

Invitation to Tender (ITT)

For: PEVENSEY & CUCKMERE Water Level Management Board

Date: March 2017

1 Overview of the Pevensey & Cuckmere IDB (the “Customer Organisation”)

1.1 The PEVENSEY & CUCKMERE Water Level Management Board is a public body, administered by the Water Level Management Alliance. The board’s aim is to reduce the risk to people, property, infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences and drainage networks within our hydraulic sub catchment areas.

We aim to enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities that would otherwise increase flood or coastal erosion risk.

The board aims to nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses and other flood and coastal erosion risk management infrastructure.

2 Introduction and Background to the Project / Programme

2.1 The purpose and scope of this ITT and supporting documents is to explain in further detail the requirements of the Customer Organisation and the procurement process for submitting a tender proposal.

3. Tender Conditions and Contractual Requirements

This section of the ITT sets out the Customer Organisation’s contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process (“**Procurement Process**”).

3.1 Contracting requirements

3.1.1 The contracting authority is the Customer Organisation, which includes any subsidiary companies and other organisations that control or are controlled by the Customer Organisation from time to time.

3.1.2 The appointed supplier will be expected to provide services within the Customer Organisation’s area of the Pevensey & Cuckmere Water Level Management District, as directed by the operations manager.

3.1.3 The Customer Organisation’s contracting and commercial approach in respect of the required services is set out at Annexe 1 (Terms and Conditions of contract) (“**Contract**”). By submitting a tender response, you are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.

3.1.4 The Contract awarded will be for a duration of 1st May 2017 to 31st March 2019.

3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this ITT by the Clarification Deadline (as defined below in the Timescales section of this ITT). Following such clarification requests, the Customer Organisation may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.6 The Customer Organisation is under no obligation to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Tender Response Deadline (as defined below in the Timescales section of this ITT). Any proposed amendments that are received from a potential supplier as part of its tender response shall entitle the Customer Organisation to reject that tender response and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable Customer Organisation policies relevant to the services being supplied.

3.3 General tender conditions (“Tender Conditions”)

3.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.

3.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the Customer Organisation carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender response being undertaken by one or more third parties commissioned by the Customer Organisation for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the Customer Organisation will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Customer Organisation.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the Customer Organisation promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

3.3.5 Amendments to the ITT – At any time prior to the Tender Response Deadline, the Customer Organisation may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of the Customer Organisation, be extended. Your tender response must comply with any amendment made by the Customer Organisation in accordance with this paragraph 3.3.5 or it may be rejected.

3.3.6 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of the Customer Organisation’s requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the Customer Organisation as part of this Procurement Process.

3.3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by the Customer Organisation completed in all areas and in the format as detailed by the Customer Organisation in Annexe 2 (Supplier Response). Any documents requested by the Customer Organisation must be completed in full. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.

3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Tender Response Deadline by giving written notice to the Customer Organisation. Any modification should be clear and submitted as a complete new tender response in accordance with Annexe 2 (Supplier Response) and these Tender Conditions.

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the Customer Organisation may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains hand written amendments which have not been initialled by the authorised signatory;
- does not reflect and confirm full and unconditional compliance with all of the documents issued by the Customer Organisation forming part of the ITT;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the Customer Organisation in any way;
- is not submitted in a manner consistent with the provisions set out in this ITT;
- contains information which is inconsistent with answers already given in the pre-qualification questionnaire completed as part of this Procurement Process or;
- is received after the Tender Response Deadline.

3.3.10 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling the Customer Organisation to reject a tender response apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process;
- to fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the Customer Organisation concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

The Customer Organisation shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that the Customer Organisation shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the Customer Organisation any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.3.12 Rights to cancel or vary this Procurement Process - By issuing this ITT, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the Customer Organisation is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this ITT but the Customer Organisation reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all

potential supplier in writing. Subject to the “Liability” Tender Condition below, the Customer Organisation will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment or variation.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirements of this ITT.

3.3.14 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the Customer Organisation in relation to fraud or in other circumstances where the Customer Organisation’s liability may not be limited under any applicable law.

4. Confidentiality and Information Governance

4.1 All information supplied to you by the Customer Organisation, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

4.3 This ITT and its accompanying documents shall remain the property of the Customer Organisation and must be returned on demand.

4.4 The Customer Organisation reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Customer Organisation further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

4.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to the Customer Organisation (together the “**Disclosure Obligations**”).

4.6 You should be aware of the Customer Organisation’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the Customer Organisation. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Customer Organisation under the Disclosure Obligations, unless the Customer Organisation

decides that one of the statutory exemptions under the FOIA or the EIR applies.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part 2 of Annexe 2 (Supplier Response), you must provide clear and specific detail as to:

- the precise elements which are considered confidential and/or commercially sensitive;
- why you consider an exemption under the FOIA or EIR would apply; and
- the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the Customer Organisation should not and will not be bound by any such markings.

4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the Customer Organisation accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the Customer Organisation, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the Customer Organisation on the basis that it may be disclosed under the Disclosure Obligations if the Customer Organisation considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the Customer Organisation’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the Customer Organisation’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5. Tender Validity

5.1 Your tender response must remain open for acceptance by the Customer Organisation for a period of sixty days from the Tender Response Deadline. A tender response not valid for this period may be rejected by the Customer Organisation.

6. Payment and Invoicing

6.1 The Customer Organisation will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the Customer Organisation must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors.

General requirements for an invoice for the Customer Organisation include:

- A description of the good/services supplied is included.
- The Customer Organisation’s Purchase Order number is included.
- It must be addressed to Sallyanne Jeffrey, Kettlewell House, Austin Fields Industrial Estate, Kings Lynn, Norfolk, PE30 1PH.

7. Specification

- **Tender Item 1:** Cost for a fuelled long reach machine with an operator and with a standard ditching bucket, flail or a weed basket between June to January and with a standard ditching bucket only from January to March (locations of work to be directed by operations manager).
- **Tender item 2:** Provide a day rate for a boat and spray equipment, including herbicide and staff to safely complete spraying of Pennywort from May to January (Note: locations of work to be directed by operations manager and will not be continuous between these dates).
- **Tender item 3:** cost for a fuelled tractor and flail with an operator.
- **Tender item 4:** Rate for machine moves
- The successful tenderer will report daily to the Pevensy & Cuckmere Operations Manager & Ecologist.
- All relevant environmental assents and approvals will be obtained by the Customer and provided to the Tenderer.
- The tenderer must work in accordance with the requirements of the relevant environmental assents.
- All individuals who will undertake spraying work must have the following qualifications (or equivalent, to be approved by the Customer);
 - City & Guilds Level 2 award PA1 Safe Use and handling of Chemicals
 - City & Guilds Level 2 award PA6 AW knapsack with extendable lance spraying in or near water
 - RYA Level 2 boat handling.
- All machines used for maintenance work must;
 - Have full specification sheets available at all times
 - run on bio-degradable oil
 - Be CE certified
 - Have appropriate spill kits available in the machine at all times
 - Be provided with a Flail attachment with rollers (in order to complete the flailing of the banks to set levels, as set out in the EA Maintenance standards document)
 - Be provided with a weed basket / Bradshaw bucket to complete the weed cut, as set out in the EA Maintenance standards document.

- All machine drivers must hold;
 - CPCS or Lantra qualified for use on the appropriate machine.
- All operations must comply with the DEFRA ‘Check. Clean, Dry’ best practice at all times.
- Tendering for all or some of the tender elements/numbers is permitted, as set out on the Tender Response, *Tender_Response_P&C_001*, is permitted.

8. Mandatory Requirements / Constraints

8.1 As part of your tender response, you must confirm on the Tender Response, *Tender_Response_P&C_001* that you meet the mandatory requirements / constraints, as set out in the Customer Organisation’ s specification forming part of this ITT. A failure to comply with one or more mandatory requirements or constraints shall entitle the Customer Organisation to reject a tender response in full.

9. Key background documents and further information

9.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annexe to this ITT and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the ITT will not apply.

- 9.2 The following additional documentation / information is provided as part of this ITT
- Environment Agency Maintenance Standards Document (included in Annexe 3).

10. Timescales

10.1 Subject to any changes notified to potential suppliers by the Customer Organisation in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
Issue of Contract Notice / availability of ITT documents	03/04/2017
Deadline for clarification questions (Clarification Deadline)	1400hrs 10/04/2017
Customer Organisation to respond to clarification questions	12/04/2017
Deadline for submission of ITT responses by potential suppliers (Tender Response Deadline)	1400hrs 18/04/2017
Contract concluded with winning supplier	25/04/2017
Contract start date	01/05/2017

11 Instructions for Responding

11.1 The documents that must be submitted to form your tender response are listed at Part 2 of Annexe 2 (Supplier Response) to this ITT. All documents required as part of your tender response should be submitted to Phil Camamile, Kettlewell House, Austin Fields Industrial Estate, Kings Lynn, Norfolk, PE30 1PH by the Tender Response Deadline,

as set out in the Timescales section of this ITT.

11.2 The following requirements should be complied with when submitting your response to this ITT:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the Customer Organisation.
- Please ensure that information provided as part of its response is of sufficient quality and detail that an informed assessment of it can be made by the Customer Organisation.
- Do not submit any additional supporting documentation with your ITT response except where specifically requested to do so as part of this ITT. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the Customer Organisation).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this ITT or its Annexes, all tender responses should be in the format of the relevant Customer Organisation requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as ‘or equivalent’ – you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a Customer Organisation requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be submitted to Phil Camamile, phil@wlma.org.uk by the Clarification Deadline, as set out in the Timescales section of this ITT. The Customer Organisation is under no obligation to respond to clarification requests received after the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The Customer Organisation reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the Customer Organisation considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the Customer Organisation responding to all potential suppliers.

12.4 The Customer Organisation may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the Customer Organisation by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.



Stage 2: If a bidder succeeds in passing Stage 1 of the evaluation, then it will have its detailed tender response to the Customer Organisation’s requirements evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Quality	40%
Methodology and Approach	10%
Commercial	50%

13.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 2 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the Customer Organisation for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good - Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested, in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due to the bidder’s failure to provide all information at the level of detail requested.
5	Adequate - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable - The response is non-compliant with the requirements of the ITT and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the Customer Organisation as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the Customer Organisation as part of the pricing approach, the Customer Organisation may reject the full tender response at this point. The Customer Organisation may also reject any tender response where the Overall Price for the goods and/or services is considered by the Customer Organisation to be abnormally low following the relevant processes set out under the EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by

application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology

Annexes

Annexe 1 - Terms and Conditions of Contract

- Public Sector Co-operation Agreement (If successful bidder is a public body/risk management organisation)
- The Engineering and Construction Short Contract (ECSC) for all private companies

Annexe 2 – Supplier Response

The supplier Tender Response should be submitted on form Tender_Response_P&C_001.

All documents and all correspondence relating to this Procurement Process must be written in English including without limitation any documents submitted as part of a tender response.

The supplier may also provide any other documents they feel beneficial to the customer.

Annexe 3 – List of documents included

- Environment Agency Maintenance standards document
- Tender_Response_P&C_001
- Drawings:
 - *CMT220P: PevensyCuckmereWLMB-Barnhorn,*
 - *CMT221G: PevensyCuckmereWLMB-Combe Haven,*
 - *CMT212G: PevensyCuckmereWLMB-Cuckmere (C),*
 - *CMT212G: PevensyCuckmereWLMB-Cuckmere (N),*

- *CMT212G: PevenseyCuckmereWLMB-Cuckmere (S),*
- *CMT215P: PevenseyCuckmereWLMB-Glynleigh,*
- *CMT214P: PevenseyCuckmereWLMB-Horse Eye and Down,*
- *CMT216P: PevenseyCuckmereWLMB-Manxey,*
- *CMT217G: PevenseyCuckmereWLMB-Pevensey,*
- *CMT219P: PevenseyCuckmereWLMB-Star Inn,*
- *CMT218P: PevenseyCuckmereWLMB-Waterlot (N),*
- *CMT218P: PevenseyCuckmereWLMB-Waterlot (S),*
- *CMT213P: PevenseyCuckmereWLMB-Whelpley,*
- *CMT222G: PevenseyCuckmereWLMB-Willington and Langney*

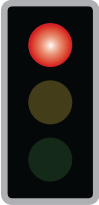
External consultation Maintenance Standards

delivering consistent standards for sustainable asset management

FCRM Asset Management

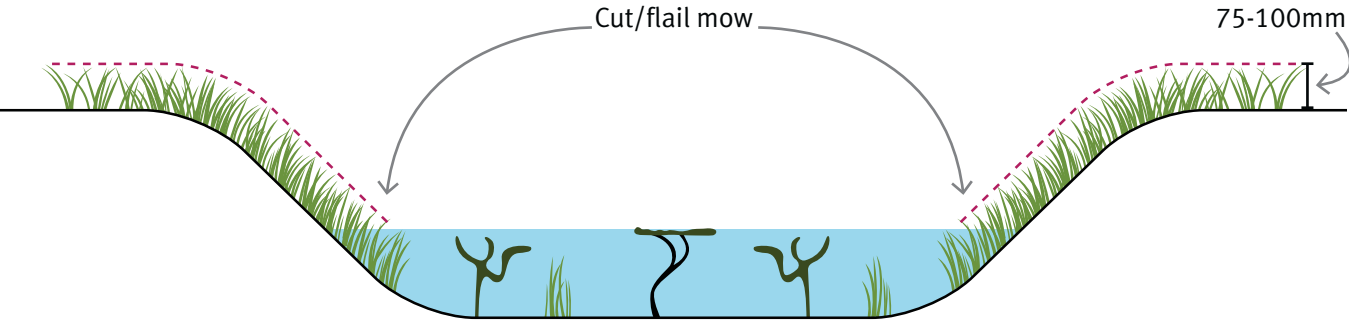
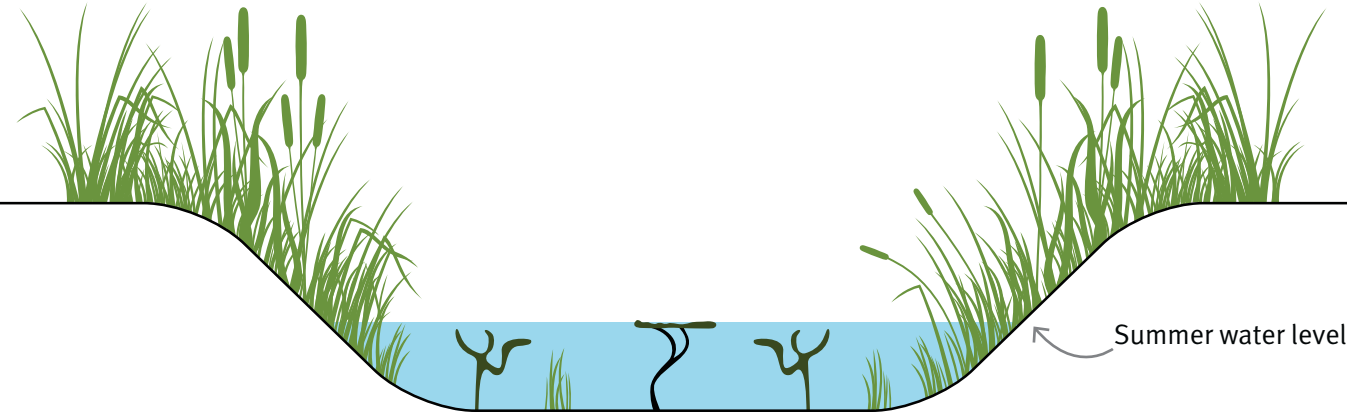
Maintenance Standards
Version 3 March 2012

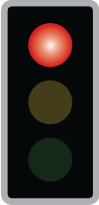




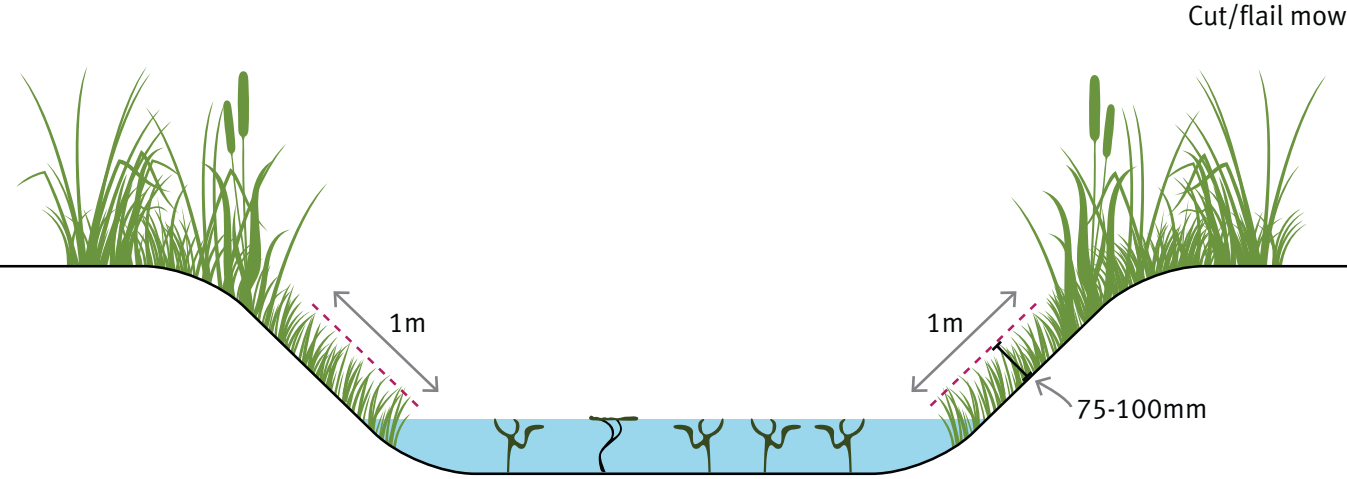
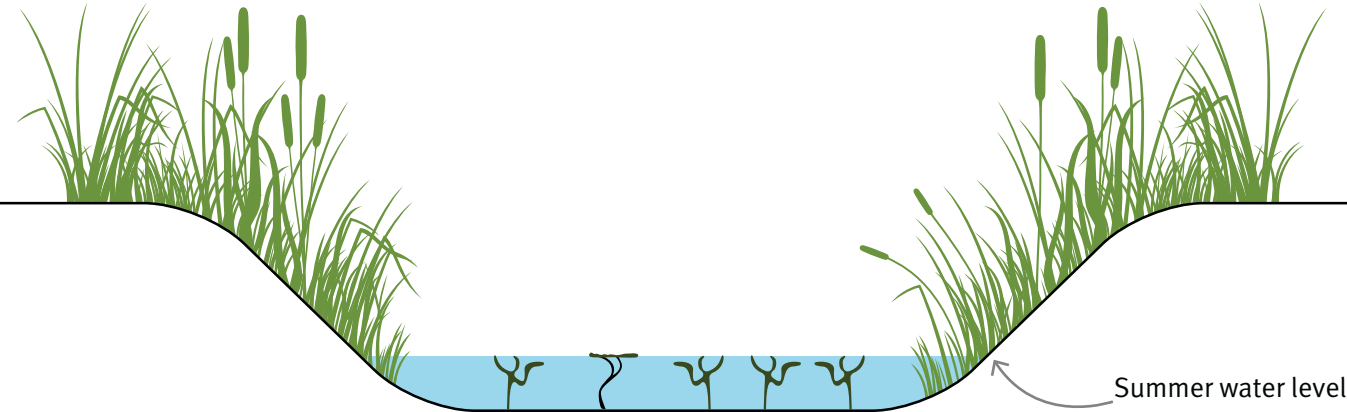
M1 Grass control

