Natural Flood Management Scheme

Bidding Platform ‘Step by Step’ Guide

Highways England

May 2021

Notice

This document and its contents have been prepared and are intended solely as information forHighways England and use in relation to Assist application to the bidding portal

SNC-Lavalin assumes no responsibility to any other party in respect of or arising out of or in connection with this document and/or its contents.

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Document history

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Client signature/date	

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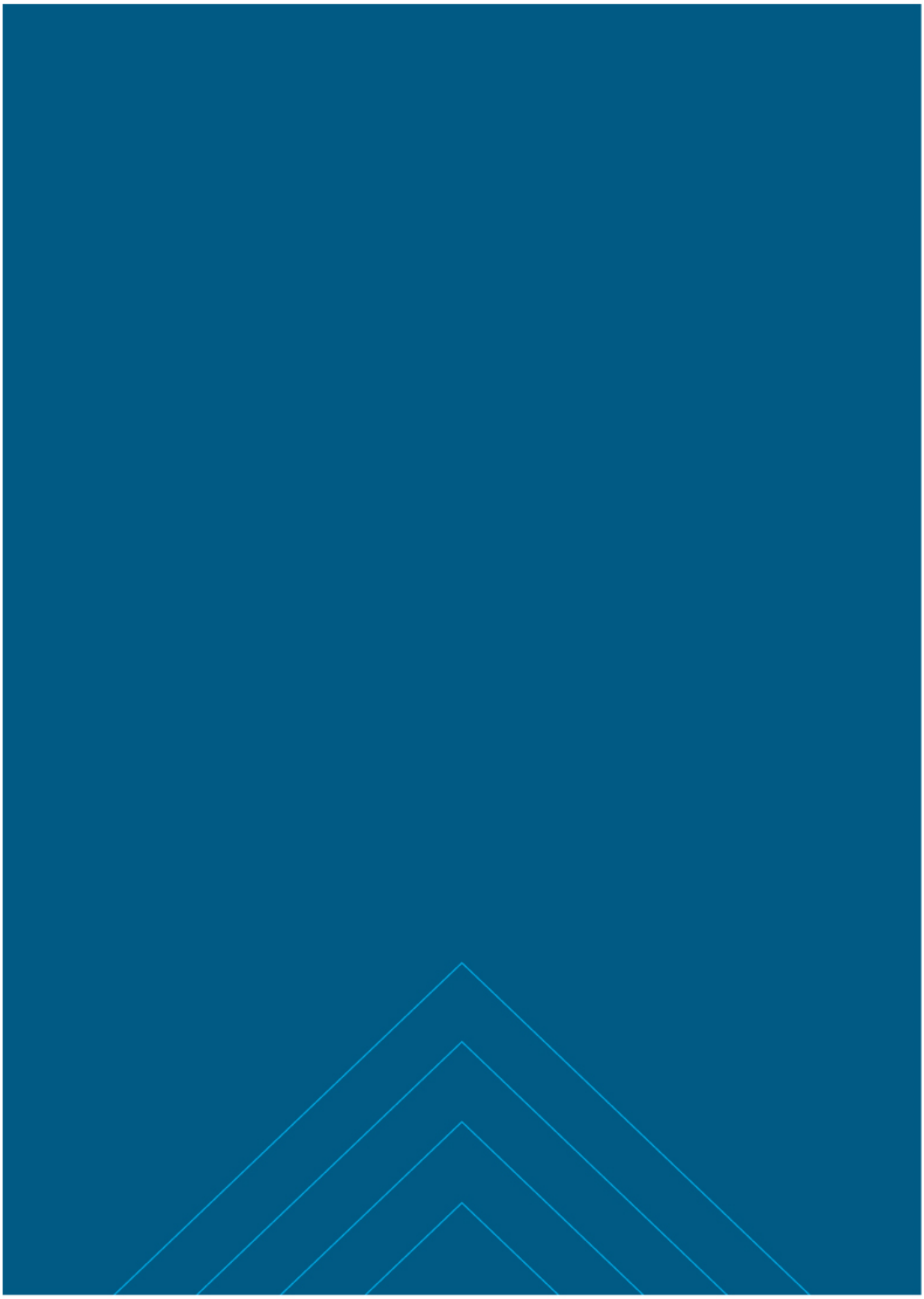
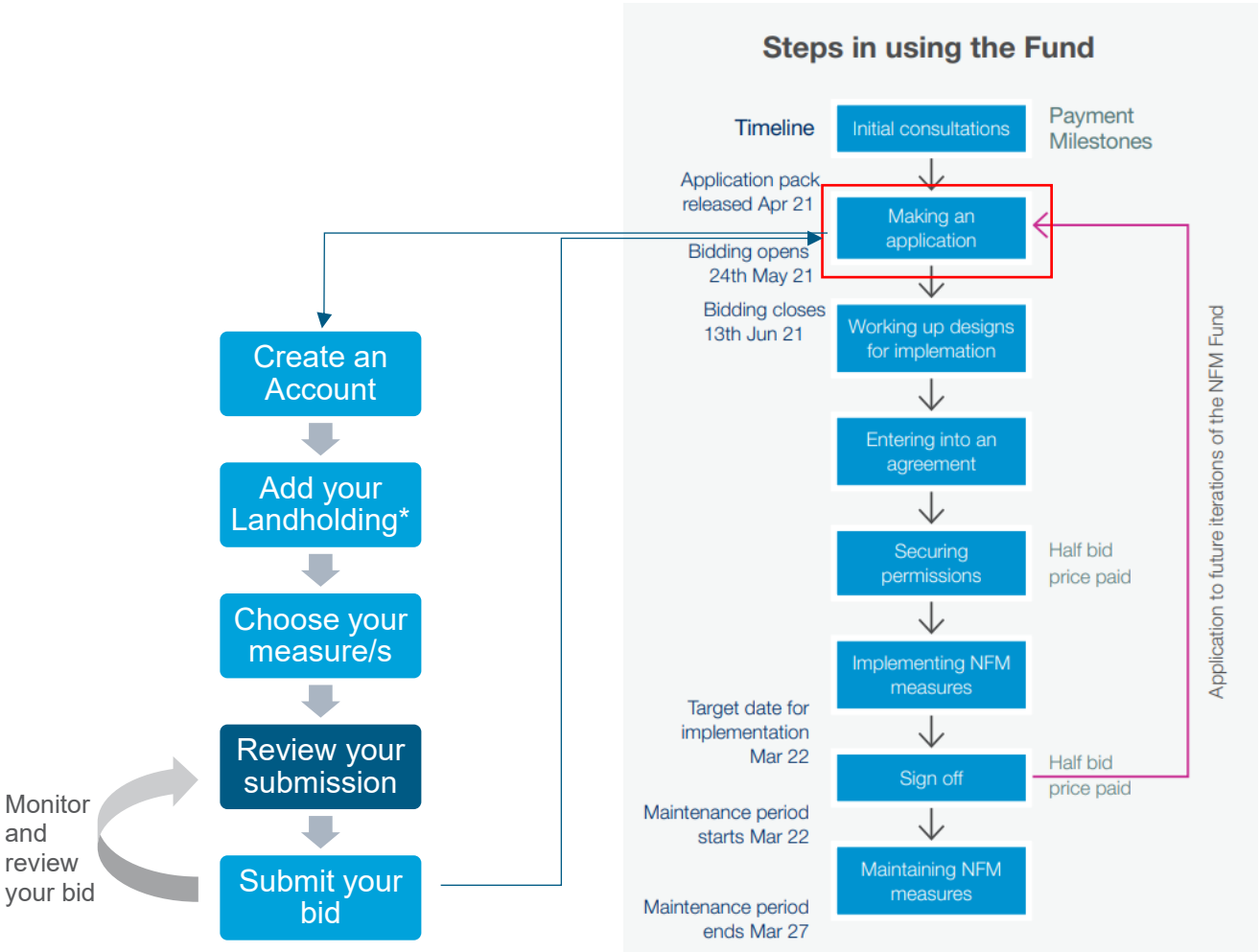


Executive Summary

This document summarises the 'Making an Application' stage in the flow diagram below. Before making an application, we recommend that you speak with your catchment advisor to discuss what Natural Flood Management measures you might be interested in and the best practice to implement them. We also recommend reading the available fund documentation available on the NFM fund webpage:

- Fund Handbook
- Measures Booklet
- Design Specification Catalogue
- Terms and Conditions - Please make sure you have read through the terms and conditions before your submission.

Once your bid has been submitted the bidding platform will rank your bid based on cost and volume of water stored. This ranking can change over the course of the bidding period as other bids are submitted. Please keep monitoring the bidding platform and review your bids as necessary. Your catchment advisor will be in touch at the end of the bidding period if you have been successful, and at this stage contracts can be drawn up.



* You will need to add a landholding name to use the bidding platform, but you don't need to enter an SBI. Please note all figures in this document are provided as a guide and the actual screens may differ slightly.

