means that, so far as is reasonably practicable, the contractor must eliminate foreseeable risks to the health and safety of anyone who may later build, use, maintain, or eventually demolish the structures affected by this project; where risks cannot be eliminated, they must be reduced and information about any remaining risk provided to WRT and to those who will need it at the construction stage.

Contractors undertaking intrusive works as part of the Ground Investigation (Section 4.6) should note that this element is likely to constitute construction work under CDM 2015, and should be planned, managed, and resourced accordingly, including appropriate risk assessment and method statements as referenced in this document.

2.6 The NEC4 Contract and Early Warnings

This contract will be let using the NEC4 Professional Services Short Contract (PSSC), as referenced in this ITT. The NEC4 suite is designed to promote clear, collaborative contract management, and the PSSC form is intended for professional services engagements, such as the surveys and design work described in this ITT, that do not require the fuller Programme, compensation event, and risk management mechanisms of the main NEC4 Professional Service Contract.

A defining feature of NEC4 contracts is the requirement, set out in Clause 10.1, for the Client and the Consultant to act “in a spirit of mutual trust and cooperation.” This is not simply a statement of intent: it is reflected in the contract’s practical mechanisms, particularly the Early Warning procedure.

Early Warnings (Clause 15):

Both the Client (WRT) and the Consultant (the appointed contractor) are required to notify the other as soon as either becomes aware of anything that could increase the total price, delay completion, or impair the performance of the services during the contract or after completion.

Early Warnings are recorded in an Early Warning Register, which is reviewed and updated collaboratively, and which will be a standing item at the progress meetings described in Section 3.5.

Either party may instruct or request an Early Warning meeting to discuss how the effect of a notified matter can be avoided or reduced, in the practical spirit of resolving issues jointly and early rather than after they have escalated.

The Early Warning procedure works alongside, but is distinct from the compensation event mechanism, which is the formal route through which changes to the Price or the agreed dates are assessed and implemented under the contract. Contractors are encouraged to familiarise themselves with both mechanisms, as set out in the draft NEC4 PSC template supplied with this ITT.

Where the Consultant intends to subcontract part of the works, the Client should be informed in advance. The Consultant should ensure that Health & Safety due diligence is carried out and provided to the Client in respect of the Subcontractor either in the form of the WRT Health & Safety Assessment Form or equivalent. As per Condition 21 of the Contract, if the Consultant subcontracts work, it is responsible for Providing the Service as if it had not been subcontracted. Where a Subcontractor is used, The Client reserves the right to instruct the Consultant to stop using a person to Provide the Service.

3. Scope of the Service

3.1 Site Location

You are invited to submit a quotation for the described package of works in relation to the potential removal of three weirs located on the River Fal, Cornwall. The locations of these weirs are indicated on the map below.

- Treviscoe weir (grid reference: SW 93023 56389)
- Melbur weir (grid reference: SW 93332 55088)



- Trenowth weir (grid reference: SW 93612 50141)

Prospective contractors are welcome to visit the sites by arrangement. Please let the Project Officer know if you intend to visit the sites to prepare your tender response. A member of WRT staff will organise permission and may accompany you to the site. A minimum of one week is requested to arrange site access.

It is to be noted that both Treviscoe and Melbur weirs are owned by Imerys. Access to these sites will require a site induction in advance of attending site, and the use of full PPE at all times.

