

Wild Fishing Wales Project

Part of Communities and Nature (CAN)



**WILD
FISHING
WALES
PYSGOTA
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Briefing Note for potential delivery agents and Pre Qualification Questionnaire Guidelines

Revision 4: 20 November 2009

What is Wild Fishing Wales?

The Environment Agency Wales (EAW) is working in partnership with the Countryside Council for Wales (CCW) to deliver Wild Fishing Wales. This £2.6 million project will achieve sustained and measurable benefits for Wales by enhancing environmental quality and improving access to a network of river and still water fisheries throughout the Convergence Area of Wales. The objective of the Wild Fishing Wales Project is to develop and make more accessible a network of river fishing beats and still waters by helping fisheries, angling clubs, landowners and rivers trusts to deliver access and habitat **improvement projects**. The project will also support the development of an accredited **training** course for angling guides and the introduction of guides to the network of improved sites. We aim to start delivering these courses in 2010.

To ensure the Welsh economy benefits from these improvements we will **promote** this network of river and stillwater fisheries to attract more angling visitors to Wales. The potential to develop and launch an *online booking* and *fishing passport* system for these improvement projects within the convergence area of Wales will also be investigated.

In order to ensure these improvements are sustained we want to see an element of additional angling revenue being used to maintain habitat and access improvements.

This project is part of a wider strategic project called Communities and Nature (CAN), which is a £16m European Funded Project, managed by Countryside Council for Wales <http://www.ccw.gov.uk/enjoying-the-country/communities-and-nature.aspx>. The CAN Project aims to generate increased economic growth and sustainable jobs by capitalising on Wales' environmental qualities, particularly its landscape and wildlife. It is part funded by the European Regional Development Fund (ERDF), provided through the Welsh Assembly Government (WAG).

Environment Agency Wales will be seeking reliable partners who can deliver fishery habitat and access improvement projects. The aim of this briefing note is to provide information to potential delivery agents about how to bid for these projects.

Improvement Projects

The key component of Wild Fishing Wales will be **access and habitat improvement projects**. These projects must contain both access and habitat improvement elements, for example:

- Access improvements by constructing paths, car parks and ramps so that the fishing beat is more accessible to anglers; and
- Habitat improvements by constructing fencing and buffer strips so that the fishing beat is ecologically sustainable.

Our projects aims are to deliver

- at least 71 km of new / improved river fishery with better access and habitat for fish
- at least 10 still water fisheries with better access for anglers and improved habitat for wild fish stocks

The key aims of CAN that WFW will focus on include:

- A. To maximise the environmentally-sustainable economic value of natural capital through increasing the volume, length and value of visits to the countryside.; and
- B. To ensure that the benefits of project activities are shared with disadvantaged groups through employment, training and volunteering opportunities.

Both of these aims are to be addressed by your projects.

Funding will be available up to 80% of the total tendered amount for fishery access and habitat improvements to rivers or still waters for recreational fishing. Delivery partners will be expected to provide the remaining funds, of which a minimum of half of their contribution must be cash. The remaining may be in-kind contributions. These individual improvement projects will be led by the applicant who may be land owners, fishery owners, Rivers Trusts or other interested parties.

The delivery agent will be required to adhere to strict procurement rules in any provision of goods or services it may sub-contract to others. The delivery agent will also be required to have adequate accounting systems. These requirements will be described during the tender process.

What types of Projects are eligible?

The following criteria as a minimum must to be met for your project to be considered for WFW:

- The project must be within the Convergence Area of Wales
- The project must include both access and habitat improvement elements.
- The project must include waters that will be accessible on completion to anglers. As a minimum they should be accessible via day ticket sales, though this could be through a variety of online booking or passport systems.
- Access improvement works could include car parks, paths, stiles/gates, disabled access facilities, angling platforms, signage and foot bridges.
- Habitat Improvement works can include fencing to create river bank buffer strips, suitable tree coppicing and planting, invasive weed removal, in-river habitat creation and soft bank revetment, and measures to limit stock access to water such as crossing points and bridges.
- All required approvals must be in place prior to submitting a tender, for example Planning consents, CCW approvals for work in designated areas and Flood Defence Consents for in-river and river bank works.
- The project must indicate how the benefits of the work will be monitored.