1. Overview of the bidding portal

Bidding for measures you wish to implement on your land as part of the natural flood management scheme will be done through an online platform. The website address for this online bidding portal is:

https://highwaysengland.naturebid.org.uk/

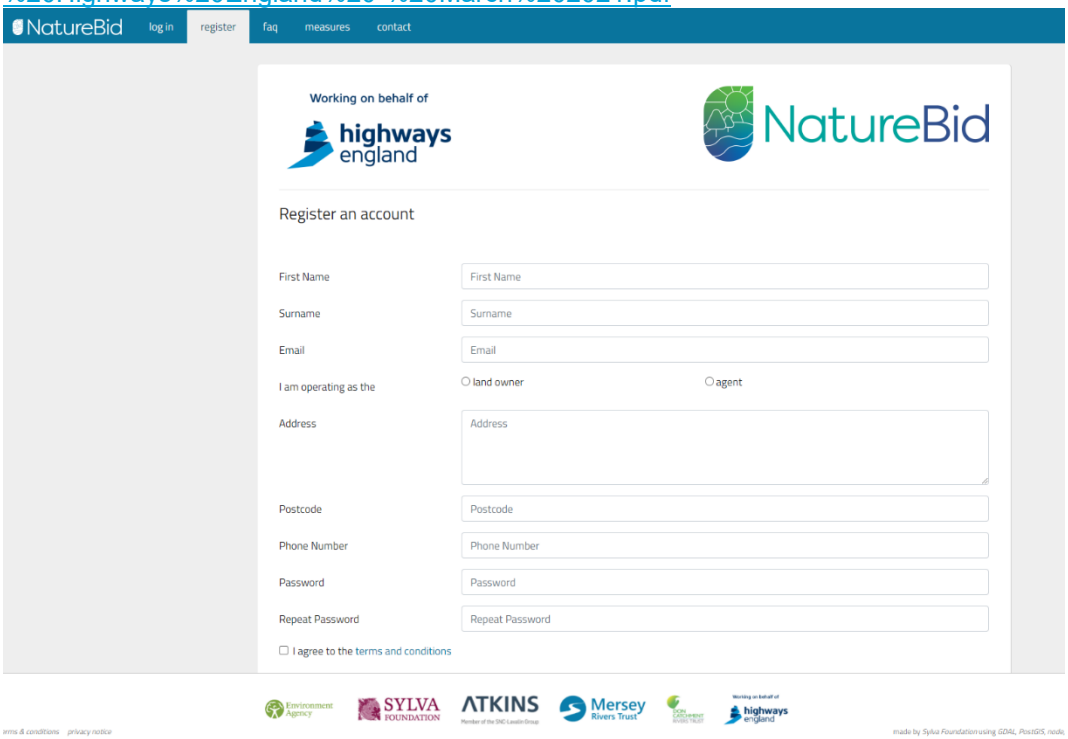
Once you arrive at the website you will see the welcome page. Here you will find important information to help you proceed with your application and from here you will be able to navigate around the page to:

- Apply for your measures – 'bidding' tab, once you are logged in
- Read the measure guides for each measure – 'measures' tab
- Get contact details for any further queries with your application – 'contact' tab
- See some frequently asked questions and answers on the 'FAQ' tab

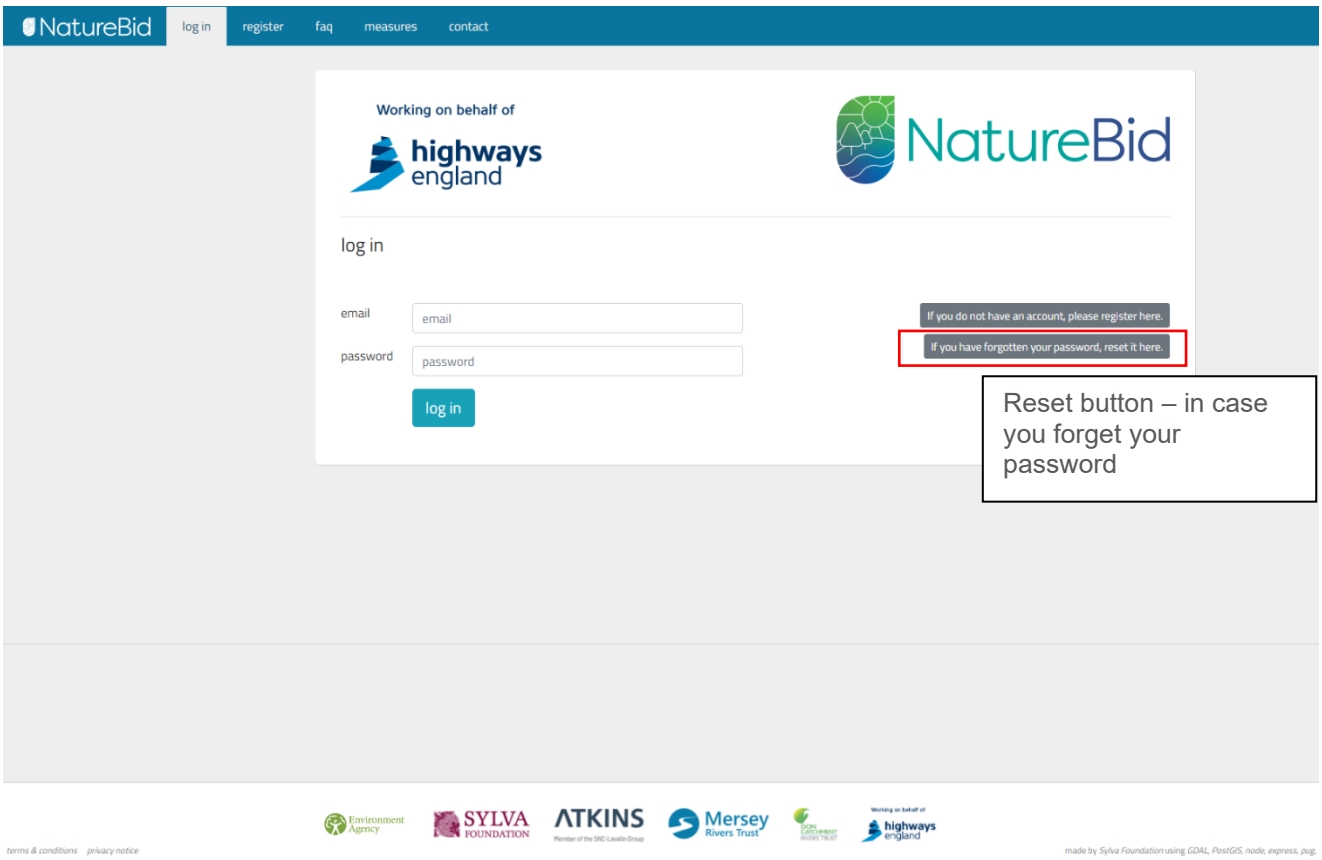
2. Create an account

Firstly, you will need to create an account on the bidding platform. You can do this on the '**register'** tab. It will ask for your name and contact details, this is so we know who is applying for the measures. These contact details will be used if we have any further questions to ask about your application and to notify you whether your application has been successful or not.

Your contact details will be held according to our data protection policy, which can be accessed here:
https://www.atkinsglobal.com/privacy-policy
https://highwaysengland.naturebid.org.uk/downloads/Naturebid%20Privacy%20Notice%20-%20Highways%20England%20-%20March%202021.pdf



Each subsequent time you use the bidding platform you will need to log in using the '**log in'** tab using the email address and password which you used during the registration process. If you forget your password it can be reset using the reset button on the log in tab.

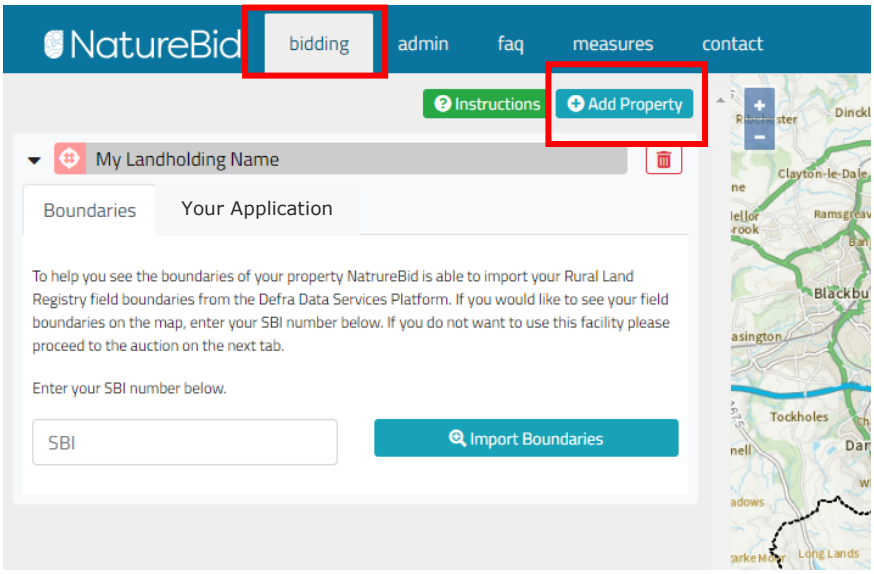


3. Add your property

Once you are logged in, the '**bidding'** tab will appear at the top of the screen.

