

Part B

General Information and Specification

Yeovil Flood Risk Study

DN480904

Commercial and Procurement Team

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1 Introduction and Background Information

1.1 Procurement Procedure

The Authority is inviting expressions of interest and Bids from Applicants in response to the published advertisement in line with the Authority's Contract Procedure Rules and Standing Orders and means that all Applicants that submit a Bid shall be evaluated in accordance with the criteria and process outlined within Part C Selection and Award of these Procurement Documents and the information contained within it shall be used by the Authority as the means to make a Contract award decision.

At the conclusion of the Award stage, the intention is to award the Contract to one (1) Applicant. Where there is more than one (1) Applicant in first (1st) place the Applicant who scored the highest on the quality evaluation, based on the process detailed in Part C – Selection and Award section 1.3 Evaluation of the Award Questions shall be deemed to be the most economically advantageous tenderer and therefore will be awarded the Contract.

1.2 Contract Period

The Contract being offered is due to commence on:

01st September 2020 to 31st March 2021

For avoidance of doubt, the maximum duration of this contract, including permitted extensions will be until 31st March 2021.

1.3 Procurement Timetable

The key dates for this procurement process are currently anticipated to be as follows:

Procurement Stage	Dates
Publication of advertisement	18/06/2020
Procurement documents distributed to Applicants	18/06/2020
Clarification questions deadline	01/07/2020
Clarification responses to be issued by	03/07/2020
Bid Deadline	15/07/2020
Evaluation	16/07/2020
Intention to award	30/07/2020
Contract start	01/09/2020

Please note that the above timescales are indicative; the Authority reserves the right to change the above timetable at any time, taking in to account the complexity of the Contract and the time for drawing up Procurement Documents, subject always to the minimum timescales in the Regulations. In particular, the Authority may in its absolute discretion extend the deadline for the receipt of Bids and in such circumstances the Authority will notify all Applicants of any change.

1.4 Authority Representatives

No person in the Authority's employ or other agent, except as so authorised by the Authority Authorised Officer or Procurement Representative, has any authority to make any representation or explanation to Applicants as to the meaning of the Contract or any other document or as to anything to be done or not to be done by Applicants or the successful Applicant or as to these instructions or as to any other matter or thing so as to bind the Authority.

2 Specification

2.1 Introduction

Surface water management is at the core of Somerset County Council's (SCC) statutory duties as a Lead Local Flood Authority (LLFA) under the Flood and Water Management Act (FWMA) 2010. The commissioning of this work for a comprehensive flood risk study of Yeovil, Somerset is a partnership between The LLFA and The Somerset Rivers Authority (SRA). This study will model flood risk within the town (building upon existing available information) to provide a greater understanding of flood risk. The options assessed will include hard and soft engineering solutions and will be for the benefit of the Yeovil community (both businesses and private residents), and infrastructure (including highways and town centre shops).

The main purpose and objective of this commission is for SCC, as the LLFA, to have a much greater understanding of the flood risk to Yeovil. The Flood Water Risk Management (FWRM) Team expect to be informed by way of an Integrated Flood Management (IFM)/ Integrated Catchment Modelling (ICM) approach, of Yeovil Town and its immediate surrounding catchment areas, that will deliver flood risk alleviation/ mitigation options (including their benefits and limitations) that are economically viable to SCC and will reduce the flood risk by increasing the flood resilience of Yeovil for its community, businesses and infrastructure.

SCC as the LLFA, works together with all partners actively for the benefit of our residents, communities and businesses and the environment in which we all live. At Somerset County Council we have four key values – the 4Cs that all employees are expected to work to, and

we would expect suppliers to embrace the 4 Cs (detailed below), when representing Somerset County Council and the Somerset Rivers Authority in a professional capacity:

- Customer focus - putting the customer at the heart of everything we do;
- Collaboration - working with others to deliver our services,
- Can-do-attitude - getting the job done and doing it well; and
- Care and Respect - treating others as they would wish to be treated – with care, respect, dignity and understanding.