The project applicant should indicate how the fishery is to be managed to minimise the impacts of fishing pressure. e.g. wild trout, sea trout and salmon fisheries should operate a full or partial catch and release policy.

All projects will require discussion and approval from the Agency's Area Fisheries staff.

What types of Projects are NOT eligible?

- Dredging
- Fish stocking
- Bridges over rivers/water courses larger than 8 to 10 metres so as to minimise environmental impact and costly engineering design.
- Bid preparation costs.
- Repair and maintenance.
- The construction of in river stone structures, e.g. groins, with the sole purpose of creating fishing pools.

Who can bid?

Any company or individual is invited to submit a pre-qualification questionnaire (PQQ) for the improvement works, provided that their project meets the PQQ requirements. The applicants will be responsible for the delivery of the project and must either be the owner of the land containing the water course or have an agreement with the owner in regards to undertaking the project. We envisage that Applicants are likely to comprise:

- Fishery owners and angling clubs
- Landowners
- Rivers Trusts

The Applicant could also represent a partnership of agents, for example a land owner and a Rivers Trust may bid together for the improvement of a water body. The contractual arrangement between these parties is the responsibility of the Applicant and the Agency will not enter into any discussions regarding this arrangement. The partnership must nominate a lead partner who will act as the applicant and with whom the Agency will communicate with regards to the project.

What funds are available?

A total £1.34million fund will be available across the convergence area from November 2009 to February 2013 for improvement projects. It is anticipated that the improvement projects could be of the order of about £10,000 - £100,000 per project.

The WFW Improvement Projects will be delivered as collaborative projects where ERDF will provide up to 45% of the total costs, Environment Agency Wales will provide up to 35% of the total costs and the applicant must provide the remaining which will be at least 20%. CCW receives the ERDF grant and will settle EAW claims. Delivery Agent claims will be settled by EAW. The Applicant's contribution can be both cash and in-kind contribution. At least half of the contribution however must be in cash.

The specific amount of match funding will be evaluated at the tendering stage. Bidders who cannot provide the minimum 20 per cent will be disqualified at tendering stage. Those organisations providing greater than 20 per cent will receive a higher evaluation score.

In-kind contributions can be made where members of the Applicant organisation contribute their own time and skills to deliver part of the project e.g. planning, attending meetings, putting up stiles or laying paths. Signed and authorised time sheets will be required as evidence for time spent. Where in-kind contributions are used, the contributors must be suitably qualified to undertake the task. The standard rates for voluntary in kind contributions, as confirmed by the Welsh Assembly Government's Stats Office are:

£20.25 per hour Project Manager
£15.48 per hour Project Researcher
£13.48 per hour Project Coordinator
£12.61 per hour Trainer
£9.37 per hour Project Administrator
£10.67 per hour Self employed (sole traders/partnerships)
£5.73 per hour Unskilled Labour (22 years of age plus)
£4.77 per hour Unskilled Labour (18 to 21 inclusive)
£3.53 per hour Unskilled Labour (under the age of 18)

The EAW expect this funding will pay for materials and services, and cannot be used to employ staff, pay land agents, or as landowner compensation payments. A detailed costing of the project will be required at the tender phase. Match funding will be available up to a maximum of 80% of the final tendered project value. Any additional costs will be the responsibility of the Delivery Agent. Payment of the match funding will be monthly on the basis of work completed. Project ledgers, timesheets and receipts must be produced for all project expenses in order for the Applicant to make a claim.

