



Invitation to Tender

River Alne – Enabling fish passage at two barriers - Optioneering & Stakeholder Engagement

**Locations: Needles AC Sluice – Great Alne,
Warwickshire, B49 6JA**

&

**Island Meadow Caravan Park – Aston Cantlow,
Warwickshire, B95 6JP**



Date of issue: 19/01/2026

Dear Contractor,

Severn Rivers Trust (SRT) are seeking a qualified consultant to identify the most effective, most feasible and acceptable options for fish passage at the two sites on the River Alne in Warwickshire.

You are invited to tender, in competition with others to provide the services specified in this document to SRT.

The following documents are enclosed and must be, where applicable, completed and signed by the supplier.

A	A Brief Introduction
B	Tender Instructions and Information
C	Specification of Services/Goods
D	Company Information
E	Form of Offer
F	Terms and Conditions
G	Certificate of Offer

Your tender response should be emailed to George Clark by 16:30 on the 16th February 2026.

Only tenders submitted in accordance with SRT's Terms and Conditions will be considered. Any tenders that are incomplete, or received after the time indicated, may be disregarded.

If you wish to discuss any aspect of this tender prior to tendering, please email george.clark@severnriverstrust.com

If you do not wish to tender on this occasion, please let us know by email.

Yours sincerely

George Clark

In April 2020 Severn Rivers Trust commissioned Fishtek Consulting to assess the current potential for upstream and downstream fish passage and to evaluate fish passage mitigation options for the River Alne at two locations: Needles AC Sluice and Island Meadow Caravan Park. The reports (available upon request) suggested fish passage solutions to enable identification of the most appropriate solution at each site. They identified the most suitable options as a natural bypass channel at Needles AC Sluice and weir removal at Island Meadow Caravan Park. Due to a lack of funds the fish passage projects did not advance any further.

In November 2025 Severn Rivers Trust, along with an Environment Agency Fisheries Officer and the Warwickshire Avon Catchment Coordinator, met with the landowners at the two sites to re-engage them with the project, see the sites and discuss the options identified in the reports. The landowners are engaged and motivated to see fish passage improved at the delivery sites but a number of potential constraints and considerations were identified which mean further investigations and stakeholder will be required to define which options are feasible as well as being acceptable to the landowners. At Island Meadow Caravan Park, the landowner is strongly against the removal of the weir for aesthetic reasons so a bypass channel would be the preferred options. Furthermore, an alternative option not in the report was identified where the historic mill leat, should the weir on this channel be addressed, could be used as a bypass channel.

Severn Rivers Trust are looking for a consultant to progress the projects at the two sites, identifying which of the options is most feasible and acceptable to the landowners. Following completion of the contract, Severn Rivers Trust, the landowners and other stakeholders such as the EA should be confident that the best options can be taken forward to the outline and detailed design stages.

For an overview of Severn Rivers Trust, please go to: [Our Work | Severn Rivers Trust](#)

Site Details

Site 1: Needles AC Sluice – Great Alne, Warwickshire, B49 6JA

Location of the barrier:

NGR – SP 12312 58648

Lat Long – 52.225897 , -1.8211684

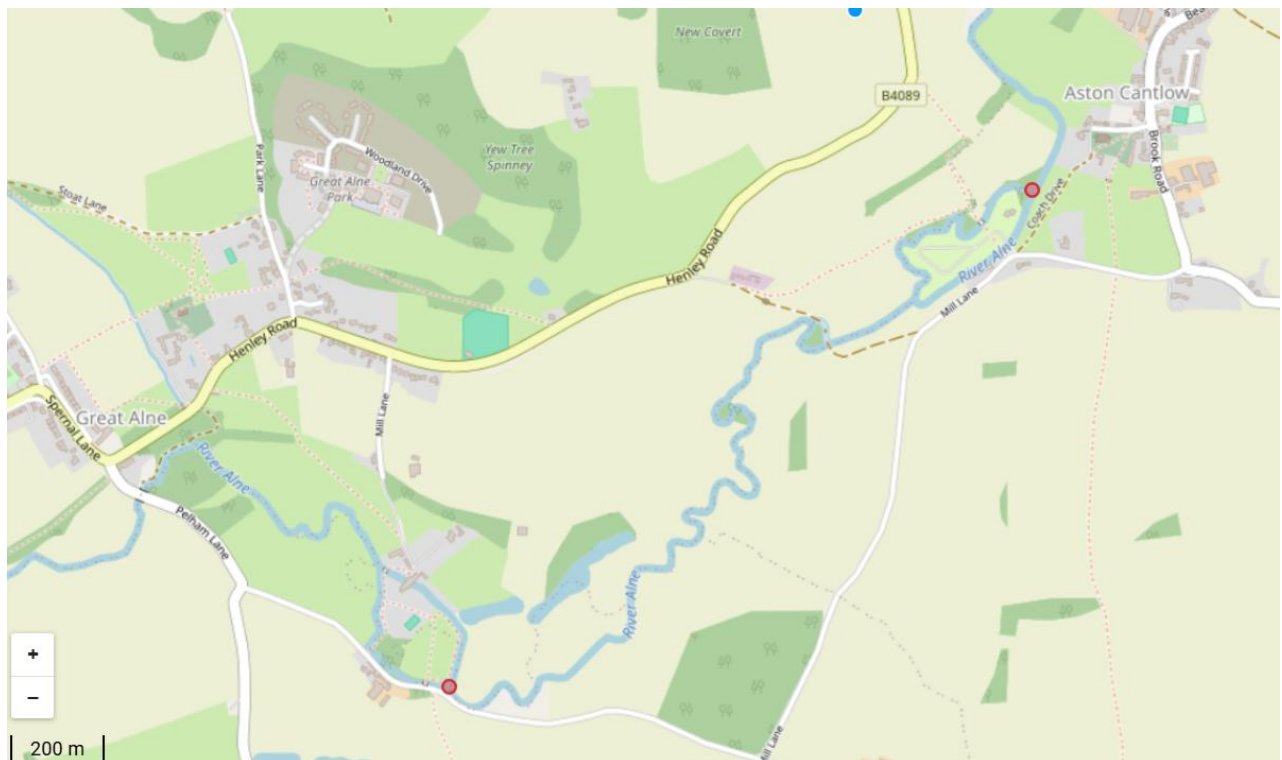
Site 2: Island Meadow Caravan Park – Aston Cantlow, Warwickshire, B95 6JP

Location of the barrier:

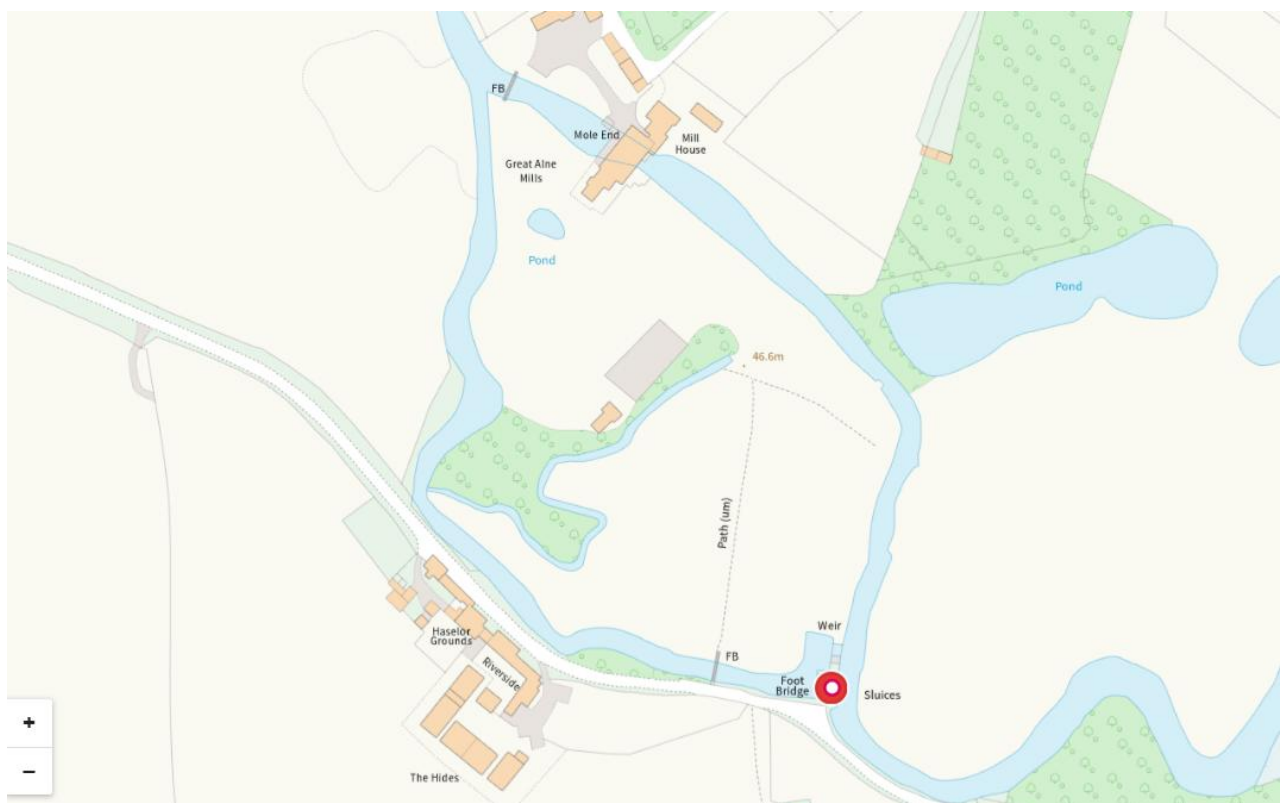
NGR – SP 13604 59755

Lat Long – 52.235819 , -1.8022068

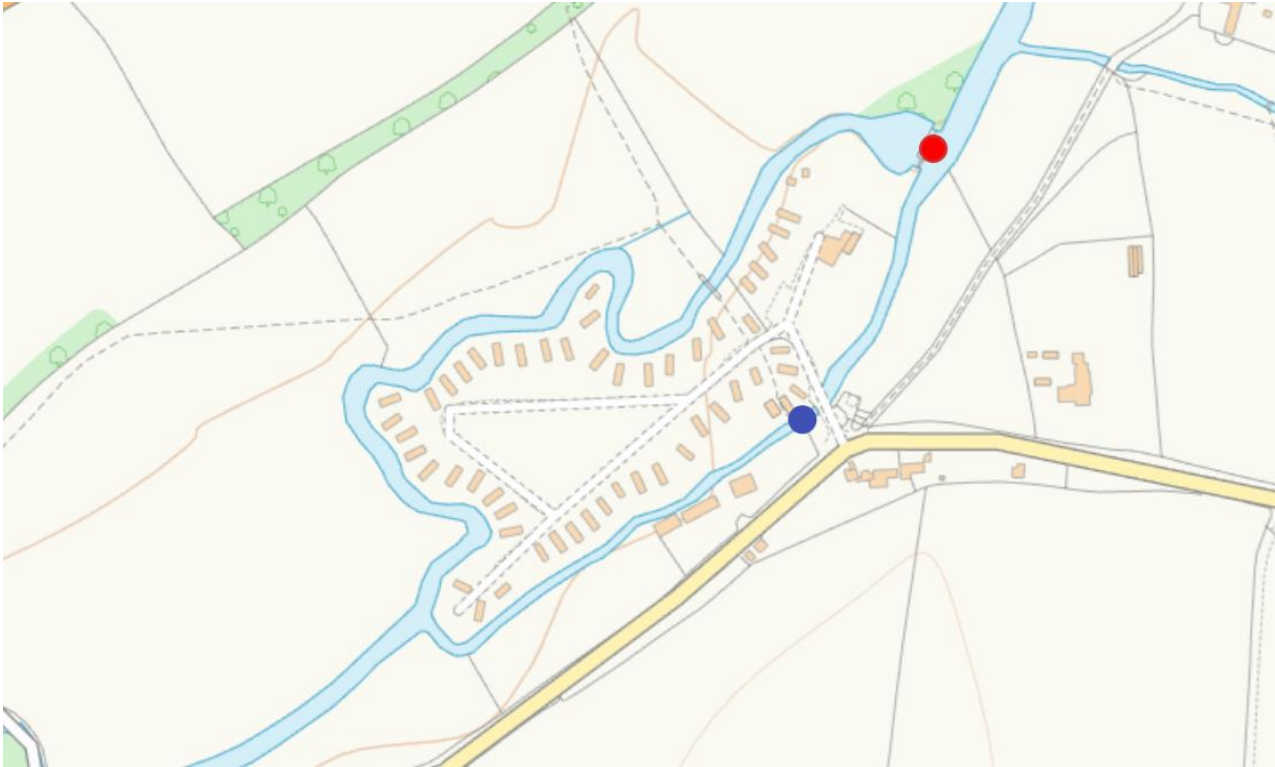
Site Maps



Map 1. Overview map of the two target barriers: Needles AC Sluice (downstream) and Island Meadow Caravan Park (upstream). Note: river flows east to west.



Map 2. Map showing the location of the Needles AC Sluice. Note: the main river flows east to west through the sluice. The flow route heading south to north is a historic mill leat in which flow should be retained and the stream between the two routes is a potential route for the bypass channel.



Map 3. Map showing the location of the Island Meadow CP weir (red pin) and the weir located in the historic mill leat (blue pin). Note: the river flows north to south before heading south west over the main weir. Flow is split with some flow carried south through the mill leat.