Barriers to fish passage on the Fal Catchment

● Barriers

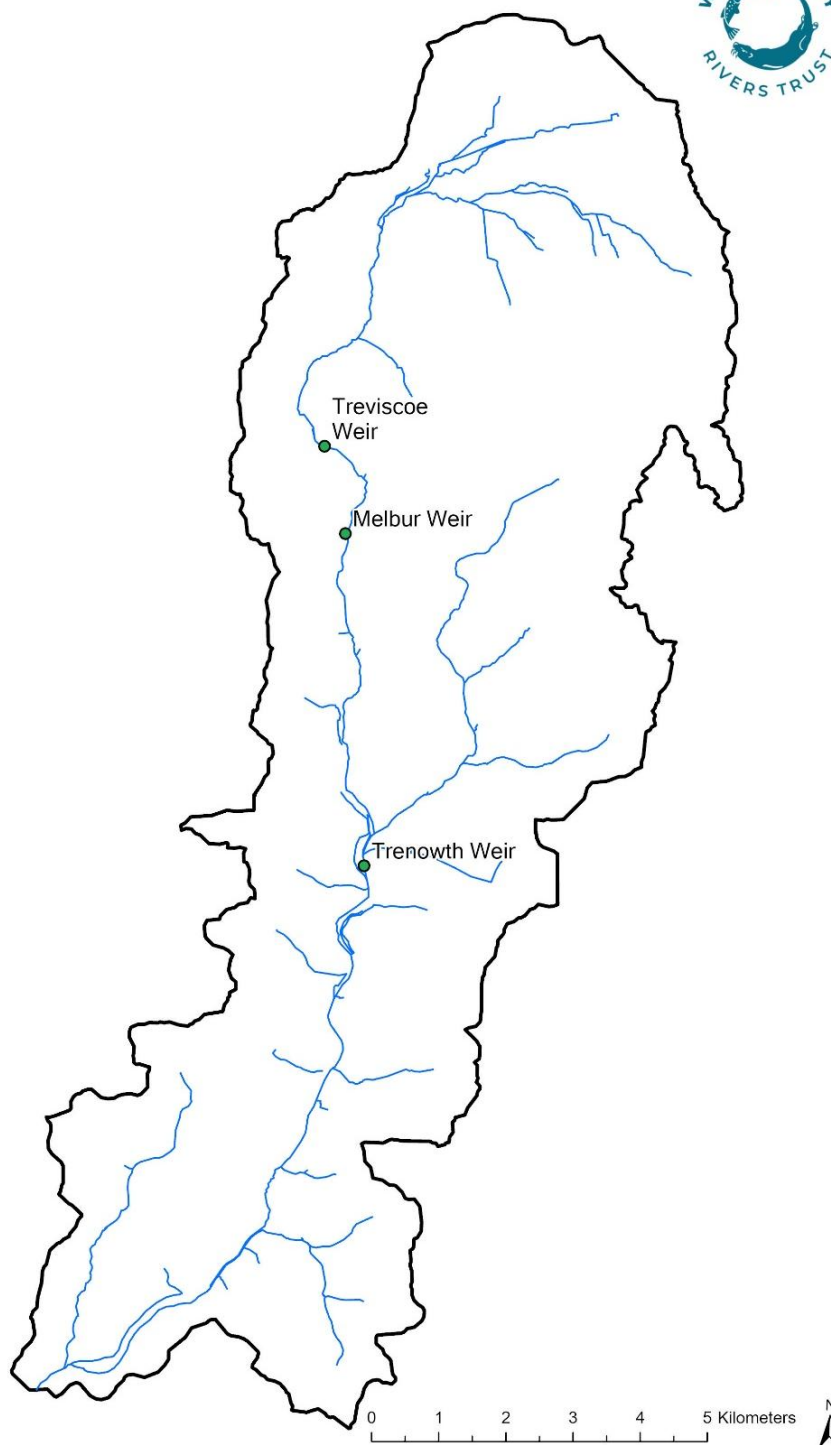


Figure 1: Map of weir locations

3.2 Site Information

a) Trenowth Weir



Figure 2: Trenowth Weir from left bank, February 2026



Figure 3: Trenowth Weir from right bank, February 2026



Figure 4: Trenowth Weir leat sluice gate inlet (left) and outlet (right), February 2026

Description and History

Trenowth Weir (grid reference: SW 93612 50141) is a large (~6m wide with ~3m high head drop) weir believed to be a concrete shell over a boulder weir. Both sides of the weir are destabilised with significant erosion along the right-hand side of the structure.

A leat is situated along the left-hand side of the weir, believed to have formerly taken water from the weir pool to an old mill. The leat is now disconnected from the watercourse and would appear to have been dry for an extended period (see Figure 4). The entirety of the leat has a significant build-up of detritus; both the inlet and outlet sluice gates are blocked by accumulated material.

Grampound Post Medieval Leat (HER Number: CO75878) is recorded on the Heritage Gateway, described as formerly serving Grampound Mill via a sluice upstream of Trenowth weir. Trenowth Post Medieval Leat (HER Number: MCO75905) is located downstream of Trenowth weir on the River Fal.

Proposals

The weir impounds a significant quantity of water upstream and causes flooding to the landowner's fields. Large quantities of sediment are expected to be built up upstream of the weir. The landowner is supportive of proposals to remove the weir. In line with the funding requirement set out in Section 2.4, full removal of the in-channel and impounding structure is required at this site; retention of the leat as the basis for a bypass channel, or lowering of the weir crest while leaving material within the active channel, are not viable options for this project.

There is a long impoundment behind this structure, with a road bridge and a railway bridge a short distance upstream; a full investigation into whether removal of the weir poses any concerns to these pieces of infrastructure is necessary. A plan for regrading and armouring the riverbed following removal would need to be developed.

Of the three weirs included as part of this project, Trenowth is the barrier furthest downstream, with no major barriers situated between this weir and the estuary. Therefore, the removal of Trenowth weir is vital in opening up the river for fish passage.

Access for survey is via the left bank top.

