



Chagford Parish Council

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TENDER FOR PROTECTION AND REPAIR OF ERODING STREAM BANKS. **ELLIS DRIVE, CHAGFORD, TQ13 8FN**

Chagford Parish Council are inviting tenders to repair a damaged stream bank.

Tenders are being invited from suitably qualified and experienced providers who must be able to demonstrate a track record of protecting and repairing stream banks within a National Park.

Under the terms of the Audit Regulations and Chagford Parish Councils Standing Orders, we are required to seek more than one tender for the contract and this invitation is being advertised through Chagford Parish Councils website and other suitable advertisement platforms and communication tools the Council deem appropriate.

Outline contract requirements:

Please read the accompanying guidance (Appendix 2) from Flood Risk Management at Devon County Council

N.B. Cross sectional area of the watercourse is to be preserved as existing.

Ensure that level of the watercourse is not raised from the existing level.

Please price for the following:-

1. Regrade banks on either side of watercourse so that the narrow downcutting channel is reprofiled allowing flow to spread more evenly across the watercourse.
2. Clear existing eroded silt from inside and in front of culvert at bottom of site.
3. Lay loose rock armour on regraded banks and on the bed of the watercourse sufficient to protect the banks and bed from further erosion. Please specify length of stream banks and base to be covered.
4. Stones for rock armour to be of sufficient size to not be moved by the expected force of the watercourse.
5. Stones for rock armour to be granite from Dartmoor and to be sourced as locally as possible.

Optional Item to be priced separately and will not be used in the assessment of this tender:

6. Replace existing culvert screen on upside of culvert with one at an angle, with greater area and easier maintenance.

Please Note:-

- The temporary works should be specified and designed so that the flow of the watercourse is maintained throughout the works.
- The impact of the ecology should be considered and managed appropriately.
- A method statement should account for sediment mobilisation and pollution.
- Land Drainage Consent from DCC Flood Risk Management team to be obtained via :
<https://www.devon.gov.uk/floodriskmanagement/land-drainage-consent/>

Tender process

Tenders should be submitted no later than Saturday 15 August 2026 in a sealed envelope bearing “Confidential Tender” on the front to the address above. Members of Chagford Parish Council will endeavour to consider tenders during week commencing 17 August 2026 with the contract award expected to be made no later than Friday 21 August 2026.

The tender will be assessed using the methodology in Appendix A

Contract length

The contract will be awarded for this one-off project and will remain in place until the work has been finished and signed off.

We would ideally like the work completed prior to 31 October 2026.

Key contacts

Chagford Parish Council Chair and the Parish Clerk will be the main contacts. The contractor will be expected to provide a main point of contact from their side in the event of any queries.

Weekly updates or a cycle agreed between council and Contractor will be required throughout delivery.

Health and Safety

Staff employed or contracted to work on the contract must be fully trained, be aware of any risks associated with working in the public domain, water, grass, invasive plants and adhere to any working practices set out by Chagford Parish Council.

Standards of Operation

Tenders must include a copy of your Public Liability insurance, PPE policy and Waste licence as these are considered pass or fail criteria, if they are not submitted within the tender return the proposal will not be accepted.

It is required that you would undertake your own risk assessment and method statement creation prior to working on site and it is expected these will be continually and dynamically assessed during the contract.

Payment terms

The council are open to milestone payments for completed works and proposals for payment terms can be submitted as part of this tender response.

Contact information

Please include in your Proposal the name and contact details (including telephone number, email address and postal address) of the person who should be contacted in relation to your Proposal.

Any questions, please ask by either telephoning 07895907628 or emailing Belinda.hayter-hames@chagfordparishcouncil.gov.uk

Thank you.

Emily Young

Chagford Parish Clerk

Appendix 1

Assessment Criteria

Question weighting and scoring approach

The Proposal gaining the highest overall score will be considered as representing the most economically advantageous tender. Tenderers shall submit their Proposals in writing, including a written response to the questions detailed below.

Call-Off Award Criteria and weightings

Call-Off Award Criteria	Weighting
Quality criteria (overall)	80%
Understanding of project requirements	20%
Project delivery	40%
Organisational experiences	10%
Proposed team resources and skillset	10%
Price criteria	20%
Price	20%
Total	100%

All Tenderers may be called to attend meetings to present their Proposals and, if required by the Council.

Quality questions	Overall Weighting
1 Understanding of project requirements In order to be able to achieve the higher marks available, in answering this question your response must clearly describe a. The proposed approach to fulfilling the desired outcomes from the works (10%) b. What are the main risks and challenges anticipated from the delivery of works? (5%) c. The timelines you propose to complete the works (supply a high level programme plan) and how will these be maintained or slippage communicated with the Council? (5%)	20%
2 Project delivery In order to be able to achieve the higher marks available, in answering this question your response must clearly describe the methodology that you will follow to ensure successful delivery of the works and must include a full description of the proposed approach to project management.	40%

a. Based on your understanding of our project, how will project management of the delivery works area be managed and why is this suitable to this project? (5%) b. How will you ensure that the project is delivered within the timescale proposed (5%) c. What approach will you apply in managing project costs and budget? (10%) d. As works will be close to occupied domestic dwellings how do you propose to mitigate disturbance to residents? (10%) e. How will council contractor ongoing maintenance be considered and how do the contractor propose the management of invasive undesired plants be managed or mitigated? (10%).	
3 Organisational experiences Provide 3 case studies of similar work within the last 5 years and references that can be contacted by the Council.	10%
4 Material proposed Provide a rationale in this project instance for the type and size of rock armour proposed and include following information on rock armour; • Cost per cubic meter of material proposed • Average dimensions of material proposed • Location of origin.	10%

5 Price – Weighting 20%

All prices submitted must be exclusive of VAT.