Use only where risk/limited capacity dictates. Look to enhance



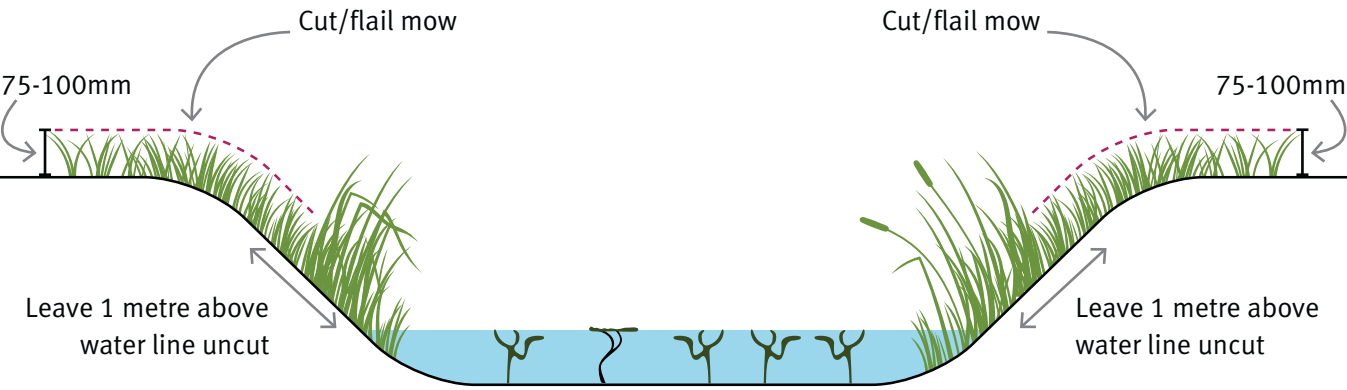
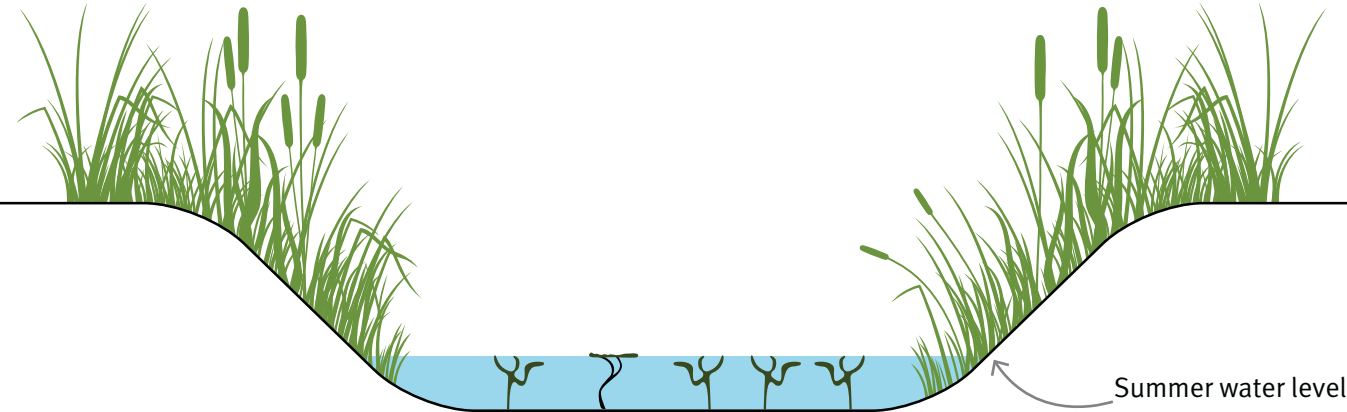


M2 Grass control



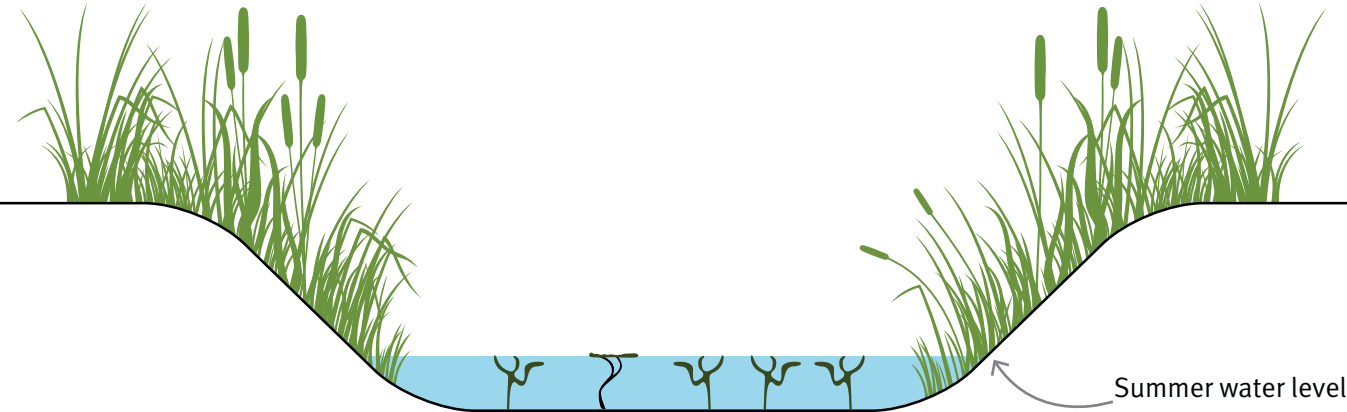


M3 Grass control

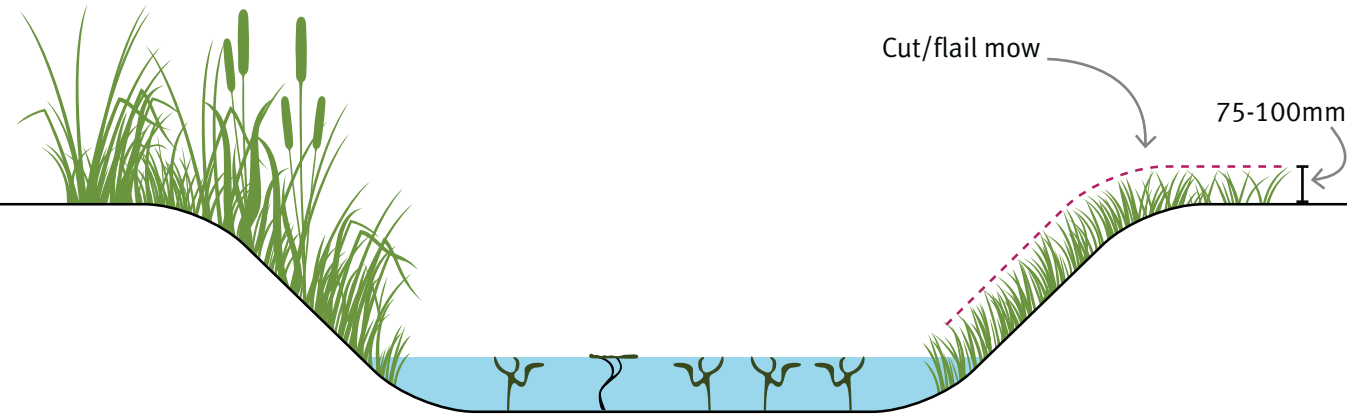


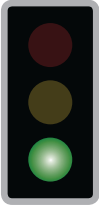


M4 Grass control

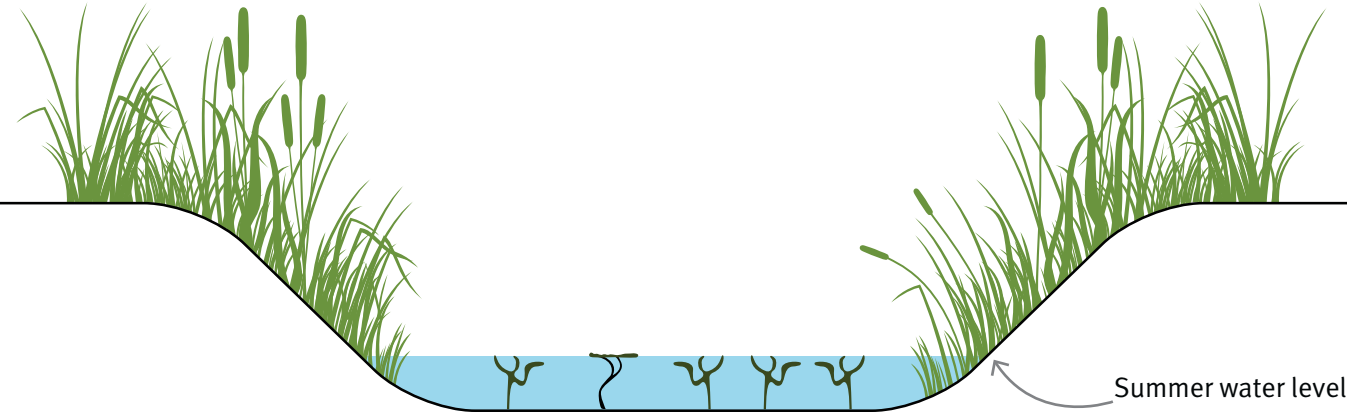


Maintenance this side only

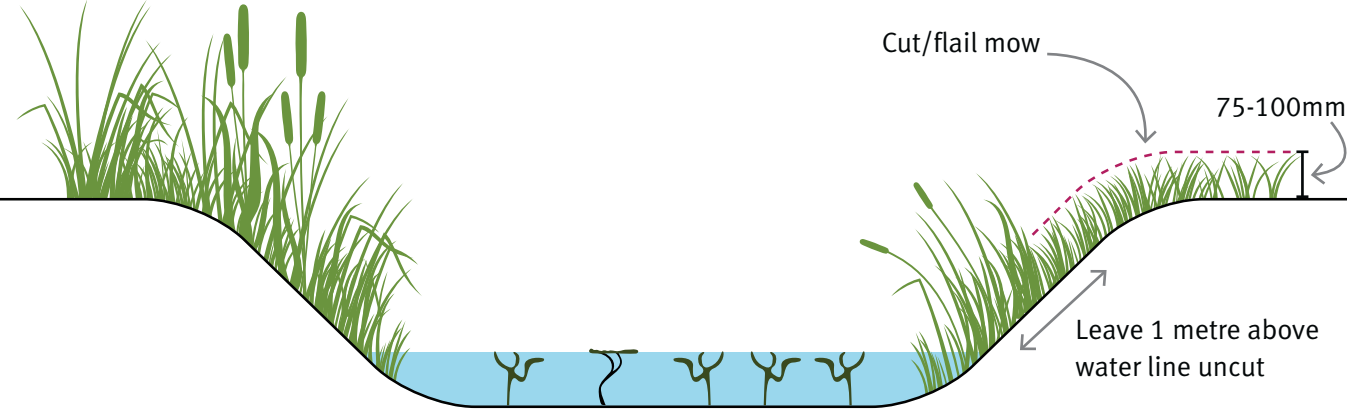


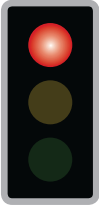


M5 Grass control

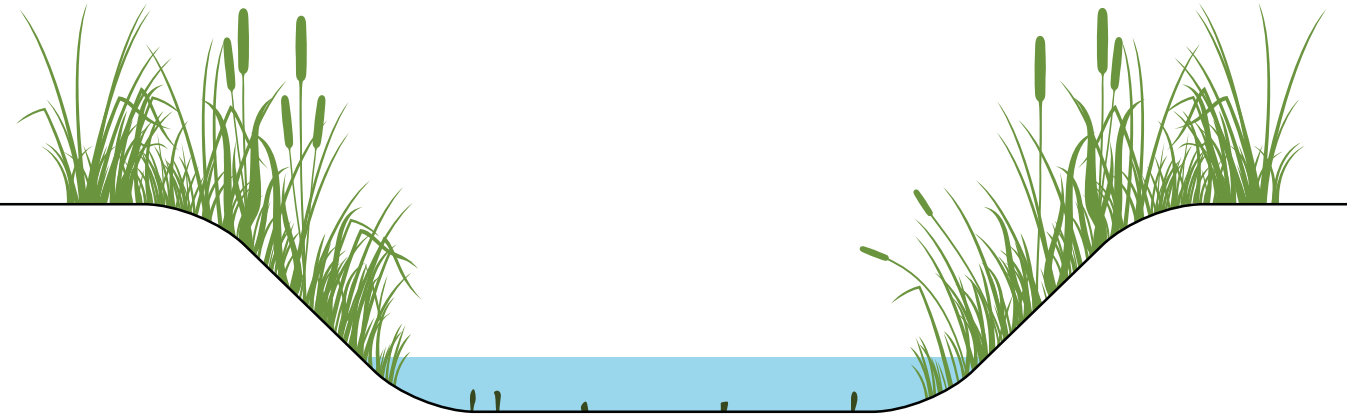
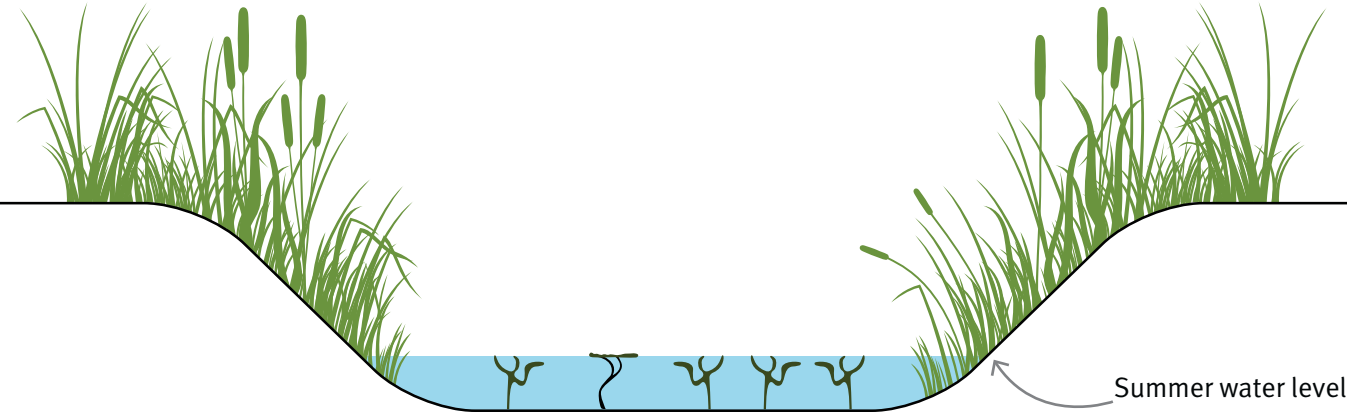


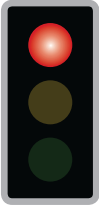
Annual maintenance this side only



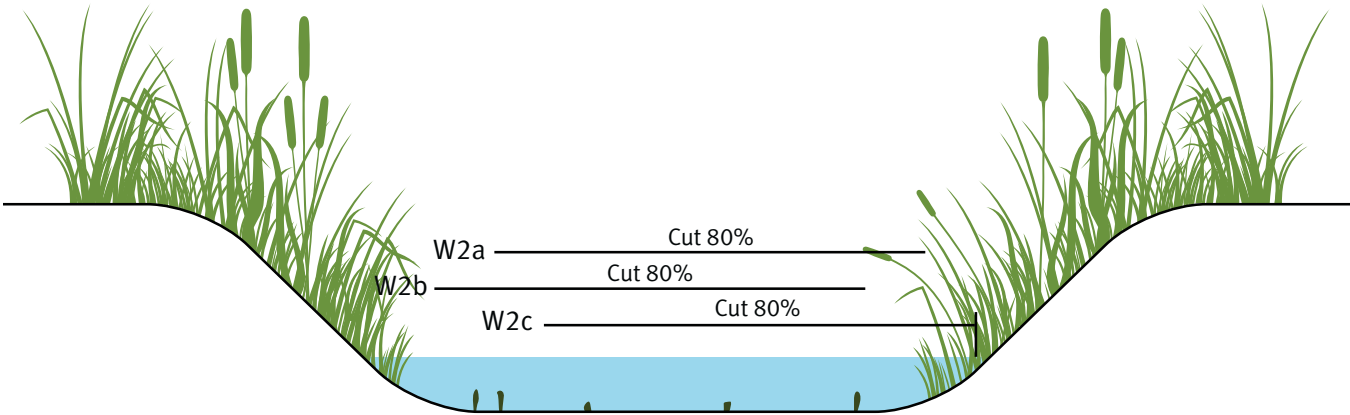
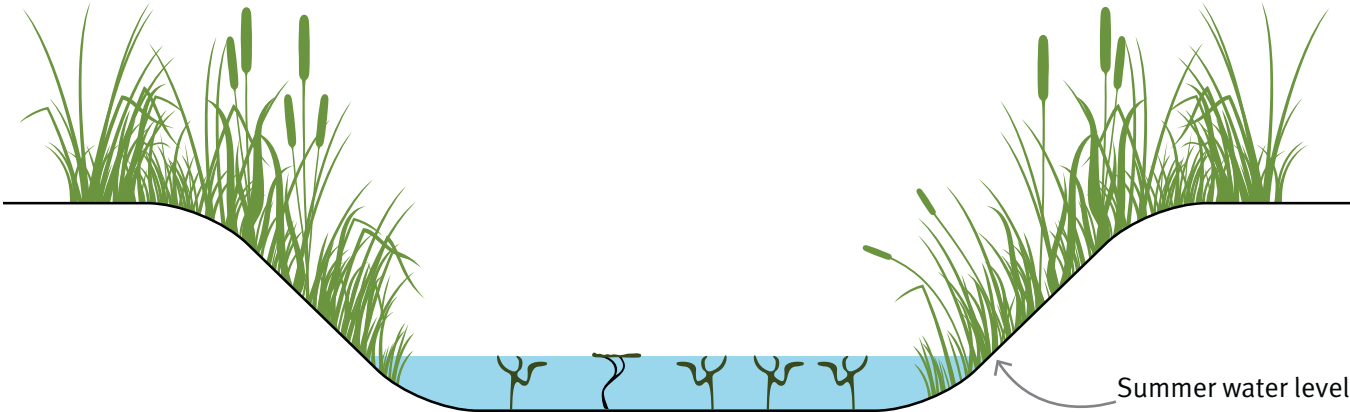


