**Monmouthshire County Council**

**Request for Quotation**

Monmouthshire Replacement Local Development Plan: Severn Estuary Recreation Mitigation Strategy

**Closing date and time for receipt of quotations:**

**Introduction**

You are invited to quote for the provision of the goods, services or works detailed below. Your quotation must be received by the date and time specified. Quotations received after the deadline may not be considered. Any queries relating to this request for quotation are to be sent by electronic means via [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

**Submission instructions**

Your quotation will be submitted by electronic means by the date and time specified via the [www.sell2wales.gov.wales](http://www.sell2wales.gov.wales) portal. If you require any further assistance, including technical advice on the uploading of information please use the Sell2Wales help desk on 0800 222 9004.

Quotations received after the deadline may not be considered. Monmouthshire County Council accept no responsibility for the late delivery of quotations.

Please ensure that you sign the document, failure to do so will make your “Request for Quotation” invalid.

Quotations may be submitted in Welsh and will be treated no less favourably than a quotation in English.

If a supplier requires a copy of the quotation document in Welsh please contact the originating Officer.

**Request for Information/Queries**

If you have any questions or require any clarifications, these must be communicated electronically via the Sell2Wales portal. **Please note that telephone enquiries will not be accepted.**

All questions and answers will be distributed anonymously to all suppliers. The Council will attempt to answer any queries or provide any information deemed reasonable within the time available.

**Confidential Details**

The supplier (whether the quotation is accepted or not) and all other recipients of the quotation document (whether they submit a quotation or not) shall treat the details of the documents as private and confidential. Any quotation received in response to this enquiry shall be treated likewise by Monmouthshire County Council, except where requested in compliance with the Freedom of Information Act 2000.

**Prices and costing**

The submission of this quotation will be deemed to be an undertaking that the offer includes for all costs and expenses for the activities/work specified.

The Supplier shall be deemed to have checked for and removed all errors from the quotation prior to submission. If the Council suspects that there has been an error in the Commercial Schedule, the Council reserves the right to seek such clarification as it considers necessary from that supplier only.

Where quotations appear to be abnormally low in relation to the supplies or services the Council shall require suppliers to explain the price or costs proposed in the quotation. The Council may reject the quotation where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

The quotation (including price) should remain valid for a minimum period of 90 days.

**Awarding of contract**

Monmouthshire County Council will make the decision to award the contract based on the most economically advantageous offer, which will be based on the following weightings: Price 30%; Quality 70%. The Council is not bound to accept any quotation.

No quotation shall be deemed to have been accepted unless such acceptance has been notified to the supplier in writing.

**Payment Terms**

Subject to satisfactory service the payment terms will follow the Monmouthshire County Council’s payment terms which are net 30 days payable by BACS (alternative payment methods are available upon request).

All prices are to be stated in sterling exclusive of Value Added Tax.

**Expenses and Losses in Quotation**

Monmouthshire County Council will not be responsible for or pay for expenses or losses that may be incurred by a supplier in the preparation of this quotation exercise, or subsequent interviews relating to the appointment of a preferred provider for this service.

**Terms and Conditions**

The contract will be governed by the Council’s Standard Terms and Conditions.

**Insurance**

It is a condition of the contract that if successful you must have insurance at the following levels:-

* Employers Liability - £10,000,000 (it is a legal requirement for business to have a minimum £5,000,000 level of cover, however Sole Traders are exempt)
* Public Liability - £5,000,000
* Professional Indemnity - £1,000,000

Failure to evidence that these insurances are in place at the point of award will result in the immediate termination of the contract / framework. Failure to maintain the required insurance through the life of the framework / contract will also result in immediate termination of the contract / framework.

Please upload copies of the insurance certificates into the attachment area.

**Economic & Financial Standing**

Provide your Dun & Bradstreet (DUNS) registration number. If you are not currently registered, you must obtain a free DUNS number for your business by visiting [www.dnb.co.uk/Forms/DUNS\_Request.asp](http://www.dnb.co.uk/Forms/DUNS_Request.asp).

