

21/09/2023

Dear Sir/Madam,

Invitation to Tender for the “Improving the evidence base for coexistence between offshore renewables and commercial fishing - main project” project for the Carbon Trust’s Offshore Renewables Joint Industry Programme (ORJIP) for Offshore Wind

You are invited to submit a tender for the “Improving the evidence base for coexistence between offshore renewables and commercial fishing - main project” project (the “CoEx (Main) project” or “Project”) which is part of the Offshore Renewables Joint Industry Programme (ORJIP) for Offshore Wind.

The Invitation to Tender (ITT) consists of the following documents:

- Description of Tender (this document);
- ORJIP Offshore Wind Stage II Contractors’ Conditions;
- Tender Certificate (Word template);
- Bid Price Calculation Sheet (Excel template);
- Clarification Document (if applicable¹);

Unless informed to the contrary, tenders and communications shall be sent by e-mail to the following e-mail address: ivan.savitsky@carbontrust.com

Tenders must be submitted before 01/11/2023, 12:00 GMT. Any tenders received after this date and time will be deemed non-compliant.

Your tender must consist of the following, the contents of which are described further below:

- Main Bid Document (pdf) – template not provided;
- Signed Tender Certificate (pdf) – template provided; and
- Bid Price Calculation Sheet (xls) – template provided.

The timeline of this procurement process is as follows:

Deadline for clarification questions	04/10/2023
Clarification Document published ¹	06/10/2023
Submission of full tender	01/11/2023, 12:00 GMT
Bidder interviews	November 2023
Successful Contractor announcement	Late November 2023
Envisaged Contract award date	Late November 2023

Please e-mail any clarification questions, including questions about the timing of this ITT, to ivan.savitsky@carbontrust.com any time before 04/10/2023. The complete set of clarification questions and all answers to clarification questions will be published in the Clarification Document on our website by 06/10/2023 and will hence be visible to all potential Bidders: <https://www.carbontrust.com/news-and-events/tenders>

¹ A Clarification Document will not be published if no clarification questions are received in relation to this ITT.



For information about ORJIP Offshore Wind, please see the Carbon Trust's web site:
<https://www.carbontrust.com/our-projects/offshore-renewables-joint-industry-programme-orjip-for-offshore-wind>

We look forward to receiving Your tender.

Yours sincerely,

Ivan Savitsky
For and on behalf of **THE CARBON TRUST**

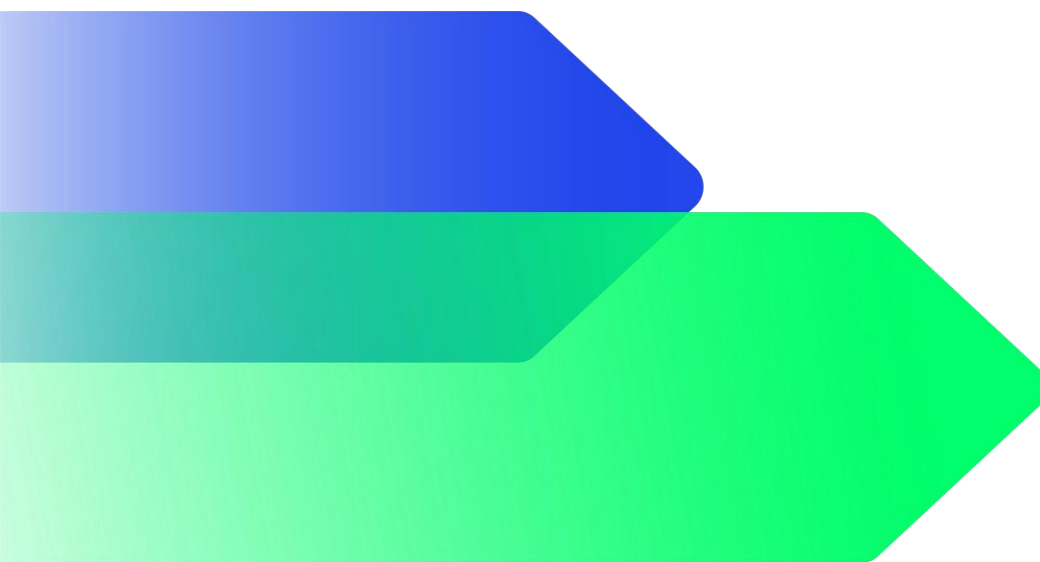
Offshore Renewables Joint Industry Programme for Offshore Wind



Invitation to Tender for the “Improving the evidence base for coexistence between offshore renewables and commercial fishing - main project” Project

Description of tender

September 2023



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IMPORTANT INFORMATION FOR BIDDERS

Publishing

Neither this document, nor any part of it nor any other information supplied in connection with it may, except with the prior written consent of the Carbon Trust, be republished, reproduced, copied, distributed or disclosed to any person for any purpose other than consideration by the recipient of whether or not to submit a tender.

