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Metocean Campaigns for Various Wind Farm Sites in the Dutch North Sea

ANNEX 5 - Section III

SCOPE OF WORK

Colophon

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Definition of Terms

WFZ	Wind Farm Zone. The areas within the Dutch Exclusive Economic Zone (EEZ) that have been designated for the development of offshore wind farms, as laid down in the Dutch regulatory framework regarding the use of the North Sea as part of the "Nationaal Waterprogramma"
IA	Investigation Area: The global area wherein the Metocean field measurements would take place
MC	Measurement Campaign
SA	Search Area. Areas within the Dutch EEZ that are explored for offshore wind farm development by the Government, as laid down as part of the "Nationaal Waterprogramma". These areas do not have the status of designated WFZs
Metadata	Data or descriptions describing the measured data
Metocean data	Meteorological and oceanographic data
Monthly Post-processed Data Availability	Monthly average availability after processing of the measured data as defined in 2.7.6 of this Scope of Work.
Type Validation	Validation of a Type of floating Lidar system as defined in 1.6 RVO Reference Documents [2]
Unit Validation	Validation of an individual Unit floating Lidar system as defined in 1.6 RVO Reference Documents [2]
UXO	Unexploded Ordnance
Validation of the measuring system	Verification of a measuring system, where the specified requirements of the used measuring system are adequate for its intended use, and it is thus fit for purpose as defined in 2.4 of this Scope of Work.
Metocean measurement campaign	Campaign in which the specific measuring system is used to measure metocean data [also called offshore measurement campaign]

1 Introduction

1.1 Scope introduction

The Scope of Work comprises the provision of validated meteorological and oceanographic measurement data at four sites within the Dutch Offshore Wind Farm Zones Investigation Areas. These data are to be obtained by means of four separate individual field measurement campaigns (Lots) using instruments fixed on floating Lidar systems and other separately deployed metocean measurement instruments. The main parameters to be measured are Wind, Wave, Current, Water-level, Atmospheric Pressure and Air Temperature. Additionally, measurements are requested to aid environmental and ecological studies concerning the potential effects of Offshore Wind development on the environment.

There is a requirement during the measurement campaign for each Lot for some of the measurement parameters to be supplied in real time and/or near real time via a publicly available online web portal.

The scope is subdivided into four separate Lots for provision of validated measured metocean and environmental data at the search areas as described in Annex 6. The exact location for each Lot will be provided after contract award.

The requirements for the four Lots are identical except in their starting date. The exact deployment location of the four lots within the search areas is, during this tender phase, yet to be determined and presently unknown for all four Lots.

Tenderers can submit a proposal for any of the four Lots that they consider they can deliver but will only be awarded up to three of the lots (Lots 1 and 2 will be awarded to different contractors). For detailed information please see the main tender document.

The requirements described in this document apply to all Lots.

1.2 Purpose

1.2.1 *Meteorological data*

The wind and other meteorological data obtained through the measurements during the MC are intended for use in wind resource assessments compliant with the requirements for these assessments as stipulated in the reference documents mentioned in 1.6. With these local wind measurements and long-term reference wind data yield calculations and site suitability of wind turbine generator systems can be performed for the Investigation Area(s).

1.2.2 *Oceanographic data*

The wave, current and water level measurements are intended for validation and calibration of the numerical metocean modelling studies that are to be performed by third parties. For this purpose, it is of particular importance to collect information not only during normal, daily circumstances, but also during severe sea-states, as the uncertainties under severe circumstances are the largest and most critical for design purposes.

In addition, the measured wave, current and water level data will be used as reference for operations at sea during the various RVO survey campaigns (e.g. soil investigation campaigns, for planning of maintenance of the floating Lidar systems). For this purpose, it will be necessary to have the main parameters (both meteorological and oceanographic) supplied in (near) real-time accessible over the internet through a publicly available web portal.

1.2.3 Environmental and Ecological data

A range of additional environmental and ecological parameters are also required to be measured (some parameters are optional), by instrumentation, deployed at each of the proposed sites during the measurement campaigns. These data are to be used to better understand baseline environmental conditions prior to offshore wind development, against which the potential for future changes can be assessed.

1.3 Measurement setup

For all four measurement campaigns, two separate floating LiDAR systems must be deployed at selected site and a dedicated, fit for purpose and validated, spare system must be available for the total duration of each measurement campaign. The reason for this is that for the floating systems used over the past 7 years of RVO-issued campaigns, the target redundancy (data-availability) of 100% cannot be guaranteed by a single system. Two systems close together will enable “gap-filling” to increase the likelihood of achieving a 100% data-availability and, furthermore, a dedicated spare system will reduce any data loss during operations and maintenance or following incidents.