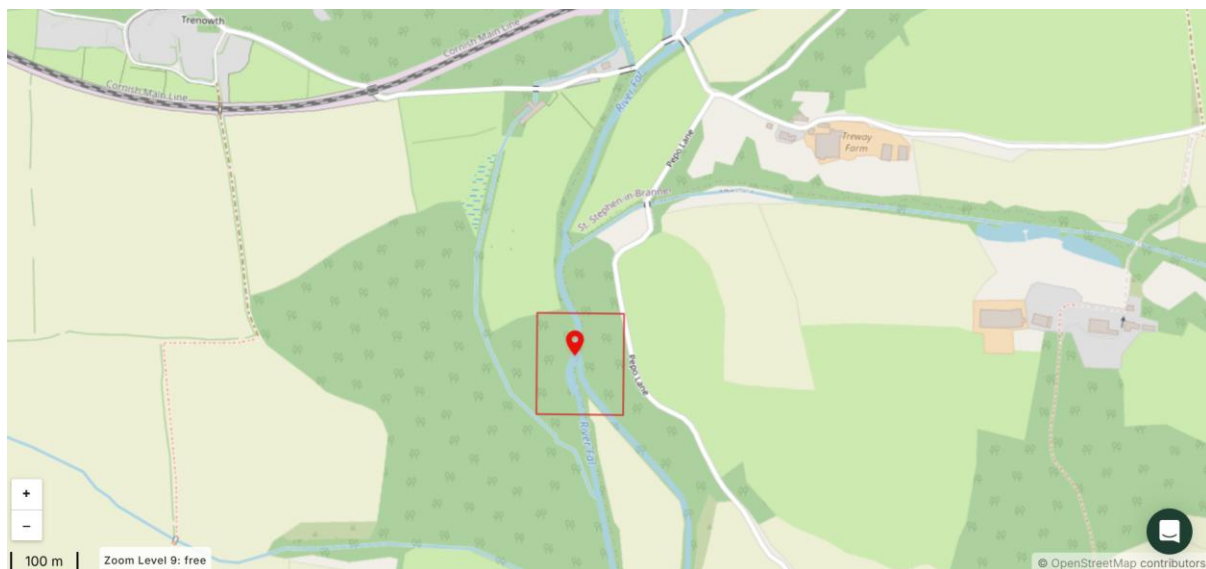


Figure 5: Approximate Trenowth weir location

b) Melbur Weir



Figure 6: Melbur Weir, February 2026



Figure 7: View of boulder weir, February 2026



Figure 8: View upstream to structure, February 2026

Description and History

Melbur weir (grid reference: SW 93332 55088) is an Imerys-owned concrete/stone structure, located within the premises of an active quarry. Two pre-barrages/boulder weirs have been installed downstream to assist fish passage and have since failed.

This structure was created to provide a water abstraction site to support quarrying activities, however, abstraction at this site is no longer conducted although a licence is still in place. Virginia post mediaeval China clay works are recorded on the Heritage Gateway at the site of the weir (HER Number: 41723).

Proposals

Imerys supports removal of this structure, and work would be carried out in-house by Imerys.

This structure is located immediately upstream of a road crossing the river, an investigation into how removal of the structure would affect the river, focussing especially on the road and pipe infrastructure, would form a necessary part of the feasibility study for this site.

A topographical survey is necessary to investigate the changes to erosion upstream and downstream of the structure.

Sediment build up behind this weir is a significant concern, a thorough assessment of the quantity and composition of the deposition to determine the necessary action to ensure removal of the structure isn't going to cause a pollution incident.



Figure 9: Approximate Melbur weir location

c) Treviscoe Weir



Figure 110: Treviscoe Weir from downstream, February 2026



Figure 101: View to Treviscoe weir from right hand bank, February 2026

Description and History

Treviscoe weir (grid reference: SW 93023 56389) is located on land owned by Imerys. The structure is a boulder weir which may be an old bridge footing. The structure no longer serves any purpose, although there is an abstraction licence in place covering this area. It is the most upstream of the three structures included as part of this project, and its removal would open up migratory access to the Fal's headwaters (Goss Moor SSSI and SAC).

Proposals

Imerys is supportive of proposals to fully remove the structure and would carry out removal works in-house.

Upstream from the weir the river is potentially incised and may benefit from some habitat works.

An investigation into sediment built up behind the structure would need to be conducted to determine the quantity of material and account for any potential pollutants. Imerys have a testing facility and should be able to conduct this themselves. Sediment build up is expected to be lower at this location than at Melbur Weir further downstream.

Access for survey is via a track running alongside the stream.