W1 Weed control



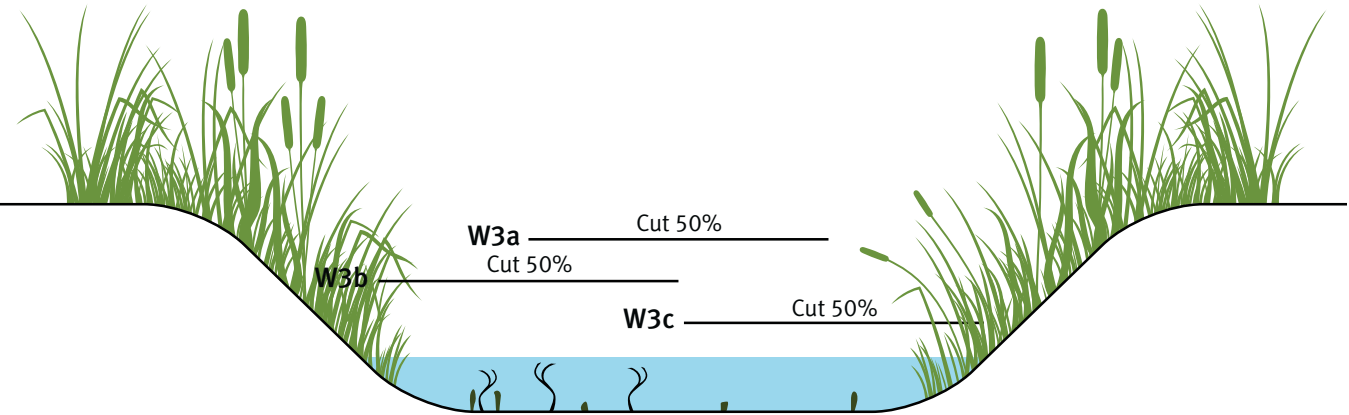
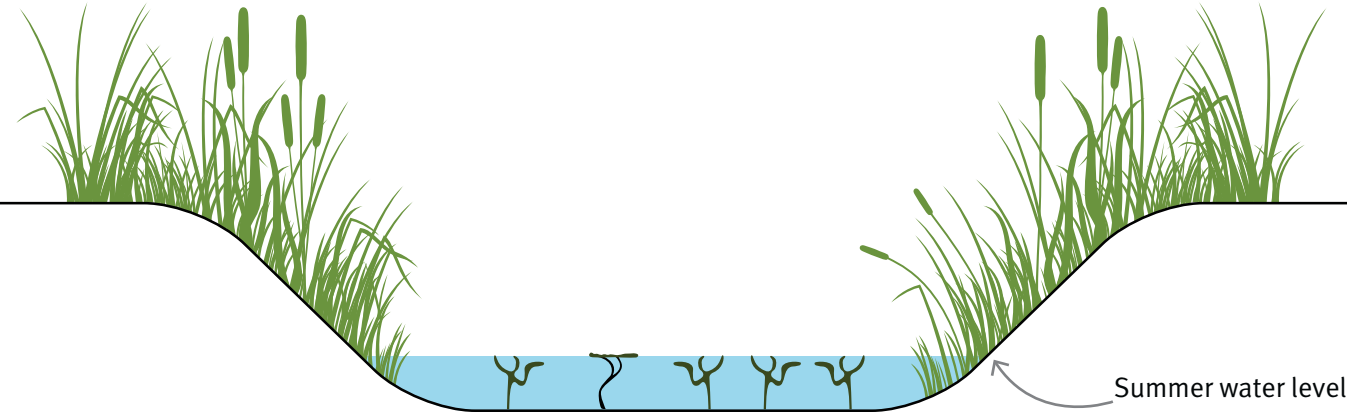


W2 a, b, c Weed control





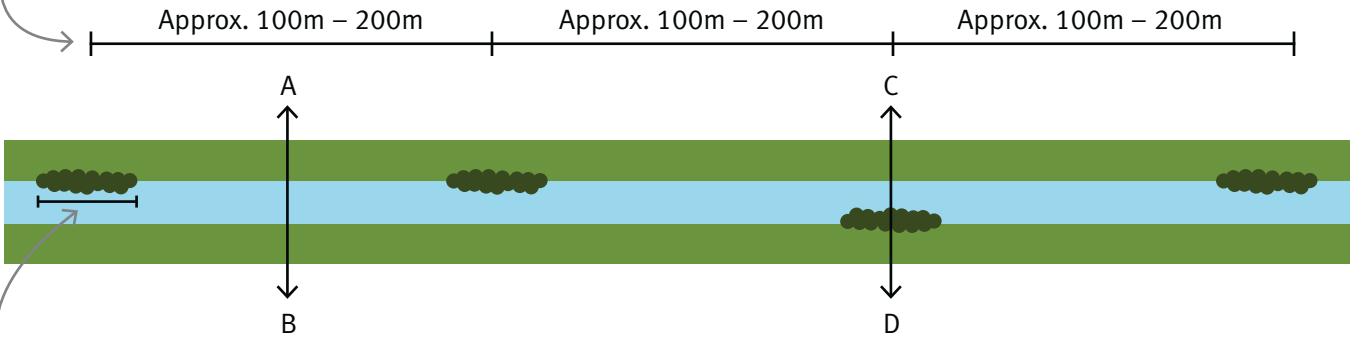
W3 a, b, c Weed control



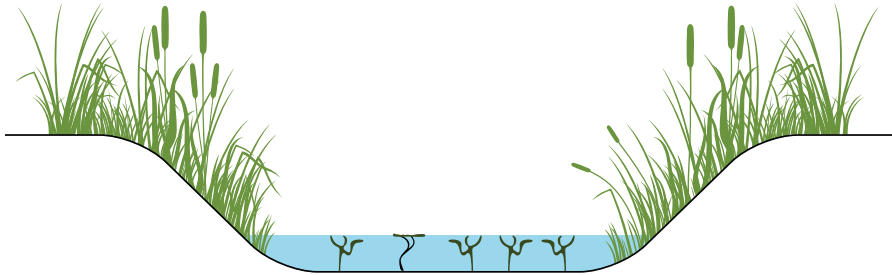


W4 Weed control

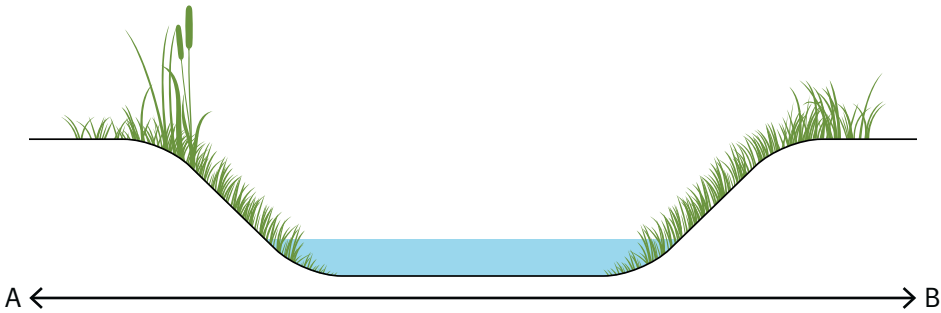
Distance between aquatic margin centres



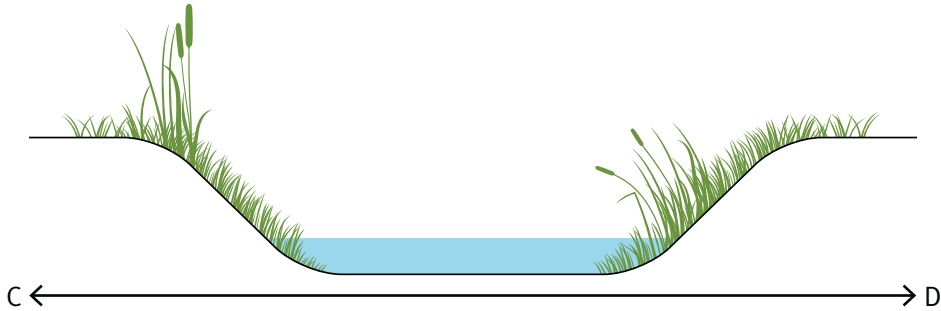
Approx. 20m of aquatic margin



Typical growth before maintenance



Typical W1 cross-section



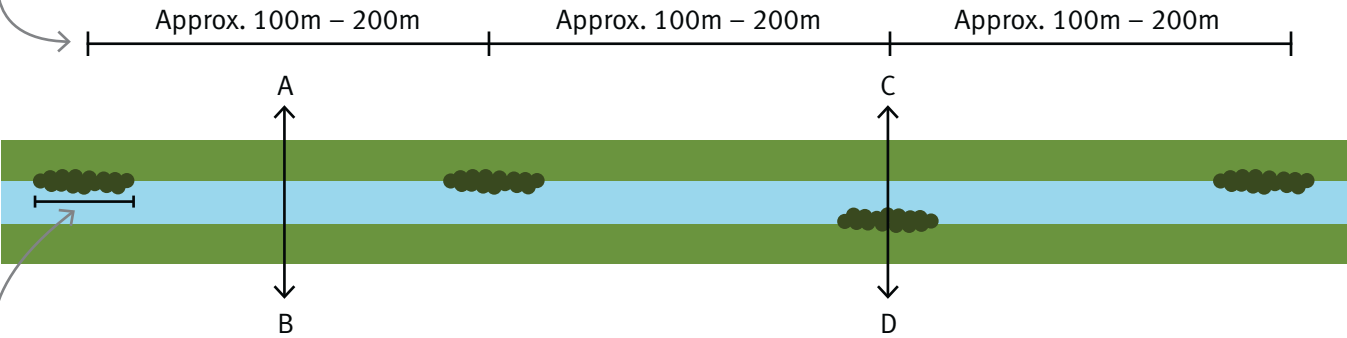
W2 (a, b or c) approx. 20m lengths, with distance between aquatic margin centres approx. 100m – 200m

Maintain short lengths of approx. 20m of aquatic margin on alternating sides

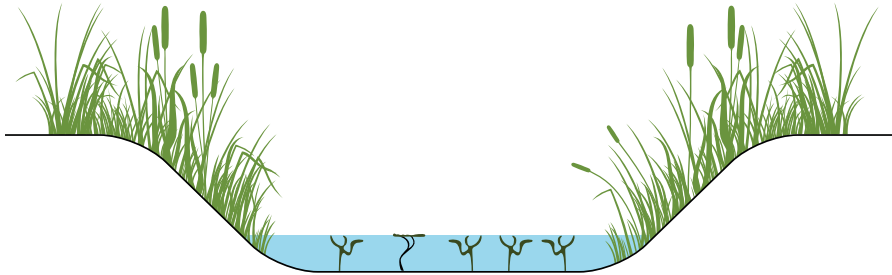


W5 Weed control

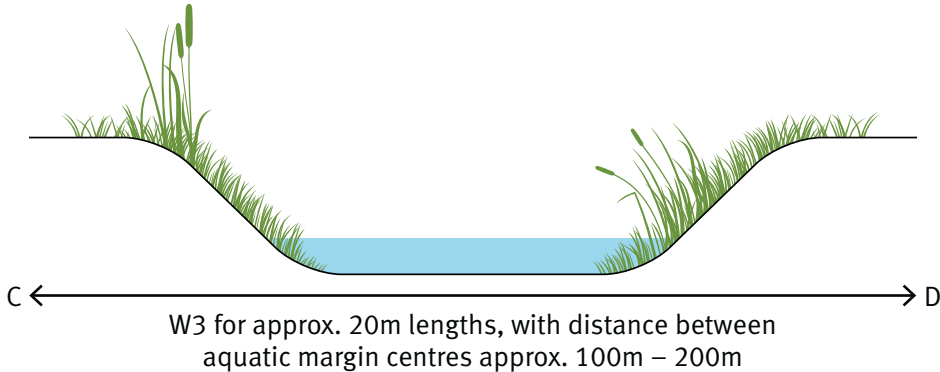
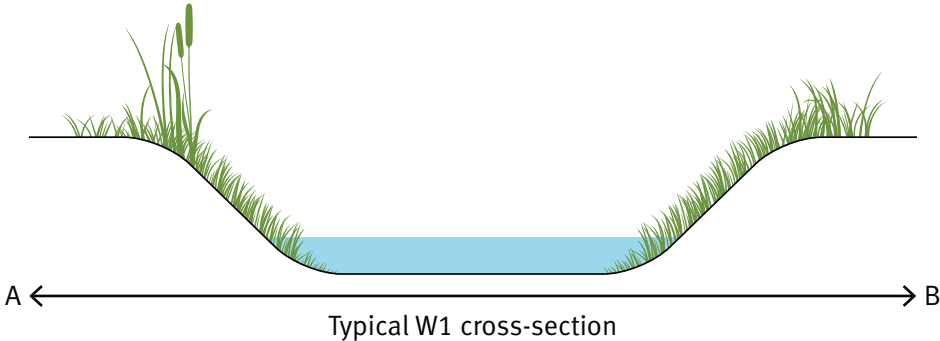
Distance between aquatic margin centres



Approx. 20m of aquatic margin



Typical growth before maintenance

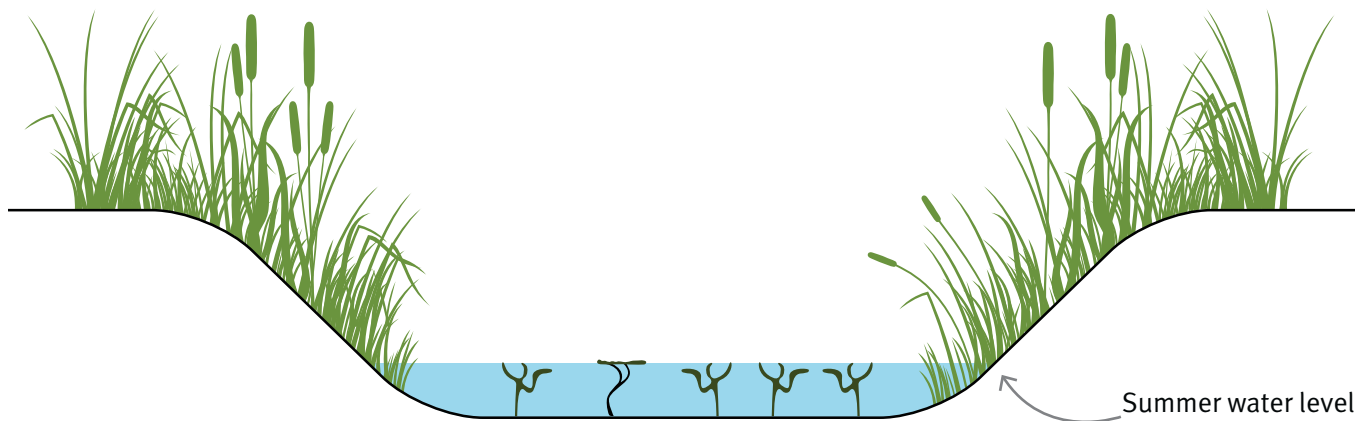


Maintain short lengths of approx. 20m of aquatic margin on alternating sides



W6 Weed control

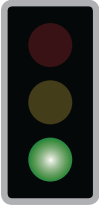
Use only where risk/limited capacity dictates. Look to enhance



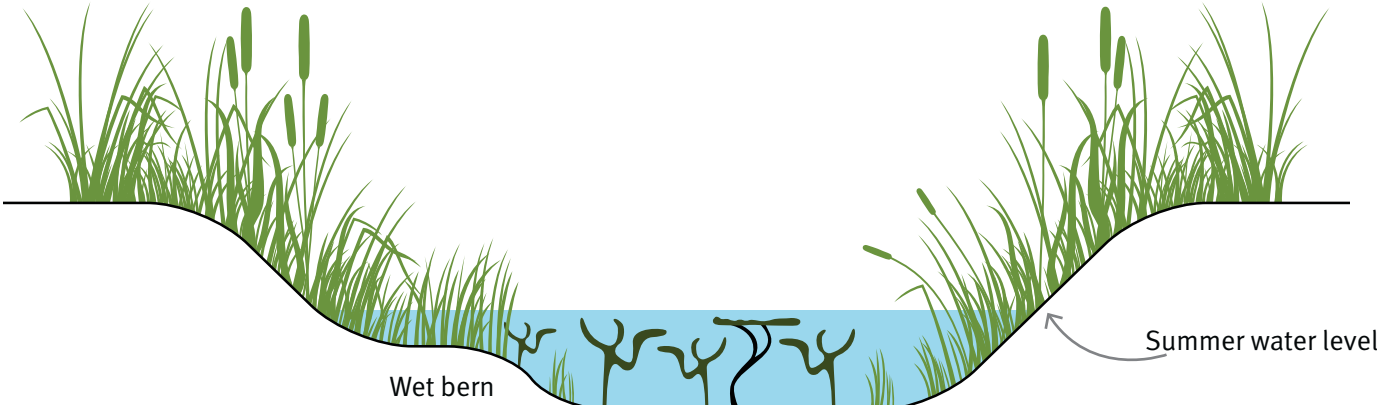
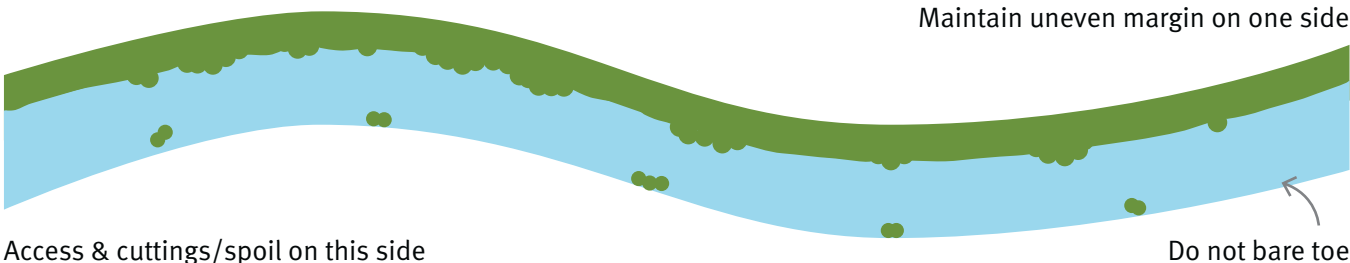
Do not cut aquatic (reed) fringes

Weedcuttings to be placed as far from the channel as possible

Do not expose toe or bank side soils by excessive cutting and avoid disturbance of bed material

