



Harbour Office  
Pier Road  
Littlehampton, West Sussex BN17 5LR  
Tel: 01903 721215  
Fax: 01903 739472

HARBOUR MASTER	H Gregory MEng
DEPUTY HARBOUR MASTER	M Hayes BSc
TREASURER	C Braby ACMA, CGMA
CLERK	L Shaw

## **INVITATION TO TENDER FOR LITTLEHAMPTON HARBOUR ENTRANCE RENEWAL SCHEME CONSULTANT**

**Applications are sought by individuals or companies by Littlehampton Harbour Board (LHB) to tender to provide consultancy support during the first year of the proposed Harbour Entrance Renewal Scheme.**

**The contract is for the remainder of the current financial year with the option to extend by further years.**

**Applications / tenders should be sent by email to the Clerk to the Board (Louise Shaw) on [clerk@littlehampton.org.uk](mailto:clerk@littlehampton.org.uk) and must arrive no later than Friday 18<sup>th</sup> June 2021. LHB will not review tenders until after the due date and will also not consider tenders received after that time. LHB is not bound to accept the lowest priced or any tender.**

**Further information required can be requested from the Harbour Master, Harry Gregory, by telephone (01903 721215) or email ([harry@littlehampton.org.uk](mailto:harry@littlehampton.org.uk)).**

### **1. Introduction**

Littlehampton Harbour is a not-for-profit Trust Port created by Act of Parliament – the Littlehampton Harbour and Arun Drainage Outfall Act 1927 – and governed by Littlehampton Harbour Board.

The 280m Western Training Wall and Breakwater (“West Works”) and 380m Eastern Training Wall (“Dicker Works”) at the harbour entrance have now surpassed their expected lifespan. The structures are rapidly deteriorating and require increasingly expensive reactive maintenance each year. In particular, the current design of the Western Arm is no longer fit for purpose due to changes in local coastal processes meaning that part of the structure is now having to retain shingle volumes it was not designed for and is being overtopped by shingle creating expensive biannual dredging. The current harbour entrance geometry and associated structures were also designed and built in the early 20<sup>th</sup> century without the benefit of modern modelling and construction techniques. The harbour entrance also forms the eastern extent of the Climping Site of Special Scientific Interest.

The most recent in-depth review of the entrance infrastructure (conducted by Black and Veatch in 2015) stated that a strategy of patch and repair was viable until 2025 only and that replacement should begin in 2026. The board has therefore budgeted for consultancy support during the 2021/22 financial year to provide support in project management, inter-agency engagement and concept studies to establish momentum during the replacement project’s first formal year.

As well as maintaining an open port by renewing the entrance infrastructure and mitigating the impacts of recent and expected further changes in coastal processes, the scheme brings great opportunity to adjust the geometry of the harbour entrance to better suit the needs of current and anticipated users, coexist with environmental concerns and improve access to the tidally restricted harbour.

## **2. Background**

Littlehampton has always had access challenges in that the entrance (1) requires careful navigation due to the tidal cross current, lack of room for manoeuvre and the strong streams from the river and (2) the bar at the entrance has drying heights of up to 0.9m above chart datum (CD) on the approach. The current structures naturally maintain this controlling depth at the harbour entrance by (1) diverting the shingle travelling eastward with longshore drift around the harbour entrance and (2) focusing the river's flow with training walls to scour the entrance. This currently mitigates the need for regular dredging of the bar to maintain this controlling depth. The only regular dredging currently undertaken is the removal of the shoal bank which accumulates on the western side of the channel where shingle overtops the western arm during heavy weather on spring tides. This accumulation is removed biannually with a land-based excavator and made available to nearby coastal management initiatives (managed by the Environment Agency or Local Authorities) or, as a last resort, recycled commercially. It is hoped that replacement breakwaters of differing geometry could maintain the controlling depth at a lower level and facilitate more efficient shingle management without overly impacting nearby environmental or coastal management concerns.

