



## CHICHESTER HARBOUR CONSERVANCY TENDER

### SPECIFICATION FOR CONSTRUCTION OF SALTERNS WAY LINK ROUTE BETWEEN SHIPTON GREEN AND WEST WITTERING

**Opening date:** Thursday 18<sup>th</sup> July  
**Closing Date:** Monday 19<sup>th</sup> August 09:00hrs

#### 1.0 Introduction and Purpose of the Specification

1.1 Chichester Harbour Conservancy (“The Conservancy”) is inviting quotes to undertake ground works to the Salterns Way between Shipton Green and West Wittering.

1.2 The aim of the project is to provide an additional, alternative route for users of the existing Salterns Way multi-use path to improve safety for cyclists (by directing users off the road), improve access and to provide a shorter, more direct route.

1.3 The ultimate aims of the specification are to:

- To identify a suitable contractor.
- To enter into an agreement between that party and Chichester Harbour Conservancy to undertake the works with an anticipated start date of September 2024.

#### 2.0 Background to the Project

2.1 The Salterns Way cycle route was opened in 2006, funded by the Heritage Lottery Fund. The Conservancy is responsible for its ongoing maintenance and management.

2.2 In preparing the original route, the proposed plan in this paper was considered pre-2006, but was disregarded following local objections. Since then, the screening along the proposed route has significantly improved and there is now much local support for the proposal.

2.3 The current and proposed routes are shown on the map of West Itchenor on the following page (fig 1).

- The red line is the existing route which will remain in place.
- The yellow line is the proposed new, additional route.
- The blue dots show the potential position of 4 culverts that are required where the new multi-use path crosses a ditch.

2.4 A satellite image of the site is available [here](#).

- The route commences at Lat / Long: 50°47'29"N 0°51'44"W
- The route joins the existing Salterns Way route at Lat / Long: 50°47'32"N 0°52'17"W

2.5 The length of the route is approximately 850 metres.

#### 3.0 Scope of Works

3.1 To restrict access to the site (from the general public) during the clearance and construction works.

- 3.2 To clear any vegetation necessary at the route edge - width of path plus a minimum of ½ metre each side. Undertake vegetation clearance / low hanging branch removal at crossing points / culverts, using handheld chain saw / brush cutters if possible or mini-digger if necessary. To remove cuttings from the site.
- 3.3 To scrape and level the surface along the agricultural fringe – path width plus minimum of ½ metre each side.
- 3.4 To move soil as required, place in the adjacent fields, graded and levelled.
- 3.5 To install four culverts to enable cyclists to cross the ditches. The width across the culverts will need to be wider than the path sections. The specification of the culverts is set out in detail in Appendix 1.
- 3.6 To lay the path to the specification shown in the annotated cross section diagrams (Appendix 1) along the route. Dust the surface with Fittleworth Stone.
- 3.7 To leave the site in a clean and tidy condition so it can be officially opened as part of Salterns Way soon after completion.
- 3.8 There are no restrictions to vehicular access to the site for construction traffic. The width of the path should be around 2.75 metres.
- 3.9 The material and build specifications required are shown in full in **Appendix 1**.