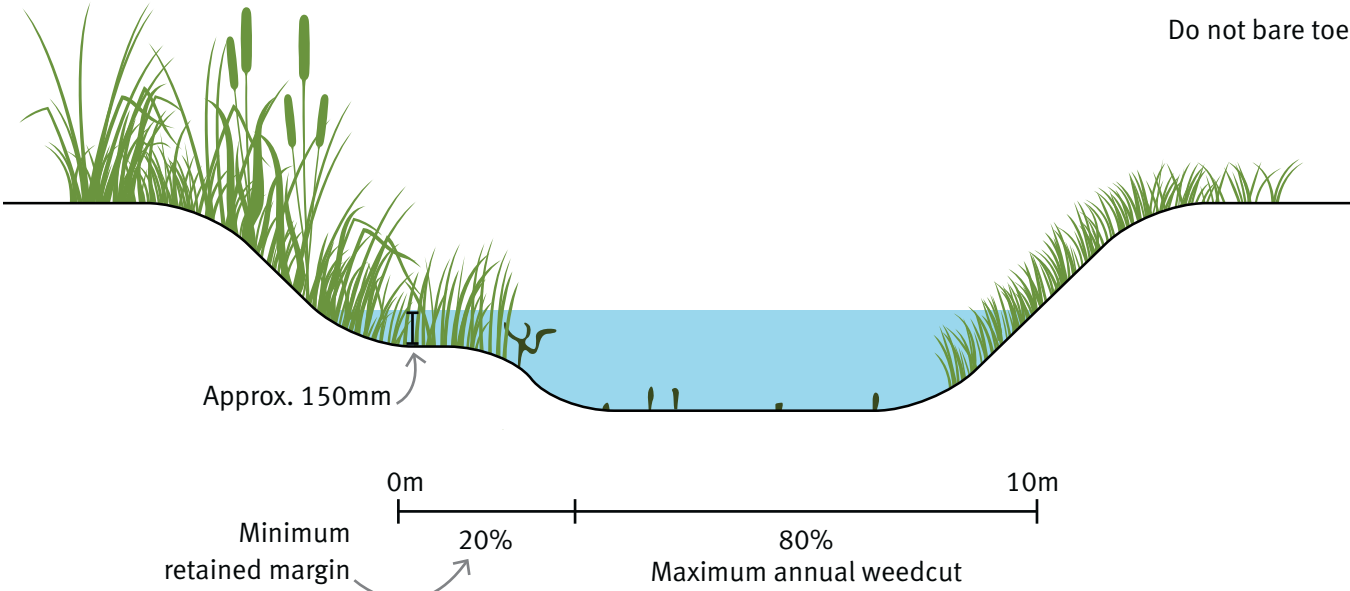


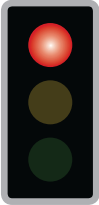
W7 Weed control



No cutting or spoil on this side
 Channel width <10m = min, 10% of retained margin
 Channel width 10m+ = min, 20% of retained margin

THIS SIDE ONLY
Annual maintenance access
 Weedcuttings to be placed as far from the channel as possible
 Cut using a reciprocating blade on basket
 Do not bare toe

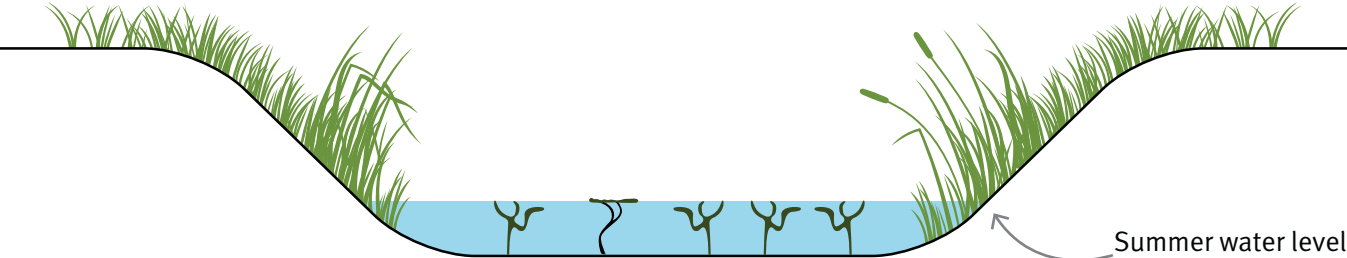




WB1 Weed control

Use only where risk/limited capacity dictates. Look to enhance

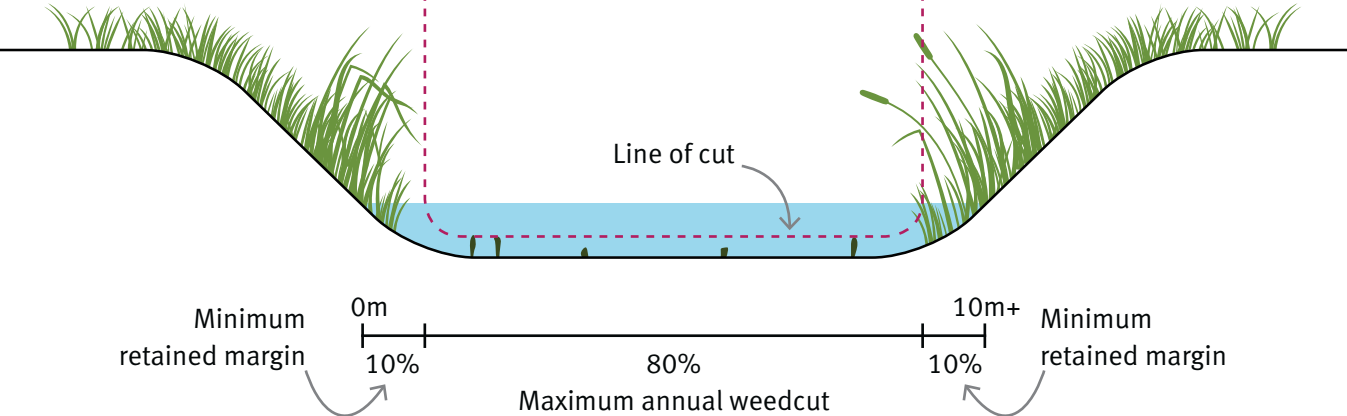
Use alternate bank for disposal where possible



Channel width <10m = min 10% of retained margin
 Channel width 10m+ = min 20% of retained margin

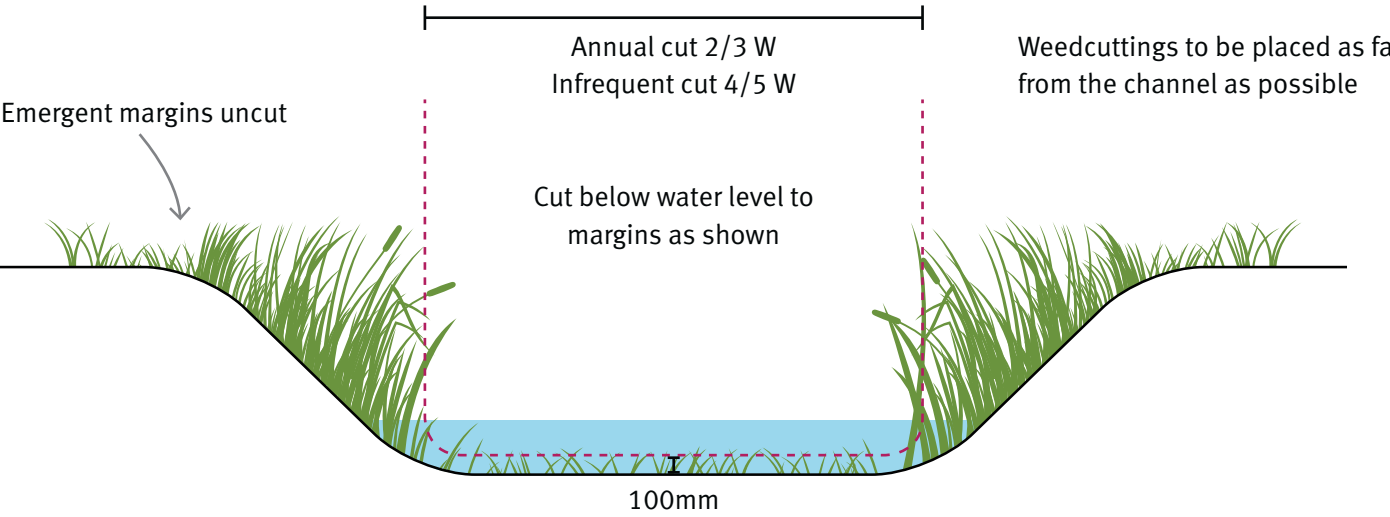
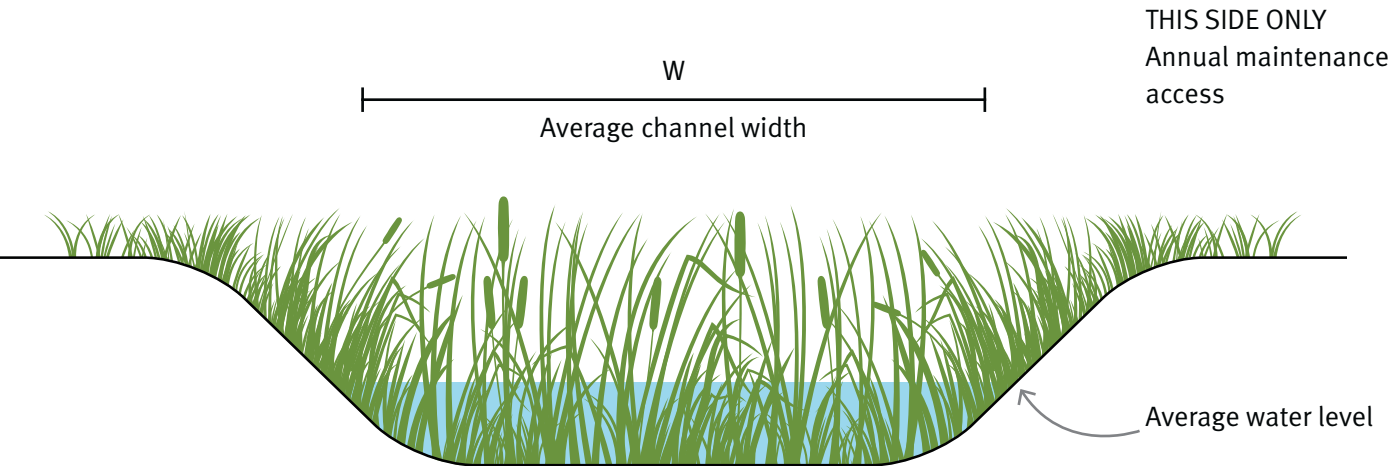
Cut and remove all weed in central 80%. Rake whole channel width to remove "loose" and floating weed, except through established reed beds.

Weedcuttings to be placed as far from the channel as possible
 Cuttings removed to specified site or placed on bank NOT on margins

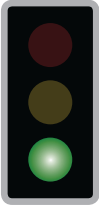




WB2 Weed control



Note: 'W' is designed wetted width of channel to provide indicative standard of protection



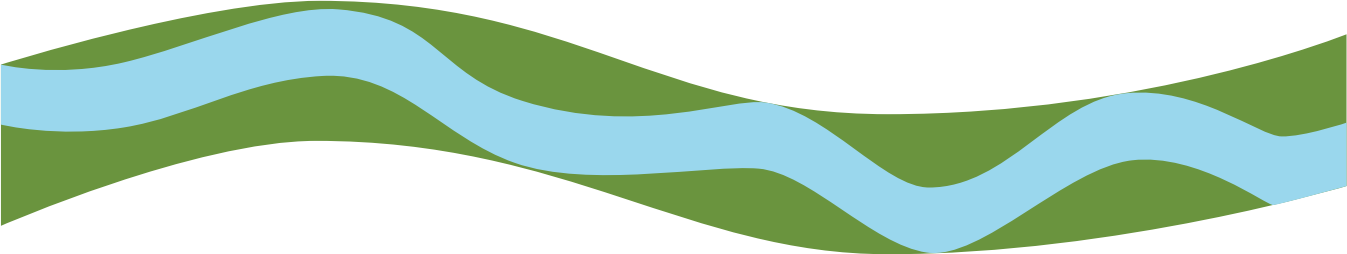
WB2 (Plan) Weed control

No weedcutting shall take place between April and the beginning of July

Annual cut

Cut a meandering channel retain 33% (1/3) of vegetation

Maintain uneven margins



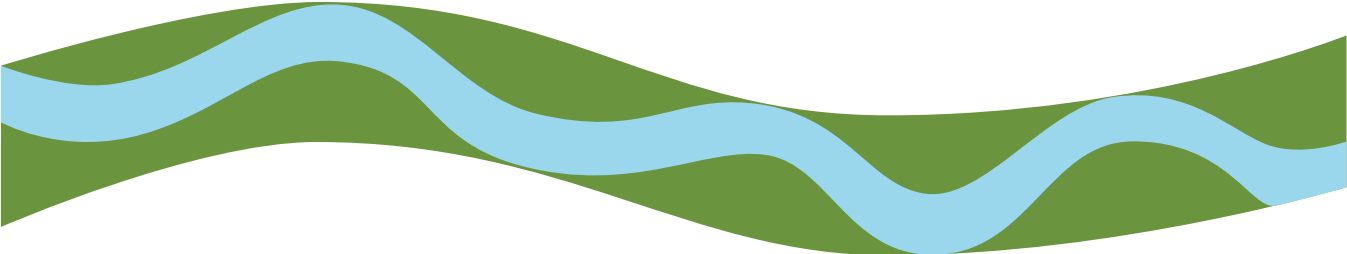
Access & cuttings on this side

Weedcuttings to be placed as far from the channel as possible

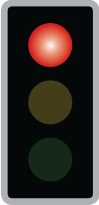
Infrequent cut

Cut a meandering channel retain 20% (1/5) of vegetation

Maintain uneven margins



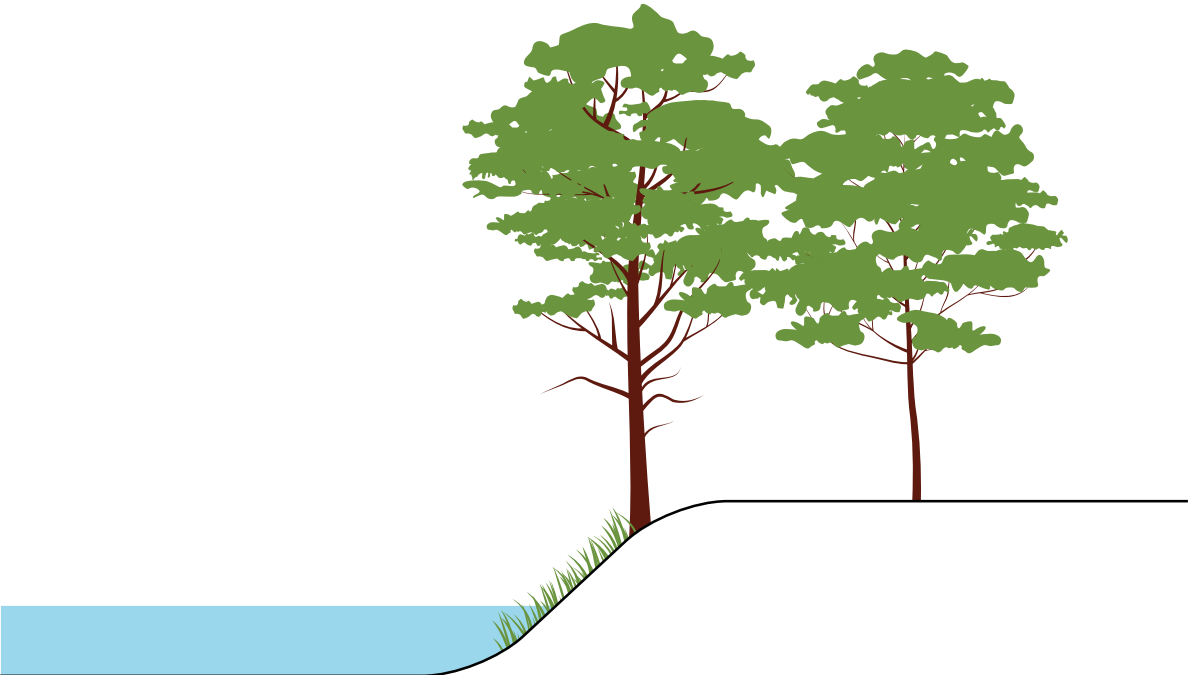
Access & cuttings on this side



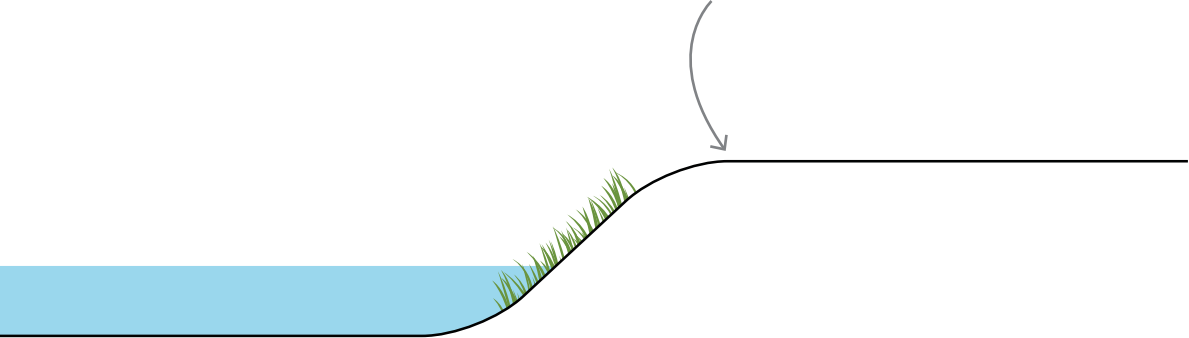
TB1 Tree and bush management

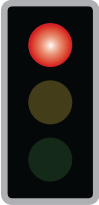
Tree and bush work can usually be undertaken between September and Mid-February, unless nesting birds are present.

Work should be phased over a number of years.