For each of the four measurement campaigns RVO requires that additional metocean measurement instruments are also deployed at each selected site. A range of environmental parameter measurements are also required.

General information and the coordinates of the Investigation Area and Search Areas are provided in 2.2 of this Scope of Work.

1.4 Planning of the intended measurements

The planned duration of all four measurement campaigns is 24 months. The Preferred and Ultimate Starting Dates for each Lot are presented in Table 1.

Table 1: Preferred and ultimate starting dates for each lot.

Lot	Preferred Starting Period	Ultimate Starting Date
1	Q3 2024	End of 2024
2	Q3 2024	End of 2024
3	Q1 2025	End of Q2 2025
4	Q1 2025	End of Q2 2025

1.5 Available information

Available information for the Investigation Area is limited at time of tendering. The Contracting Authority will make a Base map (MPK) available containing all information of the boundaries for the locations.

The results of previous RVO metocean measurement campaigns can be found on the RVO website (<https://offshorewind.rvo.nl/>)

1.6 RVO Reference documents

This document includes references to the following documents:

- [1] IEA Wind Recommended Practices: 18 Floating LiDAR Systems: First Edition, 2017; September 2017.
- [2] Carbon Trust Offshore Wind Accelerator: Roadmap for the Commercial Acceptance of Floating LiDAR Technology (Version 2.0, 9th October 2018);
- [3] The Carbon Trust Offshore Wind Accelerator: Recommended Practices for Floating LiDAR Systems: Issue 1.0; 25th October 2016.
- [4] MEASNET Evaluation of site-specific wind conditions - Version 1, November 2009;
- [5] IEC 61400-12-1:2017.

In case of doubt, this Scope of Work (SoW) document prevails over the above-mentioned documents. In case of inconsistencies in the reference documents, the order of prevalence is Document Number 2, 1, 3, 4, 5.

2 Scope of Work

2.1 Parameters to be measured

2.1.1 *Introduction*

In this section, the required measurements are specified. The main parameters to be measured are meteorological (Wind, Atmospheric Pressure and Air Temperature) and oceanographic (Wave, Current, Water-level). In addition, environmental and ecological parameters are required, and the supply of these data is mandatory within the measurement scope. Other environmental and ecological parameters are requested by RVO, but these may optionally be provided by the contractor, for additional remuneration.

The aim for these measurements is to serve as input for (among others) a metocean assessment. These measurements should complement existing measurements to:

1. Further reduce uncertainty bandwidth of wind speed forecasts/assessments
2. Determine wind gradients in the Investigation Area
3. Determine local metocean characteristics, including (but not limited to) wave characterisation
4. Determine local environmental and ecological baseline conditions prior to OWF development

For both the provision of meteorological data and for oceanographic data, the data resolution and parameter set-up should be equal for the three systems (two deployed and measuring, and one spare system) at each of the sites in the four lots.

Metadata requirements are also set out in "Annex 6 - Starting points and Assumptions"

2.1.2 *Provision of meteorological measurement data*

Contractor shall provide two sets (two separate systems) of wind data over a period of 24 months at each site. The wind measurements shall be carried out by means of identical floating measurement systems equipped with LiDAR. They shall be in the pre-commercial (stage 2) or commercial stage (stage 3) according to [2]. If the Contractor plans on re-using previously deployed LiDAR units, there must be written proof made available to Contracting Authority that (1) the systems have been recently maintained according to manufacturer's guidelines, (2) the systems have been through a new independent unit validation, and (3) the latest relevant firmware has been applied. The same measurement system, buoy system and firmware must be installed on all systems for each of the separate lots, including the spare system.

Before each measurement campaign, all floating measurement systems must be validated (unit) against tested reference instruments by an independent and accredited institute according to international guidelines, such as the reference documents described in 1.6. The Unit validation is described in 2.4.

Meteorological data to be measured, validated and provided in real time include at least (see Table 2):

Table 2: required meteorological parameters to be measured and whether the data are required in real time.

Parameter	Frequency	Main data set ¹	Real time
LiDAR wind speed and direction recorded from at least 10 evenly spaced levels from minimum available system measurement height (i.e. the lowest available height above the LiDAR) to a maximum recording height of 300m above mean sea level (MSL)	1Hz, 10-minute average	Wind	Yes
Near surface wind speed wind speed and direction at LiDAR level	1Hz, 10-minute average	Wind	Yes
Air temperature at LiDAR level	1Hz, 10-minute average	Temperature	Yes
Atmospheric pressure at LiDAR level	1Hz, 10-minute average	Atmospheric pressure	Yes
Humidity at LiDAR level	1Hz, 10-minute average	Humidity	Desired but not required
Solar radiation at LiDAR level	1Hz, 10-minute average	Solar radiation	Desired but not required

Furthermore, for quality control, installation of a rain sensor is also preferred.