If you toggle to the '**bidding'** tab you will be invited to input a property and give it a name. In the box that appears input your landholding name.

You can also in input your SBI (Single Business Identifier) number, this will highlight your land holdings on the map to the right of the screen to help you choose where to implement your proposed measures. This step is not necessary to use the bidding platform.



1 – Click the Add Property button

2 – Enter your Landholding Name

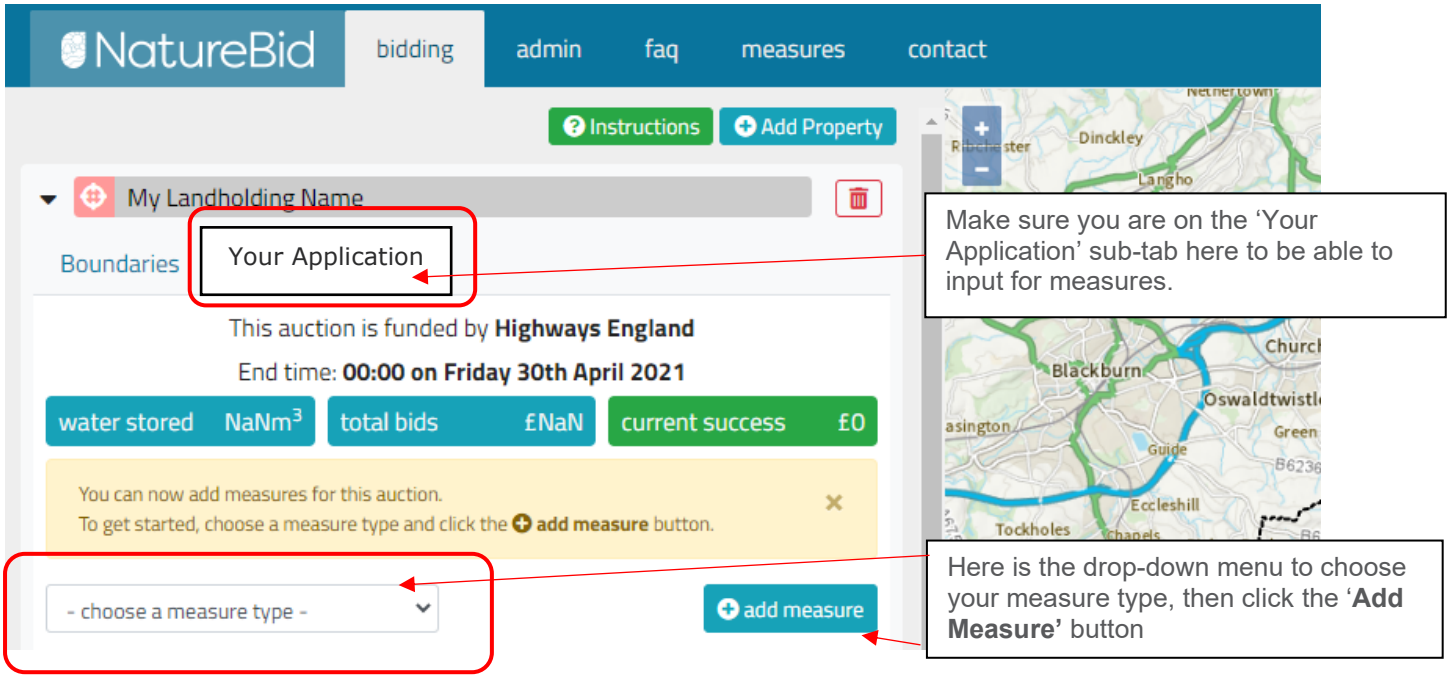
3 – you can also enter your SBI number, if you wish

4. Choose your measures

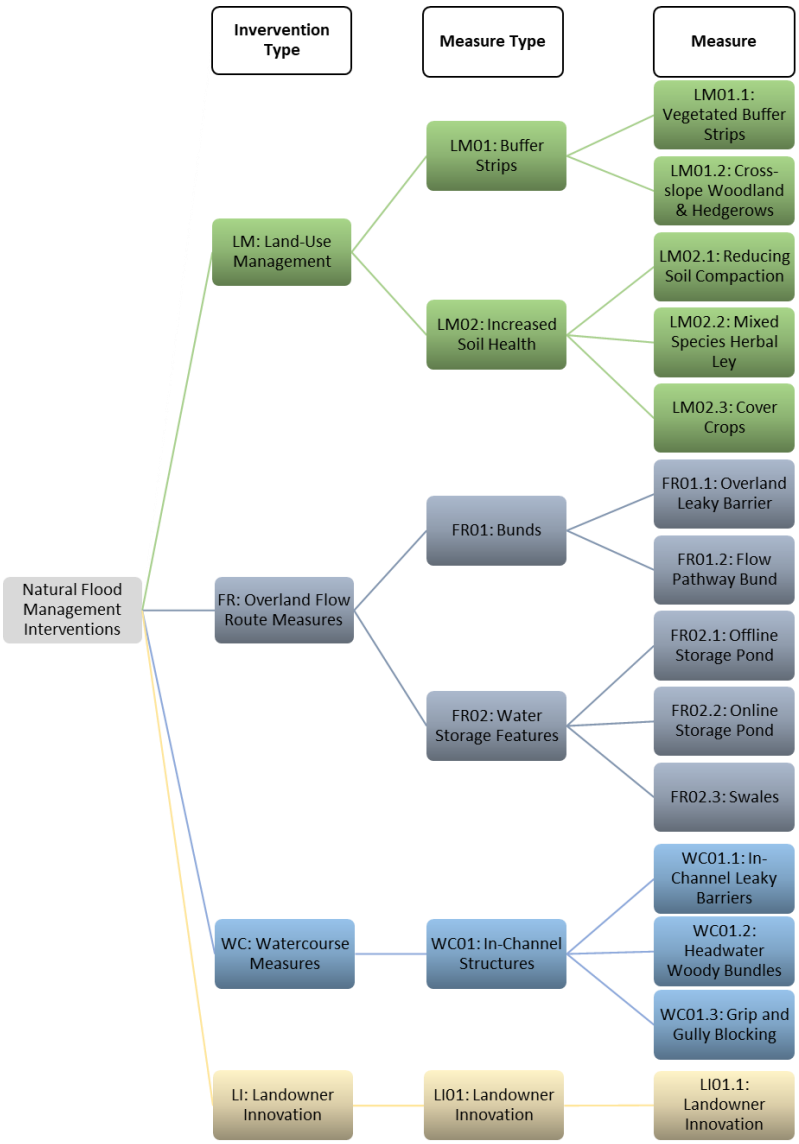
At this stage of your application we expect you to have already undertaken an initial consultation with your catchment advisor to discuss the measures you wish to implement. We also recommend that you read through all the information available on the website, including the **fund handbook**, **measures booklet** and the **design specification catalogue**. Please also make sure you have read through the terms and conditions document as this contains important information about VAT. The grant is outside the scope of VAT and therefore bidding costs entered should exclude VAT. If you are VAT registered, depending on your circumstances, you may be able to claim, via HMRC, any VAT from goods and services you have procured with respect to this grant.

Make sure you are logged in and navigate to the bidding tab. Once you have inputted your landholding name you can go to the '**Your Application'** subtab (see image below). You can download the following from the 'Measures' tab to assist you selecting the most appropriate measures for your property:

- The Measures Booklet
- The Design Specification Catalogue (which comprises of individual design specification sheets for each measure).

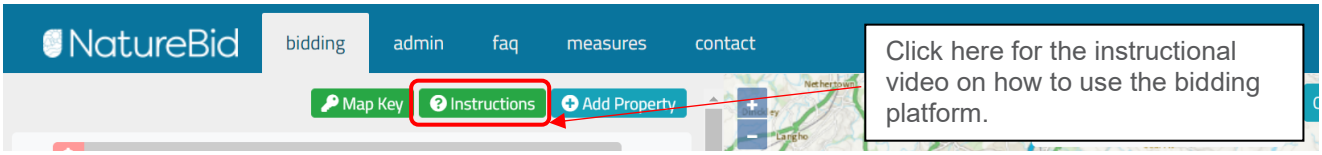


The measures which you can apply for are listed in the summary below. There is also a Landowner Innovation option which you can chose if there is something you wish to implement that isn't specified already.