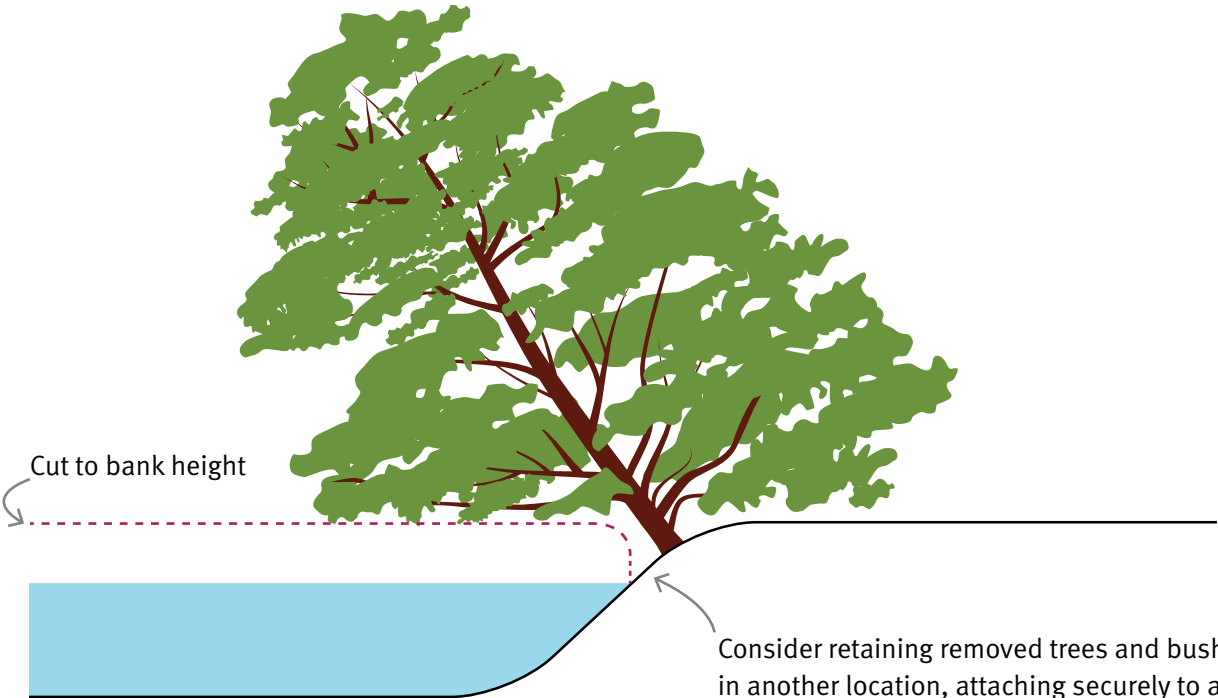
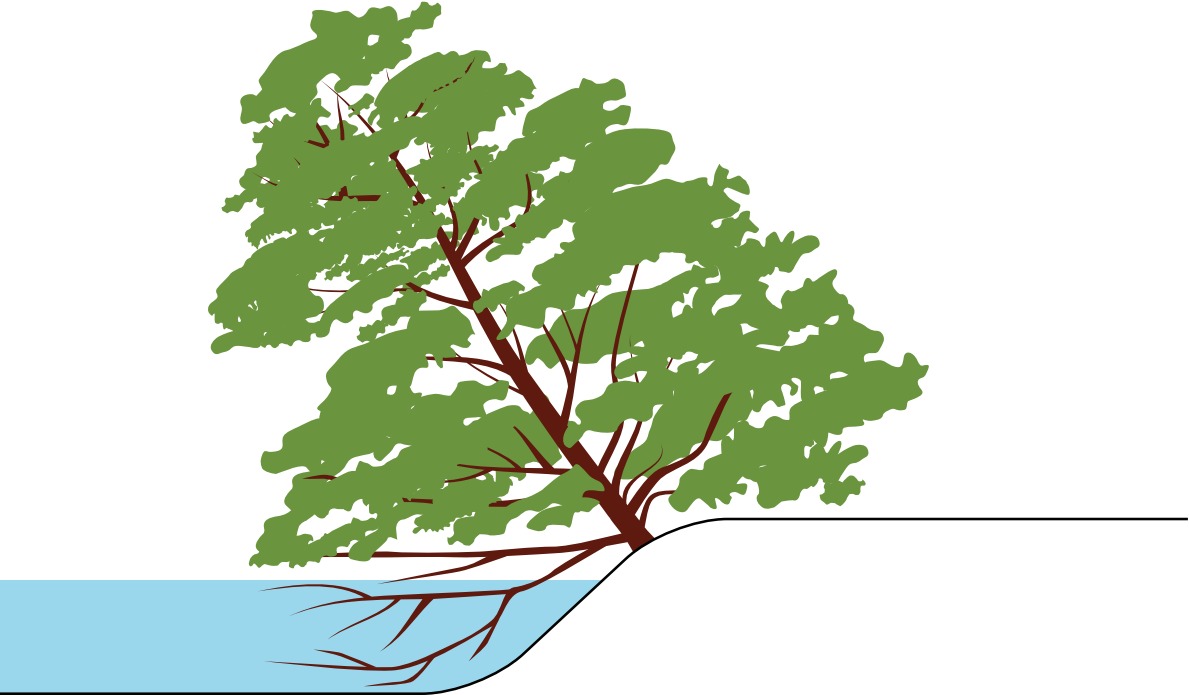
All trees and bushes to be removed from banks. Consider retaining trees and bushes for reuse in another location, attaching securely to a river bed to encourage river restoration





TB2 Tree and bush management

Tree and bush work can usually be undertaken between September and Mid-February, unless nesting birds are present.

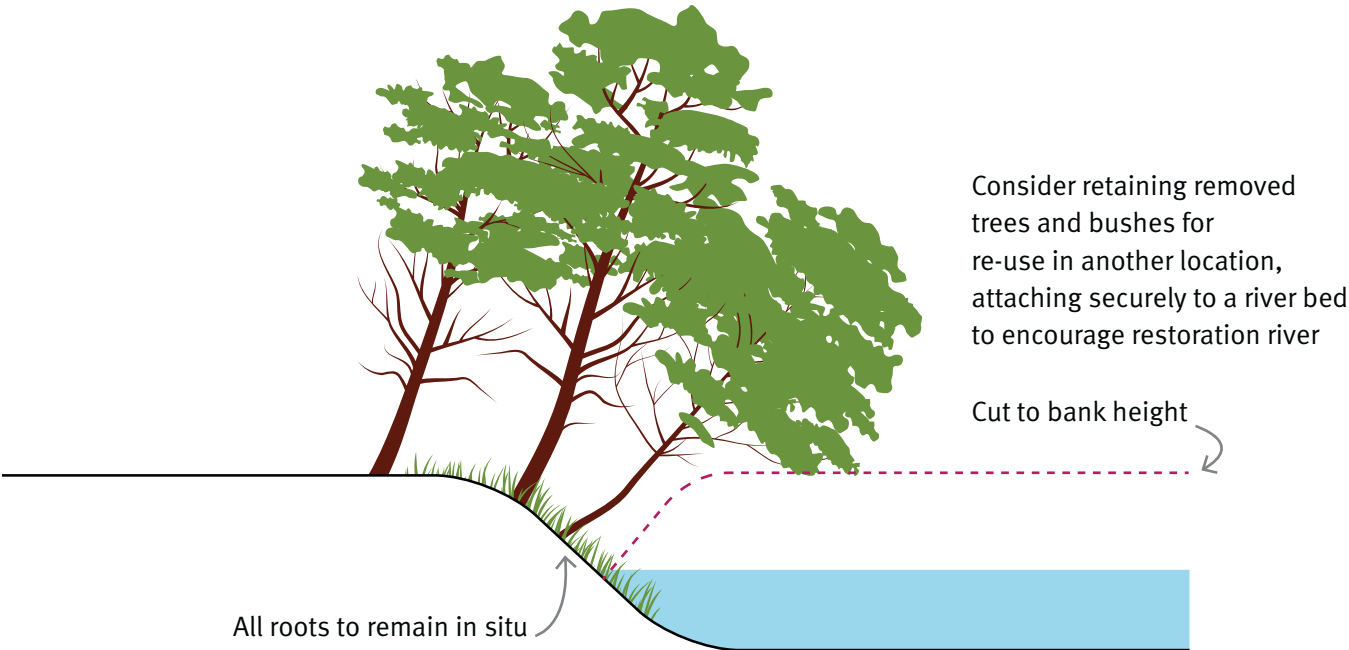
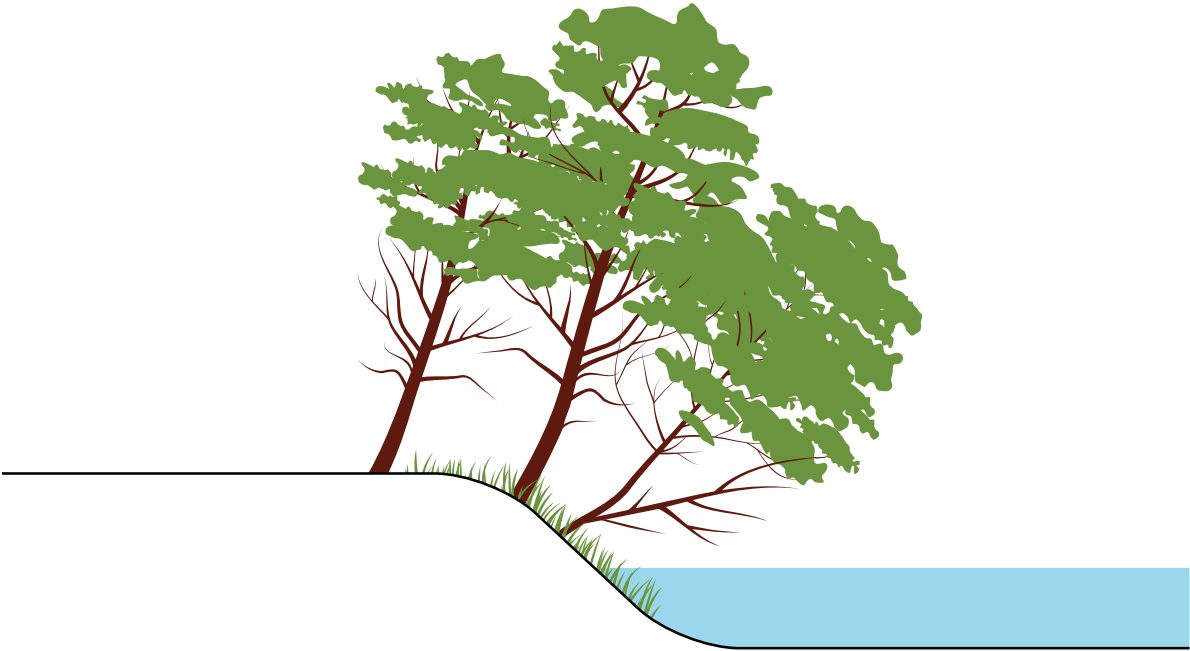


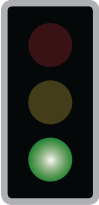
Consider retaining removed trees and bushes for re-use in another location, attaching securely to a river bed to encourage river restoration. Consider retaining



TB3 Tree and bush management

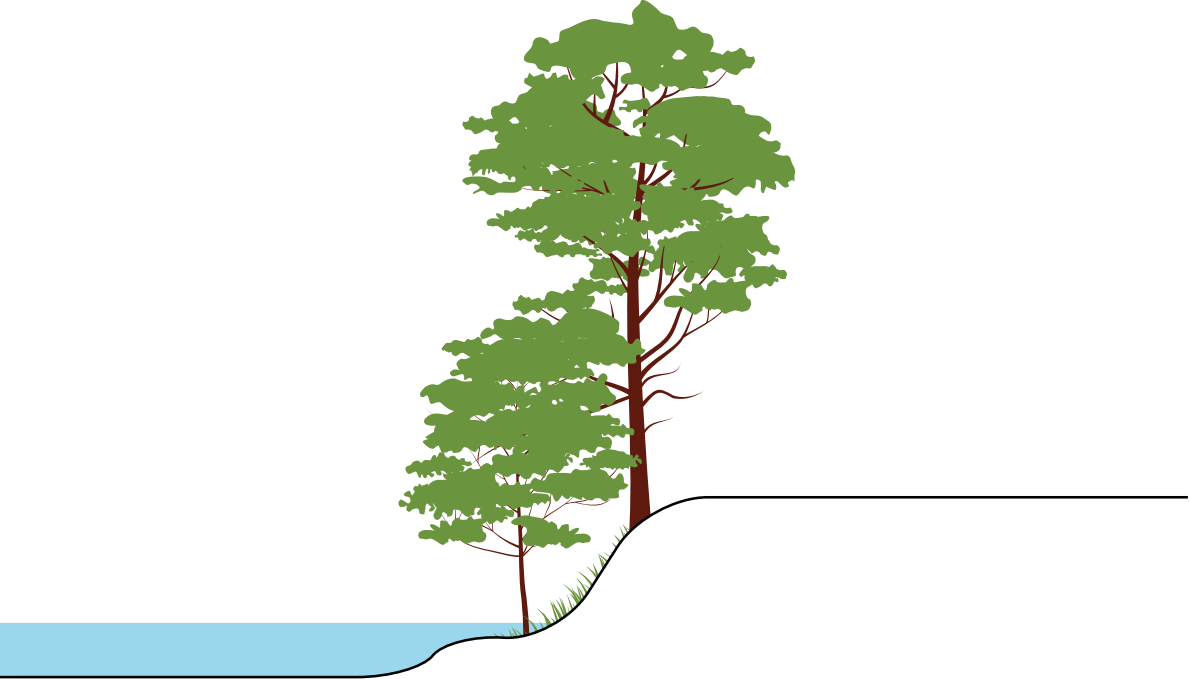
Tree and bush work can usually be undertaken between September and Mid-February, unless nesting birds are present.





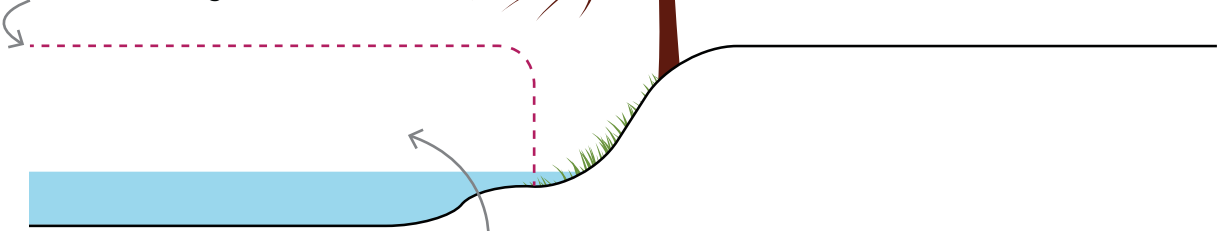
TB4 Tree and bush management

Tree and bush work can usually be undertaken between September and Mid-February, unless nesting birds are present.



Consider retaining removed trees and bushes for re-use in another location, attaching securely to a river bed to encourage restoration river

Cut to bank height



Remove cuttings from channel

New woody debris options

Woody debris management

Woody debris (e.g. branches, large limbs of trees, root boles or entire trees) often fall into rivers. Historically we have removed woody debris to maintain flow conveyance and prevent downstream blockages. It is good practice to either retain or introduce new woody debris into river channels because it is a cheap and effective means of enhancing rivers for wildlife.

When deciding whether to retain or introduce new woody debris to a river channel you must fully consider whether it would be suitable in the river in question. There are four risk factors you need to consider:

- Flood risk – is your site in a low, medium or high consequence system?
- Risk of obstructing a structure downstream – is the site close to a bridge or culvert that could block if woody debris was dislodged?
- River channel depth – is the channel deeper than the height of the woody debris?
- Setting – is the site in an urban, parkland or rural location?

The matrix in Table below can be used to help decide whether woody debris should be retained/introduced into a river channel. In general, if two or more of your risk factors are coloured red, then consideration is needed as to whether woody debris should be installed/retained, and how it can be designed to minimise risk.

Woody debris risk matrix



Low Risk



Med Risk



High Risk

	Low Risk	Med Risk	High Risk
Flood risk	Low risk FRM system	Medium risk FRM system	High risk FRM system
Channel depth	Woody debris is half the height of the channel depth or less	Woody debris is the same height of the channel depth	Woody debris is higher than the channel depth
Site setting	Rural	Parkland	Urban
Risk of obstructing a structure downstream	Low	Med	High

Retaining woody debris

Three new environmental options have been created to encourage retention of woody debris. Table above should be used to help decide whether to retain woody debris, in general woody debris should not be removed when there is no evidence that it is causing flooding risk or that it could cause a blockage.

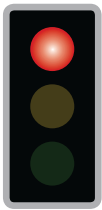
Introducing new woody debris

The existing tree and bush management options (TB1 to 4) have been updated. When removing woody debris in one location, you are encouraged to keep the woody debris as it may be installed at a different lower risk site. **You must consult with your local Development and Flood Risk Team as Land Drainage Consent may be needed.** When moving woody debris from one site to another, check that the source material is free of disease and non-native invasive species. Appropriate Biosecurity measures must be taken when moving material between sites.

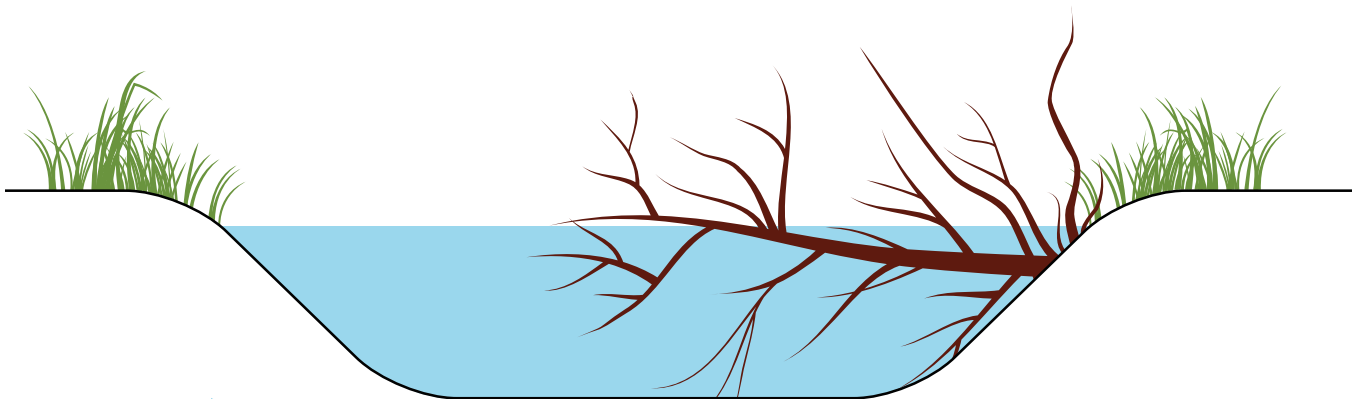
Best practice

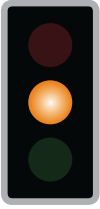
When retaining or installing woody debris the following best practice should be followed:

- selective (rather than wholesale) removal of woody debris.
- realigning the woody debris so that it is pointing in a downstream direction.
- repositioning woody debris away from culverts and bridges which are at risk of blockage.
- pegging the woody debris securely to the channel bed. This can be achieved by using ground anchors to secure the woody debris in place.
- ensuring that the woody debris' height is equal to or no greater than half the channel's depth.