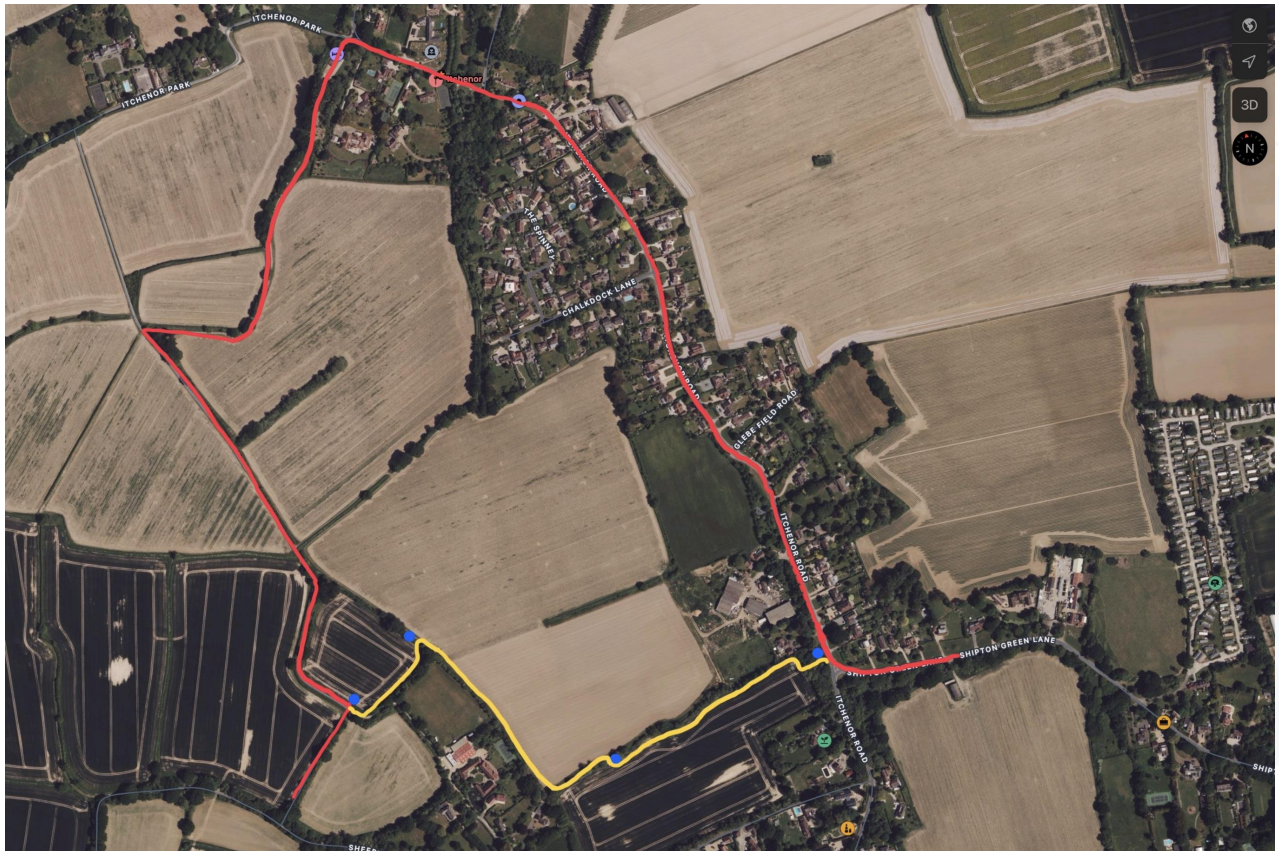


Fig 1. (An enlarged image of the site and route is shown in **Appendix 2**)

## Planning consent & conditions

4.1 Planning consent has been agreed, with conditions (WI/21/03533/FUL, May 2023 – see Appendix 2).

4.2 The conditions are set out in full in the decision document. In summary they require:

- A scaled plan of the scheme specifying hard and soft landscaping, which the Conservancy will complete and agree with the Local Planning Authority (LPA) ahead of any works. The Contractor will be responsible for delivering what is agreed.
- Various ecological mitigations and enhancements, before, during and after the build. The Conservancy's Ecologist will lead on these requirements, submitting and securing agreement to the ecological plan from the LPA ahead of works commencing. The Contractor will need to comply with this plan including the timing of commencement of the build (expected September 2024) construction of culverts, removal of invasive species from the site.
- A highways plan, which the Conservancy will agree with the LPA before the build starts. The Contractor will be responsible for delivering what is agreed.
- No artificial lighting to be included in the scheme.

4.3 The Conservancy will ensure the necessary additional plans are submitted to, and approved by, the LPA ahead of works commencing. The contractor will need to ensure the designs / plans approved by the LPA are implemented in full.

## 5.0 The Role of the Contractor

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

- A fully costed quote for each aspect of the works as detailed in Section 3 (excluding VAT).
- A proposed schedule of payments.
- A method statement – what you propose to do and how you are going to do it. This needs to include:
  - How you will prepare, initiate and undertake the work.
  - A schedule of works including:
    - Clearance / branch cutting.
    - Soil movement, grading / levelling.
    - Culvert construction.
    - Membrane laying.
    - Path construction.
  - The plant and machinery you will use.
  - How you will restrict public access to the site during the works.
- A risk assessment for the works.
- The Environmental and Sustainability Policy for the applicant.
- Evidence of the contractor's current Health and Safety Policy.
- Evidence of the contractor's current insurance cover.
- Evidence of other similar work completed by your organisation (outline, outcome, feedback)

- 5.2 Please be aware that this project will require the contractor to hold a minimum of level of £5m Public Liability Insurance and £1m Professional Indemnity Insurance.
- 5.3 Contractors that do not yet have any one of these documents, for instance the Environmental and Sustainability Policy, are encouraged to prepare one for the purposes of this brief and for future work with the Conservancy.