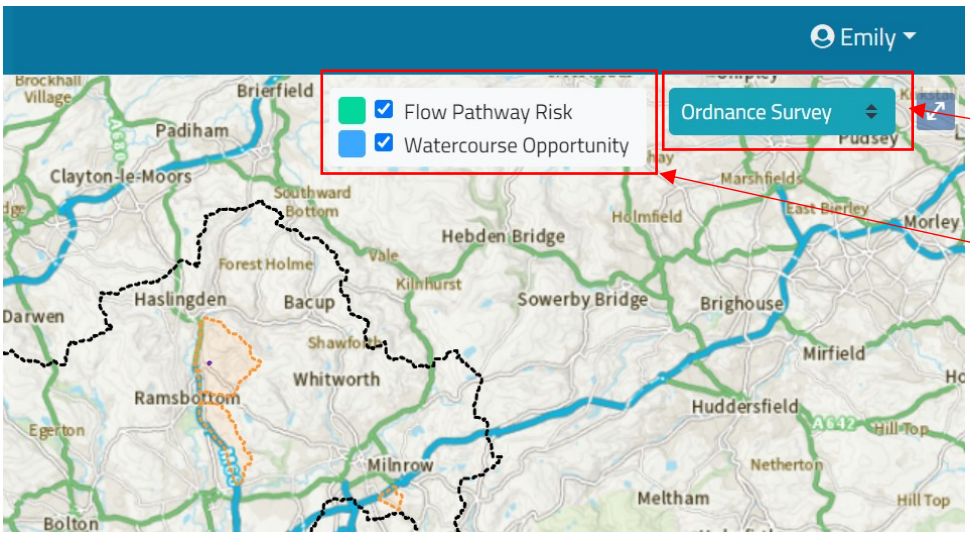


You will be able to apply for each of the measures by selecting the measure option from the drop-down menu. Each measure type must be itemised separately, however, there are no limits to the number of individual measures you can apply for on your land.

An instructional video of the bidding platform is available, which shows you how to use the platform and submit a bid. If you need further support on bidding please contact your catchment advisor or use the NFM Fund Helpline (contact details available on the 'Contact' tab here).



Use the map on the right of the screen to pan round your farm and chose locations for measures. You can switch between aerial maps or Ordnance Survey base maps by clicking on 'Ordnance Survey' or 'Bing Aerial' and choosing which background map you would like to switch to.



There are also additional layers which you can turn on and off to help you position your measures in the best place. The Watercourse Opportunity layer shows the channels and watercourses, along which watercourse measures should be located. The Flow Pathway Risk layer shows a modelled expectation of where surface flooding may occur and where we would expect overland flow route measures to be located. The overland flow route measures don't have to be limited to these areas as the Flow Pathway Risk layer is likely to miss some smaller surface flooding locations. The layers are shown along the top of the map, tick the box to turn the layers on and untick the box to turn the layers off.

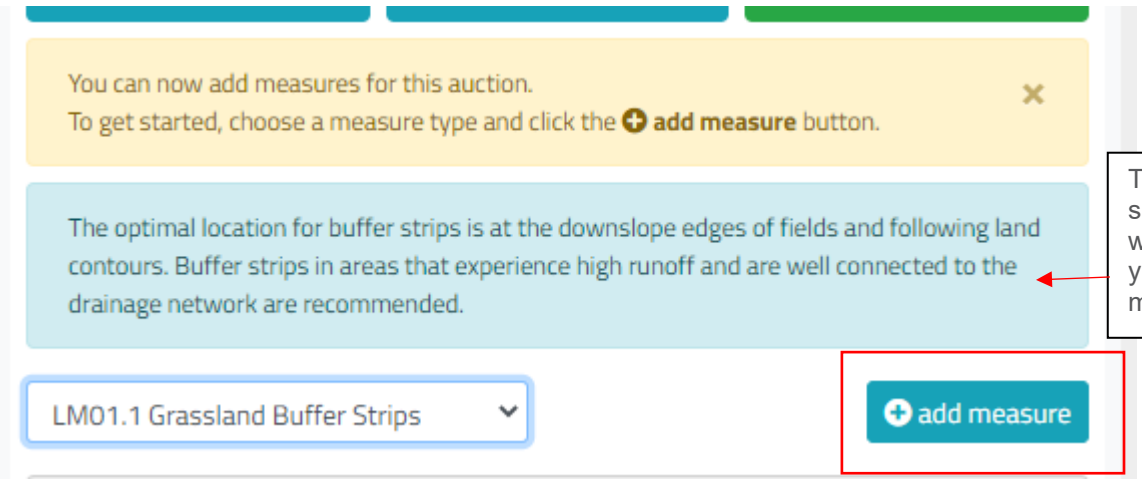
4.1. Land Use Management Measures (LM)

The Land Use Management measure option includes the following measures:

- LM01.1 – Vegetated Buffer Strip
- LM01.2 – Cross-Slope Woodland & Hedgerows
- LM02.1 – Reducing Soil Compaction
- LM02.2 – Mixed Species Herbal Ley
- LM02.3 – Cover Crops

Below is an example of how to apply for Land Use Management (LM) measures.

First select the measure option from the drop-down menu. And then click '**Add Measure**'



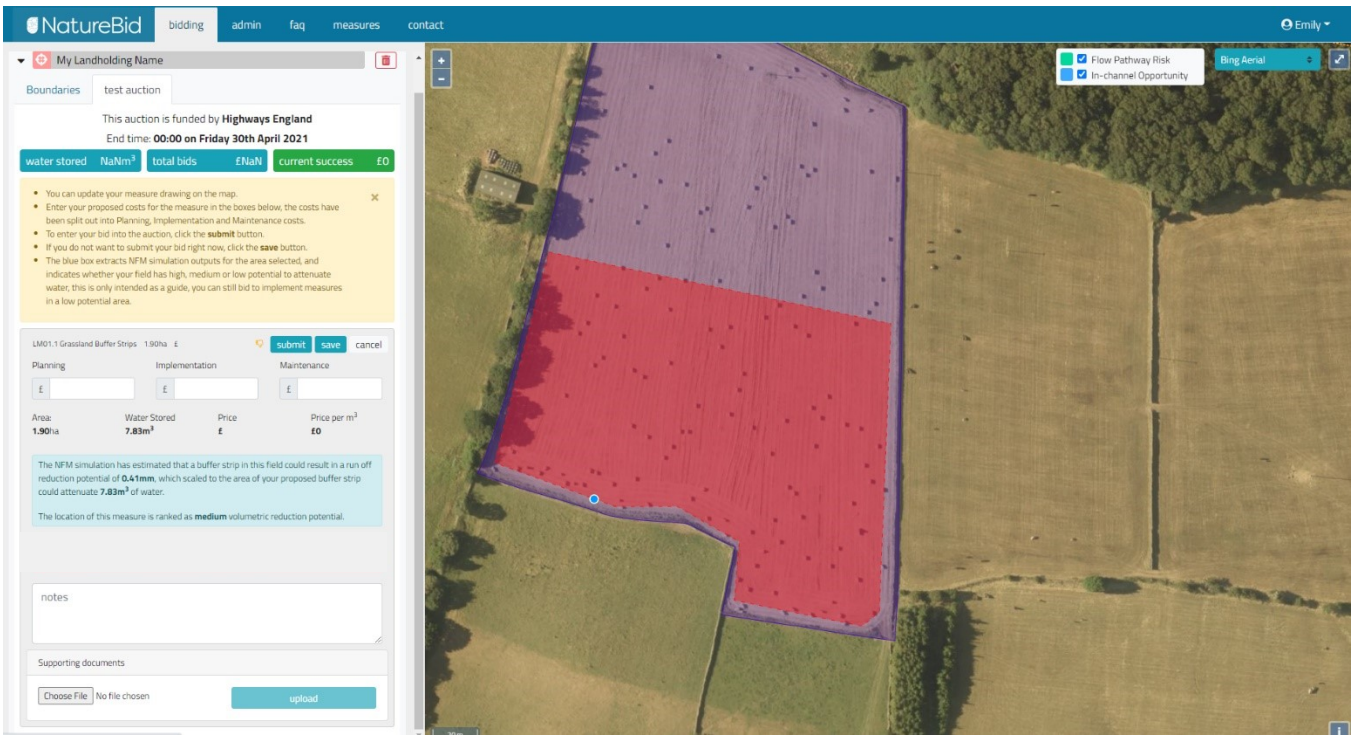
This Blue box gives you some information about where is best to locate your Land Management measure

Your cursor will turn into a blue dot, you can now draw around the area in your field where you are proposing to implement the measure. Try to be as exact as possible. If you need to adjust the selected area you can drag the boundary line to whatever position you like. Please note Land Management measures are land based.