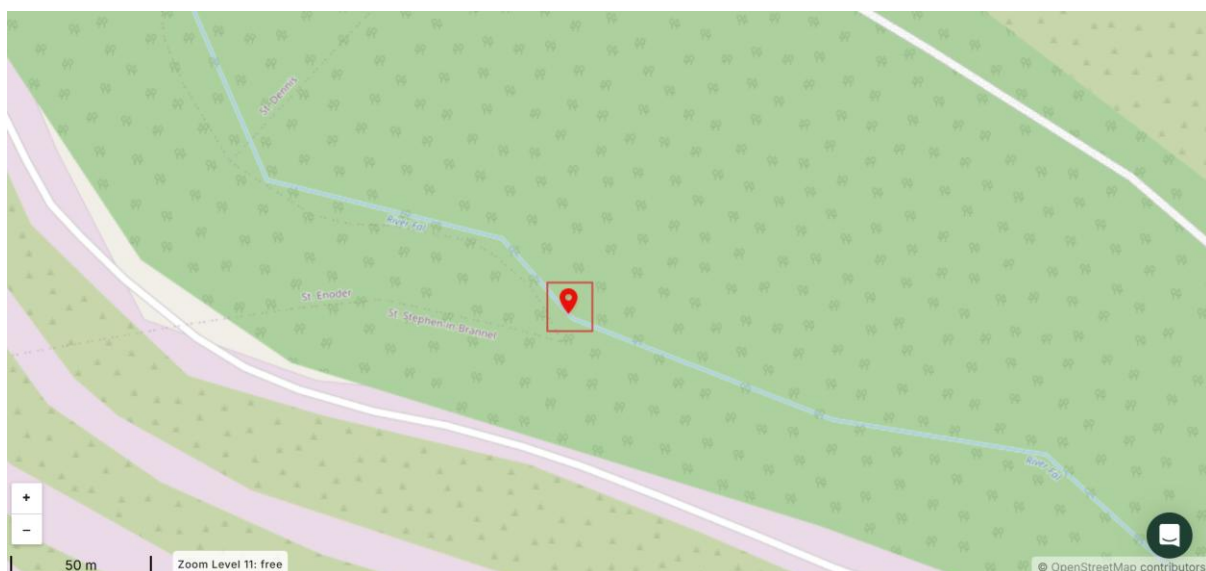


Figure 122: Approximate Treviscoe weir location

3.3 Services Required

a) Topographic Survey Requirements

A detailed topographic survey to be completed at each weir to capture:

- River cross-sections (at intervals to best capture variation both upstream and downstream of each weir structure and along the length to be impacted by works)
- Bed levels
- Riverbanks
- Adjacent land
- Relevant structures (in-channel and in the riparian zone, including grey infrastructure, leats, sluices, bunds, trees and fence etc)
- Access routes

The survey and supplied data must comply with best practice and methods of work and be supplied in a current AutoCAD format in 2D. The cross-sectional levels information is also required in CSV format.

This information is required to support effective hydrological assessment and detailed design at each site. Topographic data will inform hydraulic modelling, sediment assessment and engineering design, ensuring that removal does not increase flood risk. Detailed hydraulic and flood modelling is addressed within the Outline and Detailed Design stages (see Sections 3.3(h) and (i)), and as a discrete Flood Risk Assessment under Additional Services (Section 3.3(j)).

The topographic survey must include enough information for altering any structures, construction of any structures and all statutory permissions including (but not restricted to) Flood Risk Assessment, Environmental Permit, Planning Consent and National Fish Pass Panel approval.

b) Heritage Impact Assessment (HIA) Requirements

The successful organisation is to deliver a HIA that meets the standard guidelines of Historic England. The scope of work includes, but is not limited to:

- **Desk-based Assessment:** review Historic Environment Records (HER), historic maps, archival data, and previous archaeological reports. Identify and assess all heritage assets potentially affected by each weir removal.
- **Site Survey and Visual Inspection:** complete a non-intrusive structural and visual inspection of each weir, its setting, associated channels (e.g., mill leats) and potentially impacted heritage assets.
- **Significance Evaluation:** determine the archaeological, historical, architectural, and artistic significance of each weir and its wider landscape.
- **Impact Analysis:** assess the direct physical impacts of total or partial removal, alongside indirect impacts such as altered water levels on upstream/downstream heritage assets.
- **Mitigation Recommendations:** propose robust mitigation options where adverse impacts are identified.
- **Produce a Heritage Impact Assessment (HIA) Report:** detail findings and recommendations identified through the HIA.

The completion of Heritage Impact Assessments for these sites will help determine which improvements may be carried forward to best balance ecological restoration and the preservation of historical assets.

c) Preliminary Ecological Appraisal (PEA) Requirements

The appointed consultant will be required to undertake a PEA in accordance with CIEEM guidelines for Preliminary Ecological Appraisal, to include as a minimum:

- **Desk-based Assessment:** a search of local environmental records for protected species, designated sites, priority habitats, and other relevant protections such as tree protection orders within a radius of at least 1km of each weir.
- **Extended Phase 1 Habitat Survey:** identify, assess and map habitats and species present or likely to be present, including INNS and species with protected status upstream and downstream of each weir structure (including at least the entire impounded lengths upstream of each structure, and downstream as far as may be reasonably affected by changes in flow following weir removal. Depending on riparian habitat connectivity, the river corridor 50-100m in width (exact width to be agreed with WRT and confirmed by the appointed ecologist based on site conditions) to be surveyed to seek evidence of protected species). The survey should include both terrestrial and riparian habitats potentially affected by the proposed works.
- **Protected Species Assessment:** assess habitat suitability for protected species, and the potential ecological impacts of the proposed works on protected species and designated sites/habitats.
- **Recommendations:** for further ecological surveys and/or mitigation measures.
- **Produce a Preliminary Ecological Appraisal Report (PEAR):** detail findings and recommendations identified through the PEA.