## 6.0 The Role of the Conservancy

- 6.1 Until the deadline for responding has passed, contractors may contact the Conservancy for further information, if required. You are welcome to arrange a site visit; please contact the Conservancy to arrange this (details at the end of this document).
- 6.2 Once the deadline for submission has passed, the Conservancy will assess and score the responses. The weighting will be as follows (Table 1):

**Table 1. Score allocation and weighting**

Criteria category	Overall weighting	Assessment method
Organisation Details	n/a	Mandatory - For information only
Price	60%	Normalised price score formula
Method Statement	20%	0,1,2,3,4,5 (See scoring in table 2)
Risk Assessment	5%	0,1,2,3,4,5 (See scoring in table 2)
Health and Safety Policy	5%	0,1,2,3,4,5 (See scoring in table 2)
Environmental & Sustainability Policy	5%	0,1,2,3,4,5 (See scoring in table 2)
Proof of Insurance	n/a	Mandatory - For information only
Evidence of 2 similar pieces of work	5%	0,1,2,3,4,5 (See scoring in table 2)

- 6.3 Criteria that is “Mandatory - For Information Only” will not be assessed or scored, but if the information is not provided the tender will be judged as non-compliant and will be rejected.
- 6.4 The total price of the tender will be ranked against all other tenders using the normalised price score formula. The highest priced tender will receive the lowest score and the lowest priced tender will receive the highest score. However, it is essential that all quotes are economically viable.

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

6.5 The Conservancy will use the following scoring criteria (Table 2):

**Table 2. Scoring criteria**

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

6.6 Applicants that score 0 or 1 for any of the criteria categories will be automatically judged as non-complaint and rejected.

6.7 The contract will be awarded by COP Tuesday 27<sup>th</sup> August 2024. The timetable for works will depend on several factors but we aim to commence in later summer / early autumn 2024.

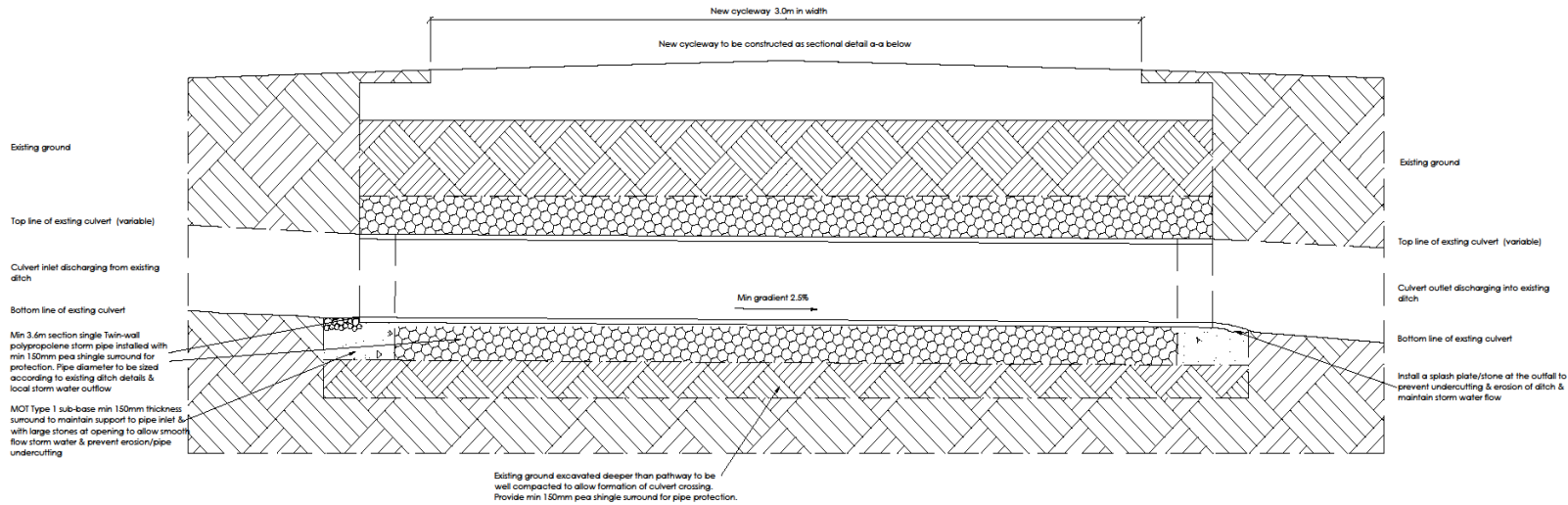
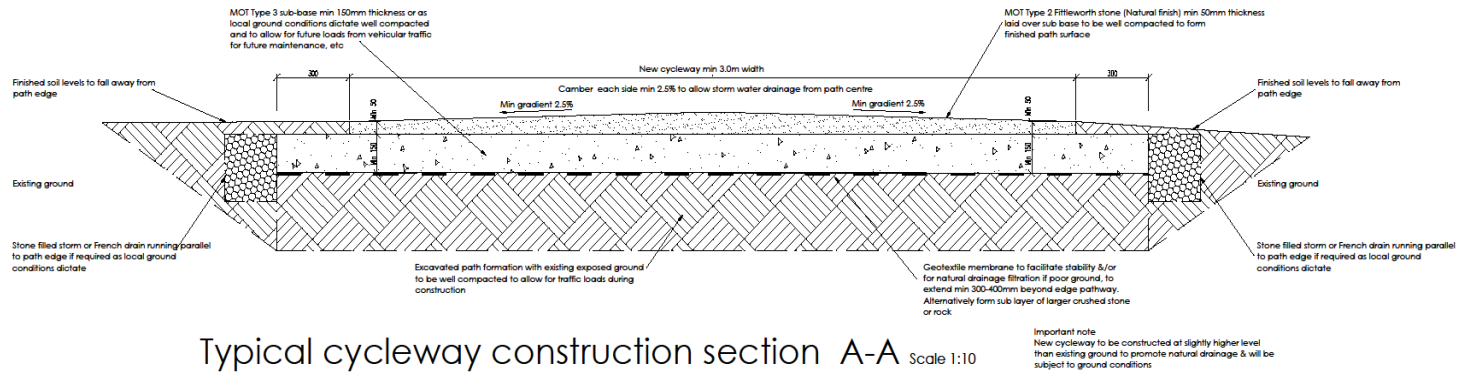
## **7.0 Submission of Quotes and Supplementary Documents**