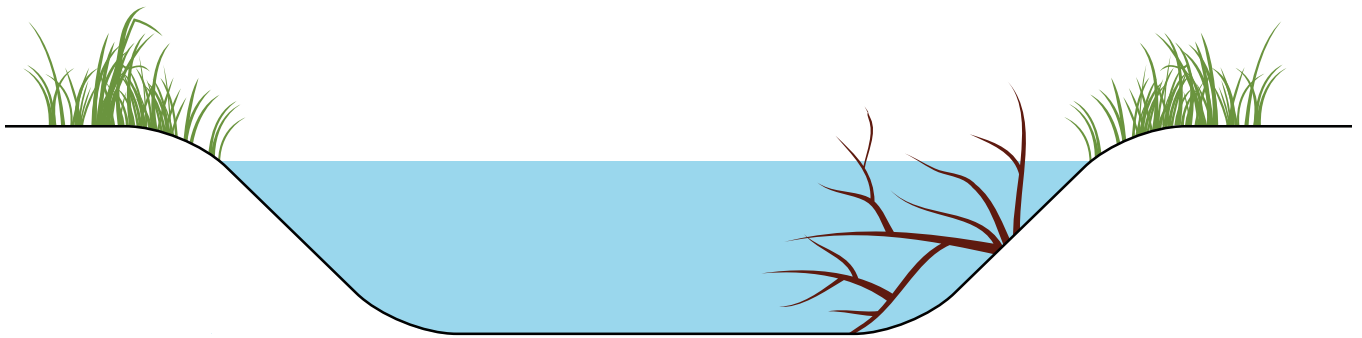
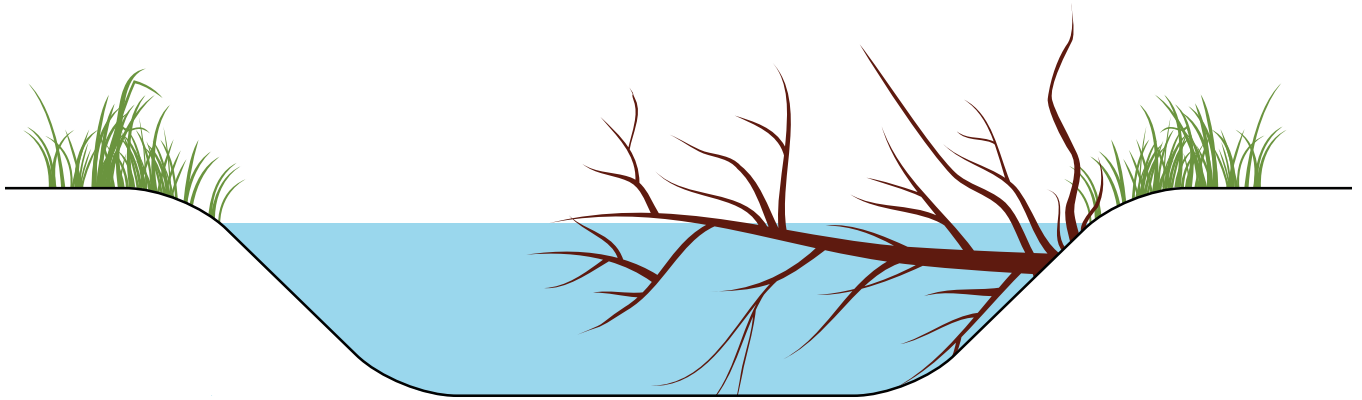


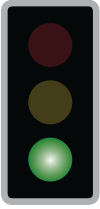
WD1 Remove all woody debris



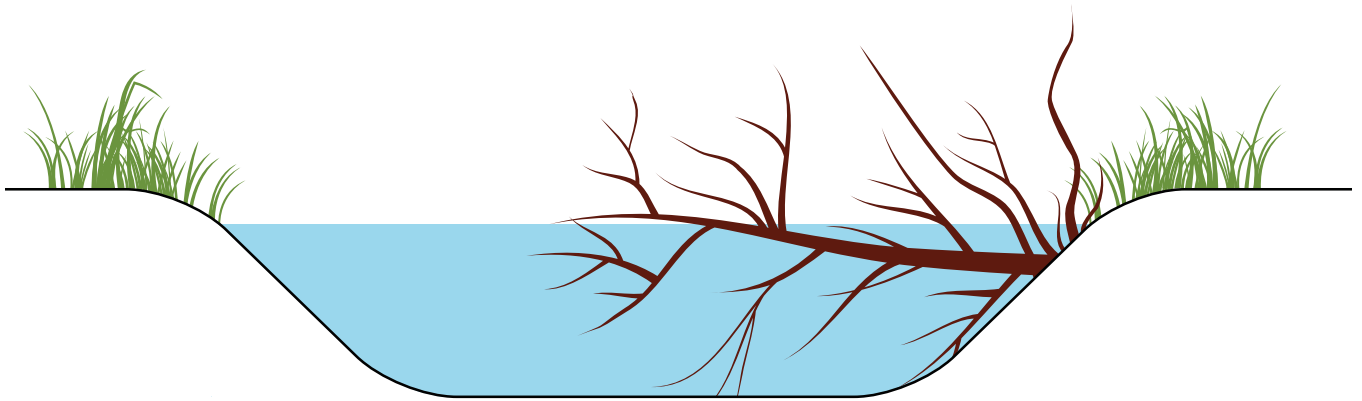
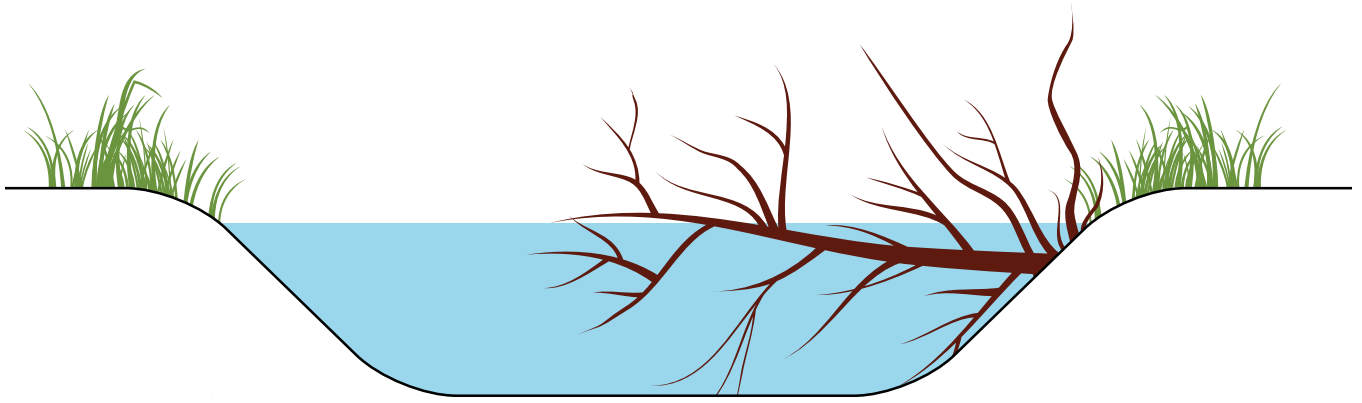


WD 2 Selective removal of some woody debris and reorientation to enable conveyance through middle of channel



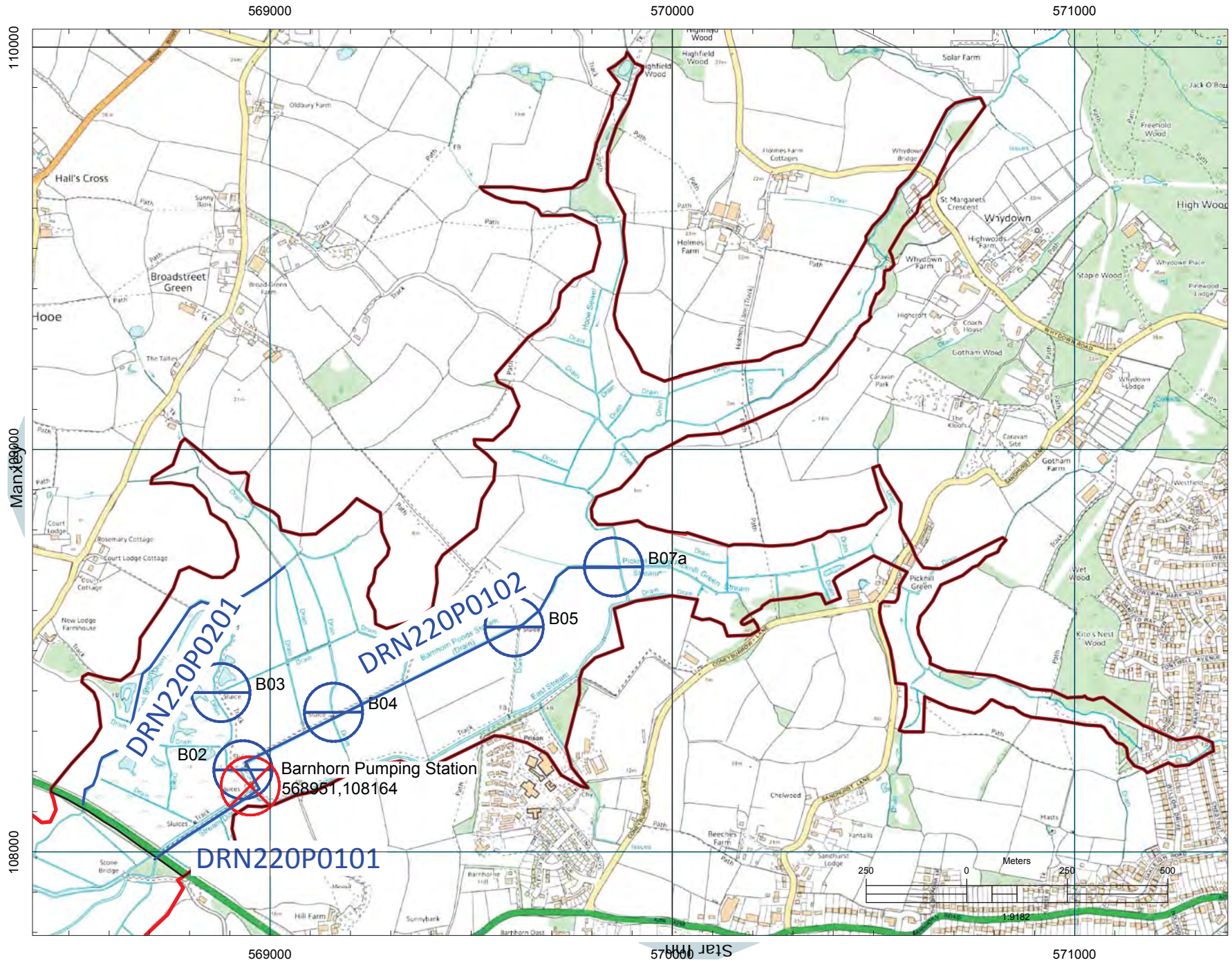


WD 3 Leave in all woody debris, and peg to the banks and bed of the channel




Tender Response for Pevensey and Cuckmere Water Level Management Board		
	Description	Cost
Tender Item 1	Cost for a fuelled long reach machine with an operator and with a standard ditching bucket, flail or a weed basket between June to January and with a standard ditching bucket only from January to March (locations of work to be directed by operations manager).	
Tender Item 2	Provide a day rate for a boat and spray equipment, including herbicide and staff to safely complete spraying of Pennywort from May to January (Note: locations of work to be directed by operations manager and will not be continuous between these dates).	
Tender Item 3	Cost for a fuelled tractor and flail with an operator.	
Tender Item 4	Rate for machine moves.	
Please confirm that you meet the mandatory requirements / constraints as set out in section 7 '<i>Specification</i>' of the ITT or any variations.		
Signed:		Refer to Annexe 2
Job Role:		

Signed		Refer to Annex 2
Job Role		



Barnhorn

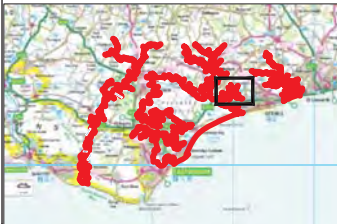



Pevensey and Cuckmere
Water Level Management Board

MAP KEY

- ▬ - Board's Boundary
- ▬ - Hydrological catchment
- ▬ - IDB Watercourses
- ⊗ - Pumping Station
- ⊕ - Water Control Structure

KEY





SCALE	MAP No.
Best Fit	CMT220P
PLOT DATE	
13/12/2016	
FILE NAME	
PevenseyCuckmereWLMB	

110000

Manx109000

108000

110000

Cornbrook aven

108000

569000

570000

571000

569000

Star 109000

571000

114000
112000
110000
108000

572000 574000 576000 578000



572000 574000 576000 578000

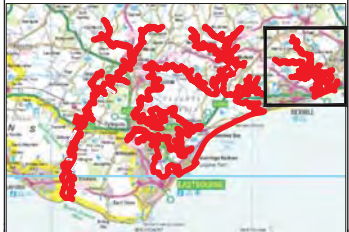
Combe Haven



MAP KEY

- Board's Boundary
- Hydrological catchment
- IDB Watercourses
- Pumping Station
- Water Control Structure

KEY



SCALE	MAP No.
Best fit	© Crown Copyright and database rights (2016). All rights reserved OS licence number 100057850
PLOT DATE	CMT221G
13/12/2016	
FILE NAME	
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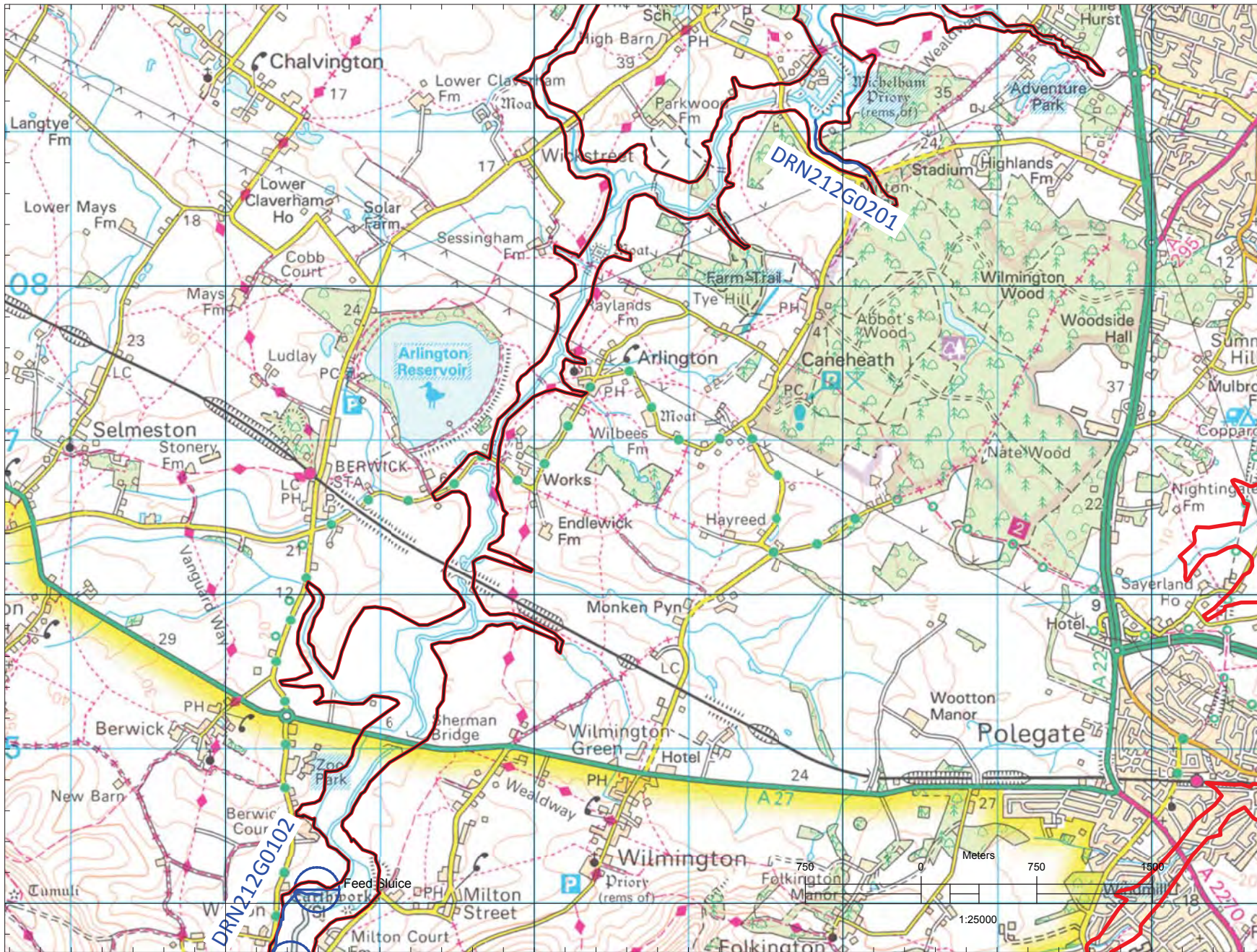
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554000

Cuckmere (N)

556000

558000



108000

106000

104000

552000

554000

Cuckmere (S)

556000






558000

Cuckmere (C)



Pevensy and Cuckmere
Water Level Management Board

MAP KEY

-  - Board's Boundary
-  - Hydrological catchment
-  - IDB Watercourses
-  - Pumping Station
-  - Water Control Structure