Due to the decline in commercial shipping and currently limited other income opportunities, Littlehampton Harbour Board relies on precept funding from Arun District Council and West Sussex County Council to meet the annual shortfall in their operating expenses in meeting their current statutory and commercial obligations. Therefore, a replacement scheme will therefore rely on precept and/or public works loan funding and a wider, multi-agency partnership funding will be critical to deliver on the broader opportunities for improvement.

Therefore, the initial objectives of the scheme are:

- To renew the entrance infrastructure in order to maintain an open port for years to come and enable all vessels wishing to use the harbour to navigate the harbour entrance safely
- To seek opportunities to improve access to the harbour for a wider tidal window (i.e. slightly lowering the current controlling depth) and to provide better shelter within harbour limits from heavy weather
- To support local marine activity and increase potential for harbour authority income, through provision of capacity:
  - o to facilitate increased leisure sailing opportunities (and associated benefit to Yacht Clubs, charter boats and Marinas)
  - o to respond to increased aggregate import opportunities
  - o to increase the volume of fishing catch landed in Littlehampton
  - o to improve the operating window of local for search and rescue services
- To align with coastal management objectives of the Environment Agency and District Councils where possible keeping shingle within the Arun to Pagham or Arun to Adur Coastal Cells to maintain flood protection for 400 homes in the immediate area and the wider community in the years to follow
- To work with the Environment Agency to ensure the Arun's drainage function is maintained
- To continue to minimise impact on the River's wildlife, the Climping Site of Special Scientific Interest and other designated environmental sensitivities locally.
- To maintain the character of the existing harbour and coastline and provide maximum amenity value for residents, visitors to Littlehampton by inclusion of a seating, viewing and angling areas.

- To minimise future operation and maintenance costs for LHB and potentially other stakeholders by reducing the frequency and/or volume of dredging and shingle recycling required to maintain an open port

### **3. Contract Duration**

The contract is for the remainder of the current financial year with the option to extend by further years.

### **4. Anticipated Outputs**

A suitably experienced consultant is sought to, in consultation with the Harbour Master and the Board's Infrastructure Project Development Sub-Committee, deliver:

- The development of a Project Scoping Document which includes:
  - A more detailed Outline Business Case
  - Concept design options for further development
  - Outline Project Plan with activities and timescales for subsequent years
  - Assessment of viable available funding routes
  - LHB and other agency resourcing requirements for 2022 and 2023
- A review of best practice taken from recent similar schemes nationally
- Partner agency engagement (focusing on funding routes at this early stage)
- A review of relevant coastal processes and environmental concerns (working with identified experts and building upon the outputs of a recent undergraduate student project with a similar brief)

### **5. Person Specification**

Applicants will be expected to have the following knowledge and experience.

Essential:

- A proven track record in project management and partnership working on significant projects
- The ability to develop compelling business cases
- Understanding of assessment techniques for developing options, evaluating and reporting
- Experience of presenting and reporting of complex information to Boards
- Ability to show own initiative and generate momentum in projects

Desirable:

- Specific knowledge of Littlehampton Harbour
- Expertise in commercial and leisure port operations
- Experience of terminal, marina or port construction projects
- Experience in working with local authorities and/or agencies involved in management of the coast
- A working knowledge of coastal processes and coastal environmental sensitivities

### **6. Cost Schedule**

A fixed year-one budget of £30,000 excluding VAT has been allocated. It is expected that tenderers will set out a schedule of grades and rates of any staff that may be involved in the project along with an expectation of how and when they would expect to allocate the fixed budget between award and submission of outputs. For information, budgeting for the subsequent financial years is typically undertaken in November each year.