Post-processed parameters that should be provided as well are:

- Wind shear and wind veer (10-minute average)
- Turbulence intensity (10-minute average)
- Inflow angle (10-minute average)

For the wind measurements, besides the 10-minute averages, also the raw 1Hz data should be provided in the native file format of the LiDAR system. The data format requirements are described in section 2.7.2. The Project Execution Plan should contain description on how the risk of loss of data stored on the systems will be mitigated.

2.1.3 *Provision of oceanographic measurement data*

The Contractor shall provide two sets (two separate measurement systems for each of the required parameters) of oceanographic data over a period of 24 months. Here, the proposed systems shall have a well proven track record in acquiring oceanographic data in the types of conditions expected in the Dutch North Sea.

For the purposes of water column current profile measurement, the Contracting Authority require that the current measurement data are collected from two seabed mounted, upward looking, current profilers, that are also equipped to measure water level and wave data. For the supply of real time current data the Contracting Authority will accept data from a surface mounted

¹ This Main Data Set is used to allocate the parameter to a specific data set, which is used to calculate the Monthly post-processed data availability, which is used calculate the payment as described in Annex 5 – Section II Remuneration.

(downward looking) instrument if the Contractor prefers, but bottom mounted current profile data must also be supplied (not necessarily in real time).

All instruments shall be deployed on, or in close proximity to, the Floating LiDAR buoy systems. Measured data shall include at least the following parameters (see Table 3):

Table 3: Oceanographic parameters to be measured and whether the data are required in real time.

Parameter	Frequency	Main data set	Real time
Significant wave height ($H_{1/3}$, H_{m0})	2Hz, 30-minute	Wave	Yes
Maximum wave height	30-minute	Wave	Yes
Spectral peak wave period (minimum period of at least 4.5 seconds)	30-minute	Wave	Yes
Mean zero-crossing wave period	30-minute	Wave	Yes
Mean wave direction	30-minute	Wave	Yes
Peak wave direction	30-minute	Wave	Yes
Directional spreading	30-minute	Wave	Yes
Directional frequency spectrum: Energy density and mean direction for each frequency bin	30-minute sampling interval	Wave	Yes
Current speed at ≥ 30 positions ² over the water depth	10-minute	Current	Yes
Current direction at ≥ 30 positions over the water depth ²	10-minute	Current	Yes
Water level	10-minute	Water level	Yes
Sea surface water temperature	10-minute	Temperature	Yes

In addition to the parameters listed above, the raw measured data are to be provided such that additional parameters can be determined, and wave frequency-direction spectra can be estimated.

The water level should be provided relative to Lowest Astronomical Tide (LAT). The method to perform this tidal correction shall be specified in the proposal.

The Project Execution Plan shall describe how scheduled and unscheduled maintenance will be planned to mitigate the risk of losing data or risk of poor-quality data because of, for example, instruments suffering from biofouling.

2.1.4 *Provision of environmental and ecological measurement data*

For each Lot the Contractor is required to provide environmental and ecological measurement data (two separate measurement systems for each of the required parameters) for each of the individual specified parameters over a period of 24 months. Provision of the environmental and ecological data in Table 4 is mandatory. The deployed systems shall have a well proven track record in acquiring data for long deployment periods, in marine (open sea) conditions comparable

² If possible, with a higher resolution near the surface and the seabed. The final measurement elevations to be defined and agreed at the start of the project.

to those expected in the Dutch North Sea. All instruments shall be deployed on, or in close proximity to, the Floating LiDAR buoy systems.

The parameters that are required to be measured include (see Table 4 below):

- Seawater temperature
- Salinity
- Dissolved oxygen (DO)
- Turbidity (via Optical Backscatter Sensor and ADCP backscatter)
- Chlorophyll – as a proxy for primary productivity
- Underwater sound recording / Cetacean detection (RVO require these data to be acquired via F-POD sensors³)

The above measurement data can be supplied in real time if the contractor desires, but the supply of these data in real time is not mandatory.

The parameters that are optionally to be measured (i.e.. these parameters are requested not required to be provided by the contractor) are in table 5.

- Carbon dioxide concentration (CO₂)
- Light measurements preferably spectral light measurements and Photosynthetically Active Radiation (PAR).
- Bat and bird monitoring according to the Motus Wildlife Tracking System (<https://motus.org/>)⁴.