KEY



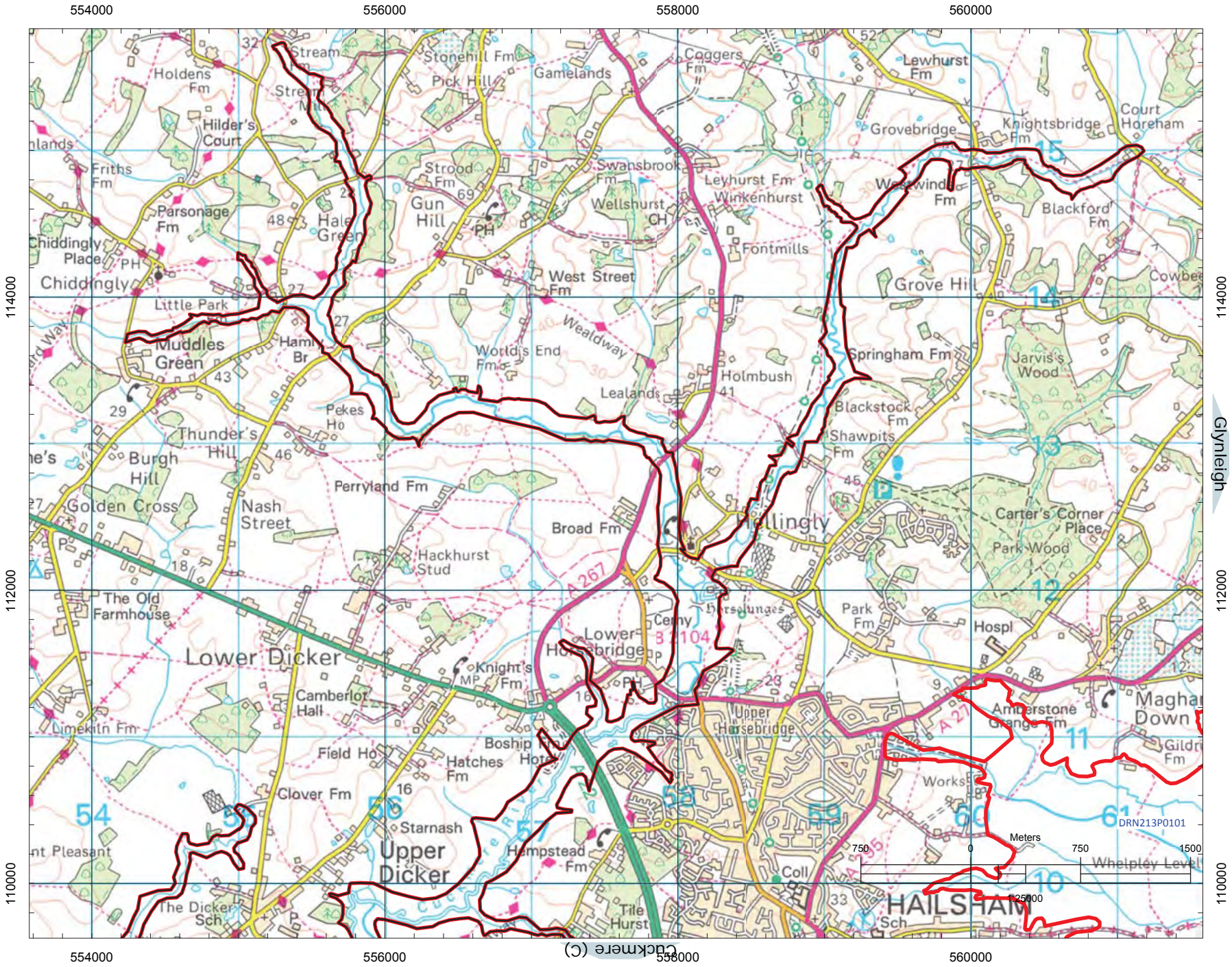
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Best Fit	© Crown Copyright and database rights [2016]. All rights reserved OS licence number 100057850
PLOT DATE	CMT212G
13/12/2016	
FILE NAME	
PevensyCuckmereWLMB	

100800

100600

100400

Glynleigh



Cuckmere (N)

Pevensey and Cuckmere
Water Level Management Board

MAP KEY

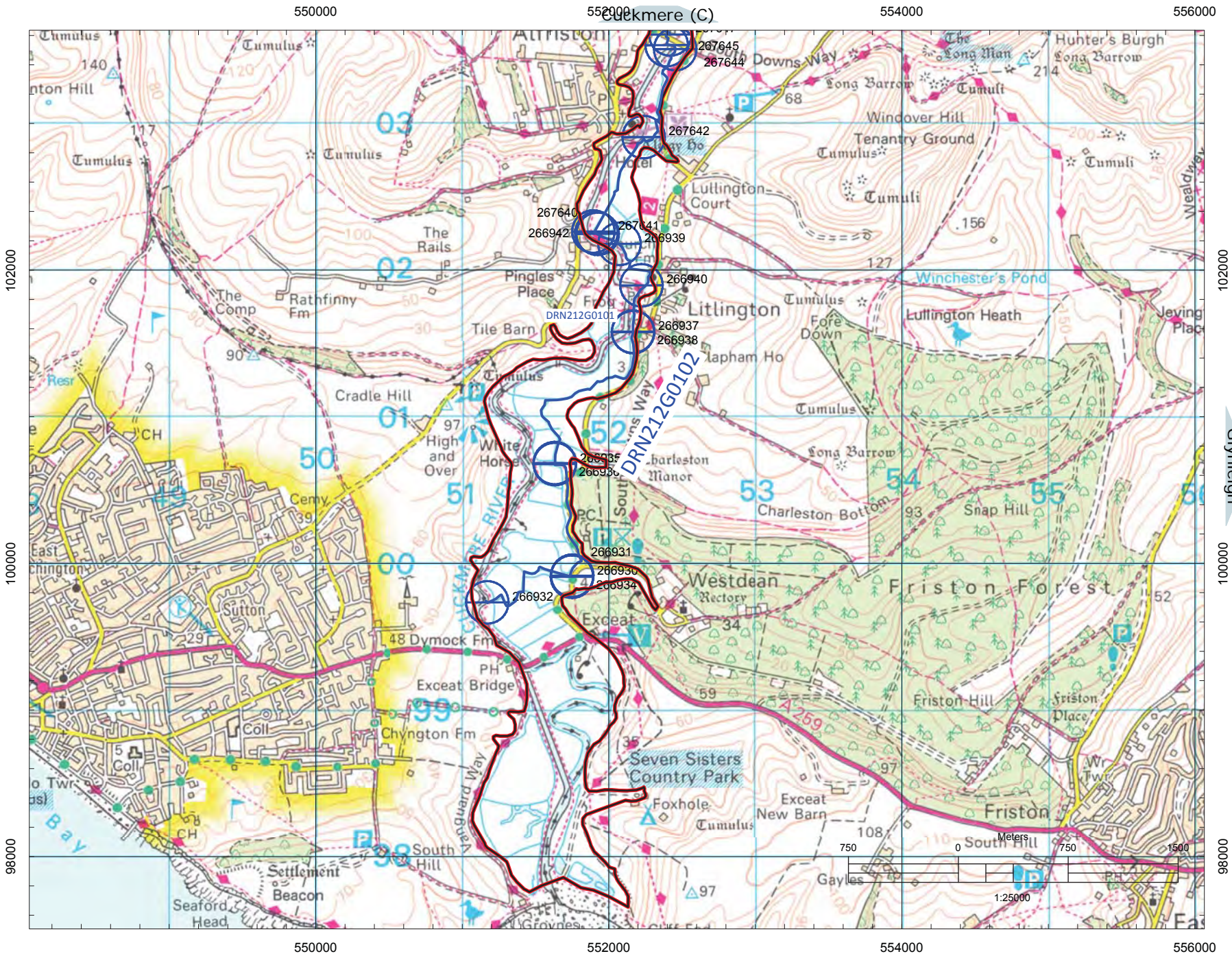
- - Board's Boundary
- - Hydrological catchment
- - IDB Watercourses
- Pumping Station
- Water Control Structure

KEY

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SCALE	MAP No.
Best Fit	© Crown Copyright and database rights (2016). All rights reserved OS licence number 100057850
PLOT DATE	CMT212G
13/12/2016	
FILE NAME	
PevenseyCuckmereWLMB	



(C) Cuckmere (C)



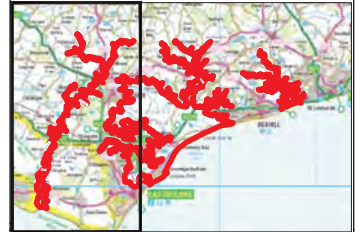
Cuckmere (S)



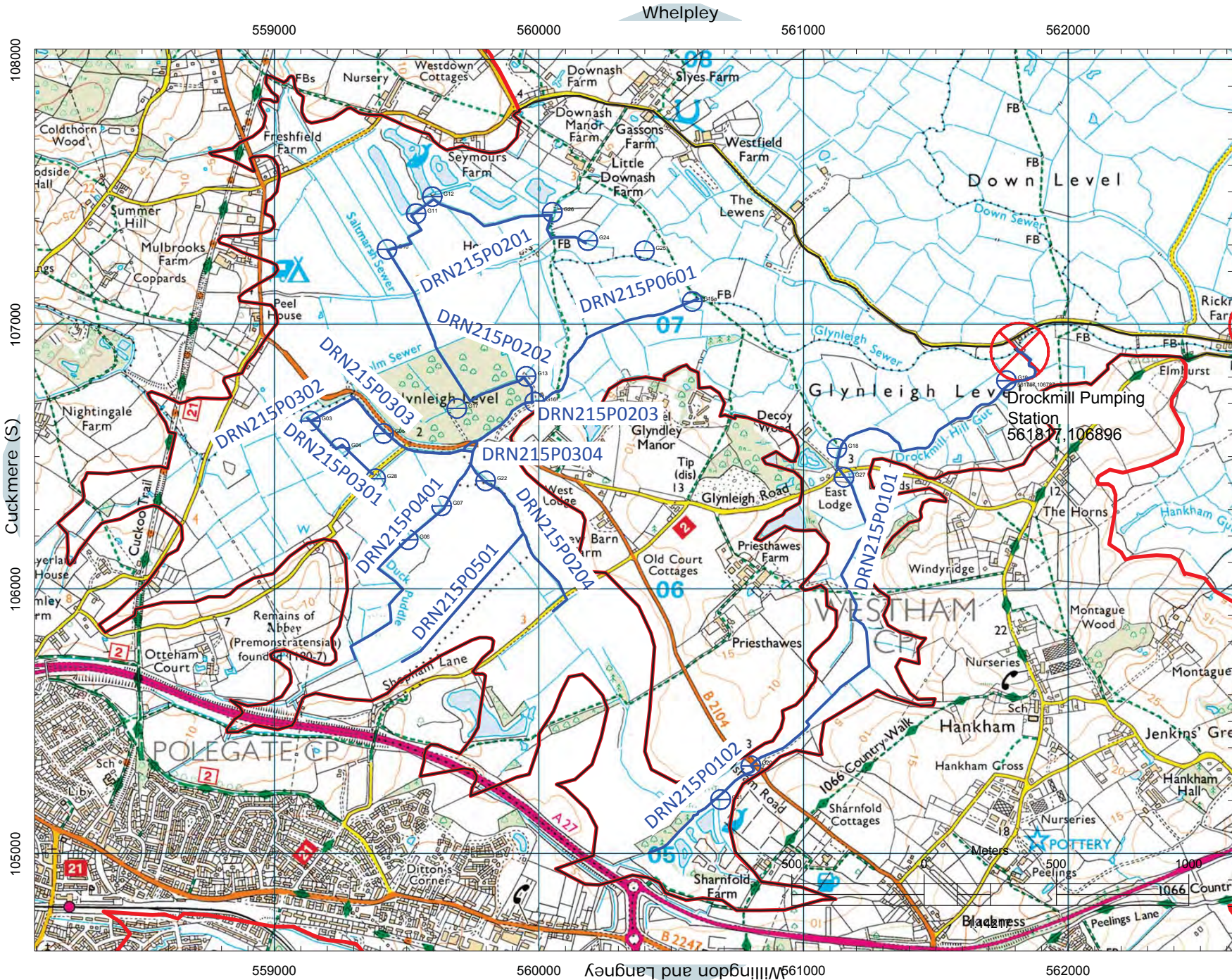
MAP KEY

- - Board's Boundary
- Hydrological catchment
- IDB Watercourses
-  - Pumping Station
-  - Water Control Structure

KEY



SCALE	MAP No.
Best Fit	© Crown Copyright and database rights [2016]. All rights reserved OS licence number 100057850
PLOT DATE	CMT212G
13/12/2016	
FILE NAME	
PevenseyCuckmereWLMB	



Glynleigh

MAP KEY

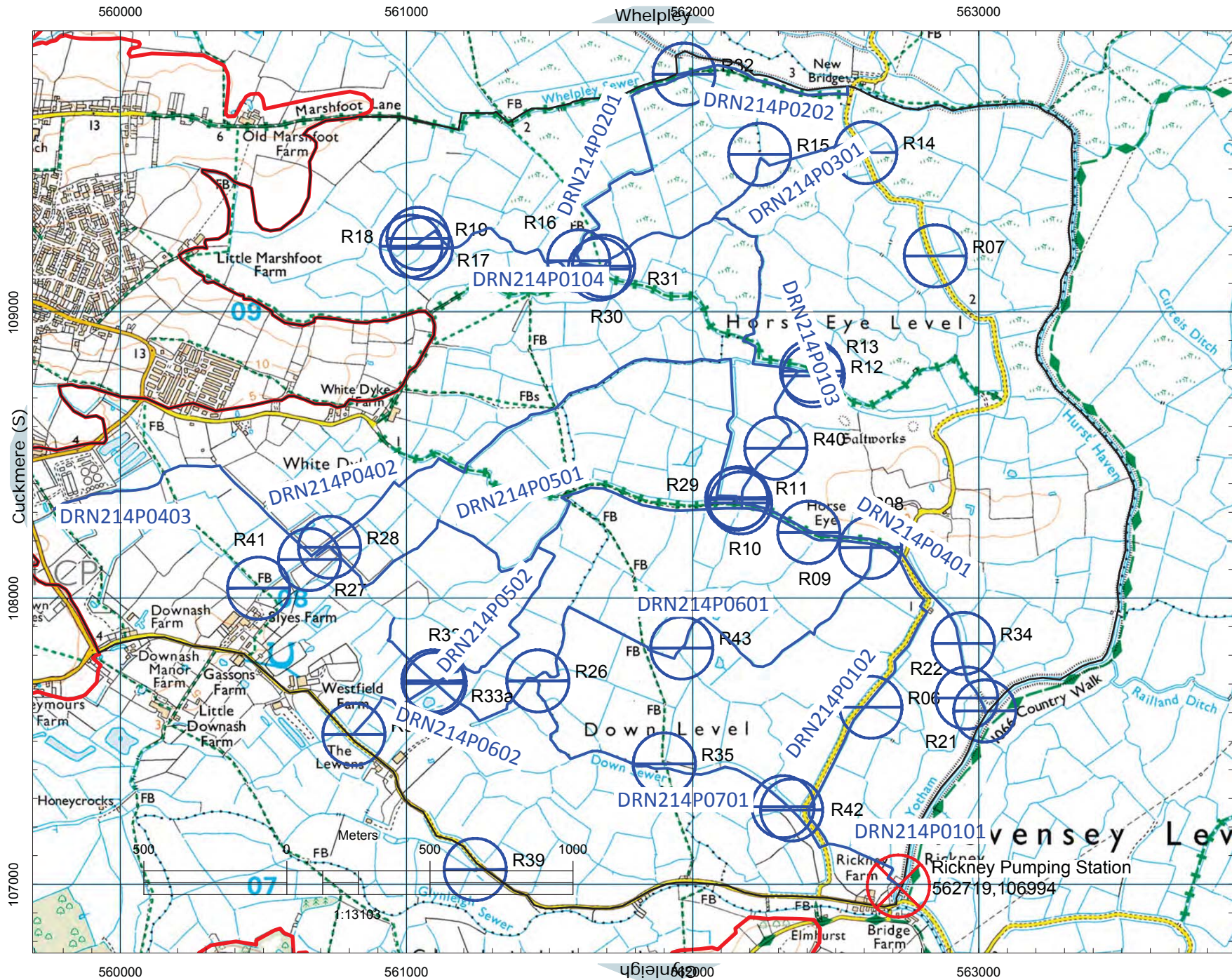
- - Board's Boundary
- - Hydrological catchment
- - IDB Watercourses
- ⊗ - Pumping Station
- ⊕ - Water Control Structure

KEY

N

SCALE	MAP No.
Best fit	CMT215P
PLOT DATE	
13/12/2016	
FILE NAME	
PevenseyCuckmereWLMB	

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Horse Eye And Down

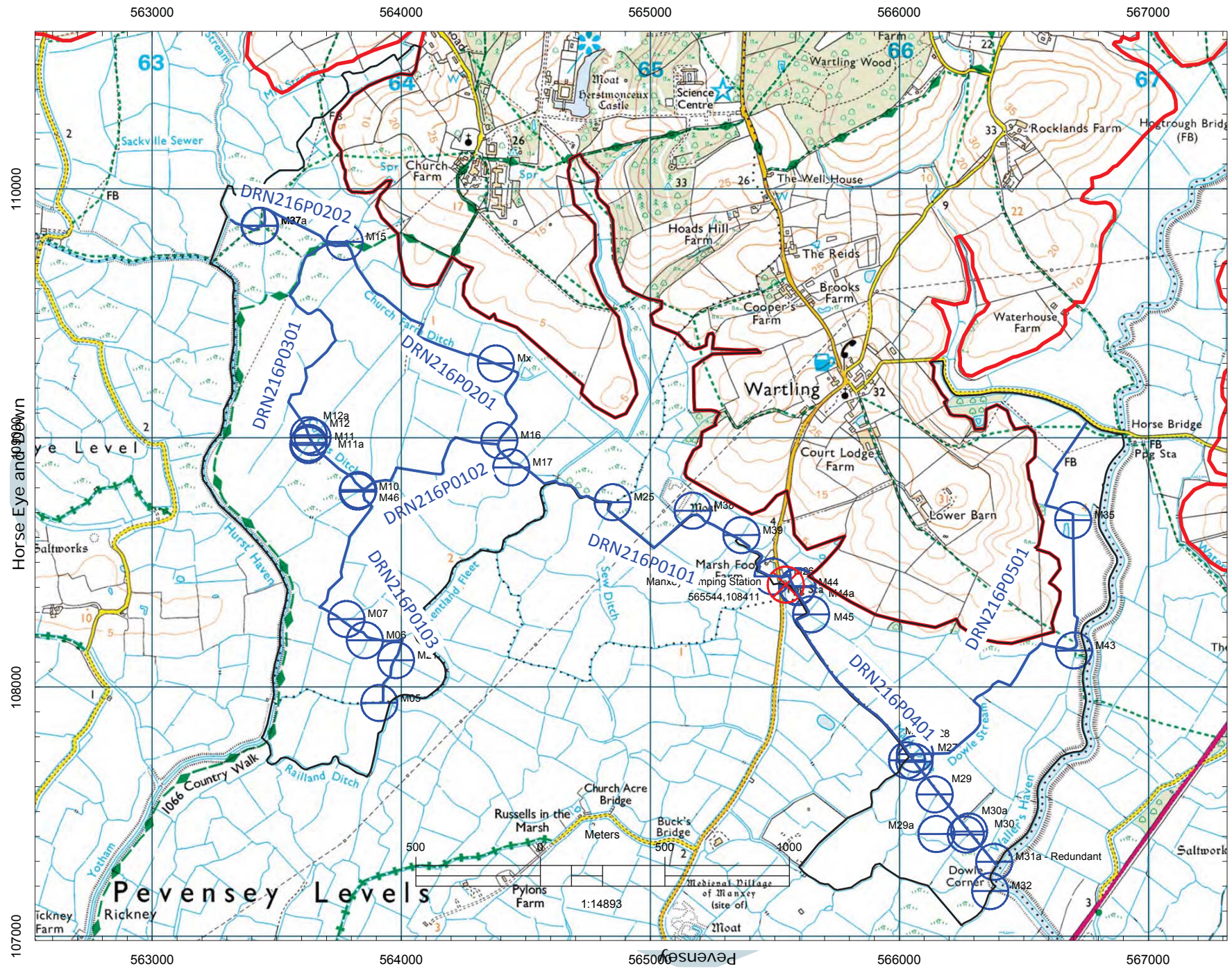
MAP KEY

- Board's Boundary
- Hydrological catchment
- IDB Watercourses
- Pumping Station
- Water Control Structure