Site Photographs



Image 1. Site photograph of Needles AC Weir on the true right bank adjacent to the sluice.



Image 2. Site photograph of Needles AC Sluice on the true left bank where the flow splits.



Image 3. Site photograph of the River Alne above Needles AC Sluice. Note: image is looking upstream, photo taken from atop the weir.



Image 4. Site photograph of Island Meadow Caravan Park Weir on the River Alne (captured from the true left bank)



Image 5. Site photograph of Island Meadow Caravan Park sluice gate control. Note: impounded river above the weir continues to flow south into the mill leat in the right of this image.

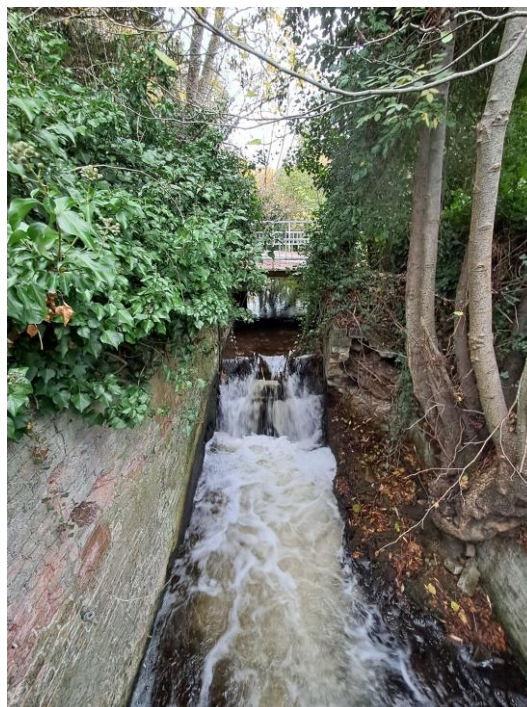


Image 6. Site photograph of Island Meadow Caravan Park mill leat weir. Identified in blue on map 3.