**Specification**

The successful candidate will be selected on their ability to meet the following specification:

1. **BACKGROUND**

**Replacement Local Development Plan**

Monmouthshire County Council (MCC) are preparing a Replacement Local Development Plan (RLDP) for the period 2018-2033. MCC consulted on its [Deposit Plan](https://www.monmouthshire.gov.uk/app/uploads/2024/10/Monmouthshire-Deposit-RLDP.pdf), together with the supporting Integrated Sustainability Appraisal Report and Habitats Regulations Assessment from 4th November until 16th December 2024. Information is now being prepared for submission to Welsh Government during the summer of 2025.

**Habitats Regulations Assessment**

AECOM was appointed by Monmouthshire County Council (MCC) to undertake a Habitats Regulations Assessment (HRA) of the Deposit Plan, which includes provision for approximately 6,210 net new homes and allocates approximately 48ha of employment land to meet the minimum requirement of 38ha.

The HRA concludes, within Section 5.2, that due to the high sensitivity of the Severn Estuary Marine Site from recreational pressure, adverse effects on its site integrity due to additional residential development could not be excluded. It is anticipated that mitigation measures will be required to avoid adverse effects on the SPA / RAMSAR, including the delivery of Strategic Access Management and Monitoring (SAMM) and Suitable Alternate Natural Greenspace (SANG). Consequently, policy outlined in the RLDP has been written to reflect the requirement for SANG at relevant sites.

Based upon a catchment area of 12.6km, which is based on the size of recreational catchments used in other parts of the Severn Estuary, six residential and mixed-use allocations are within the core catchment zone (HA3, HA2/EA1m, HA9/EA1l, HA13, HA18 and HA14).

**Severn Estuary**

Monmouthshire’s natural environment is one of its greatest assets and includes some of Europe and the UK’s most significant sites, which are protected by national policy and statutory legislation. One example is the Severn Estuary that is designated as a Special Protection Area (SPA), Special Area of Conservation (SAC) and Ramsar site and recognised for its internationally important populations of overwintering birds and for its estuarine habitats and associated species.

**Visitor Survey**

The Severn Estuary is known to attract visitors from wide ranging areas, who visit the site for recreation. In 2020, a visitor survey was undertaken by AECOM in order to determine baseline of pressure exerted on the estuary from various forms of recreational activity. This was a joint commission with Torfaen County Borough Council to inform the Habitats Regulations Assessments for the Replacement Local Development Plans for respective Local Authority Areas.

To obtain visitor data for the Severn Estuary SPA / Ramsar (and also the SAC), AECOM commissioned Strategic Research and Insight (SRI) to undertake a survey (comprising visitor counts and interviews) at four key access locations along the estuary. The survey followed a similar methodology to surveys carried out by Footprint Ecology in other European sites, which have provided the evidence base for numerous Habitats Regulations Assessments. The identified locations along the estuary included Caldicot Coast Path (ST 48103 87124), Black Rock Car Park (ST 51308 88083), RSPB Newport Wetlands (ST 32771 82905) and Lighthouse Inn Car Park (ST 30030 81596).

The results from the visitor surveys suggest Monmouthshire contributes by far the highest proportion of visitor pressure in the stretch of the Severn Estuary SPA / RAMSAR / SAC that was surveyed. Two of the Strategic Growth Areas identified in the RLDP (Severnside and Chepstow), as well as additional smaller allocations, lie within the core recreational catchment of the Severn Estuary SPA / Ramsar / SAC, particularly the easternmost stretch of the estuary including the Caldicot Coast Path and the Black Rock Car Park. The catchment zones for dog walkers and frequent visitors, the user groups with the highest disturbance impacts, include both these Strategic Growth Areas. Furthermore, of the 188 interviewees, 19 (23.8%) live in Caldicot, further underlining the importance of this part of Monmouthshire to the SPA’s / Ramsar’s / SAC’s visitor pool.