2.2 Scope

The activities the successful Supplier will be expected to undertake will comprise of the following:

- Carry out a review of the numerous existing associated sources, surveys, reports, and data currently available including those attached (see Section 2.7 Appendices). The Supplier is to validate documents and expand research to support the study.
- The Supplier is to include within their research, South Somerset District Council's (SSDC) South Somerset Local Plan 2006 – 2028 in particular pages 53 – 64, Local Plan Review 2016 – 2036, and any associated/ substantial planning applications submitted to SSDC, the Local Planning Authority (LPA). Documents and planning applications can be found on the SSDC website <https://www.southsomerset.gov.uk/>
- Comply with legislation including but not limited to, the requirements of the Health and Safety Act, and Conservation of Habitats and Species Regulations 2010 (as amended) or its successor in respect of potential effects on Special Areas of Conservation, Special Protection Areas and Ramsar sites.¹ There is also a requirement for the supplier to deliver a study/ report to the reporting standard for measuring social value within the NATIONAL TOMs FRAMEWORK 2019 for Social Value Measurement Guidance, paying particular attention to the principle of 'Protecting and Improving our Environment: To ensure the places where people live and work are cleaner and greener, to promote sustainable procurement and secure the long-term future of our planet.' (see Appendix G, Page 7). It is imperative that the supplier supports SCC Climate Strategy by using projections based on the latest UK Climate Projections (UKCP18) to ensure SCC are creating a Somerset resilient to the effect of climate change (see Appendix H).

¹ Flood and Water Management Act 2010, Local Flood Risk Management Strategy, Somerset's flood risk management strategy for surface water, groundwater and ordinary watercourses, (Feb 2014)
The Conservation of Habitats and Species Regulations (2017)

Undertake meetings and correspondence with stakeholders to gather information to achieve contract requirements to deliver an IFM/ ICM formatted study and Flood Alleviation Survey report with economically viable flood alleviation/ mitigation options. This should include an initial drop-in meeting for the Yeovil community to be hosted in Yeovil with arrangements made and paid for by the Supplier, and in partnership with all key stakeholders.

- Seek, record and include feedback from stakeholders and project partners throughout the process.
- Brief the LLFA prior to survey start, including; scope, methodology, geographical area of the study and expected outcomes of the survey. Note: the LLFA's initial expectation is for the whole of Yeovil town and the immediate surrounding catchment area to be included within the study with options that will benefit all areas of Yeovil that are historically susceptible to flooding, including issues related to the highway, and with consideration of future development.
- The options should be tested in an IFM / ICM model to assess option viability and the benefits in terms of reduced flood risk and increased flood resilience, and should include:
 - Flood mitigation solution / option preferences (ranked) with consideration, use and reference to the NATIONAL TOMs FRAMEWORK 2019 for Social Value Measurement Guidance and the latest UK Climate Projections (UKCP18), both within the public domain. (See Appendix G & H).
 - Delivery of a suite of options that provide effective flood mitigation for all of Yeovil.
 - Cost benefit analysis of all options including deliverable realisation and ongoing maintenance where required.
 - Inclusion of hard and soft engineering solutions.
 - Property Flood Resilience (PFR) solutions, including cost of delivery, for properties identified as benefiting from PFR products.
 - Strengths and weaknesses of each option/ suite of options.
- On completion of the survey the Supplier is to de-brief the LLFA on the survey's findings and options with recommendations for financially achievable and cost-effective flood mitigation solutions. Note: Solutions/ options that are clearly financially prohibitive for the local authority may be included in the final report but should not be included in the recommendations.

- A 'Next Steps' Workshop for stakeholders to present the findings and the resulting options, benefits and limitations (advantages and disadvantages), and recommendations for this commission. This will be hosted by the Supplier in Yeovil with arrangements made and paid for by the Supplier, and in partnership with all key stakeholders. There will also be a requirement for the supplier to cover the cost to make reasonable adjustments for accessibility. For example, documents including the final report may need to include a version in braille, and there may be a requirement for provision of a BSL interpreter, and a hearing loop for the initial community briefing/ fact finding drop-in session and the end of project findings/ solutions/ what next presentation/ workshop.
- Deliverables to SCC:
 - Integrated Catchment Model for Yeovil.
 - Updated Risk of Flood and Surface Water (RoFSW) Mapping (meeting the Environment Agency's requirements of an improvement to the current RoFSW mapping).
 - Integrated Catchment Study flood risk report including:
 - Options study
 - High-Level Cost/Benefit Analysis
 - Modelling technical report
 - 'Next Steps' Workshop with Stakeholders.

2.3 Background to the requirement

- An overview of the LLFA's role is to address flood issues related to land management, urban water management funding and delivery of long-term Flood Risk Management and resilient infrastructure including:
 - Building Local Resilience (helping communities be prepared for responding to / coping with floods).
 - Maintain access for communities.
 - Reduce duration and/or frequency of flooding.
 - Implement minor flood alleviation management schemes e.g. to reduce road flooding of the strategic network.
 - SCC (as the LLFA), LPAs, EA and Wessex Water (WW) will identify hotspots with a high risk of urban run-off and put in place appropriate schemes and identify funding to tackle the problems.
 - Increase resilience to flooding by continuing to offer support to neighbourhoods/ Town Council to review and create local flood plans.