7.1 Quotes and supplementary documents should be submitted by Monday 18<sup>th</sup> August 2024 09:00hrs in electronic format to: [tenders@conservancy.co.uk](mailto:tenders@conservancy.co.uk) with the subject line “**Private and Confidential – Salterns Way Link Route**”.

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

7.3 Any questions or requests to visit the site should be directed to:  
**Ross Jones, National Landscape Operations Manager:**  
[ross.jones@conservancy.co.uk](mailto:ross.jones@conservancy.co.uk) (01243 512301).  
or  
**Richard Austin, Director of Chichester Harbour National Landscape**  
[richard.austin@conservancy.co.uk](mailto:richard.austin@conservancy.co.uk), (01243 512301).

# Appendix 1

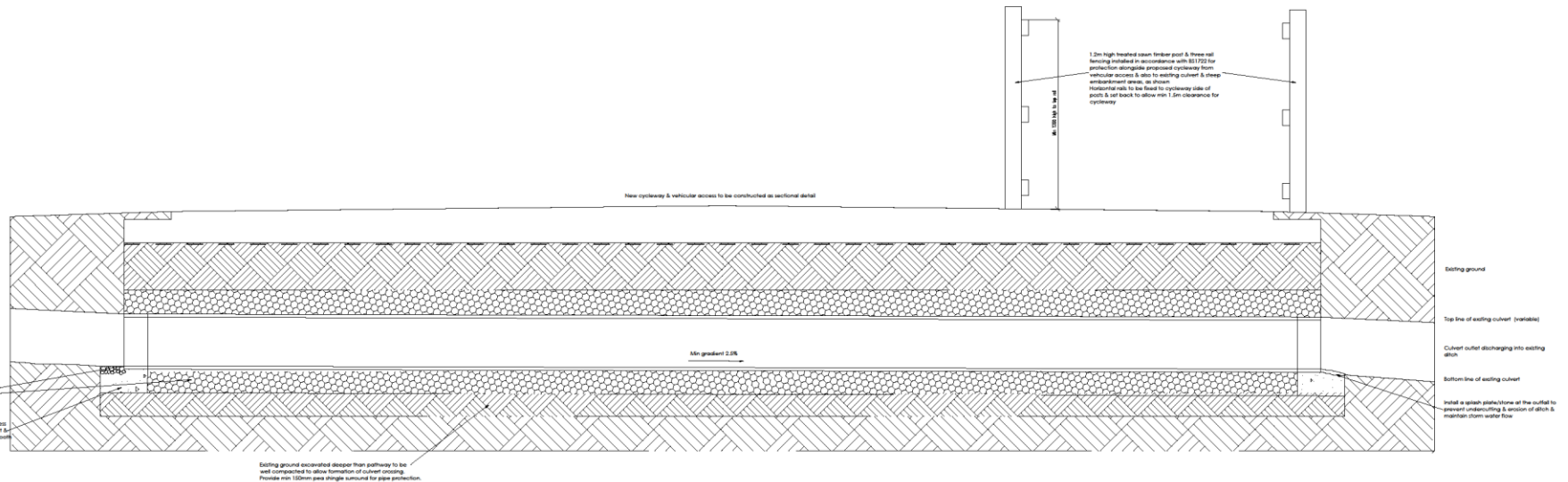
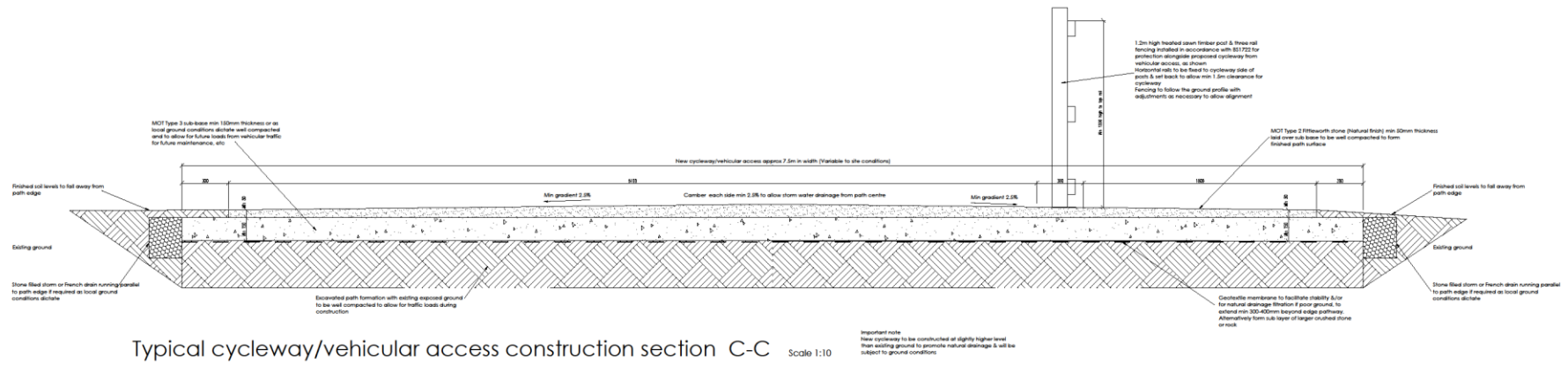


# Cycleway & Culvert Sectional Details



REV C - JUN 22 - WIDTH OF CYCLEWAY INCREASED TO ALLOW FOR ACCESS FOR FARM VEHICLES  