KEY

N

SCALE	MAP No.
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13/12/2016	
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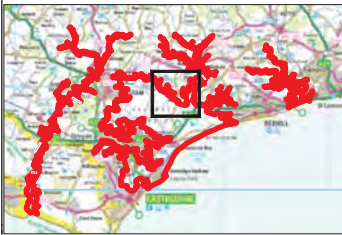
Manxey



Pevensey and Cuckmere
 Water Level Management Board

MAP KEY

- - Board's Boundary
- Hydrological catchment
- IDB Watercourses
- ⊗ - Pumping Station
- ⊕ - Water Control Structure

KEY





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13/12/2016	
FILE NAME	
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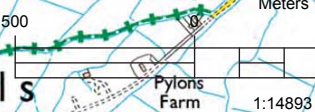
Horse Eye and Star Inn

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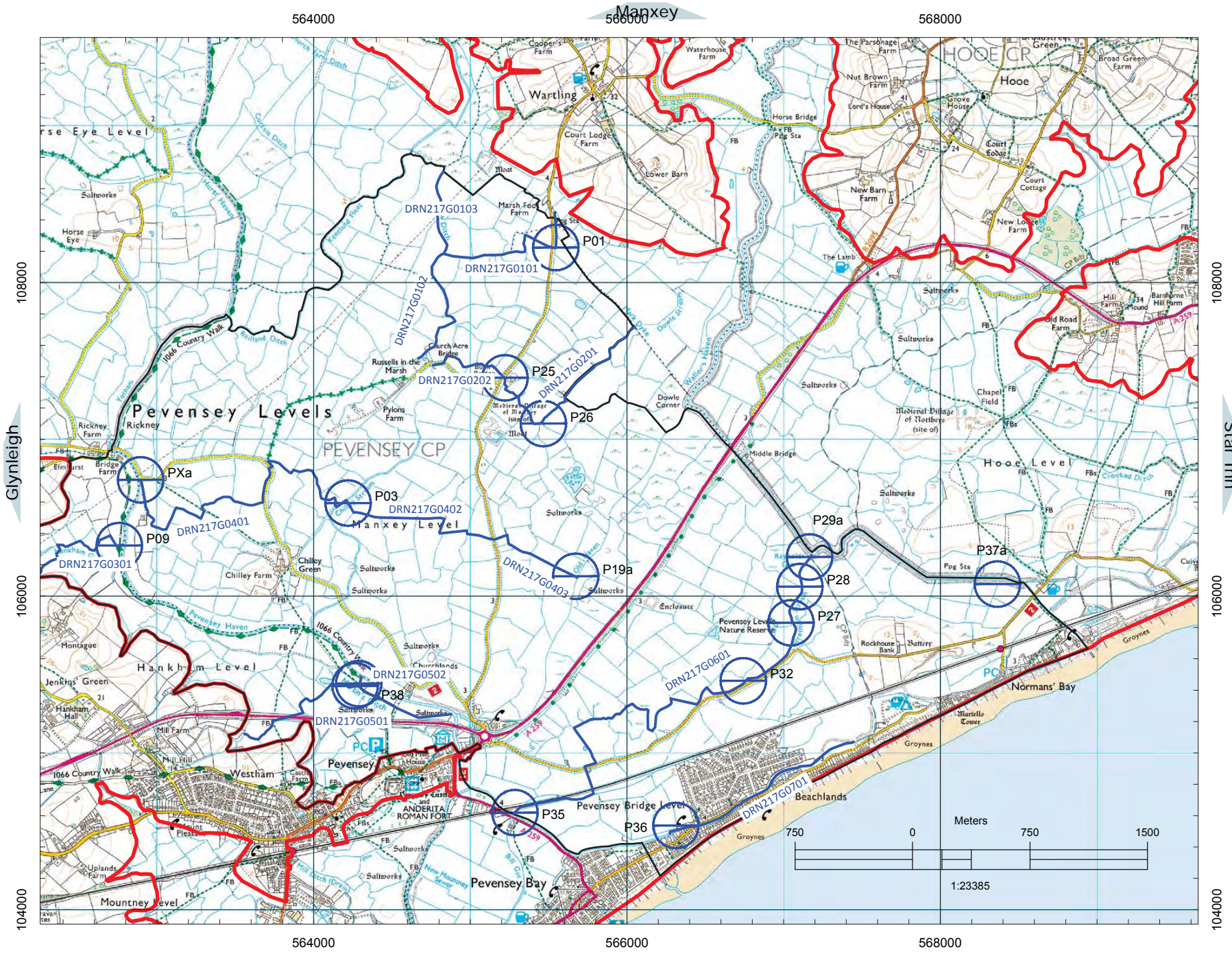
563000 564000 565000 566000 567000

563000 564000 565000 566000 567000

Pevensey Levels



Mechanical Millage of Manxey (site of)



Pevensey

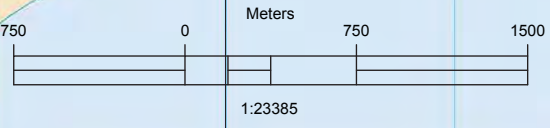
Pevensey and Cuckmere
Water Level Management Board

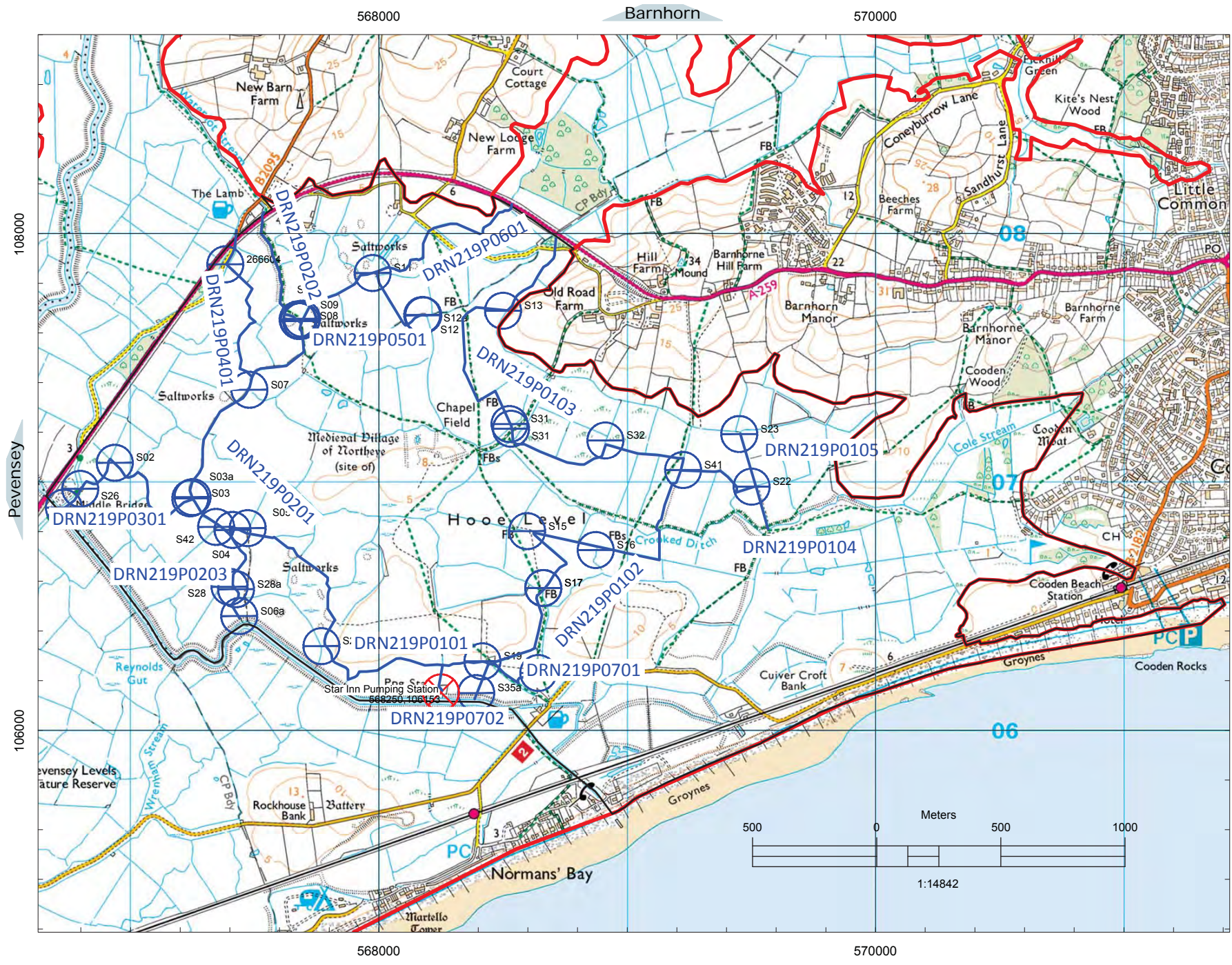
MAP KEY

- - Board's Boundary
- Hydrological catchment
- IDB Watercourses
- ⊗ - Pumping Station
- ⊕ - Water Control Structure

KEY

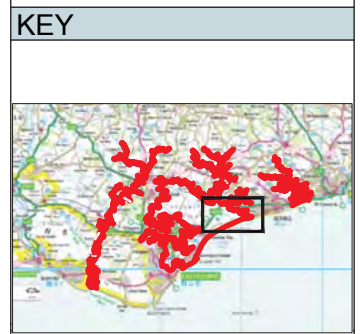
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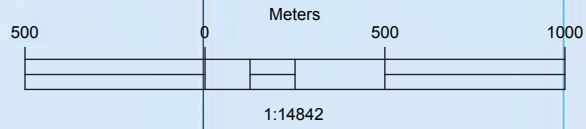


MAP KEY

- - Board's Boundary
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- ⊗ - Pumping Station
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PLOT DATE	CMT219P
13/12/2016	
FILE NAME	
PevensyCuckmereWLMB	



566000

568000

114000

114000

Whelpley

Barnhorn

112000

112000

566000

Waterlot (S)

568000



Waterlot (N)



MAP KEY

- - Board's Boundary
- Hydrological catchment
- IDB Watercourses
- ⊗ - Pumping Station
- ⊕ - Water Control Structure

KEY

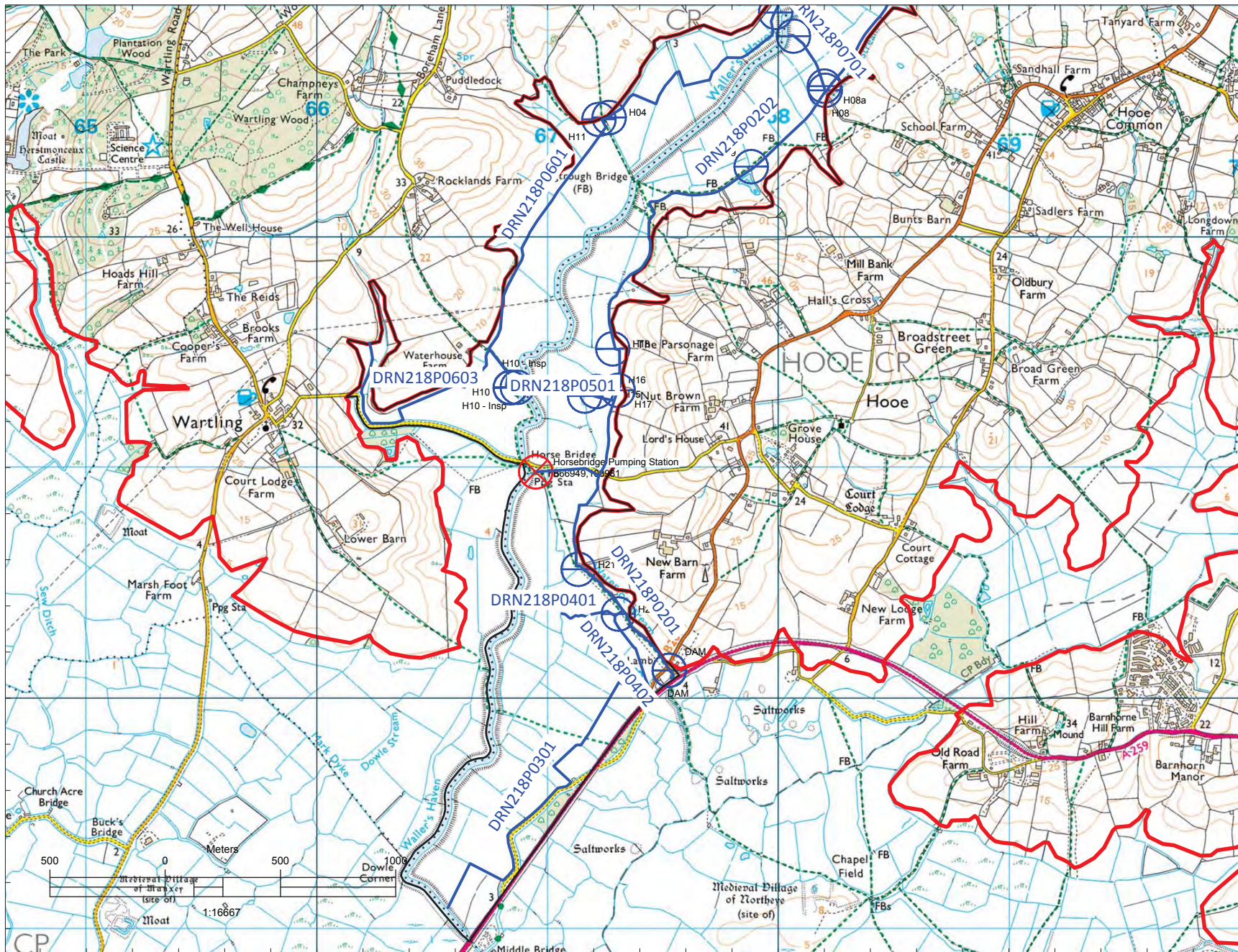


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Best Fit	© Crown Copyright and database rights [2016]. All rights reserved OS licence number 100057850
PLOT DATE	CMT218P
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FILE NAME	
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566000

568000

570000



Waterlot (S)

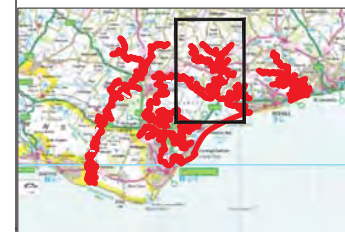


Pevensey and Cuckmere
Water Level Management Board

MAP KEY

- - Board's Boundary
- Hydrological catchment
- - IDB Watercourses
- ⊗ - Pumping Station
- ⊖ - Water Control Structure

KEY



SCALE	MAP No.
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PLOT DATE	CMT218P
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13/12/2016	
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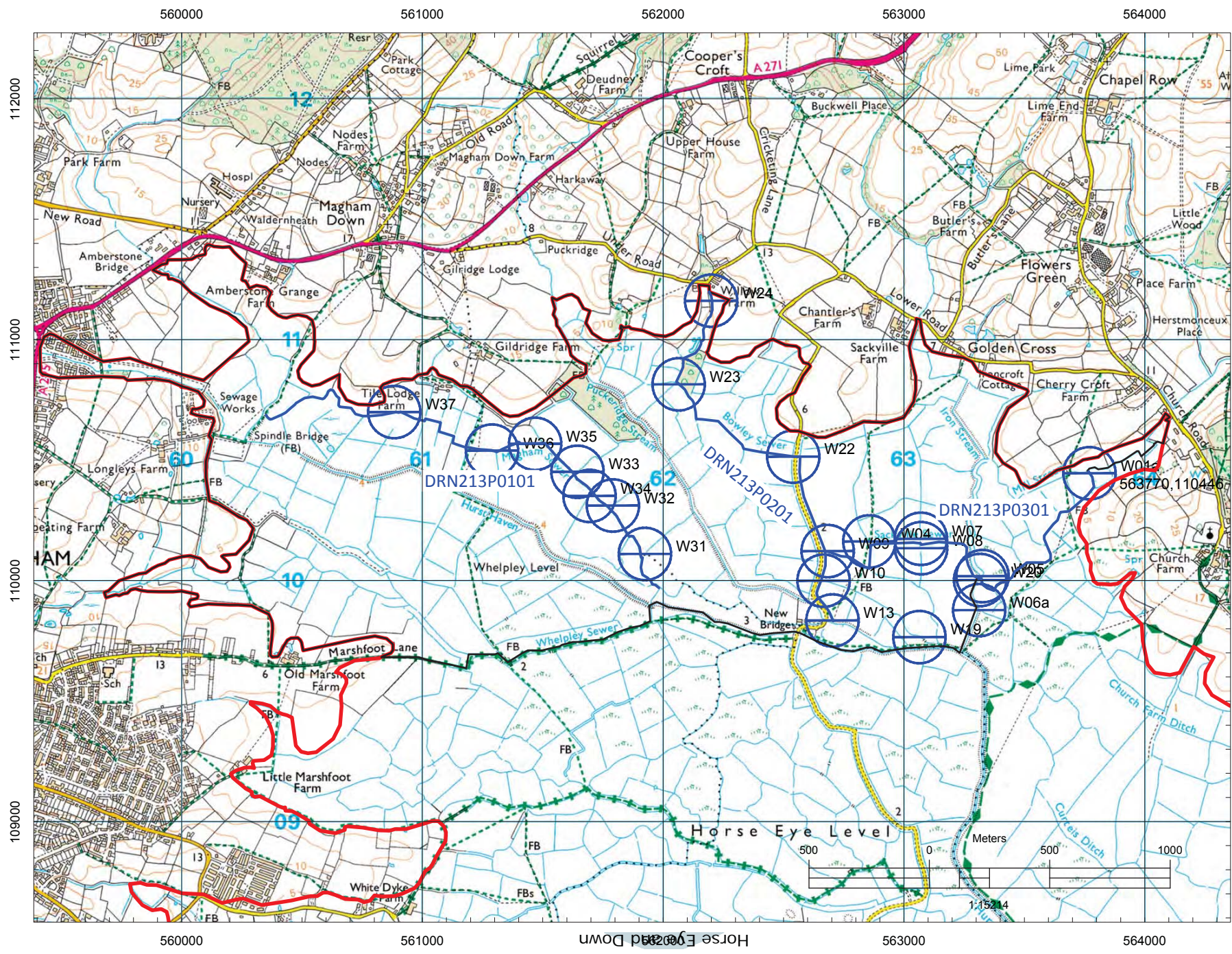
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PevenseyCuckmereWLMB	
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566000

Pevensey 568000

570000



Whelpley



MAP KEY

- - Board's Boundary
- Hydrological catchment
- IDB Watercourses
- ⊗ - Pumping Station
- ⊕ - Water Control Structure

KEY



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13/12/2016	
FILE NAME	PevenseyCuckmereWLMB



Willingdon And Langney



MAP KEY

- - Board's Boundary
- Hydrological catchment
- IDB Watercourses
- ⊗ - Pumping Station
- ⊕ - Water Control Structure

KEY



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PLOT DATE	CMT222G
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