- To identify where riparian owner works are required, ensuring local knowledge of drainage network is captured and retained.
- Relevant history and recent developments:
 - Yeovil is a vibrant market town with a population of 48,590 (2018 <http://www.somersetintelligence.org.uk/population-estimates/>) situated at the Southern Boundary of Somerset, 130 miles from London, 40 miles south of Bristol and 30 miles from Taunton.
 - Yeovil has many large flood receptors (see Appendix D) that, in tandem with climate change, individually and cumulatively increase the likelihood of high-risk of surface water flooding and as such require a proactive approach to assess, plan and mitigate against. A number of 'hotspots'/ receptors for surface water flooding have been identified by the Yeovil Rivers Community Trust (YRCT) in conjunction with the FWRM Team and include: Beer Street, Earle Street, Laburnum Way, Longcroft Road, Monmouth Road, Tanyard Way, Wessex Road, Preston Road and Lyde Road and include properties and highway flooding. The characteristics of the catchment, the town and complex interactions between surface water, ground water and watercourses/ fluvial water make finding suitable mitigation measures that will be acceptable to all stakeholders extremely challenging, (see Appendix D & E).
- SCC's Project Management/ Coordination role for this commission will be conducted by one of SCC's Flood and Water Risk Management (FWRM) Engineers.
- Key Stakeholders:

Key Stakeholder	Contact	Contact Details
Somerset County Council (SCC), Lead Local Flood Authority (LLFA), Flood & Water Risk Management Team		
Somerset Rivers Authority (SRA)		
South Somerset District Council (SSDC)		
Local Planning Authority (LPA (SSDC)		
Wessex Water (WW)		
Yeovil Town Council (YTC)		
Highways Authority (SCC)		
Environment Agency (EA)		
Yeovil Rivers Community Trust (YRCT)*		

*Note: The FWRM Team expect the Supplier to engage with the YRCT. The YRCT have a great deal of local knowledge of flooding issues in Yeovil and are currently carrying out a number of small flood resilience projects across Yeovil. (See Appendix F).

2.4 The requirement

This section sets out the detailed requirements that the Applicant must meet all of which are Mandatory:

- Deliverables to SCC:
 - Project methodology with Gantt chart or equivalent.
 - Integrated Catchment Model with 2D mesh to simulate overland flows.
 - Integrated Catchment Study flood risk report including appendix for modelling technical report.
 - Updated RoFSW – maps must be produced for the standard flood probabilities of 3.3%, 1% and 0.1% in any year, must include flood extents, depths and velocities, and must be more reliable than the existing national RoFSW maps. In accordance with the Environment Agency's Report – 'Submitting locally produced information for updates to the Risk of Flooding from Surface Water map Report version 4.3, May 2019'. (See Appendix A).
 - Integrated Catchment Study flood risk report including:
 - Options study
 - High-Level Cost/Benefit Analysis
 - Modelling technical report
 - 'Next Steps' Workshop with Stakeholders.

2.5 Functional requirements

The Flood Risk Study report is to enable SCC's FWRM Team to develop a second operational stage to this project in the form of delivering all/ or some of the Flood Alleviation options by way of a further Invitation to Tender (ITT) for 2021/22. The report will also be required to support SCC, as the Lead Local Flood Authority (LLFA), in its partnership working with all Risk Management Authorities (RMAs) and providing predictions with consideration, use and reference to the NATIONAL TOMs FRAMEWORK 2019 for Social Value Measurement Guidance and the latest UK Climate Projections (UKCP18), both within the public domain. (See Appendix G & H).

2.6 Contract/service management requirements

- The Applicant is to schedule and communicate a brief to SCC's FWRM Team once a month throughout the whole lifecycle of the project.
- SCC will schedule two progress meetings to be held at SCC County Hall, Taunton, TA1 4DY, one at the end of November 2020 and the second at the end of January 2021.

2.7 Appendices

Appendix A – Environment Agency's document - 'Submitting locally produced information for updates to the Risk of Flooding from Surface Water map'

Appendix B – South Somerset SFRA Level 1 Report

Appendix C – Somerset's Local Flood Risk Management Strategy 2014

Appendix D – Yeovil Map Overview – Flood Receptors as identified by YRTC and SCC

Appendix E – Surface Water Flood Maps

Appendix F – Yeovil Rivers Community Trust Schemes & Strategy Project Documents

Appendix G – NATIONAL TOMs FRAMEWORK 2019 for Social Value Measurement Guidance

Appendix H – CPUK 18

<https://www.metoffice.gov.uk/research/approach/collaboration/ukcp/about>