Bid evaluation

The received bids will be evaluated by the Carbon Trust and the ORJIP Offshore Wind Partners against the criteria provided in section 8. A shortlist of Bidders will be created and invited for interview. Carbon Trust will do a vetting of the shortlisted bidders. Carbon Trust may request shortlisted bidders to fill-in a Due Diligence Questionnaire to supply additional information prior to being invited for an interview.

Contracting

Bidders should note that the Scope of Work contained in section 5 of this document does not constitute an offer to contract with the Carbon Trust. It only represents a definition of specific requirements and an invitation to submit a tender addressing these requirements.

Issuance of this Invitation to Tender and the subsequent receipt and evaluation of the tenders by the Carbon Trust does not commit the Carbon Trust to enter into a Contract with any Bidder.

Should Your tender be successful, a Final Scope of Work that builds upon the Scope of Work contained in section 4 of this document and Your Approach to Work will be mutually agreed between You and the Carbon Trust. Once the Final Scope of Work is agreed, Your offer will be formally accepted by the Carbon Trust issuing an Award Letter, the Final Scope of Work, the ORJIP Offshore Wind Stage II Contractors' Conditions, and any clarifications agreed in writing. The Award Letter, the Final Scope of Work, the ORJIP Offshore Wind Stage II Contractors' Conditions, and any clarifications agreed in writing will establish the Contract for the Improving the evidence base for coexistence between offshore renewables and commercial fishing - main project project (the "**Contract**") between You and the Carbon Trust. With the exception of any minor amendments to the ORJIP Offshore Wind Stage II Contractors' Conditions which may be requested by the Bidder, the submission of a tender shall constitute unqualified acceptance of the ORJIP Offshore Wind Stage II Contractors' Conditions. In the event that minor amendments to the ORJIP Offshore Wind Stage II Contractors' Conditions are requested, such amendments must be clearly stated and the exact alternative wording must be provided in Annex A of the Tender Certificate. Please note that it is at the sole discretion of the Carbon Trust to accept any of the proposed amendments and that the Carbon Trust reserves the right to require the provision of further information in relation to any such request. No minor changes other than those contained in Annex A of the Tender Certificate at the time of submitting the tender will be considered. No material changes will be considered at any time.

Mechanics of the tender process

Bidders should note that:

- it is at the discretion of the Carbon Trust whether to accept any non-compliant tender or whether to reject any non-compliant tenders without progressing such tenders through the evaluation phase;
- the Carbon Trust reserves the right not to accept the lowest priced tender or any tender whatsoever;
- the Carbon Trust reserves the right to accept more than one tender;
- unless a Bidder makes a formal statement to the contrary, the Carbon Trust reserves the right to accept any part of a Bidder's tender without accepting the remainder;
- formal notification that a tender has been successful will be communicated in writing by the Carbon Trust;
- the costs of tendering are the full responsibility of the Bidder; and
- the pricing set by Bidders shall be valid for a minimum of 90 days.

Bids may be submitted by individuals, companies, organisations or consortia.

Bidders should be aware that dates referred to in this Invitation to Tender may be subject to change where this is necessary in the interests of the Project (such changes will be notified in advance).

The Tender Certificate, Main Bid Document and any correspondence must be written in English. This Invitation to Tender, the Contract, its formation, interpretation and performance is subject to and in accordance with the law of England and Wales.

Conflicts of interest

Bidders should be free of any commercial interests, partnership arrangements or contracts underway or other matters which may present a conflict or potential conflict of interest in respect of the provision of these services. As set out in section 3.1, if a Bidder thinks that it may have any conflict or potential conflict of interest, the Bidder shall describe the details of this conflict and provide details of whether and how it would propose to manage such a conflict in a satisfactory and robust manner in Annex B of the Tender Certificate. The Carbon Trust reserves the right to require the provision of further information in relation to any conflict or potential conflict of interest.

Disclaimer

The information contained in this Description of Tender document and in any documents or information it refers to or incorporates (the "**Disclosed Information**") has been prepared to assist interested parties in deciding whether to make a bid. The Disclosed Information is not a recommendation by the Carbon Trust. It does not purport to be all inclusive or include all the information that a Bidder may require.