 REV B - DEC 20 - CONSTRUCTION NOTES FOR MOT TYPES REVISED AS REQUESTED BY LA  
 REV A - OCT 20 - SCALE BAR ADDED

Project	DIVERSION OF SALTURNS WAY CYCLE ROUTE BETWEEN SHIPTON GREEN & WEST WITTERING PO20 7DA	Project No	20/001
Drawing Title	CYCLEWAY & CULVERT SECTIONS	Date	AUG 20 Scale 1:1000
		Drawing No	P03



# Cycleway with Vehicular Access & Culvert Sectional Details



NOT YET ISSUED AND NOT FOR CONSTRUCTION. THIS DRAWING IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.

NEW DRAWING - DATE: SHOWING SECTION DETAILS FOR VEHICULAR ACCESS CYCLEWAY FROM FISHBONE ROAD JUNCTION	
Project: DIVISION OF SALTERS WAY CYCLE ROUTE BETWEEN SHIPTON GREEN & WEST WITTERING POZO TDA	Project No: 20/001
Drawing Title: CYCLE PATH/VEHICULAR CULVERT SECTIONS - 2	Date: JUN 22 Scale: 1:1000
Client: CHESTER HARBOUR CONSERVANCY	Drawing No: PD4
This drawing is copyright of the Architect & must not be reproduced without express permission.	

Appendix 2