Given the high sensitivity of the SPA / Ramsar to impacts from recreational pressure, adverse effects on its site integrity due to additional residential development cannot be excluded. It is anticipated that mitigation measures will be required to avoid adverse effects on the SPA / Ramsar. These could be delivered in the form of Strategic Access Management and Monitoring (SAMM) in the estuary itself, and / or through access enhancements and improvements to appropriately sited, existing or newly developed greenspaces (e.g. SANGs, if delivered to stringent guidelines).

The 2020 visitor surveys will help to inform the development of potential mitigation and management measures in response to the effects of increased recreational disturbance at this site.

1. **SCOPE OF WORK**

Monmouthshire County Council invites quotations from suitably qualified and experienced consultants to produce a Severn Estuary Recreation Mitigation Strategy.

The strategy shall use existing survey information, data sets and assessments to develop suitable mitigation options and propose costed mitigation measures.

Costed mitigation measures shall inform a “per-dwelling” contribution required for allocated sites within 12.6km of the Severn Estuary European Marine Site, which could be applied to relevant ‘windfall’ sites during the plan period.

The principles of the work undertaken should have the potential to be applied to similar scenarios by other Welsh authorities.

This information will be presented in report form and become publicly available as part of the Councils’ local plan evidence base and be in accordance with relevant best practice and national guidance.

1. **REQUIREMENTS**

The key requirements of the brief are as follows:

1. Early and ongoing consultation with relevant stakeholders
2. Review of evidence from 2020 visitor surveys, review of NRW data relating to functionally linked land, where information is available. Suitable review of literature from similar, representative mitigation schemes.
3. To review scope for delivery of SANG on sites proposed for allocation within 12.6km of the Severn Estuary and a description of what these should aim to achieve including, where appropriate minimum requirements.
4. Development of Strategic Access Management and Monitoring (SAMM) to include costed mitigation proposals towards the management of adverse recreational effects on the Severn Estuary European Marine Site and relevant functionally linked land.
5. A “per dwelling” contribution requirement for relevant development sites within the Core Catchment area of 12.6km (see tables 5 and 6.in the HRA).
6. To make recommendation(s) on an organisational model to operate and implement mitigation projects and review their success or otherwise.

The work shall use evidence from a range of relevant studies completed or in progress to inform the selection of suitable mitigation measures for relevant functionally linked land sites. The Mitigation Strategy should embrace functionally linked land across the Severn Estuary, (similar to the Solent’s Brent Goose and Wader Strategy) and take account of the

* emerging Resilient Ecological Networks mapping by Natural Resources Wales,
* Monmouthshire Local Nature Recovery Action Plan,
* Living Levels Landscape Partnership project development work including Nature Recovery Action Plan,
* Habitats Regulations Assessment for the Wales Coast Path,
* Biodiversity Action Plan for the Wales Coast Path
* Monmouthshire’s Countryside Access Improvement Plan 2020-2030

Consultants should include in their proposals time for early and ongoing liaison with Natural Resources Wales, Monmouthshire County Council (including Planning, Countryside, Asset Management and Flooding), Living Levels Landscape Partnership (RSPB), Gwent Wildlife Trust, Severn Estuary Partnership and, where appropriate neighbouring Local Authorities and other stakeholders as identified.

The successful consultant should draw upon existing initiatives such as Bird Aware and Country Canines, which have demonstrated a variety of mitigation solutions to bird solutions at protected areas elsewhere in the UK.

Consultants should include in their proposals at least two meetings one at draft report stage and then a workshop with relevant stakeholders to test and agree emerging mitigation proposals. Regular email and Teams contact should be made during the project with the project manager to provide updates on progress.

Copies of the final report and non-technical summary are to be in Microsoft Word and Adobe Acrobat. A copy of the GIS layers in the form of shapefiles or equivalent will also be required.

**Project Milestones**

The final mitigation strategy report should be prepared and submitted to the Monmouthshire County Council by the end of August 2025. A draft mitigation strategy will be provided by 30th May 2025 for comment. MCC shall provide figures for future housing within any identified core catchment area for the Severn Estuary and any windfall allowances as part of the mitigation strategy work.

The indicative project milestones for this study are set out below. Please feel free to contact us to discuss the scope of this prior to the submission of your bid for the work.