Neither the Carbon Trust nor any of its directors, employees, agents or advisers makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Disclosed Information. All such persons or entities expressly disclaim any and all liability (other than in respect of fraudulent misrepresentation) based on or relating to the Disclosed Information or any subsequent communication. The Bidder should conduct its own due diligence and seek its own professional, legal, financial and other advice as appropriate. The only information which will have any legal effect and/or upon which any person may rely will be such information (if any) as has been specifically and expressly represented and/or warranted in writing to the successful Bidder in any written contract that may be entered into with the Carbon Trust.

1. Introduction to the Offshore Renewables Joint Industry Programme for Offshore Wind

- 1.1. The Offshore Renewables Joint Industry Programme (“ORJIP”) for Offshore Wind is a collaborative R&D programme between The Carbon Trust, EDF Energy Renewables Limited, Ocean Winds UK Limited, Equinor ASA, Ørsted Power (UK) Limited, RWE Offshore Wind GmbH, Shell Global Solutions International B.V, SSE Renewables Developments UK Limited, TotalEnergies OneTech, Crown Estate Scotland, The Scottish Ministers and The Crown Estate Commissioners (the latter 11 collectively referred to in this document as “ORJIP Offshore Wind Partners”).
- 1.2. The objective of the Carbon Trust ORJIP Offshore Wind programme is to improve the evidence base in respect of the overall impact that offshore wind projects have on the marine environment and with regard to other uses of marine areas as well as better inform consenting authorities, offshore wind farm developers and other relevant stakeholders on the environmental risk that is associated with planned and existing offshore wind projects.
- 1.3. To achieve this objective, ORJIP Offshore Wind provides a framework to identify, develop, initiate and conduct impactful, relevant and strategic research and development projects aimed at reducing consenting risk, project maturation time, cost, and the environmental impact of offshore wind projects. Research is undertaken under areas that are chosen as priority focus areas for ORJIP Offshore Wind each year of the programme.
- 1.4. Contractors receive technical direction and data from ORJIP Offshore Wind Partners through the Carbon Trust management team and in collaboration with a Project Expert Panel (“PEP”).
- 1.5. This project will fall under the ‘coexistence with fisheries’ priority focus area.
- 1.6. Please note, the term “Contractor”, where used within this document, refers only to the successful Bidder or, in the event that the Contract is awarded to a consortium, the successful Bidders.

2. Background of the CoEx (Main) project

- 2.1. As the number of offshore renewable developments increase, so do the number of offshore cables required to transmit electricity. The risk of fishing gear snagging on cables and/or cable protection measures causes health and safety concerns for fishers, as well as operational risk for offshore renewable developments. This concern may restrict access to fishing grounds or influence the specific fishing fleets that operate around development sites.

3. Aims and objective of the CoEx (Main) project

- 3.1. The project will review experiences to date of colocation between offshore wind developments and commercial fisheries to determine the impacts of colocation on

fishing fleets and economic value, and understand examples where fishing activity has been able to continue.

The project aims to understand opportunities to increase available evidence to support decision making around fishing activities within or near offshore wind developments, including modelling, surveys, and trials. If required, the project will scope such activities to increase this evidence base.

4. Tender documents for submission

4.1. In response to this Invitation to Tender, Bidders are required to submit

- i. A Main Bid Document (pdf) – no template provided but contractors are requested to split the document between Technical & Financial Proposal;
- ii. The signed Tender Certificate (pdf) – template provided; and
- iii. The filled-in Bid Price Calculation Sheet (xls) – template provided.

4.2. The Main Bid Document should be no more than 20 pages excluding appendices and no more than 40 pages including appendices. Font should be clearly legible, and be at least font size 11. The Main Bid Document shall as a minimum include the following information:

- i. The Bidder's proposed detailed Approach to Work (see section 5 and criterion 1 for more details). The Approach to Work should:
 - include a Gantt chart which describes the timeline for the Project, showing when each Work Package will start and finish;
 - outline how the Bidder will deliver the Scope of Work and do so on budget and within the allocated time;
 - any Alternative Work (i.e. substitute activities to take place instead of certain activities outlined in the Scope of Work in section 5). If Alternative Work forms part of the Approach to Work, the Bidder is expected to highlight, explain and justify the intended deviation from the Scope of Work. Alternative Work will be considered as non-optional when the tender is evaluated; and
 - any Additional Work (i.e. activities to take place in addition to the activities outlined in the Scope of Work in section 5). If Additional Work forms part of the Approach to Work, the Bidder is expected to explain and justify why the Additional Work would be beneficial and to provide a

separate quotation for these activities. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the tender.

