



CHICHESTER HARBOUR CONSERVANCY INVITATION TO TENDER

SPECIFICATION FOR SHINGLE RECHARGE WORK ON STAKES ISLAND

Opening date: Wednesday 1st June at 12pm.
Closing Date: Thursday 30th June at 12pm.

1. Introduction

1.1 Chichester Harbour Area of Outstanding Natural Beauty (AONB) offers vital habitat for breeding seabirds and waders in the summer, and non-breeding waders and waterfowl all year round. Chichester Harbour has been designated a Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Area of Conservation (SAC), and Ramsar site for its unique conservation features. However, it is under greater and growing pressures from climate change and coastal development.

1.2 As outlined in Natural England's SSSI condition review (Natural England Research Report 090), the overall condition of the designated features has been determined to be "unfavourable declining". The Return of the Tern project builds on the recommendations for conservation action made by Natural England in the SSSI condition review. One of the objectives of the Return of the Tern project is to seek to provide shingle recharge at appropriate sites in the harbour to enhance tern breeding habitat. Chichester Harbour Conservancy ("the Conservancy") has reviewed potential sites in the harbour and is initially proposing shingle recharge work on Stakes Island.

1.3 The Conservancy is inviting responses for a partner organisation to undertake shingle recharge works on Stakes Island, Chichester Harbour.

1.4 In accordance with the Conservancy's financial regulations, this brief has gone out to a public tender process. The Conservancy will award either 1 or more of the work components to multiple contractors or all 3 work components to one single successful contractor.

1.5 The specification has been updated and is correct as of 1st June 2022.

2. Purpose of the Tender Specification

2.1 The ultimate aims of the specification are to: (i) identify a suitable contractor; and thereafter (ii) enter into an agreement between that party and the Conservancy to undertake the works.

2.2 Due to both environmental mitigation and funding, the works must take place in September 2022.

3. Interested Parties Page

3.1 The primary 'customer' for this project will be Chichester Harbour Conservancy.

3.2 Other important stakeholders interested in project include:

- Friends of Chichester Harbour
- Heritage Lottery

4. Background to the Project

4.1 Stakes Island is located south of the Chidham Peninsula, specific location shown in Appendix 1. Stakes Island has been chosen due to it being a man-made ridge with a history of human intervention/enhancements for breeding seabirds. Stakes Island currently supports a small number of nesting attempts from common terns, little terns, black-headed gulls, ringed plovers, and oystercatchers annually. These attempts fail each year due to flooding by a spring tide.

4.2 The proposed work is on the southern end of Stakes Island, a unvegetated shingle and mud habitat.

5. Schedule of Works

5.1 The shingle recharge work on Stakes Island will involve increasing the height of a specified area in order to improve the site as a nesting habitat for a range of species, including tern and gull species. The proposed works will consist of sourcing the shingle aggregate, transporting the aggregate and necessary equipment to the site, and the movement of the material into the desired location. The three components that make up the work are detailed below, for each element we will ask for a cost price for 500 tonnes and 1000 tonnes of shingle aggregate.

5.2 Sourcing of material

The material required for this project is a 20-50 mm shingle aggregate which has been washed to remove potential contaminants. The material will be supplied as locally as possible and for the most competitive price. The works are consented to recharge with up to 1000 tonnes of material, the final amount will be subject to cost and we will ask for both a costed price for 500 tonnes and 1000 tonnes.

5.3 Transport of material

As Stakes Island isn't accessible by land, the material and equipment will need to be delivered by vessel during a spring high tide. The method used to transport the material onto the island will need to be conscious of the intertidal mud habitat. The Itchenor hard is available for use when transporting the material.

5.4 Spreading of material

The proposed works will consist of depositing up to 1000 tonnes of washed shingle on the south end of stakes island, raising an area of approximately 350 m² by approximately 1 m. The majority of the material will be deposited on the highest part of the ridge, above mean high spring tide level.