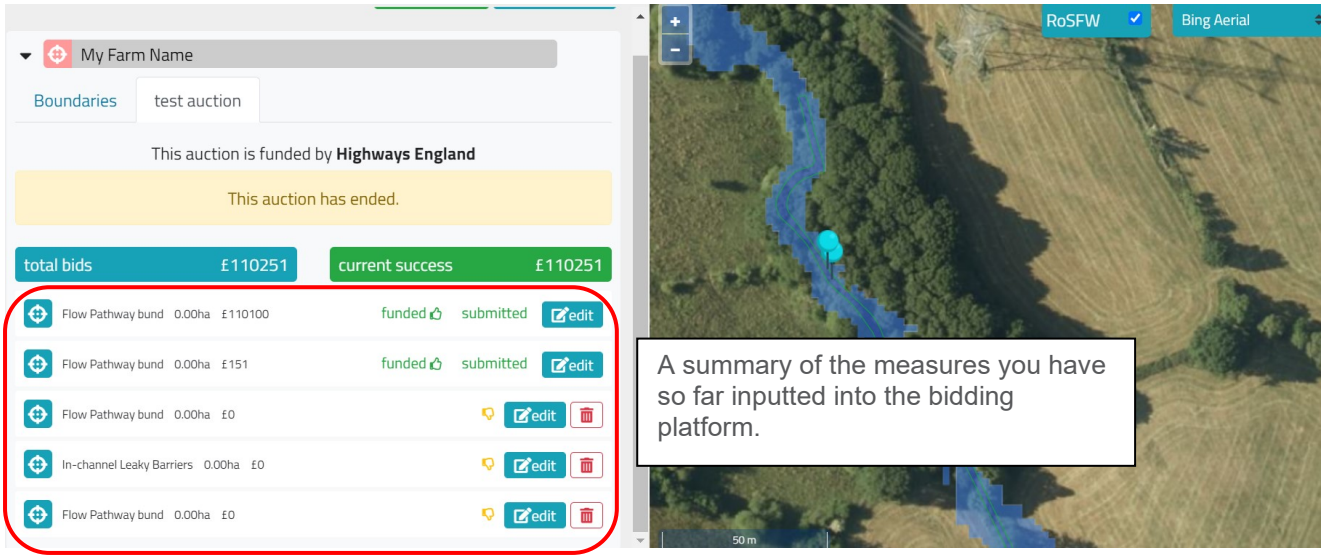
You will then be asked to fill in your proposed cost for the measure. To help you plan, the costs have been split up into 'Planning Costs', 'Implementation Costs' and 'Maintenance Costs'. There is guidance available on the recommended costing for each measure in the Measures Booklet.

There is also a text box available in which you can input text to support your application, e.g. reasoning why you have chosen that measure type and location. The '**Supporting Documents**' button also allows you to attach documents or images (less than 10 MB in size) to further support your application, this could include site photos and/or design plans and costing calculations.

Some modelling outputs are also shown on the left side of the screen in the blue box (e.g. the potential volume stored by the measure). Please note that the modelling outputs are shown only as a guide, they will contain uncertainties and you will know your fields better than the generalised national datasets that the modelling is based on.



Once you are happy with the location and costs you've proposed for the measure, click either '**save**' so you can return to the measure later or click '**submit**'; this will then enter your bid into the auction. You will then return you to a summary page of all the measures you have so far chosen. From here you are then able to add more measures from the drop-down menu.



A summary of the measures you have so far inputted into the bidding platform.

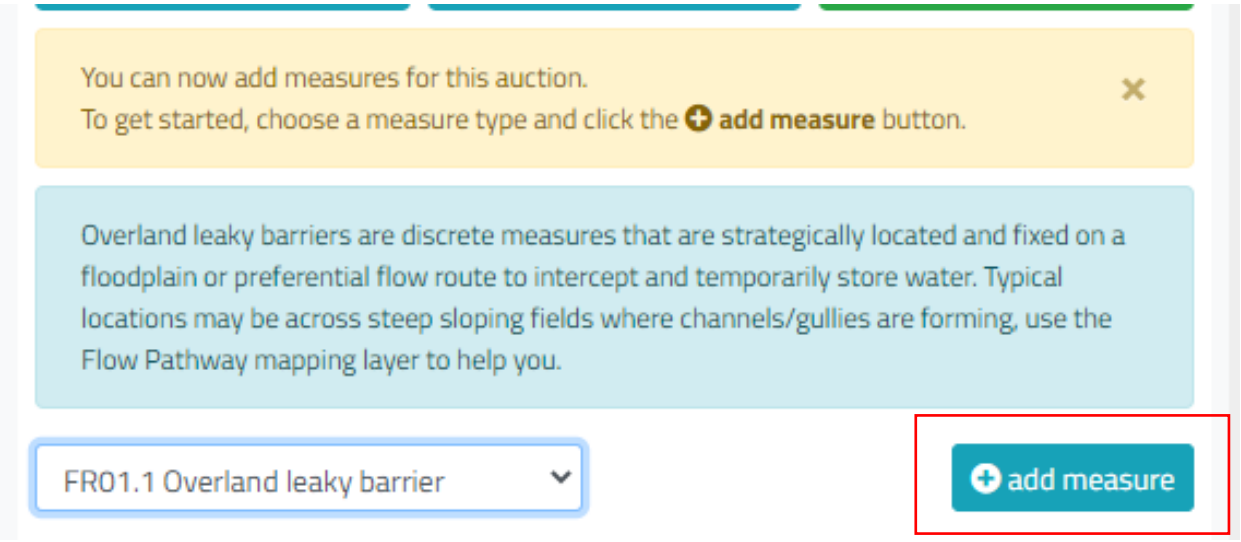
4.2. Overland Flow Route Measures (FR)

The Overland Flow Route Measure option includes the following measures:

- FR01.1 – Overland Leaky Barrier
- FR01.2 – Flow Pathway Bund
- FR02.1 – Offline Storage Ponds
- FR02.2 – Online Storage Ponds
- FR02.3 – Swales

Below is an example of how to apply for Overland Flow Route Measures (FR).

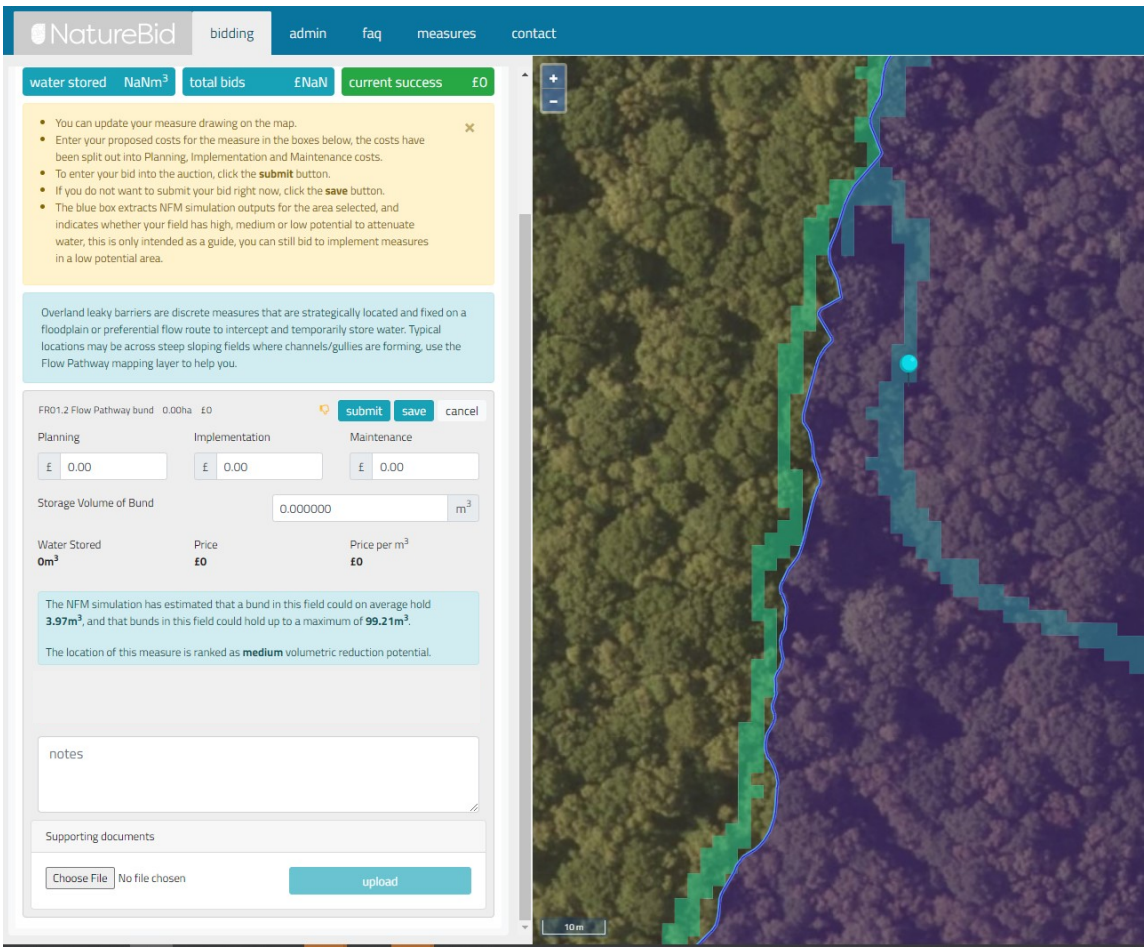
First select the measure option from the drop-down menu. And then click '**Add Measure**'



Your cursor will turn into a blue dot, you can click the location in your field where you are proposing to implement the measure. Try to be as exact as possible. If you need to adjust the selected point you can drag the point to whatever position you like. Please note overland flow route measures will be displayed as **points** on the bidding platform.