- ii. a pdf copy of the filled-in Bid Price Calculation Sheet;
 - iii. the offered Bid Price, including any cost assumptions deemed relevant by the Bidder – see section 6 and criterion 4 for more details;
 - iv. an explanation of experience and staff skills, and how these are relevant to the Approach to Work – see criteria 2 and 3 for more details; and
 - v. supplementary information to provide experience evidence and skills evidence (e.g. CVs) – see criteria 2 and 3 for more details. This information should be provided as appendices to the Main Bid Document.
- 4.3. The Tender Certificate must be signed by an authorised signatory. Bidders must fill in the provided template.
- 4.4. The filled-in Bid Price Calculation Sheet must be provided in Excel format in addition to the information provided in the Main Bid Document. See section 6 and criterion 4 for more details.
- 4.5. The failure by a bidder to submit either the Main Bid Document, the signed Tender Certificate or the filled-in Bid Price Calculation Sheet shall mean that such tender is a non-compliant tender.

5. Scope of Work

- 5.1. The Scope of Work is provided in this section 5.
- 5.2. The Scope of Work comprises 7 Work Packages. The Scope of Work sets out the initial ideas on the key activities that the Contractor is expected to deliver for the Project.
- 5.3. It is expected that the Contractor will report on Project Deliverables to the ORJIP Offshore Wind Steering Group and Project Expert Panel. The Carbon Trust, ORJIP Offshore Wind Steering Group and Project Expert Panel shall review and provide feedback on each Project Deliverable. There will be at least one round of review comments to be accommodated by the Contractor for each Project Deliverable.
- 5.4. The Final Scope of Work will be agreed between the Carbon Trust and the Contractor when entering into the Contract. The Final Scope of Work may reflect any updates, changes or improvements to the Scope of Work as proposed by the Contractor in its Alternative Work or Additional Work and as agreed by the Carbon Trust.
- 5.5. Due to the breadth of skills and experience required for the Project, bidders may decide to build a consortium to successfully meet the objectives of the Project. If a bid is submitted by a consortium it is expected that, in the case that the consortium is selected as the preferred Bidder, Carbon Trust will only enter into a Contract with the Project

Coordinator, and that the Project Coordinator will subcontract the other members of the consortium.

- 5.6. The Carbon Trust appreciates that it will take a small, interdisciplinary team of mixed seniority approximately 12 months to complete the Project.
- 5.7. Bidders should use the Scope of Work as set out below to create the Approach to Work. Any Alternative Work or Additional Work shall be stated in the Approach to Work at the end of the relevant Work Package description.
- 5.8. It is expected that simplifying assumptions will be required to complete the work in the given timeframe. These assumptions should, to the extent possible at the time of tender submission, be clearly stated in the Approach to Work. It is expected that during the execution of the CoEx (Main) Project, any assumptions will be discussed with the ORJIP Offshore Wind Steering Group and Project Expert Panel prior to the start of each Work Package.

Work Packages

Work package	Description of work
WP1 Stakeholder engagement and literature review	Goal <p>Understand the experiences to date with regard to colocation between offshore renewables and commercial fisheries. Understand impacts of offshore renewable developments on commercial fisheries including influence on composition of fishing fleets and effect on economic value of fishing activity. Suggest how developers can assist in maintaining economic value.</p>
	Activity <p>The Contractor should engage with relevant stakeholders and review literature to understand the effects of offshore wind developments on fisheries and experiences of coexistence, or otherwise. The Contractor should supplement stakeholder engagement with data collection including sources such as: vessel monitoring systems (VMS) data, plotter data, automatic identification system (AIS) data, and other sources, to ensure that fishing from both large and small vessel sizes is considered.</p> <p>The review should look to understand:</p> <ul style="list-style-type: none"> • Is there any fishing activity in/around offshore wind farms and export cable routes? If yes, what is this activity? • Has the fishing fleet composition or equipment used been affected by offshore wind developments, and if so, how? • Which fishing fleets have positively affected by offshore wind developments, and which have been negatively affected? • Has the economic value of fishing been affected by offshore wind developments? • Are there any case studies of particularly positive experiences of coexistence, and what learnings can be taken from these case studies? • How can offshore wind developers assist in maintaining economic value? <p>The Contractor should also utilise the information on spatial fishing intensity to suggest areas of future spatial conflict with offshore wind development and export cable routes. It is understood that fishing fleets are mobile and therefore past spatial fishing intensity may not be an accurate predictor of future intensity. Certain fishing fleets may require multiple years of data to help predict future spatial intensity.</p>

Some relevant sources and topic areas of interest for the review are included below. However, the Contractor should provide a review of all key relevant literature on the topic.