The completion of Preliminary Ecological Appraisals for these sites will inform the feasibility and design of proposed weir removals by identifying ecological constraints and opportunities associated with the proposed works. The PEA will provide recommendations for further surveys and mitigation requirements to reduce potential for adverse ecological impact. Opportunities may be identified to incorporate mitigation and enhancement measures into design options.

d) Tree Report Requirements

A tree report is required to ensure safety and risk mitigation and compliance with legal regulations, and to inform project planning and design.

Tree Assessment: desk study to be carried out along with site visit

- With reference to weir removal proposals, BS5837 tree survey and Arboricultural Impact Assessment to be carried out within the impact area of the proposed weir removal sites and access routes.
- Evaluate the health and structural condition of each tree, recording species, size, health, condition and protection requirements, supported by onsite inspection notes and photographs. Any specific hazards to be recorded.

- Root Protection Areas (RPAs) to be determined for each tree within the proposed impact zone and along access routes, to inform project design.
- Assess the ecological significance of onsite trees and their potential impact with regards the weir removal proposals.

Reporting: Prepare a report summarising findings, including

- Tree inventory and health assessment, including mapping of all surveyed trees
- Provision of an Arboricultural Impact Assessment based on the potential impact of proposed works on surveyed trees. Report to include suggested mitigation measures to minimise environmental damage prior to and throughout works.
- Recommendations for tree preservation, removal, or replacement.
- Relevant Tree Protection Orders (TPOs) to be highlighted and mitigation measures advised.

e) Onsite Utilities Search Requirements

A utilities search is required to understand the location of services which have the potential to be impacted during works. This information will inform project design and RAMS.

- Contractor to identify, map, and verify the location of all buried, over-ground, or overhead service infrastructure within the work site impact area and along access routes.
- Site visit required to ground-truth services and use site-based detection methods where necessary.
- To provide a comprehensive utility search report and map to include a mapped and geo-referenced record of detected or suspected services, including type, depth, and location, supported by survey notes and any PAS 128 compliance documentation.
- Report to identify the presence of high-risk assets in light of proposed works.

f) Ground Investigation Requirements

Ground investigations are required to understand the subsurface conditions and structural make-up of each weir. It is expected that this work will highlight unexpected ground conditions, contamination, sediment levels, flooding, slope instability, or foundation issues which will inform project planning and design options.

- Investigations to be carried out upstream and downstream of each weir and along riverbanks within the work impact zones.
- Riverbed coring is required to identify the presence of underlying bed rock and to obtain approximate riverbed profiles should the weirs be removed.
- A capture of sediment will help to understand how much cobble material is present, and estimate the volume of sediment expected to be released by weir removal (see also Section 3.3(g), Sediment Analysis Requirements, for chemical and physical laboratory testing of sediment)

- Tests for contamination to be run on gathered samples.
- Spot locations every 15 meters (or at intervals otherwise justified by the appointed contractor's proposed methodology) along the centre of the channel across the weir impact area are required to help establish a model for a 'without weir' scenario and what natural bedrock and gravel deposit formation would be.
- Work package to include a geotechnical report with borehole or trial pit logs, soil/rock test results, and interpreted ground conditions for design and construction.

g) Sediment Analysis Requirements

Instream sediment analysis is required to determine the composition and character of instream materials. This will inform sediment capture or removal techniques to be deployed prior to/during/following proposed works, and the development of a safe system of work to prevent sediment mobilisation and water pollution.

- Sediment cores to be taken upstream and downstream of each weir site. Cores to be taken down to the original hard bed level to capture historical deposition.
- Up to 5 samples to be taken at each survey point (1) upstream control, 2) impounded zone behind weir, 3) immediate weir pool, 4) downstream control). (indicative only – the appointed contractor should propose sample numbers and locations based on their professional judgement and site-specific conditions, for agreement with WRT)
- Physical and chemical laboratory analysis to be carried out on sediment samples.
- A laboratory report to be produced detailing sediment composition, contaminants, and suitability for disposal or reuse, supported by sampled locations and test results.

h) Outline Design Requirements

Outline designs for each weir are required to establish a preliminary, feasible, and safe plan for decommissioning the structures, providing cost-benefit analysis to inform option selection. Outline design to include, but not be limited to:

Desktop Review:

- Review existing hydrological, ecological, and historical data. The results of the pre-surveys will help to confirm the feasibility of full removal at each site (in line with the funding requirement set out in Section 2.4), in addition to the likelihood of subsequent scour and therefore the requirement to regrade or protect elements of the channel bed or banks.
- Any gaps in data to be reviewed and additional surveys to be advised.