You may turn the 'Flow Pathways Risk' layer on to assist you in choosing the best place to locate your overland flow route measures. However, you are not limited to only placing your measures on the runoff pathway. Chose to locate your measure in the location that will best hold water during rainfall events.

The 'Flow Pathways Risk' layer also includes small watercourses and therefore will overlap with the 'Watercourse Opportunity' layer. Where the layers overlap, you should be applying for Watercourse Measures (WC) e.g. Leaky Barriers.



You will then be asked to fill in your proposed cost for the measure. To help you plan, the costs have been split up into 'Planning Costs', 'Implementation Costs' and 'Maintenance Costs'. There is guidance available on the recommended costing for each measure in the Measures Booklet.

There is also a box called '**Storage Volume of Bund'** for you to fill in with the estimated amount of water you think you can store upstream of the measure. Examples of these calculations are given in the Measure Booklet and in the 'bund storage calculator' which is available to download from the bidding platform. If you need any support calculating this volume, please speak to your catchment advisor or contact the NFM Fund Helpline.

There is also a text box available in which you can input text to support your application, e.g. reasoning why you have chosen that measure type and location and evidence of you water storage calculations. The '**Supporting Documents'** button also allows you to attach documents or images (less than 10 Mb in size) to further support your application, this could include site photos and/or design plans and costing calculations.

If you wish to implement more than one of a particular Flow Runoff measure (FR) per field, you will need to add them in separately as additional pins on the map, similarly costs should be given for singular bunds/barriers. If you want to implement multiple types of measures (e.g. bundles and grips) then you will need to input these separately too. Please note that this is different to the Watercourse Measures (WC) where 1 pin can be placed for series of measures along the watercourse.

Some modelling outputs are also shown on the left side of the screen, in the blue box (e.g. the 'Average Volume per bund' and the 'maximum volume per field'). Please note that the modelling outputs are shown only as a guide, they will contain uncertainties and you will know your fields better than the generalised national datasets that the modelling is based on.

Once you are happy with the location and costs you've proposed for the measure, either click '**save**' so you can return to the measure later or click '**submit**', this will then enter your bid into the auction. You will then return you to a summary page of all the measures you have so far chosen. From here you are then able to add more measures from the drop-down menu.

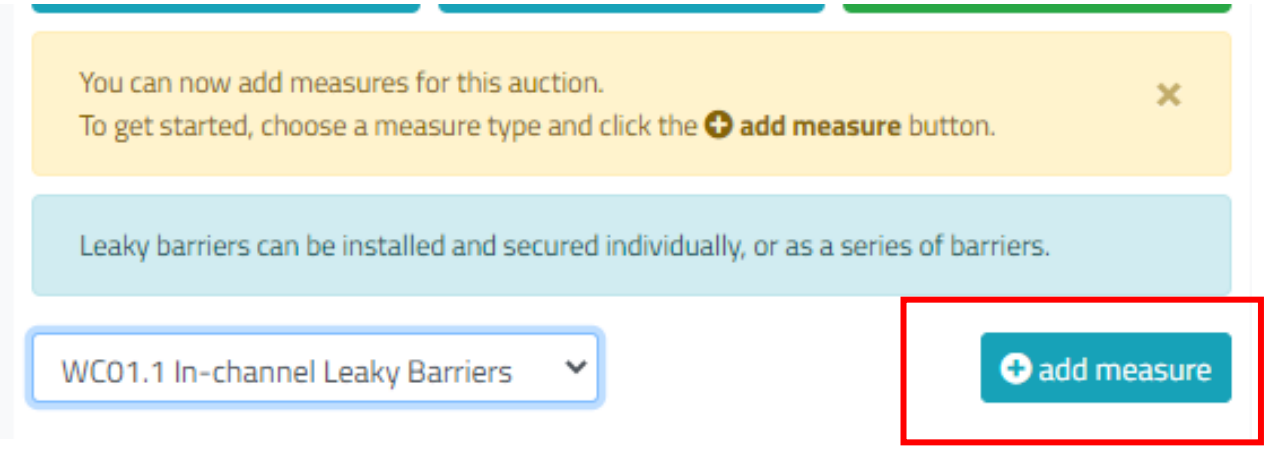
4.3. Watercourse Measures (WC)

The Watercourse Measure option includes the following measures:

- WC01.1 – In-Channel Leaky Barriers
- WC01.2 – Headwater Channel Woody Bundles
- WC01.3 – Moorland Grip and Gully Blocking

Below is an example of how to apply for Watercourse Measures (WC).

First select the measure option from the drop-down menu. And then click '**Add Measure**'

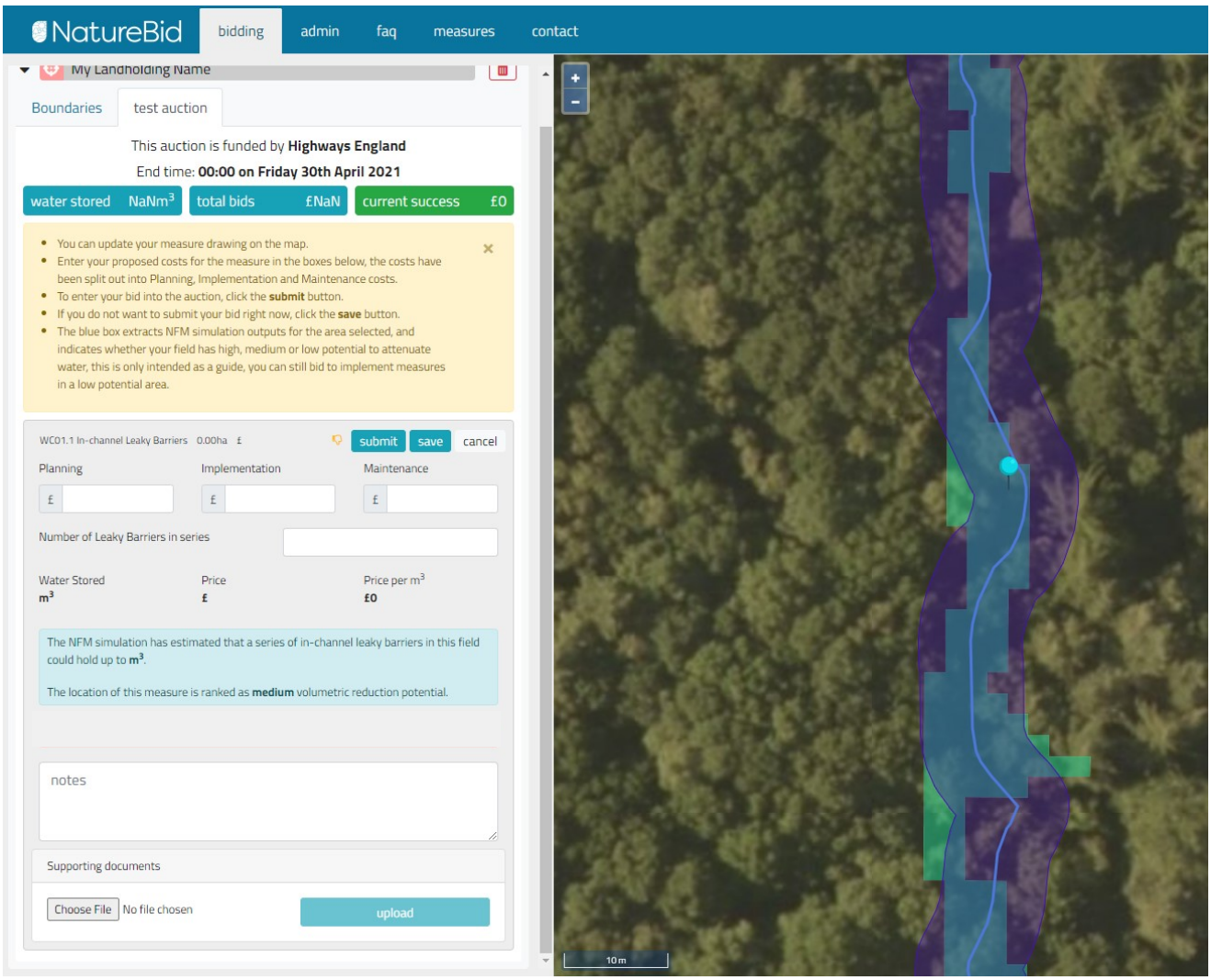


Your cursor will turn into a blue dot, you can click the location in your field where you are proposing to implement the measure. Try to be as exact as possible. If you need to adjust the selected point you can drag the point to whatever position you like. Please note watercourse measures will be displayed as **points** on the bidding platform.