- Seabed penetration depths of different types of fishing gears:
 - o Cable Burial Risk Assessment¹;
- Impacts of large vessel anchoring on seabed habitats and Marine Protected Areas²;
- Outputs of 'Fish and Fisheries Evidence Gaps' project led by Marine Scotland under the Crown Estate's OWEC programme³, and other projects that are looking into the issue of coexistence of fishing and offshore wind farms;
- Results of overtrawl trials within wind farms will be reviewed if available, and cross-referenced with bathymetric data;
- Interaction risks between demersal static fishing gears, different cable and cable protection measures and states and prevalence of exposure of cable systems within operational wind farms;
- The UK context regarding future changes to offshore transmission under the Offshore transmission network review⁴, and the Marine Scotland grid plan;
- Actual fishing intensity in operational wind farms, including export cable routes, and fishing displacement effect of offshore wind farms.

Deliverables:

D01 – Report: Stakeholder engagement & literature review report

D02 – Presentation: Presentation to ORJIP partners and Project Expert Panel

WP2

Fishing gear penetration depth review

Goal

Collate trial and modelling data on fishing gear penetration depths in relevant seabed types, identify key evidence gaps, and understand how information is used in risk assessments and decision-making. The review will include impact on cable protection measures for unburied cables, such as rock armouring.

Activity

¹ Cable Burial Risk Assessment, Carbon Trust ([link](#))

² Dorset Wildlife Trust, 2021 ([link](#))

³ The Crown Estate ([link](#))

⁴ UK government, Offshore transmission network review ([link](#))

The Contractor should collate research, including trial data, modelling data, and other information regarding the penetration depths of different fishing gear equipment in seabed types relevant to current and future offshore wind development areas. In proposals, the bidder should suggest fishing gear of greatest relevance to this review.

Additionally, the Contractor should collate research, including through relevant stakeholder engagement, of impacts on cable protection measures for unburied cables, such as rock armouring, from abrasion by fishing gear.

In both instances, the Contractor should evaluate evidence gaps, for which an increase in evidence would be expected to have a clear use in decision-making for the fishing industry. To support this objective, the Contractor should review how such data is used currently in risk assessments and in decision-making around areas for fishing, and therefore the influence that new data could have.

The review should also evaluate the usefulness of trial data, and the confidence in results, to determine the extent to which future trials may assist in improving coexistence.

Deliverables:

D03 – Report: Fishing gear penetration depth review

D04 – Presentation: Presentation to ORJIP partners and Project Expert Panel

WP3

Survey and trial evaluation

Goal

Evaluate survey, trialling, and modelling methods that feed into risk assessment decisions for fishing in areas of subsea cables. Understand the usefulness of methods in supporting decisions, the confidence in results, and the longevity of conclusions.

Activity

The Contractor should undertake a review of potential methods to provide data that feed into decision making for fishing in areas of subsea cables, such as cable burial depth data. The review should include:

- Surveys (e.g., multibeam echo sounders; sub-bottom profiling; side-scan sonar, etc.)
- Overtrawl trials
- Cable burial modelling
- Cable monitoring data (e.g., DTS, DAS, etc.)
- Other relevant methods suggested by the Contractor.

The review should consider issues such as cost, availability of data, longevity of conclusions, and confidence in results. The review can also

consider any requirements for standardisation of such surveys/trials that may support coexistence and standardise data outputs.

The key objective is to identify how results can practically be used to inform decision-making by regulators, operators, and the fishing industry to inform future WPs.

Deliverables:

D05 – Report: Survey and trial evaluation

D06 – Presentation: Presentation to ORJIP partners and Project Expert Panel

Stage gate – the ORJIP Steering Group will decide at this point whether or not to continue with work packages WP4 and WP5.

WP4

Trial specification

Goal

Specify at-sea trials/surveys to collect data in WP5 that has been identified as of most value in earlier work packages to inform decisions around fishing in areas of offshore renewable submarine cables, with the objective of providing key pieces evidence identified in earlier work packages that will inform the level of risk of such activity. This may include fishing gear penetration trials or other surveys/trials identified in WP3.

Activity

The Contractor should provide a detailed scope of at-sea trials to inform WP5.