Outline Design (and Options Appraisal):

- High-level options appraisal report confirming the deliverability of full removal at each site, in line with the funding requirement set out in Section 2.4. Full removal of all in-channel and impounding elements of each of the three weirs is required; lowering weir crests, installing boulder rock ramps, or retaining bypass structures such as the defunct leat at Trenowth weir are not viable options and must not be proposed as design solutions.

Retention of discrete, non-impounding structural elements outside the active channel (e.g. a wing wall retained for bank stability or heritage reasons) may be considered only where the tests set out in Section 2.4 are met. Ensure all potential designs do not adversely impact the long-term integrity of the ecological regime associated with these weirs and the River Fal.

- Provide a high-level cost-benefit analysis for each option including conceptual designs for the proposals. The cost-benefit analysis should include but not be limited to environmental benefit, site compatibility, buildability, aesthetics, maintenance, heritage, installation cost, ongoing cost and suitability. In addition to this a cultural and heritage assessment should evaluate the impact on historical and cultural features associated with the weirs.
- Production of a design package including drawings, calculations, and specifications demonstrating proposed removal methods, hydraulic performance, and structural considerations.

i) Detailed Design Requirements

The provision of a detailed design (RIBA Stage 4) is essential to ensure weir removals are undertaken safely and in compliance with all legal requirements, and to provide a blueprint for the removal process. The contractor is to supply a comprehensive set of final drawings, specifications, calculations, and construction method statements demonstrating how the weirs will be safely and effectively removed:

- Design the demolition or dismantling process for the structures, to include the logistics of the removal, including access routes, machinery needs, and material disposal or use within the project area.
- Include sediment management methodology, informed by pre-survey sediment analysis. Consider relocation of sediment or a method of release which minimises impacts downstream.
- Although a preliminary assessment in the outline design and a more comprehensive assessment during the ground investigations of both the stability of riverbanks and bed material has been made, the safe system of work and RAMS must ensure that these are not compromised by the weir removal works.
- The production of a thorough report that includes all design details, analyses, and plans, serving as the basis for the removal. This should include construction drawings providing detailed drawings for use during removal, including plans, sections and details and a detailed method statement outlining the step-by-step process for the removal.
- Appropriate risk assessments will be required for all elements of the services. Under CDM 2015 this includes a Designers Risk Assessment (DRA).
- The report should include comprehensive cost estimates for the removal of the structures.
- Recommendation for any mitigative habitat enhancement to improve upstream and downstream fish passage for all species, as far as practicable.

j) Additional Services:

- Production of a Location Plan and Site Plan. Plans to be as per Cornwall Council planning permission specification, where planning permission or other statutory consent is required for the proposed works
- Flood Risk Assessment – A revised hydrological assessment of the confirmed Detailed Design and Flood Risk Assessment suitable for planning applications and supporting permissions. This is a separate exercise to the hydraulic modelling embedded within the Outline and Detailed Design stages (Sections 3.3(h) and (i)); it is included here as it may need updating once the Detailed Design is finalised.
- Appropriate risk assessments will be required for all elements of the services. Under CDM 2015 this includes a Designers Risk Assessment (DRA).
- Optioneering for the above outcomes is welcomed against your experience. WRT have provided a concept, based on technical input, however, WRT are not technical design experts, and will appoint the successful contractor role of Principal Designer under CDM regulations. WRT expect the appointed Principal Designer to provide comment on feasibility, health and safety, and budget practicality of options based on your technical experience.
- The Consultant shall ensure the scheme is designed to gain planning approval and any other associated approvals and to be acceptable to statutory and key stakeholders if deemed necessary.
- The Consultant shall contribute monthly to the updates to the project risk register.
- The Consultant must ensure that all elements conform to all relevant British and European Standards, and in compliance with the latest edition of:
 - Environment Agency Fish Pass Manual
 - CIRIA River Weirs - Design, maintenance, modification, and removal
 - Civil Engineering Specification for the Water Industry, 7th edition
- A draft NEC4 Professional Services Short Contract representative of the final version has been supplied. A final version will be provided at appointment, with opportunity to review before acceptance. (Completion of the draft contract at tender stage is a mandatory requirement of this ITT – see Section 4.1, Respondent Guidelines.)

3.4 Timescale

The tender process is anticipated to follow the timeline presented in the table below:

Date	Action
Monday 24th August 2026	Invitation to Tender released (advertised via Contracts Finder and the WRT website, and issued directly to invited contractors).
Monday 7th September 2026	Deadline for all clarification queries to be submitted to the Project Officer.
Monday 14th September 2026	All queries addressed and responses circulated to all parties.
12:00 noon, Monday 21st September 2026	Quotation return deadline.
Week commencing Monday 21st September 2026	Evaluation complete and contract concluded with the successful contractor.
Tuesday 29th September 2026	Contract start date and project kick-off meeting.
Monday 26th October 2026	Monthly progress meeting.
Monday 23rd November 2026	Monthly progress meeting.
Monday 14th December 2026	Interim Report 1 due: completion of all site surveys (topographic, heritage, ecological, tree, utilities, ground investigation, and sediment analysis).
Monday 18th January 2027	Monthly progress meeting.
Monday 15th February 2027	Monthly progress meeting.
Monday 1st March 2027	Interim Report 2 due: Outline Design and Options Appraisal.
Monday 15th March 2027	Monthly progress meeting.
Monday 19th April 2027	Monthly progress meeting.
Monday 17th May 2027	Monthly progress meeting.
Monday 14th June 2027	Monthly progress meeting.
By Wednesday 30th June 2027	All surveys, reports, and design outputs to be completed and received by WRT.
Monday 12th July 2027	Contract close-out meeting.