Contractors are requested to include price quotations for the supply some or all of these additional measurement data as an option.

Table 4: Required environmental and ecological parameters to be measured

Parameter / Instrument	Frequency	Main data set
At the sea surface (~1m below the water surface)		
Water temperature	10-minute	Temperature
Conductivity / salinity	10-minute	Conductivity / Salinity
Chlorophyll	10-minute	Chlorophyll
Dissolved oxygen	10-minute	Dissolved oxygen
Turbidity via OBS Sensor	10-minute	Turbidity
Near to the seabed (@ ~1m above the seabed)		
Water temperature	10-minute	Temperature
Conductivity / salinity	10-minute	Conductivity / Salinity
Dissolved oxygen	10-minute	Dissolved oxygen
Turbidity via OBS Sensor	10-minute	Turbidity
At ~8m above the seabed		
F-POD	Continuous	Cetacean detection

³ F-PODs are fully automated passive acoustic monitoring instruments that can detect porpoises, dolphins and other toothed whales by recognizing the trains of echo-location sounds they produce to detect their prey, orientate and interact (<https://www.chelonia.co.uk/index.html>).

⁴ Radio telemetry is employed to track the movements of birds and bats. A small, encoded radio transmitter is attached to the animals, broadcasting a unique coded signal at a set frequency (e.g.150.1 MHz). The tag can then be detected by antenna stations continuously scanning for this signal.

Parameter / Instrument	Frequency	Main data set
Through the water column		
Turbidity via ADCP Backscatter	10-minute	Turbidity

Table 5: Optional environmental and ecological measurement data parameters

Parameter / Instrument	Frequency	Main data set
Above the sea surface (on the FLiDAR buoy)		
Bat and bird monitoring according to the Motus Wildlife Tracking System	Continuous	Bat and bird monitoring data
At the sea surface (~1m below the water surface)		
Spectral Light	10-minute	Spectral light
Photosynthetically active radiation (PAR)	10-minute	Photosynthetically active radiation
CO ₂	10-minute	Carbon dioxide
At mid depth in the water column		
Water temperature	10-minute	Temperature
Conductivity / salinity	10-minute	Conductivity / Salinity
Chlorophyll	10-minute	Chlorophyll
Dissolved Oxygen	10-minute	Dissolved Oxygen
Turbidity via OBS Sensor	10-minute	Turbidity
Spectral Light	10-minute	Spectral light
Photosynthetically active radiation (PAR)	10-minute	Photosynthetically active radiation
CO ₂	10-minute	Carbon dioxide
Near to the seabed (@ ~1m above the seabed)		
Spectral Light	10-minute	Spectral Light
Photosynthetically active radiation (PAR)	10-minute	Photosynthetically active radiation
CO ₂	10-minute	Carbon dioxide

The Project Execution Plan should describe how scheduled and unscheduled maintenance will be planned for environmental and ecological measurement equipment to mitigate the risk of losing data or risk of poor-quality data because of, for example, instruments suffering from biofouling.

2.1.5 Measurement systems

The wind measurement system and the execution of the wind measurements shall comply with the requirements for floating LiDAR systems that have reached the pre-commercial stage or the commercial stage, as stipulated in [2].

All the other required (and optional) metocean and environmental parameters shall be measured using equipment and / or instrumentation that has a proven and demonstrable track record in acquiring data in offshore marine environments such as the Dutch North Sea.

All instruments are to be calibrated according to the specifications of the sensor manufacturers. Before each measurement campaign, all instruments / parameters must, where possible, be validated against reference standards. Tenderers should set out in their proposals how they propose to check for and assess sensor drift (particularly for some of the environmental parameters) in-situ, and if necessary, recalibrate sensors, during (un)scheduled service visits and at the end of the measurement campaign.

2.1.6 Underwater sound recording / Cetacean detection

The contractor shall provide a set of underwater sound measurements over the 24-month measurement period, via F-POD sensors. The contractor shall deploy at least two (2) FPODs in the area. The FPOD can be attached to the mooring of the main measuring buoy - preferably via a mooring line instead of chain, although if not feasible on the chain - at 8 meters above seafloor. For FPOD specifications see: https://www.chelonia.co.uk/fpod_specifications.htm

For continuity of measurements in relation to battery capacity, the contractor may consider placing multiple systems at deployment that start measuring at different times by timer or similar.