The scope should include:

- Timeline and work packages
- Vessel requirements. It may be necessary to use active commercial fishing vessels for trials for greatest realism, and the Contractor should assess this requirement and suggest possible options.
- Estimates of required budget (including any in-kind contributions)
- Technologies and trial methods to be undertaken
- Potential site locations for trials, and criteria for selecting the test sites, including due diligence requirements
- Risk quantification and mitigation, e.g.:
 - Risk of a negative outcome of trials
 - Financial risks
 - HSE risks
 - Etc.
- Identification of any needs for offshore permits of a demonstration.

Deliverables:

D07 – Report: Trial specification

D08 – Presentation: Presentation to ORJIP partners and Project Expert Panel

WP5

At-sea trial implementation

Goal

Implement the at-sea trials/surveys as scoped in WP5.

Activity

The Contractor should follow the scope of WP5 to implement at-sea trials/surveys to collect data that will support strategic decision-making for coexistence between offshore renewables and commercial fisheries.

It is understood that the budget requirements for WP5 are not yet clear. The budget will be scoped in WP4, and a budget breakdown for WP5 is not required with this proposal.

Deliverables:

To be scoped in WP4.

WP6

Stakeholder presentation

Goal

Align stakeholders on the issues and survey results, facilitate guidance for industry, and propose next steps for environmental assessments, if appropriate.

Activity

Final presentation to stakeholders of key outcomes.

Deliverables:

D09 – Presentation: Presentation to ORJIP partners and Project Expert Panel

WP7

Project validation

Goal

To provide a third-party review of the project deliverables to assess its accuracy and identify any shortfalls to progress the final report as a scientific publication

Activity

Conduct peer review, potentially including:

- a. An independent review of project and outputs.
- b. Publication of scientific report.

Proposals should set out the intended approach to peer review, including details such as the proposed publication.

Proposals should set out the intended approach to peer review, including details such as the proposed publication (and hence deliverable).

**WPA
Project
Management**

The contractor should stipulate how they will manage the project efficiently and effectively. This should include specific costs for project management time, to include update calls with the Carbon Trust Project Manager and/or ORJIP OSW Steering Group as required.

This should also include production of a brief executive summary for the whole project, for internal dissemination.

The budget should also accommodate the production of a final presentation and time dedicated to presenting this in the form of a webinar to invitees from the participants of ORJIP OSW including the Advisory Network.

Finally, if appropriate, resource should also be allocated to provide inputs into the 'ORJIP Risk Model'. The contractor is expected to produce a risk register and provide guidance on the effect of the research on inputs to the 'ORJIP Risk Model'.

Deliverable:

- **D10 Monthly flash reports outlining work performed against WPs, forecasted progress, a risk log, and H&S incident register**
- **D11: Project executive summary**
- **D12: Delivery of webinar**
- **D13: Project Risk Register inputs**

**WPB
Expenses**

The contractor should detail the capped amount of expenses it expects to incur throughout the project. Expenses will be paid as incurred and any unused balance will not be paid.

6. Intellectual Property and Knowledge

Full details of the intellectual property requirements and conditions can be found in the attached ORJIP Offshore Wind Stage II Contractors' Conditions.

7. Bid Pricing

- 7.1. To provide Bidders with greater clarity on the nature, level and type of work involved in the various Work Packages, the Total Budget for the delivery of this Project is expected to range between **£100,000 - £130,000**.
- 7.2. The Bid Price submitted with the tender must be derived from the cost breakdown in the Bid Price Calculation Sheet, and must include all expenses. The Bid Price is the price for the activities that will address the Scope of Work (and any Alternative Work proposed by the Bidder). The Bid Price Calculation Sheet and the Bid Price shall not include the price of any Additional Work suggested by the Bidder. Instead, the price for such Additional Work Packages shall be stated separately to the Bid Price in the Main Bid Document.
- 7.3. If the Bid Price exceeds the expected range of the Total Budget as stated under section 6.1, to avoid receiving a lower score for criterion 4, in the Main Bid Document the Bidder should provide a clear and justified reason why the Bid Price exceeds the expected budget.
- 7.4. All costs and rates quoted in the Main Bid Document and Bid Price Calculation Sheet must be in GBP (£) and all staff rates quoted in the tender must represent the **Day Rate** for employment of staff members.
- 7.5. Any expenses must be separately included under Expenses.

8. Tender Evaluation Criteria

Bidders should take the following evaluation criteria into account when preparing and submitting their tenders.