B - Tender Instructions and information

1. This document is designed to be completed electronically. You are required to mark boxes, insert information or submit additional documentation in response to the questions within. Whilst the text boxes should expand as you add text, if there is insufficient space for your response, please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please 'sign' this document by adding your name or e-signature to the end of section G.
2. If you are unable to comply with a request for information or provide documentation requested, then a written account explaining the absence of the information must accompany the return of this tender. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
3. SRT may require supplementary information or clarification, or further evidence of the information given. SRT may wish to visit reference sites given as evidence of relevant experience.
4. Please answer the questions specifically for your company, not for the group if you are part of a group of companies. Please note the term "Company" refers to: Sole trader, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
5. During the term of this agreement and for 1 year thereafter, neither party shall solicit to work for any person who is or was employed by the other party and who has been involved in the provision of the Services at any time during the preceding 12 months. For the avoidance of doubt, if a person who is or was employed by the other party at the relevant time responds to a publicly advertised recruitment campaign, the recruiting party shall not be deemed to have solicited that person from the other party. If either party is in breach of this it shall pay to the other party an amount equivalent to the gross salary paid by that other party to the relevant employee for the final 12 months of employment
6. No charge will be made to SRT by applicants for any preparation costs accrued during the tender process, whether the tenderer was successful or not.
7. You are invited to submit your best offer for the work as detailed below. SRT reserves the right to undertake post-tender negotiations.
8. If you require any further information or clarification regarding this tender, please email george.clark@severnriverstrust.com
9. It should be noted that in any contractual relationship that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus answers and information given in your reply will become a binding part of the contractual obligations between yourselves and SRT.

10. Timetable

Invitation to Tender document issued	19/01/2026
Tender documents to be returned	16/02/2026
Award of contract	23/02/2026
Commencement of services / orders for goods	02/03/2026
End of contract	01/06/2026

11. SRT does not bind itself to accept the lowest priced Tender and reserves the right to accept only part of a Tender. SRT reserves the right to procure individual elements of the required service from one or more supplier as appropriate.

Whilst SRT aims to provide individual feedback on unsuccessful submissions this may not always be possible, and SRT is under no obligation to do so.

12. Tender Evaluation Process

Tenders that fulfil the essential requirements will be evaluated on the following weightings, as detailed below.

Criteria	Weighting
Demonstratable evidence of relevant previous works evaluating and undertaking technical fish passage solutions.	20%
Method statement and resources, including indication of subcontracting and health & safety processes and procedures.	20%
Ability to deliver on time and explanation of delivery window.	20%
Cost.	40%

The main objective of this contract is to establish which of the options is most feasible and acceptable to the landowners. Following completion of the contract, Severn Rivers Trust, the landowners and other stakeholders such as the EA should be confident that the best options can be taken forward to the outline and detailed design stages and the seeking of permissions and consents.

The contractor shall work with Severn Rivers Trust to identify the most effective (passable for multiple species), most feasible and acceptable option for fish passage at the two sites. At Needles AC sluice, the current preferred option is for a bypass channel on the true right bank. At Island Meadow CP it is less clear which solution is preferred so multiple options should be assessed. In order to achieve this, we believe the activities suggested below should be undertaken at each site.

Needles AC Sluice

The contractor shall undertake the following activities:

- Desk based assessment
- Site surveys / fluvial audit
- Topographic surveys (for hydraulic modelling)
- Optioneering:
 - Optioneering matrix
 - Workshop
 - Concept designs
- Hydraulic modelling
 - Baseline
 - 1 x scenario to incorporate flood flows and on low flow Q95 (with fish passability and maintaining flows in the mill leat as key objectives)
- Shear stress assessment for erosion and mitigation
- Consider whether ecological surveys will be needed or whether they should wait until the design stage.