If you are planning on bidding for a series of barriers/grips the point should be placed at the **most downstream location**. The series of barriers/grips should be within in the same field.

You may turn the 'Watercourse Opportunity' layer on to assist you in choosing the best place to locate your watercourse measure. However, we expect Watercourse Measures (WC) to be implemented within watercourses. If you are aware of a small stream/ditch that is not shown on the watercourse layer you may still apply to implement a Watercourse Measure here, simply explain your choice of location in the text box. Choose to locate your measure in the location that will best push water out onto the surrounding land to store water during rainfall events.

There will be areas where the 'Flow Pathways Risk' layer overlaps with the 'Watercourse Opportunity' layer. Where the layers overlap, you should be applying for Watercourse Measures e.g. Leaky Barriers



You will then be asked to fill in your proposed cost for the measure. To help you plan, the costs have been split up into 'Planning Costs', 'Implementation Costs' and 'Maintenance Costs', enter the total cost for **all** the proposed barriers that form part of the series (your series can contain only 1 barrier, however it is recommend that they are installed as a sequence). There is guidance available on the recommended costing for each measure in the Measures Booklet.

As Watercourse Measures (WC) often work best in a series and the Measures Booklet advises more than one feature per location to maximise effectiveness. In the '**Number of Barriers**' box please enter the number of barriers/grips you plan to bid to implement. Please note that this is different from the Flow Runoff measures (FR) where each individual measure should be added separately.

There is also a text box available in which you can input text to support your application, e.g. reasoning why you have chosen that measure type and location. The '**Supporting Documents**' button also allows you to attach documents or images to further support your application, this could include site photos and/or design plans and costing calculations.

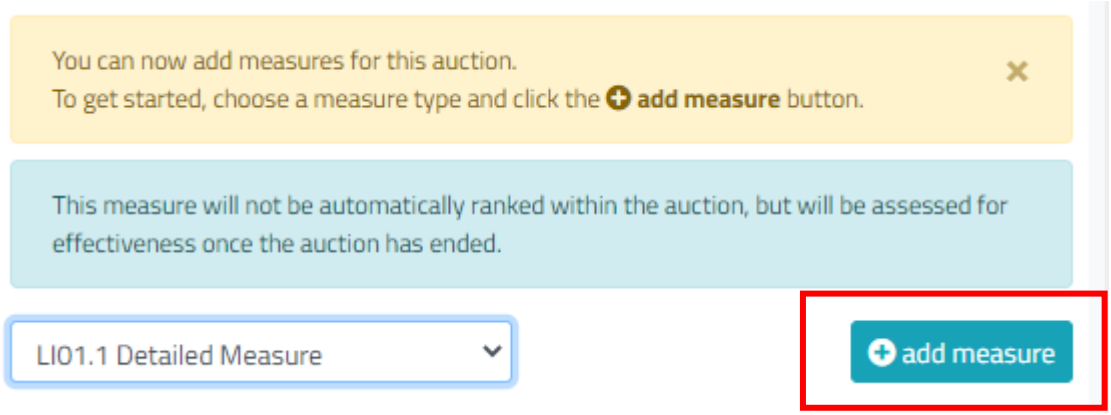
Some modelling outputs are also shown on the left side of the screen in the blue box (e.g. the volume of water which your series of barriers could hold). Please note that the modelling outputs are shown only as a guide, they will contain uncertainties and you will know your fields better than the generalised national datasets that the modelling is based on.

Once you are happy with the location and costs you've proposed for the measure, click '**save**' and you can return to the measure later or click '**submit**', this will then enter your bid into the auction. You will then return you to a summary page of all the measures you have so far chosen. From here you are then able to add more measures from the drop-down menu.

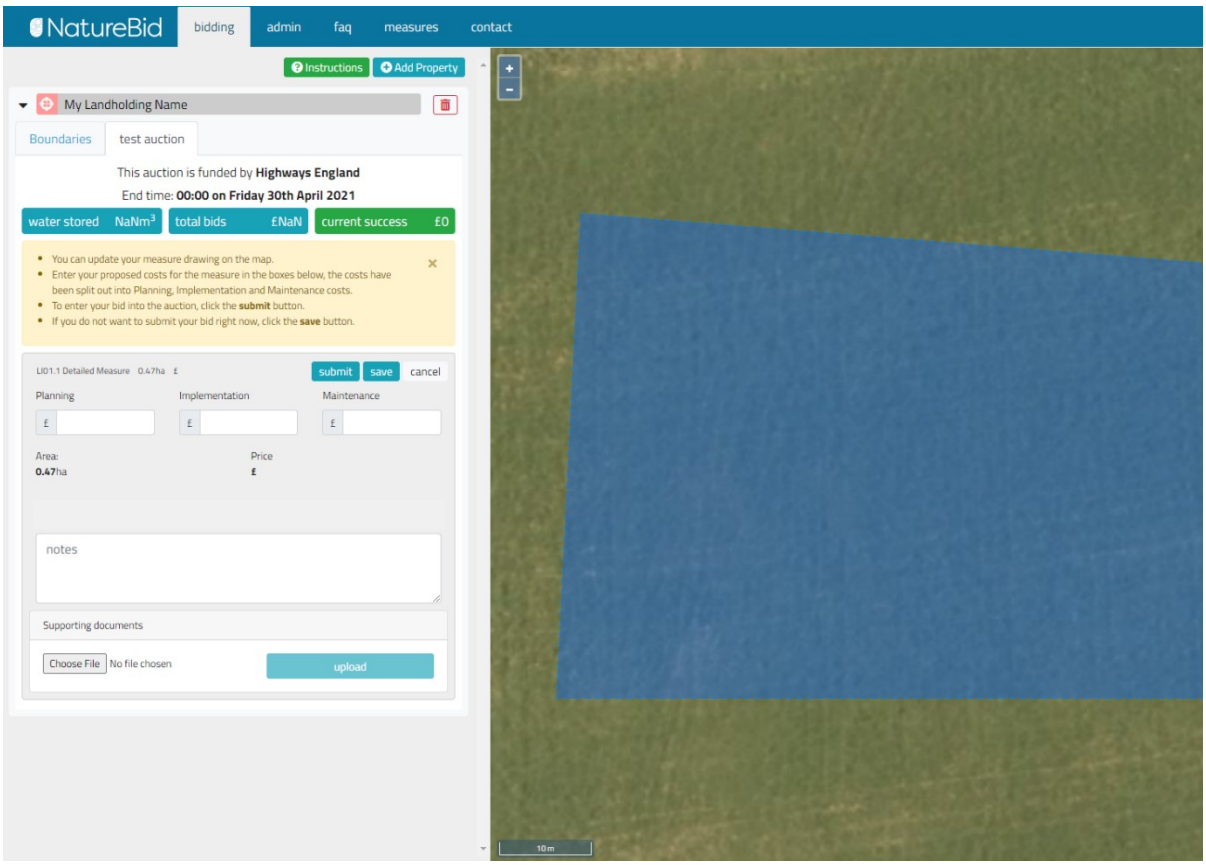
4.4. Landowner Innovation (LI)

If there is a natural flood management option that you want to implement on your landholding, but it is not listed in the measures provided then you can apply through the landowner innovation option.

Landowner Innovation (LI) submissions will be limited to 10% of the grant value of the NFM fund. This measure will not be automatically ranked within the auction but will be assessed for effectiveness by a member of the NFM Fund team once the auction has ended.



As above using the drop-down menu select 'Landowner Innovation' option and click '**Add Measure**'. Using your cursor draw around the area you want to implement this measure. Please note the landowner innovation option expects you to draw a **polygon,** if you require a point, simply draw a small box.



You can use the landowner innovation specification sheet (page 16 in the Design Specification Catalogue) as a template, outline what you plan to do, please provide as much information as possible to support your application. Page 16 can be downloaded directly from the bidding platform website when the Landowner Innovation measure (LI) is selected. Once you have completed this document you can upload it into the bidding platform as supporting information (supporting information should be less than 10 MB in size).