A) Progress Meetings and Interim Reporting

To maintain oversight of progress and allow risks to be identified and addressed early, the successful contractor will be required to attend regular progress meetings with WRT and to submit two written Interim Reports over the course of the contract, in addition to the final outputs described in Section 4. The anticipated dates for these are set out in the section 3.4 Timescale

Progress Meetings:

- Meetings will be held monthly (approximately), via Microsoft Teams video call, between the Project Officer and the contractor's nominated project lead. Additional technical specialists may join where relevant to the items being discussed.
- Meetings will cover progress against the agreed programme, any emerging risks, issues, or site access constraints, and confirmation of next steps and responsibilities.

- Contractors should nominate a single point of contact responsible for attending these meetings and for coordinating input from any sub-contractors or specialist surveyors.

Interim Reports:

- Interim Report 1 (due alongside the December progress meeting) should summarise the findings of all completed site surveys (topographic, heritage, ecological, tree, utilities, ground investigation, and sediment analysis), confirm the deliverability of full removal at each site in line with Section 2.4, and flag any constraints identified that may affect the design stages.
- Interim Report 2 (due alongside the March progress meeting) should present the Outline Design and Options Appraisal findings, including the confirmed removal method at each site, indicative costs, and any matters requiring WRT's input or decision ahead of Detailed Design.
- Both Interim Reports should be submitted in writing at least three working days ahead of the corresponding progress meeting, to allow WRT time to review before discussion.

WRT reserves the right to request additional ad hoc updates or meetings where reasonably necessary, for example following unexpected site findings or delays.

3.6 Special Site Considerations

The following preliminary considerations have been identified and should be read alongside Section 3.2 (Site Information). WRT will confirm or amend this list prior to contract award

- Treviscoe weir lies approx. 10km downstream of the Goss and Tregoss Moors Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC) at Goss Moor, and approx. 1.5-2km from St Austell China Clay Pits SAC; any works must have regard to potential impacts on these designated sites and may require Natural England consultation.
- The catchment has a long history of tin streaming and china clay extraction; ground and sediment investigations should have regard to the potential for historic mining-related contamination in addition to modern quarrying activity.
- Melbur and Treviscoe weirs are located within or adjacent to an active Imerys quarry and therefore, site access requires induction and full PPE at all times (see Section 3.1).
- Heritage assets are recorded in the vicinity of all three weirs, including post-medieval leats and former mill/china clay workings (see Section 3.2); any works must be co-ordinated with the Heritage Impact Assessment.
- Road and rail infrastructure lies in close proximity to Trenowth weir; any change in impounded water levels must be assessed for impact on these assets.
- Japanese knotweed and other invasive non-native species are common along Cornish river corridors; presence/absence should be confirmed through the Preliminary Ecological Appraisal, and biosecurity best practise measures must be adhered to between sites.

4. ITT Responses

4.1 Respondent Guidelines

In accordance with WRT's Procurement Policy, this opportunity is being advertised on Contracts Finder and the WRT website for a minimum of 28 days, in addition to being issued directly to contractors known to WRT. All bidders, whether directly invited or responding to the public advertisement, will be assessed against the same evaluation criteria and receive identical information.

You are required to submit a written proposal, either hard copy or electronically to the **Project Officer** by the deadline 12:00 noon on Monday, 21st September 2026.

- i. All proposals should include the following:
 - Details of company experience in each element of the described work package
 - Costings; including breakdown of delivery items
 - An estimation of timescale and outline programme
 - Details of staff to be delivering the work including relevant experience (e.g. CVs)
 - Completed draft NEC4 Professional Services Short Contract supplied
 - Current insurance certificates for Employer Liability, Professional Indemnity and Public Liability.
 - Completed WRT H&S Contractor Assessment Form.
- ii. The draft NEC4 template provided requires you to fill out: The *Consultant's* insurance details, the *Consultant's* Contract Data, the *Consultant's* Offer, the Price List, and to sign the contract as a formal offer.
- iii. A detailed breakdown in the Price List of the NEC4 Professional Services Short Contract allows for partial project invoices, against the specified item costs, if required.
- iv. You are expected to supply all required information or clearly state the reason for being unable to do so. Any return supplied must make it clear if any part of the Contractor's offer does not comply with the Contract Data or the Works Information provided.
- v. In submitting a quotation, you are stating you are suitably qualified and experienced in work of this nature. If your tender is successful and the contract awarded, you are required to provide:
 - Risk Assessments for any site visits planned and work undertaken.
 - Details of proposed sub-contractors and current insurances (if applicable)
- vi. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g. programmes, plans, company brochures, organisation charts should be included with the tender submission.