2.1.7 Marking, positioning and alarms

Each of the floating LiDAR systems to be deployed (including spare) and all other instrumentation deployed on the surface or susceptible to trawling must be equipped with an AtoN (Aids to Navigation) Automated Identification System (AIS) transceivers to uniquely identify each system, prevent potential collisions and to monitor the system's position. It is the Contractor's responsibility to obtain an AIS licence for each system. It is also expected that the minimum required markings on the floating LiDAR systems will be:

1. Yellow marine paint
2. Yellow X marking (St Andrew's) cross
3. Beacons with yellow light with rhythm specific to an ocean data acquisition system buoy
4. Radar reflector, active preferred
5. All additional marking and navigational aids as required by Dutch Coastguard regulations.

Any viable additional measures that could be implemented to prevent potential collision or third-party interference with the deployed equipment (e.g. onboard camera systems, guard systems), would be welcomed by the Contracting Authority and may be considered as adding value to a tenderer's proposal.

In the event of a catastrophic failure of mooring or tethering, accurate knowledge of the location of the Floating LiDAR units and/or wave riding buoy(s) will be necessary to mitigate danger to shipping and aid in recovery. Therefore, the Floating LiDAR units and/or wave riding buoy(s) shall be equipped with a geo-location and a position (drift radius) warning system. The power system shall be designed to ensure that the navigational aids and geo-location systems operate at all times (i.e. back-up power systems).

The Contractor should include a system that alerts and updates them with the coordinates of the seabed bedframe(s) should it/they be removed from site.

2.1.8 Equipment and instrumentation moorings

RVO request that contractors should, within their tender response, provide schematics of mooring systems and mooring diagrams of how they would propose to deploy all the required (and if offered optional) floating and/or seabed mounted measurement equipment and instrumentation.

The mooring system design shall be suitable for the floating and/or seabed platform, expected sea states in the Dutch North Sea and deployment water depths, in order to prevent anchor drift from the deployment location. The mooring(s) should be designed so the Floating LiDAR units and any

other buoy systems will remain on the position they were deployed, and to ensure the best quality for all types of measurements.

2.2 Location of system and measurements

The Contracting Authority will select the locations of the measuring systems for each Lot. The exact locations will be defined following award of contract.

The Dutch Offshore Wind Farm Zones Investigation Area is located in the Dutch shelf of the North Sea. The Wind Farm Zones (WFZs) and Search Areas (SAs) are located within the Dutch Offshore Wind Farm Zones Investigation Area (see Figure 1), which are located approximately 40 to more than 150 kilometres off the coast of the Netherlands.

Please note that for each Lot, final positions and relocations can occur within the whole Investigation Area, including all clusters and search areas. RVO will confirm the final target locations for each Lot at the latest two months prior to deployment.

The measurement locations in the Investigation Area are based on a compromise between requirements of the wind measurements and the wave/current measurements. The two floating Lidar systems at each site should be deployed close together to allow for gap filling if required and achieve the required redundancy. For validation of the wave and current models, it will be explored by the Contracting Authority whether to deploy measurement equipment at both a deeper and shallower water location (e.g. on a sand bank and in a trough).

The coordinates of the Investigation Area are given in Table 6. See Annex 6 'Starting Point and Assumptions' for more details.

Table 6: Coordinates of the Dutch Offshore Wind Farm Zones Investigation Area

Dutch Offshore Wind Farm Zones Investigation Area					
Coordinates according EPSG 25831 – WKID: 25831 Authority ESPG					
Point No.	Easting	Northing	Point No.	Easting	Northing
IA_01	563161	5862811	IA_16	521159	5958103
IA_02	526946	5819240	IA_17	530358	5970027
IA_03	508514	5819926	IA_18	545353	6036870
IA_04	512326	5830227	IA_19	628382	6077645
IA_05	513740	5848219	IA_20	629067	6054408
IA_06	511689	5859339	IA_21	695683	6008502
IA_07	508479	5878009	IA_22	702364	5991238
IA_08	506805	5887691	IA_23	703638	5987945
IA_09	504989	5898196	IA_24	708292	5979609
IA_10	504552	5900695	IA_25	714831	5967897
IA_11	504578	5900696	IA_26	656118	5949233
IA_12	503778	5905881	IA_27	629197	5943214
IA_13	501017	5924596	IA_28	604723	5916094
IA_14	500174	5930335	IA_29	582895	5885138
IA_15	509576	5943453	IA_30	563161	5862811

The final target locations will be provided as 500 m by 500 m location boxes for each measurement system. It is up to the Contractor to select a suitable location at their own risk within the provided location box. The Contractor is responsible for the mooring system for the buoys and is also expected to have an appropriate (UXO) risk mitigation plan. Possible presence of UXOs or unfavourable soil, wind, waves, or weather, or claims of Third parties cannot constitute the basis of a claim against Contracting Authority nor any of its supporting experts.