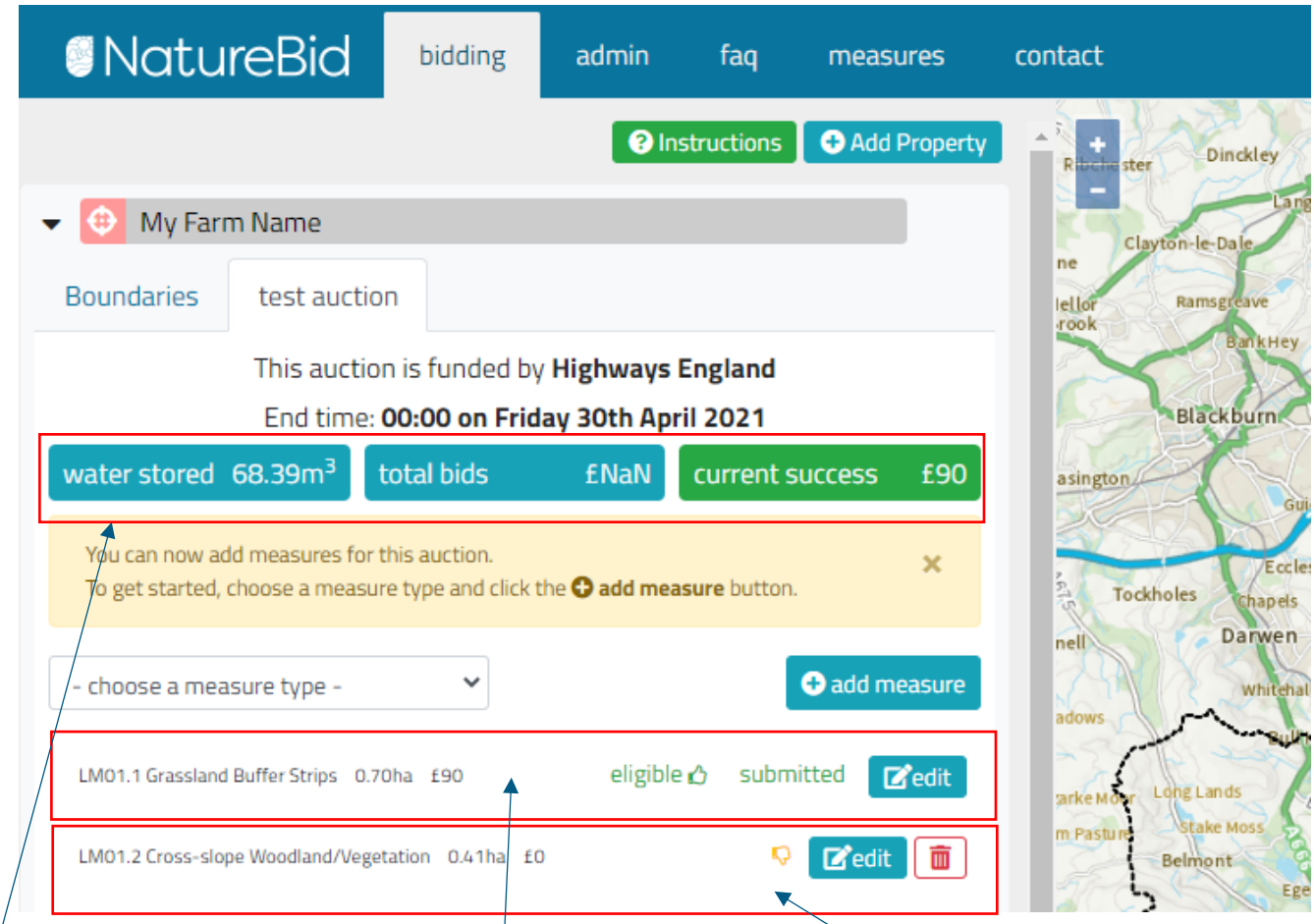
You will then be asked to fill in the costing information. And a text box will be provided for you to add any more information you think might be useful to support your application.

Once you are happy with the location and costs you've proposed for the measure, click '**save**' and you can return to the measure later or click '**submit**', this will then enter your bid into the auction. You will then return you to a summary page of all the measures you have so far chosen. From here you are then able to add more measures from the drop-down menu.

5. Submitting

You will need to click '**submit**' once you are happy with your measure/s for them to be added into the auction. If you have been saving your measures as you go along, you will have to click '**edit**' on the summary page of measures, then click '**submit**'.

Once you have measures submitted into the auction, they will appear at the top of the Bidding tab. Please wait a few moments for your bid to be ranked and then thumbs up/down icons indicate if your bid has been ranked as successful, this is based on the cost and volume of water stored. You will need to keep checking the eligibility of your bid as it may drop out of approval over time if other bids out rank yours. If you wish you can update your bid to make it more competitive.

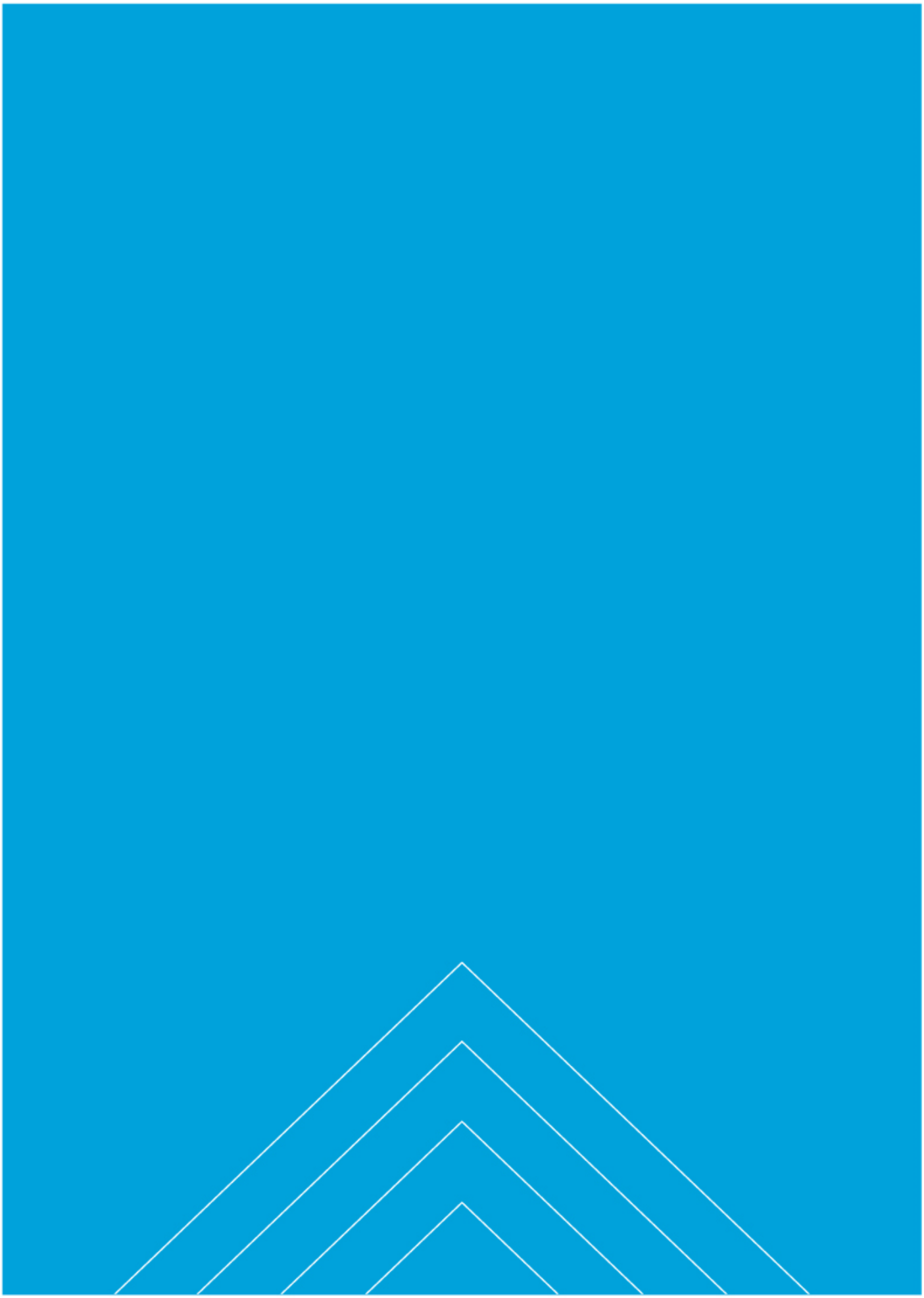


Here is a summary of your proposed bids. The 'current success' box in green displays the costs of your submitted and successful bids.

This feature has been submitted and deemed eligible for funding based on cost and volume of water stored.

This feature has not yet been submitted. Click 'edit', then 'submit' for it to be entered into the auction.

6. After your submission

Once you have submitted your bid all applications will be assessed by a review board comprising of specialists in agriculture, flood risk, natural flood management and nature-based engineering. The focus of the assessment will be value for money (i.e. cost to Highways England per cubic metre of water stored). However, additional benefits such as habitat improvement or promotion of NFM in the catchment as well as feasibility of monitoring will also be considered. Further detail on the assessment criteria can be found on the NFM Fund website. The decision of the review board will be final. The panel may be in contact with you if they have any queries or suggestions for your application.

If you have any further questions around how the bidding process will work, please get in touch by contacting your local Catchment Advisor or the NFM Fund Helpline (contact details in the Fund Handbook).