6. The Role of the Contractor

6.1 In order to be considered for the contract, the Conservancy need to do our necessary checks under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This is to ensure that you will take reasonable care of your own safety and that of others. The contractor is required to provide the following information:

- Organisation Details (Please use Tender Submission document provided).
- A Costed Price for each aspect of the works as detailed in Section 5 (Please use Tender Submission document provided).
- A Method Statement – a detailed proposal of how you would undertake the works. (Please use Tender Submission document provided or provide separate document).
- A Risk Assessment for the works.
- The Health & Safety Policy for the applicant.
- The Environmental & Sustainability Policy for the applicant.
- Proof of Insurance for the applicant.
- Evidence of 2 similar pieces of work completed within the last 3 years. Please provide detail that reflects the ability and quality of your work together with the name and contact details of references.

6.2 Please be aware that this project will require the contractor to hold a minimum level of £5m Public Liability Insurance.

6.3 Contractors that do not yet have any one of these documents, for instance the Environmental & Sustainability Policy, are encouraged to prepare one for the purposes of this brief and for future work with the Conservancy.

7. The Role of the Conservancy

7.1 Until the deadline for responding has passed, contractors may contact the Conservancy for further information if required. The site is not accessible to the public and can only be accessed by boat; if you wish to visit the site prior to submitting your tender, please contact the Project Manager, Jessica Vagg (jessica.vagg@conservancy.co.uk), to arrange.

7.2 The Conservancy will ensure that any potential disruption to users of the harbour is communicated in both a timely and appropriate manner.

7.3 Upon the passing of the deadline, the Conservancy will assess and score the responses. The weighting will be as follows (Table 1).

Table 1. Score allocation and weighting

Criteria category	Overall weighting	Assessment method
Organisation Details	n/a	For information only
Price	50%	Normalised price score formula
Method Statement	30%	0,1,2,3,4,5 (See scoring in table 2)
Risk Assessment	5%	0,1,2,3,4,5 (See scoring in table 2)
Health and Safety Policy	5%	0,1,2,3,4,5 (See scoring in table 2)
Environmental & Sustainability Policy	5%	0,1,2,3,4,5 (See scoring in table 2)
Proof of Insurance	n/a	For information only
Evidence of 2 similar pieces of work	5%	0,1,2,3,4,5 (See scoring in table 2)

7.4 Criteria that is “for information only” will not be assessed or scored, but if the information is not provided the tender will be judged as non-compliant and will not continue in the process.

7.5 The total cost of the tender will be ranked against all other tenders using the normalised price score formula. The highest priced tender will receive the lowest score and the lowest priced tender will receive the highest score.

$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

7.6 The Conservancy will use the following scoring criteria (Table 2) on the relevant evaluation categories:

Table 2. Scoring criteria

Score	Guidance
0 - Unacceptable	No response or any element of the response gives cause for major concern that requirement[s] will not be met.
1 - Poor	A poor response that addresses/meets few of the requirements. The response given does not provide full confidence that the requirements can be met.
2 - Limited	A limited response that addresses and meets some of the requirements. There are a few concerns about whether or not the requirements can be met, which require further clarification.
3 - Satisfactory	A satisfactory response that addresses most of the requirements in sufficient detail, providing confidence that most of the requirements can be met.
4 - Good	A good response that addresses and substantially meets the requirements, providing confidence that the requirements can be met in full.
5 - Excellent	An excellent response that has addressed all requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions.

7.7 Applicants that score 0 or 1 for any of the criteria categories will be automatically judged as non-complaint and will not continue in the process.

7.8 The contract will be awarded by the 11th July 2022, with the works commencing in September 2022.

8. Submission of Tender Bid

8.1 Your completed submission document saved as a PDF and supplementary documents should be submitted by 12pm on Thursday 30th June 2022 in electronic format. Please send to Richard Craven, Director and Harbourmaster (richard.craven@conservancy.co.uk) with the subject **“Private and Confidential – Stakes Island tender submission”**.

An acknowledgement email will be sent upon receipt. Please contact the Harbour Office if this is not forthcoming within a reasonable time.

8.2 Jessica Vagg, Return of the Tern Project Manager (jessica.vagg@conservancy.co.uk), will be the lead contact for this project, with Pete Hughes, Conservancy Ecologist (pete.hughes@conservancy.co.uk) the secondary contact. Email both members of staff with any questions about the tender.