Criterion 1: Approach to Work (Weighting: 25%)

<i>Description</i>	<i>Information required from Bidders</i>
Proposed Approach	<p>In the Main Bid Document, Bidders are required to provide a clear and detailed description on how they plan to deliver the work for this Project.</p> <p>The description should include an initial overview on the approach followed by a description on how each Work Package and task will be delivered.</p> <p>Also, Bidders need to justify how their proposed approach meets the objectives of the Project.</p>
Additional Work	<p>If there is any Additional Work proposed by the Bidder, these aspects will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the tender.</p>
Project management	<p>Bidders are required to describe how they will manage the Project utilising appropriate resources and describe how they will work with the various stakeholders, such as the relevant ORJIP Offshore Wind PEP, to get information and manage potentially conflicting relationships.</p>

Criterion 2: Experience (Weighting: 30%)

<i>Description</i>	<i>Information required from Bidders</i>
Experience and knowledge	<p>In the Main Bid Document, Bidders should elaborate on experience of the criteria described and explain how these past experiences are relevant for this tender. Of particular importance will be the Bidders understanding of the policy environment and the need for this project.</p> <p>In addition, Bidders should provide at least two examples (with reference to specific roles, responsibilities and activities the Bidder undertook) of previous work which illustrates the Bidder's skills, capabilities, and experience in all of these areas (Bidders may wish to make reference to submitted examples of previous work for other clients).</p> <p>Bidders are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed. All experience / case studies should be attached as an appendix to the Main Bid Document.</p> <p>Bidders should provide evidence of their relevant skills and experience. It is anticipated that the successful bidder will exhibit, among others, the following range of skills and experience:</p>

	<ul style="list-style-type: none"> • Understanding of the requirements under EU and UK legislation; • Practical understanding of the offshore wind industry, including consenting/licensing processes and how CoEx fits into the impact assessment process; • A track record of satisfactory health, safety and quality management; <p>Experience of working collaboratively with regulatory bodies and industry, ideally including the renewables industry and Statutory Nature Conservation Bodies.</p>
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Criterion 3: Staff Skills (Weighting: 15%)

<i>Description</i>	<i>Information required from Bidders</i>
CVs/Resumes	Bidders are required to provide detailed CVs/Resumes for any key personnel who will be involved with this Contract together with proposed Project structure, intended position of the key personnel in the Project, and main responsibilities. CVs should include professional memberships of proposed staff working on this Project.
Applicable skills	Bidders should elaborate on the most relevant skills of the key personnel that will be involved in the Project.
Prior experience form involved staff	Please include examples of similar work performed by the proposed staff members, explaining how is relevant to the Approach to Work.
Expert engagement	A close working relationship with key stakeholders, such as government departments & agencies, regulatory bodies, Statutory Nature Conservation Bodies, NGOs and academia, who are seen relevant to the success of this Project. Please supply ideas of how these groups can be engaged and leveraged.

Criterion 4: Data Acquisition (Weighting: 10%)

<i>Description</i>	<i>Information required from Bidders</i>
Knowledge and experience of relevant source data	It is understood tenderers may not be able to commit to access or use of 3 rd party data without permission from the owner. A key criterion for scoring is that tenderers have a good understanding of what source data is likely to be available and who the owners are. Permission to use the data can be determined attained through coordination with ORJIP Offshore Wind.

Criterion 5: Bid Price (Weighting: 20%)

<i>Description</i>	<i>Information required from Bidders</i>
Day rates and man hours (man-h) for all staff grades	In the Bid Price Calculation Sheet, Bidders are required to provide day rates for all staff grades and to input the man-h involved in each Work Package.

<p>Price for the delivery of the Project</p>	<p>In the Bid Price Calculation Sheet, Bidders are required to provide a cost breakdown by Work Package, including man hours and day rates of personnel completing the work as specified in section 6.</p> <p>Bidders are required to specify expected expenses separate from the estimated budget for each Work Package.</p> <p>The Bid Price will be assessed on the price for the Approach to Work (which includes the price of the Work Packages in the Scope of Work and any Alternative Work proposed by the Bidder).</p> <p>If there is any Additional Work proposed by the Bidder, this will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the tender.</p> <p>Carbon Trust will reimburse reasonable expenses at cost and receipts may be requested. Pre-approval will be required for travel costs over £150 per return journey and combined hotels & subsistence cost exceeding £200 per day.</p> <p>Bidders will be required to confirm or comment on their ability to carry out the activities detailed in the Scope of Work within the initial term of the Contract and provide an outline plan of work.</p>
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9. Glossary