Match funding support

There is the possibility for the 35% EAW match funding to be provided up front to third sector applicants to enable them to commence the project and not go into significant deficit. The applicant must demonstrate their need for this up-front payment and this will be decided on a case by case basis. Notwithstanding, evidence of expenditure for the 35% will still be required prior to further payment claims being accepted by the Agency.

Private businesses are not eligible for upfront payments.

How do I bid for funding under WFW?

The improvement projects will be delivered in 4 rounds across 3.5 years. The first round is currently in the tender phase. For each round, a contract notice will be placed on Sell2Wales advising all registered applicants of this upcoming opportunity for Wild Fishing Wales. Once you have expressed an interest on this site, you will shortly be invited to submit a Pre-Qualification Questionnaire (PQQ) to propose your particular fishing beat to be improved and marketed under WFW.

The PQQs will be reviewed by the Environment Agency. If your PQQ is successful, you will be invited to complete a full tender. During this tender phase, the Agency may contact you to ask you for further clarification of your scheme.

The tender deadlines for each round are listed in the table below, however you are encouraged to continue to check Sell2Wales for updates to opportunities with WFW. We encourage potential Applicants to submit their PQQs as soon as possible for all rounds so that any additional information required by the EA may be provided.

The evaluation of all tenders will be undertaken in an objective and consistent manner without bias to ensure a fair and objective decision is reached. EAW will award the contract to the delivery agents whose proposed activities are viewed as the most economically

advantageous in meeting the project tender evaluation criteria issued during the tender phase.

What is the Delivery Programme for WFW?

The key dates for Applicants for Wild Fishing Wales improvement projects are shown in the table below. Please note that the date for expressing an interest in round one has already closed. There will still be 3 more rounds available for you to submit your project proposals. We recommend you also look at the Wild Fishing Wales website from time to time for any changes to these dates: www.wildfishingwales.com.

Date	Delivery Milestone
March 2010	First round Improvement Projects awarded
March 2011	Deadline for completion of works and submission of final invoice
January 2010	Second round of contract notice on Sell2Wales
Feb - May 2010	Second round PQQ and tender phase
June 2010	Second round of Improvement Projects awarded
June 2011	Deadline for completion of round 2 works and submission of final invoice
November 2010	Third round of contract notice on Sell2Wales
Dec 2010 - Mar 2011	Third round PQQ and tender phase
April 2011	Third round of Improvement Projects awarded
April 2012	Deadline for completion of round 3 works and submission of final invoice
June 2011	Fourth round of contract notice on Sell2Wales
Jul - Oct 2011	Fourth round PQQ and tender phase
November 2011	Fourth round of Improvement Projects awarded
November 2012	Deadline for completion of round 4 works and submission of final invoice

What are my obligations after the improvement project has been completed?

The primary aim of this project is to increase economic activity in rural and disadvantaged areas of Wales by helping to generate more and longer angling trips to Wales. All projects will have to be promoted in a **wildfishingwales** brochure and on the Fishing Wales website: www.fishing.visitwales.com.

We propose to develop a fishing passport and/or an online beat booking system that will enable visiting and local anglers easier access to fisheries. The administration of this scheme would be by a 3rd party identified by competitive tendering. Income generated by either beat vouchers or online booking would be returnable to the project applicant, minus an administration charge. There is no obligation to take part in either the beat booking or passport scheme, but applicants are encouraged to consider including their sites.

It is also an objective of this project that some revenue generated by angling visits should be used to help sustain environmental and access improvements. We expect that a proportion of income generated, by day tickets or other means, to be reinvested in the site. Applicants will

be required to take on the condition monitoring of the completed improvement project and to use future revenue to identify and deliver repair and improvement work to ensure existing schemes continue to protect and enhance the environment and enable a high quality fishing asset.