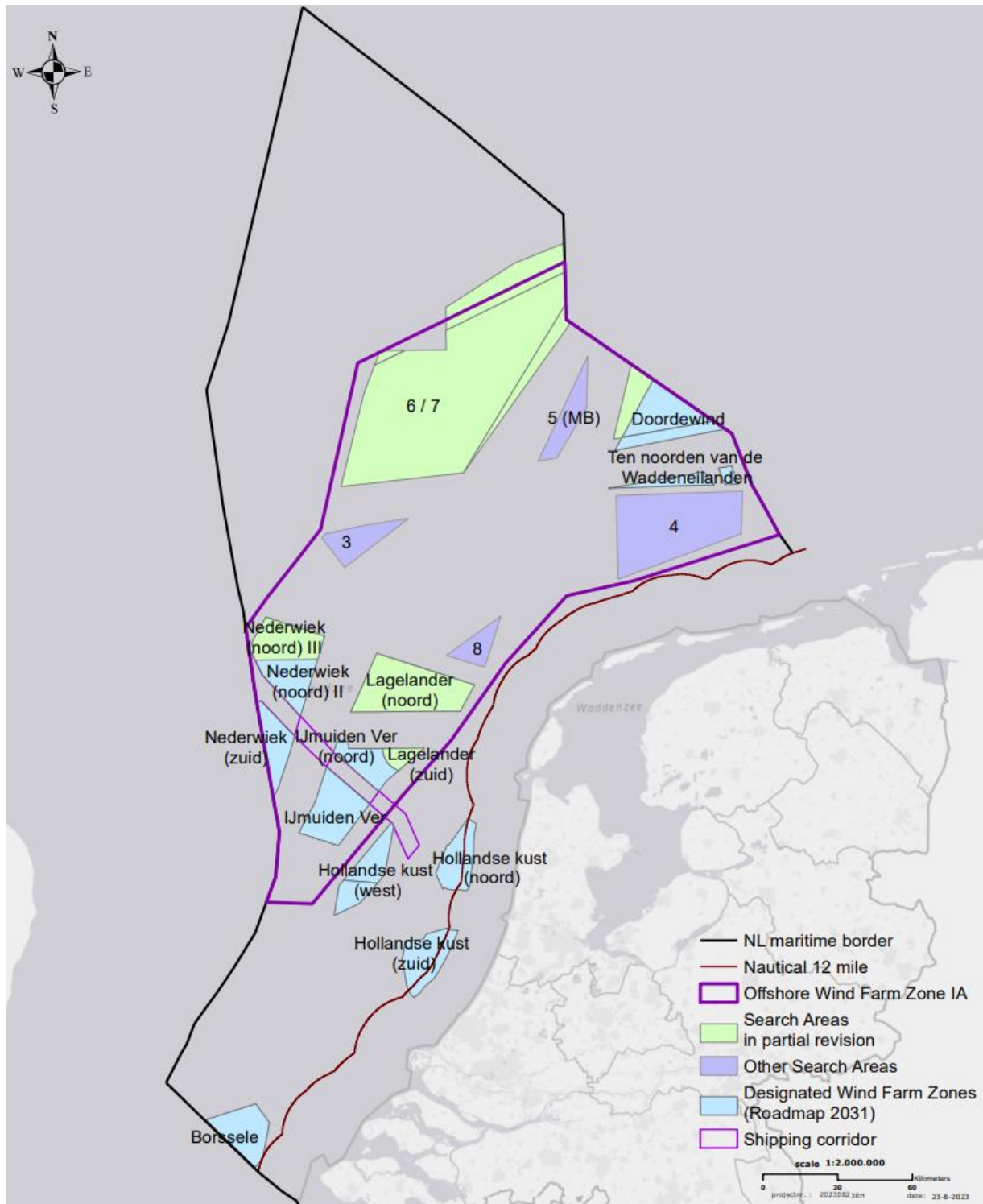


Figure 1: Map of Investigation Area and Search Areas

Note that it is up to the Contractor to decide, per measurement location (x2 for each Lot), whether to equip all instrumentation, on a single device, or to use separate devices to measure the required parameters. All measurements must be located within tolerance radius of the target locations.

2.3 Weather risks

The contract price is based on a lump sum price including costs related to delays or damage related to deployment, servicing and recovery operations caused by weather risks. This implies that these weather-related risks should be assessed and included in the price.

The Project Execution Plan should contain information on limiting weather conditions for deployment, removal or maintenance (e.g. limiting wind- and wave heights, minimum durations for operations, etc.). In the Project Execution Plan it should be demonstrated how (un)scheduled maintenance will be planned to mitigate/deal with the risk of weather delays.