4.2 Tender Assessments: Evaluation and Process

- i. A set of evaluation criteria has been prepared by WRT for the evaluation of every submission. Within each stage an initial evaluation will consider whether or not every requirement contained within the ITT has been fulfilled. The evaluation criteria will be based on price (40%) and quality (60%) with quality being assessed on ability to meet the requirements (25%), delivery/timescales (25%) and staffing arrangement (10%).
- ii. All operations must strictly comply with all relevant Health and Safety, legal requirements and British & European codes of Best Practice.
- iii. If you have any queries, please do not hesitate to contact WRT.

4.3 Confidentiality

- i. All information supplied by WRT in this tender to date, and any further information supplied during the tender process, is confidential and must not be shared with any other organisations unless WRT agree permission in writing. The confidentiality extends to all recipients of this information.
- ii. This competitive invitation to tender process has been performed anonymously. Prospective contractor / invitee details will not be shared with other contractors by WRT. Any sensitive information shared with WRT as part of your response shall remain so between WRT and the prospective contractor. All enquiries for further information will be summarised anonymously and answered to all parties.

4.4 Conflicts of Interest

Bidders must declare, at the point of submission, any actual, potential, or perceived conflict of interest relating to this procurement, including any existing relationship with WRT staff, trustees, or partner organisations (including the Environment Agency, Cornwall Catchment Partnership, and Imerys). WRT will assess and manage any declared conflict in line with its Procurement Policy. Failure to declare a known conflict of interest may result in disqualification of the tender submission.

4.5 Anti-Bribery and Modern Slavery

Bidders are required to comply with the Bribery Act 2010 and the Modern Slavery Act 2015. By submitting a tender, the bidder confirms that neither it, nor any of its officers, employees, or sub-contractors, has engaged in any activity, practice, or conduct that would constitute an offence under the Bribery Act 2010, and that it has appropriate policies and procedures in place to prevent modern slavery and human trafficking within its own business and supply chains.

4.6 Data Protection

Any personal data provided as part of this tender process will be processed by WRT in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and solely for the purposes of evaluating this tender and administering any resulting contract. Further detail is available on request from the Project Officer.

4.7 Tender Validity Period

Submissions must remain valid and open for acceptance by WRT for a minimum of 90 days from the tender submission deadline.

4.8 Finance

- i. This project is financed under the Open Rivers Programme and the Fal EU Project.
- ii. Funding for this contract will be administered and paid directly by Westcountry Rivers Trust.
- iii. **Budget and Pricing:** The Client has an available budget of £243,000 (incl. VAT) for the services. Tenderers are required to submit a proposal and pricing that can be accommodated within this budget. Tenderers shall provide a clear breakdown of the total tender price by individual weir and activity. If the total tender price exceeds the available budget, the Client may consider proceeding with the services for only some of the weirs. The Client does not guarantee that all weirs will be commissioned.
- iv. Invoicing terms are detailed in the NEC4 contract.
- v. When invoicing, the invoice must clearly state the awarded NEC4 contract.
- vi. **Invoicing Schedule:** Upon selection of the contractor to undertake the described work, the following invoicing schedule will be followed. Payment will be made against the Contractor's agreed Price List, upon satisfactory completion and submission of each element listed within the work package.

Action Completed by Contractor	Date Action to be Completed
Topographical Survey – complete and report submitted to WRT	30/10/2026
Heritage Impact Assessment – complete and report submitted to WRT	30/10/2026
Preliminary Ecological Assessment – complete and report submitted to WRT	30/10/2026
Tree Survey – complete and report submitted to WRT	31/12/2026
On-site Utilities Search	31/12/2026
Ground Investigation	31/03/2027
Sediment Analysis	31/03/2027
Outline Design	31/03/2027
Detailed Design	30/06/2027

4.9 ITT Acceptance

- vii. To simplify exchange of information regarding this Invitation to Tender (ITT) please nominate one point of contact with relevant telephone number/s and email address.



- viii. Please direct any questions regarding this ITT content or process to the Westcountry Rivers Trust Project Officer. All questions should be submitted to the Project Officer named above.
- ix. Please make sure any questions are submitted in good time for answers to be collated and distributed. A deadline may be in place for any queries to facilitate the fair tendering process for all respondents but should be no later than 1 week prior to submission deadline.
- x. Where there is a valid reason, WRT reserve the right not to accept your submission, or any other quotations received. WRT are not liable for any cost you may incur in the preparation of your quotation.
- xi. If you have any queries, please do not hesitate to contact WRT and we look forward to receiving your response.