Approach to Work	Has the meaning set out in section 3.1.
Additional Work	Any activities that are proposed by the Bidder in addition to those in the Scope of Work. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the tender. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the tender.
Alternative Work	Deviations from the Scope of Work that are proposed by the Bidder, which replace work or tasks in the Scope of Work. Alternative Work will be treated as non-optional in the evaluation of the tender.
Award Letter	A letter, issued by Carbon Trust, informing the Contractor about the award of the Contract. The Award Letter is issued together with the Final Scope of Work and the ORJIP Offshore Wind Stage II Contractors' Conditions.
Bidder	An individual, a company, an organisation or a consortium submitting a bid for the Project.
Bid Price	The total price for the Bidder to complete the Project in line with the Approach to Work. The Bid Price shall include the price for all Work Packages described in the Scope of Work and any Alternative work proposed by the Bidder. The Bid Price shall not include the price of any Additional Work suggested by the Bidder.
Bid Price Calculation Sheet	An Excel template provided by the Carbon Trust that is to be provided by the Bidder in addition to the Main Bid Document.
Carbon Trust Project Manager	The Carbon Trust employee who serves as first point of contact in relation to this ITT and the Project.
Clarification Document	A document containing all received clarification questions and Carbon Trust's responses to these questions.
Contract	A document consisting of the Award Letter, the Final Scope of Work, the ORJIP Offshore Wind Stage II Contractors' Conditions, and any clarifications agreed in writing.
Contractor	The Bidder (or in the case of a consortium, Bidders) selected for the delivery of the Project.
Description of Tender	This document.
Due Diligence Questionnaire	A questionnaire that is to be completed by shortlisted Bidders should Carbon Trust's bidders vetting process give reason to conduct a due diligence. In case of a consortium, the Due

	Diligence Questionnaire is to be filled-in by the designated Project Coordinator.
Executive Summary Report	A 3-10 pages report containing a high-level description of the Work Programme and a summary of the relevant results, findings and conclusions of the Project.
Final Scope of Work	The agreed Work Programme for the Project, based on the Scope of Work and the Approach to Work, which is mutually agreed between the Carbon Trust and the Contractor.
Flash Report	A template provided by the Carbon Trust at Project start.
Invitation to Tender (ITT)	The following group of documents: Description of Tender (this document); ORJIP Offshore Wind Stage II Contractors' Conditions; Tender Certificate template; Bid Price Calculation Sheet template; and Clarification Document (if applicable ⁵).
Main Bid Document	Has the meaning given in section 3.1. No template is provided.
Project	The Improving the evidence base for coexistence between offshore renewables and commercial fishing - main project or CoEx (Main) project.
Project Closeout Form	A template provided by the Carbon Trust towards the end of the Project.
Project Deliverables	The individual deliverables including, but not limited to, any reports, technical notes, documents, drawings, models, data, webinars to be produced by the Contractor according to the Scope of Work (see section 5) or as otherwise agreed in the Final Scope of Work.
ORJIP Offshore Wind	Offshore Renewables Joint Industry Programme for Offshore Wind
ORJIP Offshore Wind Partners	A group of leading offshore wind farm developers and public sector non-developers supporting ORJIP Offshore Wind.
ORJIP Offshore Wind Risk Model	The Contractor is not expected to produce a risk model of its own, but rather provide an estimate, with appropriate explanation, for potential risk reduction implications of the research undertaken within the frame of the delivered project. The Carbon Trust will provide a template to assist the Contractor in this process.

ORJIP Offshore Wind Risk Model Input Sheet	A form (to be provided by Carbon Trust) which the Contractor should complete in WPA to provide input into the ORJIP Offshore Wind Risk Model.
Project Expert Panel	A group consisting of technical experts from the ORJIP Offshore Wind Advisory Network and ORJIP Offshore Wind Partners appointed by the ORJIP Offshore Wind Partners. The PEP will supervise the Project and where necessary make recommendation to the ORJIP Offshore Wind Steering Group.
Scope of Work	The (preliminary) Work Programme for the Project as defined in section 4 of this document. At Contract award, the Scope of Work will be replaced by the Final Scope of Work.
Tender Certificate	A declaration that is to be provided by the Bidder (in case of a consortium: by the designated Project Coordinator) in addition to the Main Bid Document.
Total Budget	The expected amount of money available that will be made available from ORJIP Offshore Wind to the Contractor for the delivery the Project.
Work Package	A group of related tasks to be delivered under the Project.
Work Programme	The entirety of all Work Packages.