2.4 Pre-campaign validations

2.4.1 Meteorological data

2.4.1.1 General requirement

The proposed system(s) should be fully validated according to industry best practice recommendations as set out in references provided in Section 1.6.

This means that the Contractor should supply:

1. LiDAR System Classification report;
2. Valid Independent report on LiDAR component performance against a suitable fixed mast reference. The report should be via a reputable and recognised third party organisation;
3. Valid Independent report on Floating LiDAR system performance against a trusted fixed reference. The report should be via a reputable and recognised third party organisation and confirm the systems commercialisation level as according to [2];
4. Proposal for validation of system performance and accuracy during deployment phase.
5. If available, the Floating LiDAR measurement system Classification report.

2.4.1.2 Requirements relevant if Floating Lidar measurement system has achieved "Stage 3 – Commercial" status as per [2]

Classification of Floating LiDAR measurement system

The Floating LiDAR measurement system (setup) must have been independently validated according to chapter 5 and 7 of [1] and/or 3.5.2 of [2] to assess the capability of the system (setup) to accurately and reliably measure wind speed and direction. The results must be reviewed and approved by an independent and accredited institute according to international guidelines. The quality of the system must be demonstrated through a Classification report. The Classification report of the Floating Lidar measuring system that the Tenderer intends to use at each Lot should be included in the offer and made available to the Contracting Authority. The making of and paying for the Classification report is the responsibility of the Tenderer. The Contracting Authority will make this report publicly available together with the first monthly data report. If the Classification results are more than 6 months old, a letter should be provided to confirm that no design change has taken place since the classification trials and that the current Carbon Trust roadmap status is valid. Any changes that have been made to the system of any nature since the Classification trials must be listed for evaluation. The Classification report must be provided at the time of Tender submission.

2.4.1.3 Requirements relevant if the Floating Lidar measurement system has achieved "Stage 2 – Pre-commercial" status and has not achieved "Stage 3 – Commercial" status as per [2] at the time of tender submission

Type validation of Floating LiDAR measurement system

The Floating LiDAR measurement system (setup) must have been independently validated according to chapter 5 and 7 of [1] and/or 3.4.2 of [2] to assess the capability of the system (setup) to measure wind speed and direction accurately and reliably. The results must be reviewed and approved by an independent and accredited institute according to international guidelines. The quality of the system must be demonstrated through a Type validation report. The Type validation report of the Lidar measuring system that the Tenderer intends to use at each Lot should be included in the offer and made available to the Contracting Authority. The making of and paying for the validation report is the responsibility of the Tenderer. The Contracting Authority will make this report publicly available together with the first monthly data report. If the Type Validation results are more than 6 months old, a letter should be provided to confirm that no design change has taken place since the validation process and that the current Carbon Trust roadmap status is valid. Any changes that have been made to the system of any nature since the Type validation must be listed for evaluation. The Type validation report must be provided at the time of tender submission.

Unit Validation Pre-deployment

The actual LiDAR measurement system(s) to be used must be independently validated according to the wind resource assessment campaign design of chapter 6 and 8 of [1] and/or 3.4.3 & 2.5.3 of [2]. The pre-deployment validation must be confirmed by an independent and accredited institute according to international guidelines. The validation of the actual measuring system to be used in this campaign (i.e. unique combination of buoy hull and specific Lidar unit) must be demonstrated through a Unit validation report performed in Dutch North Sea or similar sea states as to what can be expected. The pre-deployment Unit validation report should include uncertainty assessment. The pre-deployment Unit validation report should be delivered to and accepted by the Contracting Authority at least two weeks before starting date of measurement campaign. The Contractor has to organise and to pay for the pre-deployment Unit validation report. Contracting Authority will publicly disclose this pre-deployment Unit validation report together with the first monthly data report. The Unit validation reports do not need to be provided at time of Tender submission.

2.4.1.4 Other validation / checking requirements

In case an incident occurs during the campaign with a potential impact on the LiDAR measurements systems. The following shall apply:

1. After an incident the instrument should be swapped out with the spare system that is available and then returned to shore/port.
2. A full inspection of the impacted system should be performed in order to assess if the system is working properly and to share the lessons learned.
3. If there is no significant damage and the system is deemed to be fully operable and working properly, the system shall then become the spare system.
4. If this spare system is at any time redeployed to site a post-incident validation will need to be performed by comparing the first month of data after the incident with the second measurement system located at the project site. The post-incident validation should be confirmed by an independent and accredited third party and needs to be accepted by RVO.