Summary of the process for participating in Wild Fishing Wales improvement projects:

1. Applicants will have to register as suppliers on the sell2wales web site <https://www.sell2wales.co.uk/>

Important: When registering on Sell2Wales it is essential that applicants indicate that they can provide service against the appropriate Common Procurement Vocabulary (CPV) code. This will ensure that applicants receive notification of the tender when it is launched. The CPV code that applicants should use is

77700000 - Services incidental to fishing.

2. A notice will be issued to all parties registered on Sell2Wales inviting you to Express an Interest in submitting a bid for the project.
3. At the end of the notice period, all parties who have expressed an interest will receive a Pre Qualification Questionnaire (PQQ)
4. Potential Applicants should complete the PQQ and submit it via Sell2Wales. Each application will be assessed by The Environment Agency against both organisational and project related questions.
5. All successful PQQ's will be invited to submit a fully costed project proposal and complete the tender application.
 - Up to 80% cash can be secured from Wild Fishing Wales. A minimum of 10% cash needs to be secured by the Applicant.
6. The applicant is notified if their tender is successful. If a need is demonstrated, the Agency will release up to 35% of the project funds to third sector organisations on finalisation of the Contract.
7. Work can now be started. Contractors can be engaged and their performance against the project plan can be managed
8. Once completed, EAW will undertake an audit of the works on-site and the accounts held, to assess that work has been carried out to satisfactory standards and according to plan.
9. *Condition Monitoring Programmes* should now be updated to include new schemes.
10. Following the on-site audit, the following records – that need to have been maintained throughout the project – are required to be submitted to the Environment Agency:
 - a. All receipted expenditure items.
 - b. Inventory of assets

Roles and Responsibilities:

Applicant

- Securing land owner agreement for improvement projects.
- Producing a project design, including cost estimates and expenditure plan.
- Securing a minimum of 20% match funding, of which half must be in cash.
- Gaining relevant permissions (CCW, Land Drainage Consent etc)
- Procuring materials and services.
- Managing contractors/volunteers according to Health & Safety legislation.
- Providing records of expenditure, including receipts to EAW.
- Providing records of all time spent on the project to EAW.
- Submitting claims to EAW for payment.

- Providing quarterly updates to EAW on project progress.
- Ensuring the long term maintenance of the new schemes delivered as part of the *Wild Fishing Wales project* for a minimum of 5 years.
- Displaying on all sites signage that recognises the **wildfishingwales**, CAN, EAW , WAG and ERDF funding. These signs will be provided.

Environment Agency Wales (EAW)

- Provide guidance and templates for habitat surveys.
- Assist in aspects of project design and delivery, including guidance on H&S, technical and procurement issues.
- Approve proposed schemes.
- Assess quality of delivered schemes and provide feedback.
- Administer payments.
- Maintain records of expenditure including receipts.
- Maintain records of all time spent on the project.
- Conduct evaluation of project procedures.

Who can I contact for further information?

Habitat and access improvement work will be new for many. To help Applicants identify potential projects, understand how to prepare documents and deliver the project, Environment Agency Wales (EAW) will be available to provide support and guidance where required.

For general enquiries about WFW:

wildfishingwales@environment-agency.gov.uk

Procurement queries (in relation to tendering for the works)

Julie Dyer - WFW Procurement Officer

julie.souter@environment-agency.gov.uk

02920 466213

Technical Queries and Improvement project queries:

Ben Wilson - WFW Project Executive

ben.wilson@environment-agency.wales.gov.uk

077 2139 0104

Marketing and Training Queries:

Rhys Llywelyn - WFW Marketing and Training Officer

rhys.llywelyn@environment-agency.wales.gov.uk

0134 144 0756

The following websites may provide useful information:

Wild Fishing Wales Website:	http://www.wildfishingwales.com
The Agency Website:	http://www.environment-agency.gov.uk/
The CCW Website:	http://www.ccw.gov.uk/
The WEFO website:	http://wefo.wales.gov.uk/
The Sell2Wales Website:	https://www.sell2wales.co.uk/

Wales

Convergence