Charges shall be inclusive of all costs of staff, facilities, equipment, materials and other expenses whatsoever incurred by the Service Provider.

The Tenderers are advised that no expenses will be agreed outside of the project proposal.

Contract Terms and Conditions

Please provide your standard Terms and Conditions for review

Evaluation guidance for each question in the ITT

Quality criteria questions will be evaluated using the tender evaluation model and guidance below:

Quality evaluation:

Rating	Score	Description
Unacceptable	0	The response does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the tenderer has the ability, understanding, capability, skills, and/or resource & quality measures required to provide the supplies/services.
Poor	1	Some notable reservations of the tenderer's relevant ability, understanding, capability, skills, and/or resource & quality measures required to provide the services.
Meets the Requirement	3	Demonstration by the tenderer of the relevant ability, understanding, capability, skills, resource & quality measures required to provide the services, evidence to support the response
Good	6	Good demonstration by the tenderer of the relevant ability, understanding, capability, skills, resource & quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Outstanding	9	Exceptional demonstration by the tenderer of the relevant ability, understanding, capability, skills, resource & quality measures required to provide the services. Response identifies factors that will offer potential added value with evidence to support the response.

Each quality criteria question will use the relevant weighting for that criteria to create the overall score.

Price question will be evaluated:

Prices will be evaluated with the lowest inclusive price scoring 20%, and other bids scored using the following formula:

(Lowest price) divided by (the Tender price in question) multiplied by 20%

Evidence provided for Public Liability insurance, PPE policy and Waste license

Yes = compliant response

No = non-compliant response

ITT Response Format to Questions

Response format

The maximum size of your proposal should be word limited as per table following (minimum font 11pt).

CVs will be accepted as a tender response in an Appendix and will not be included in word count.

Question Ref.	Word Limit
1	Max 1000 words per question
2	Max 1000 words per question
3	Max 500 words per case study
4	Max 1000 words

Appendix 2

Report from Devon County Council, Flood risk management Erosion of stream at Ellis Drive, Chagford

July 2026

- Scour protection on the watercourse bed and banks would be recommended to prevent further erosion. Scour protection works are likely to require a Land Drainage Consent from DCC Flood Risk Management team. You can apply for LDC through the website : <https://www.devon.gov.uk/floodriskmanagement/land-drainage-consent/> Any queries: floodrisk@devon.gov.uk.
- Important to the Land Drainage Consent requirements is that cross sectional area of the watercourse is not lost with the bank protection works. All quotes need to provide the required design and method statements.
- As discussed, the first step for bank protection works would be to regrade the watercourse banks so that the narrow downcutting channel is reprofiled allowing flow to spread more evenly across watercourse. Currently, there is a very narrow channel cut through the watercourse which will continue to erode and lead to slumping and collapse of the adjacent banks. This material will then be loose and easily transported downstream during high flow events.
- Rock armour/riprap can be used to reinforce the banks and bed of the watercourse to reduce erosion. Loose rock armour should be sufficient to protect the banks from erosion rather than a more engineered solution such as gabion baskets/concrete or culverting. Rock armour is not always suitable for steep banks so the regrading is important to accompany the rock armour. Stone size should be chosen to be sufficient to not be moved by the expected force of the watercourse.
- Optionally, rock rolls could be used at the toe of the banks to help prevent scour here.
- The culvert downstream is heavily silted at the downstream end so clearance of this culvert would be recommended. These bank protection works and the DCC Highways work upstream may help to reduce the amount of sediment getting into this culvert.
- Any erosion protection works should ensure they do not raise the level of the watercourse as this could cause more sedimentation in the downstream culvert.
- The temporary works should be considered so that flow of the watercourse is maintained throughout the works. The impact on the ecology should also be considered and a method statement should account for sediment mobilisation and pollution.
- I would recommend making DCC Highways aware of the works date and duration once they are going ahead as Highways are planning to undertake works at the upstream end on the scour under the footpath. Coordination might be needed to ensure that work dates don't clash.
- The screen on the upstream end of the culvert at the downstream end of the downstream culvert has a vertical design. Optionally, this culvert screen could be replaced with a better designed screen with greater area and easier maintenance.
- After the works the area could be reseeded/planted with vegetation to help hold the banks together.
- Our standard guidance on bank works applies: <https://www.devon.gov.uk/floodriskmanagement/land-drainage-consent/bank-works-guidance/>