Island Meadow Caravan Park Weir

The contractor shall undertake the following activities:

- Desk based assessment
- Site surveys / fluvial audit
- Topographic surveys (for hydraulic modelling)
- Optioneering:
 - Optioneering matrix
 - Workshop
 - Concept designs for use of the mill leat as a bypass channel and for a bypass channel on the true right bank around the weir to give multiple options
- Hydraulic modelling

- Baseline
- 1 x scenario to incorporate flood flows and on low flow Q95 (with fish passability and maintaining flows in the mill leat as key objectives)
- Flood risk assessment
- A consideration of complementary natural flood management should the modelled options negatively impact on flood risk
- Consider whether ecological surveys will be needed or whether they should wait until the design stage.

Project Management and Stakeholder Liaison

The contractor shall provide ongoing project management and communication services throughout the project lifecycle, including:

- Regular liaison with Severn Rivers Trust, the landowners, the Environment Agency (EA), and other relevant stakeholders, as required to discuss project development
- Management of internal project processes, progress tracking, and communication.

Identification of any further required deliverables

The contractor shall identify and make the client aware of at the earliest opportunity, any further activities that may be required during this project.

Known site constraints

Needles AC Sluice:

- The sluice is falling into disrepair, leaking even when closed (see image 2)
- The road (Pelham Lane) has signs of erosion upstream of the barrier. Stakeholders should be engaged at the earliest opportunity to discuss the current erosion issues and opportunities to incorporate solutions into the fish passage solution.
- For recreational reasons, flow in the mill leat should be maintained at all times.
- There is a tennis court next to the ephemeral stream that could be utilised as the bypass channel.

Island Meadow Caravan Park:

- The landowner does not wish to see the main weir removed.
- No contact has been made with the landowner on the true right bank, where Fishtek have suggested a bypass channel could be constructed.

FOR COMPLETION BY THE SUPPLIER

*Are you able to meet this specification in full? If so please give details below
If not please state any differences in service offered*

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)
Details

D - Company Information

1.0 General

1.1 Registered Name

Trading Name (if different)

1.2 Correspondence Details

Name of person applying on behalf of the company

Address:

Telephone:

Mobile:

Email:

Registered office Address (if different from above)

1.3 Company Registration No (if applicable)

VAT registration number (if applicable)

1.4 Date company was founded (if a limited company, date of incorporation)

1.5 Company structure and nature of company

Please outline the nature of the company, whether it is a partnership, sole trader, plc etc.

Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company.

Current number of full time equivalent staff currently employed by the company (not larger parent company)

2.0 Insurance Documentation

2.1 Insurances (a scanned copy of each certificate will be requested)

	Insurer	Policy No	Value of Cover	Expiry Date
Employers Liability				
Public Liability				
Prof. Indemnity				

3.0 Health & Safety and Environment

3.1 Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of health & safety legislation?

YES ☐ **NO** ☐ If yes please provide full details.

3.2 Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of environmental legislation?

YES ☐ **NO** ☐ If yes please provide full details.

3.3 Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of data protection legislation?

YES ☐ **NO** ☐ If yes please provide full details.

3.4 Have any restrictive clauses in relation to your company's Employer's Liability, Public Liability or Professional Indemnity Insurance policies been enforced in the last 5 years due to past Health & Safety performance?

YES ☐ **NO** ☐ If yes please provide full details.

Cost

Cost for providing goods/services, as outlined in specifications (C)	<p><i>Please break down per specification if more than one specification is provided, and provide a total combined cost below</i></p> <div style="text-align: right; margin-bottom: 20px;">1. £ + VAT</div> <div style="text-align: right;">TOTAL COST £ + VAT</div>
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Approach to the Project

What would be your approach to this project (include construction management plan, method statements, risk assessment, public and professional liability insurances etc.)? (Attach separate documents if needed)

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G - Certificate of Offer

We certify that this offer is made in good faith, and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person.

Signed	
On behalf of	
Date	

Please note: a name added in an electronic document is functionally equivalent to a signature.