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| --- | --- |
| Inception Meeting | 31/03/2025 |
| Submission of Draft Report | 30/05/2025 |
| Submission of Final Report | 29/08/2025 |

**Procurement Timetable**

Tender Bids to be submitted to Monmouthshire County Council via the Sell2Wales portal by 17th March 2025 by 17.00 hrs.

The successful consultant should be informed by 21st March 2025. An inception meeting to take place w/c 31st March 2025. As above, this timetable is indicative only and is expected to be informed by the consultants.

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| --- | --- |
| Issue Quotation | 28/02/2025 |
| Deadline for Quotation | 17/03/2025 |
| Notification of Contract Award | 21/03/2025 |
| Contract Start Date | 24/03/2025 |
| Completion and Delivery of Study | 29/08/2025 |

**Award Criteria**

All quotations will be evaluated and awarded on the basis of the most economically advantageous offer, not lowest cost, assessed on the following award criteria.

Price: 30% please refer to Pricing Schedule below.

Quality: 70%

The scoring methodology to be used for the evaluation of responses can be found in the attachment area.

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| **QUALITY 70%** | **Quality will be measured against the following criteria which have been weighted according to relative importance as follows:** | **CRITERIA SCORE** |
| **Q1** | Please demonstrate how your proposed methodological approach to the project will meet the Criteria Requirements within the Specification. This should include a timetable indicating key dates which should demonstrate your ability to complete the project within agreed timescales. | 40% |
| **Q2** | Please provide details of your practical experience in development of Mitigation Strategies for European Protected Sites including estuaries designated for overwintering birds and/or sites where recreational disturbance is a key consideration. Please provide examples of the most recent projects that you’ve completed. | 25% |
| **Q3** | Please demonstrate your understanding of practical measures to minimise the effects of recreational disturbance on features of European Marine Sites including overwintering birds. | 20% |
| **Q4** | Please demonstrate that you have suitably qualified and experienced personnel to undertake the work and outline the roles and responsibilities that will be allocated to the staff for successful delivery of the project. | 15% |
|  |  |  |

**PRIVATE & CONFIDENTIAL**

**SUPPLIER RESPONSE**

Suppliers shall evidence within the spaces provided below **specific** responses to the above questions:

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| --- |
| Q1 |

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| --- |
| Q2 |

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| Q3 |

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| Q4 |

#### PRICING SCHEDULE

|  |  |
| --- | --- |
| **Description** | **Price (£) excluding VAT (Including all reasonable expenses)** |
| Consultation and data gathering |  |
|  |  |
| Production of a mitigation strategy report |  |
|  |  |

Company Name ……………………………………………………………………………………….

Address ……………………………………………………………………………………….

……………………………………………………………......................................

Contact name ……………………………………………………………………………………….

Tel ……………………………………………………………………………………….

Email ……………………………………………………………………………………….

DUNs Registration Number……………………………………………

I certify that this offer provides an accurate cost for provision of the goods or service requested in this quotation, all associated costs in providing this offer, and any subsequent pre-contract meetings;

I also confirm that this offer remains open for a period of 90 days

Signed …………………………………………………………………………………………

Position …………………………………………………………………………………………

Date ………………………………………………………………………………………….

**Non-Collusion Declaration**

CLIENT: MONMOUTHSHIRE COUNTY COUNCIL

WORKS: Monmouthshire Replacement Local Development Plan: Severn Estuary Recreation Mitigation Strategy

RETURNABLE:

The essence of the process is that the customer shall receive bona fide competitive tenders from all firms. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount by or under or in accordance with any agreement or arrangement with any other person.  We also certify that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:

a) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the tender.

b) Entering into any agreement or arrangement with any other person that he shall refrain from submitting a tender or as to amount of any tender to be submitted.

c) Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other submission for the said work any act or thing of the sort described above.

In this certificate, the word ‘person’ includes any persons and anybody or association corporate or incorporate; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

Signed: ……………………………………………………………………………………

On behalf of: ……………………………………….……………………………………..

Date: