

**Kent County Council Request for Quotation**

**Topographical Survey**

**Whetsed Wood**

**CONTENTS**

**Section One Requirement**

**Section Two Tender**

**Section Three Contract Conditions**

**Section 1**

Introduction:

The Countryside Management Partnerships deliver a programme of Natural Flood Management projects on behalf of Kent County Council (KCC) as the Lead Local Flood Authority.

Minor flooding in Paddock Wood from the Tudeley Brook and Gravelly Way streams occurs on an annual basis, however during 2013/14 the flooding was significant enough to affect up to 50 properties on the eastern edge of Paddock Wood. The flood event has been investigated by KCC, with a number of options for flood alleviation schemes proposed.

Regrading and widening of a redundant ditch system which runs east to west alongside the Whetsed wood before passing under the railway line through a culvert, has been identified as positive option for conveying water away from properties and reducing peak flows on the Tudeley Brook watercourse.

Primary Objective:

To carry out a topographical survey on the ditch system adjacent to Whetsed Woods, to determine the current gradient and appropriate flow path and identify any low spots which can be used for additional flood storage.

The topographical survey will include the drainage channel and surrounding area, survey will include 10 metres from both the left and right hand banks. The invert from the hard bed level of the Tudeley Brook watercourse will be taken along with the invert of the culvert under the railway to determine the correct gradient that the ditch must achieve when excavated.

The location and extent of the watercourse to be surveyed is shown in the attached figure 1.

Available Details:

Topographical data exists from the Environment Agency for the main channel of the Tudeley Brook, however this data does not cover the drainage ditch system.

The data held by KCC for the Tudeley Brook can be supplied on request.

Access:

The land is in private ownership and KCC will arrange access to the land and has commenced liaison with the landowner. A public footpath (route code 0051/WT179/1) runs adjacent to the ditch for approximately 220m providing good access to the section of ditch to the south of the railway line. There is no public access to the ditch system to the north of the railway line and access will need to be arranged by prior agreement with the landowner.

Access to the culvert will be arranged with Network Rail.

Vehicle access to the southern section is not possible and therefore equipment must be portable.

Programme:

It is anticipated that at least two weeks’ notice will need to be given to the landowner prior to the survey work commencing. We would seek to complete the work by May 2018.

Deliverables:

A detailed topographical report should be completed and include a written report and PDF drawings and maps. In addition to this a GIS layer should be produced with all relevant information included.

All of the information should be issued by electronic means to the client.

Assumptions:

Due to the location of the site and the vegetative cover it may be difficult to access some of the ditch system

During site visits no flows have been apparently in the ditch, however the ditch may convey flow during very high flows. The survey work should only be undertaken during suitable weather conditions.

A pre-works site visit will be undertaken by the contractor to discuss the works with the client prior to works commencing.

**Section 2**

**Tender**

Your tender should include:

* Answers to the mandatory questions, see below
* Full pricing schedule including:
  + Cost of labour
  + Cost of any equipment

|  |  |
| --- | --- |
| **Mandatory Questions** |  |
| Please confirm that the following will be supplied electronically:   1. a written report 2. PDF drawings 3. Maps 4. GIS layer |  |
| Is the specification fulfilled? |  |

Each tender will be evaluated for suitability of the licences, fulfilment of the specification and then will finally be assessed on price.

You will only move to being assessed on price if the licence specification is suitable and answers to the mandatory questions being “yes”.

**Evaluation criteria**

Proposals will be evaluated against the following criteria:

* Quality of method statement – 50%; consisting of:
  + Relevant experience (20%)
  + Appreciation of the issues (20%)
  + Approach to the work (10%)
* Cost – 50%

**Method Statements**

The method statements detailed in the documents will be assessed using the methodology below. The marks detailed in the table are the only achievable marks contractors will receive. The Employer will not be able to award marks in between each category (e.g. contractors will not be able to achieve 5, marks).

|  |  |  |
| --- | --- | --- |
| **Category** | **Scoring** | **Mark** |
| Unacceptable Standard | Unacceptable Standard, no response or no supporting detail provided to back up important elements of the tenderer’s proposals and/or no contract focus. Response does not give the Employer confidence in the tenderer’s ability to deliver the services. | 0 |
| Weak Standard | Weak Standard, several areas are not backed up by a good standard of supporting detail, have little contract focus and give the Employer concern about the tenderer’s ability to deliver some important elements of the services. | 3 |
| Good Standard | Good Standard backed up by supporting detail and with contract focus in the majority of areas but gives the Employer minor concerns about the tenderer’s ability to deliver the services. | 6 |
| High Standard | High Standard, backed up by a high standard of supporting detail in most areas with good contract focus. Response gives the Employer very few concerns about the tenderer’s ability to deliver the services. | 8 |
| Exceptionally High Standard | Exceptionally High Standard of response, backed up by comprehensive supporting detail with very strong contract focus, and which provides the Employer with complete confidence in the tenderer’s ability to deliver the services. | 10 |
|

Contractors should note that if they fail to achieve a score of higher than 3 (“weak standard”) for any particular individual quality question, then the Employer may, at its discretion, disqualify that tenderer.

**Section 3**