### **7. Insurance Requirements**

Applicants must hold, or commit to obtain prior to the commencement of any subsequently awarded contract:

- Employer's (Compulsory) Liability Insurance = GBP 10 Million
- Public Liability Insurance = GBP 5 Million
- Professional Indemnity Insurance = GBP 1 Million

## **8. Prevention of Corruption**

The LHB shall be entitled to cancel the Contract and to recover from the appointed person/company the amount of any loss resulting from such cancellation:

- if the Contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or a reward for taking, permitting or omitting to take any action in relation to the obtaining or execution of the Contract or any other agreement or contract with the Board, or for showing favour or disfavour to any person in relation to the Contract or any other tender or contract with the Board; or
- in the event of any such act as referred to above by any agent or any person acting on behalf of the Contractor (whether with or without the knowledge of the Contractor); or
- if in relation to the Contract or any other contract with the Board the Contractor or any agent or any person acting on behalf of the Contractor has committed any statutory or other offence in relation to the Contract or any other agreement or contract with the Board.

## **9. Conflicts of Interest**

The applicant shall ensure that it is not placed in a position where there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the applicant and the duties owed to the Board under the Contract. The applicant will disclose to the Board full particulars of any such conflict of interest which may arise immediately on becoming aware of such a conflict.

## **10. Discrimination**

The applicant confirms their commitment to the Equality Act 2010, including the public sector equality duty, and the Human Rights Act 1998 or any other relevant legislation. The applicant shall not act unlawfully, either directly or indirectly, on the grounds of any of the protected characteristics detailed within the Equality Act 2010 (including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and will act in compliance with, and take all reasonable steps to assist LHB in its compliance with the Equality Act 2010. The applicant shall also take all reasonable steps to secure the observance of this Clause, and compliance with the Equality Act 2010 and the Human Rights Act 1998, by all agents, employees and sub-contractors of the Contractor engaged by the Contractor in the execution of the Contract.

## **11. Tender Process**

Tenderers are required to submit an electronic copy for the attention of Louise Shaw, Clerk to the Board, by Friday 18<sup>th</sup> June 2021.

- Details of the proposed approach to achieving each element of the anticipated outputs identified in section 4
- Details of how they meet each element of the person specification set out at section 5
- A price schedule exclusive of VAT as set out at section 6
- CVs of the key staff members who will be working on the provision of services
- Evidence of insurance requirements as set out at section 7
- A cover letter including confirmation that the applicant will comply with LHB policies and procedures including, but not limited to Health & Safety, Equality and Prevention of Corruption and Bribery

The following should be noted and adhered to:

- All documents requiring a signature must be signed by an authorised individual.
- **Tenders must be sent by email to [clerk@littlehampton.org.uk](mailto:clerk@littlehampton.org.uk) and will not be reviewed until after the due date**
- Late tenders will not be accepted.

## **12. Assessment criteria and contract**

All tenders will be considered on the information contained in the tender. The following criteria and weightings will be used for assessing tenders:

- Ability to meet the anticipated outputs as specified in section 4 (35%)
- Quality of skills and experience as set out in the person specification at section 5 (35%)
- Cost Schedule (30%)
- Ability and willingness to comply with LHB policies and procedures: Mandatory

Each element of the anticipated outputs (section 4) and person specification (section 5) will be marked 0-4 in accordance with the following markings scheme:

- 0 = Unacceptable – Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
- 1 = Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient detail or explanation to demonstrate how the requirement will be fulfilled.
- 2 = Acceptable – Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
- 3 = Good – Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
- 4 = Excellent – Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Littlehampton Harbour does not bind itself to accept the lowest tender for all or any part of the requirement and will not accept responsibility for any expense or loss which may be incurred by any tenderer in the preparation of this tender. Tenderers may be invited to interview.

## **13. Right of cancellation**

The Board reserves the right to cancel the recruitment process at any stage and not award a Contract. The expenditure, work or effort undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders. Late tenders will not be considered by the Board.

## **14. Further information**

Further information can be requested from Harry Gregory, Harbour Master by telephone: (+44 1903 721 215) or e-mail: [harry@littlehampton.org.uk](mailto:harry@littlehampton.org.uk). More information about Littlehampton Harbour can be found at: <http://www.littlehampton.org.uk>. The answers to any significant enquiries received during the tender period will be provided to all tenderers who have expressed early interest.