If following an incident the system has been found to have suffered damage and is not considered to be working properly, appropriate measures shall be put in place by the contractor to repair the system and if necessary, revalidate the system prior to its redeployment to comply with requirements of [2], specifically this must be undertaken against a trusted fixed reference by a suitably qualified third party

Following completion of the measurement campaign performance of a post-deployment inspection and check on the LiDAR system is required, and the results made available to the Contracting Authority. The following points apply to the post-deployment check:

1. If any issues are identified in the post-deployment inspection which may impact the quality of the LiDAR measurement, a post-deployment validation must be undertaken. This post-deployment validation must comply with requirements of [2], specifically this must be undertaken against a trusted fixed reference by a suitably qualified third party.
2. A report summarising the post-deployment inspection and check should be delivered to and accepted by the Contracting Authority ultimately 3 months after the completion date of the measurement campaign.

3. A post-validation report is not required by the Contracting Authority as a default, as long as no issues are identified in the post-deployment inspection and check.

2.4.2 *Oceanographical data*

2.4.2.1 *General requirement*

The oceanographic measurements should be compliant with ISO Standard 19901-1:2015 or equivalent, listed below:

- International Standard ISO 19901-1, Part 1: Metocean design and operating considerations, Second edition 2015-10-15 or equivalent
- Contractor is requested to provide the guidelines followed for the data quality control. This document should at least contain a section of the quality tests to be performed, a complete description of the entire data processing chain (incl. the algorithms used in each step), the flagging system, description of the instruments used and a section on validation. The validation section should include a description of the instruments and their performance as well as the performance of the system as a whole.

2.4.2.2 *Calibration of equipment*

Calibration of instrumentation is to be performed where possible by an accredited calibration laboratory accredited to ISO17025 or national equivalent. The Contractor has to show that the instruments provide accurate measurements and Contractor has to give an indication of accuracy for summer and winter season, preferably cross-checked against measured data acquired with a different type of measuring system (e.g. surface tracking system vs. pressure sensor or acoustic sensor). The Contractor has to verify that the measurement system is able to measure accurately the entire range of expected conditions during the deployment period. Irregularities are to be reported in the validation report. The calibration report should be delivered to and accepted by the Contracting Authority at least two weeks before starting date of measurement campaign.

2.4.2.3 *System validation of oceanographical measurements*

Evidence should be provided of validation of the wave measurement system against a reliable reference source. Please provide details of validations undertaken of the wave measurement system confirming the system design, measurement equipment and firmware during the validation is the same as used in the campaign. The quality of the system should be demonstrated through a validation report, preferably less than 2 years old. Individual wave measurement validation reports are not required for each of the specific individual systems to be deployed. Validation is only required for the wave measurement system in general as in the configuration applied in the measurement campaign (e.g. the combined system of a system with a Lidar installed). This validation may be in the form of reports from trial campaigns or previous validations of other systems of the same design that use the same wave measurement equipment. If validation of the wave measurement system is not previously available, please detail in the Project Plan how validation of the wave measurement system will be undertaken prior to the start of the measurement campaign.

2.4.3 *Spare system fit for purpose*

The Contractor is required to provide a dedicated spare floating LiDAR system (identical to those deployed at the site) for each Lot. Prior to the start of each campaign the Contractor will provide confirmation that the spare system is fit for purpose and will be readily available for deployment for the duration of the contract. This confirmation should include that the measuring system and firmware is consistent with that used on the other systems; that all measuring equipment is installed and has been calibrated / validated as required such that it is ready to operate; that the mooring system is also stored with the spare system and is ready for deployment; that the spare system is stored at a location from which it can be readily deployed as needed. Confirmation that the spare system is fit for purpose is subject to review and acceptance by Contracting Authority.

2.5 Validation analyses of measured data

During the measurement campaign, the Contractor will prepare detailed monthly validation reports. The intention of this report is to validate the measured data and provide confidence to the market on the campaign progress. The analysis includes a comparison between the various floating systems within each Lot and with other (local) measuring systems in the vicinity of the deployment location (or models, if no other measurements are available). This monthly report will be prepared by the Contractor (or a specified and suitably experienced subcontractor hired by the Contractor). It should contain information and metadata on:

- 1) the data availability per main parameter for the whole measurement campaign up to the specific month and the specific month itself,
- 2) the instrument and measurement configuration, maintenance & incidents
- 3) information from the reference data source(s), and
- 4) conclusions.

This monthly validation report will be made publicly available by the Contracting Authority together with the monthly data (ref.2.7.3). The monthly validation report will be checked and approved of by an independent expert, provided by the Contracting Authority.

The Contractor has to propose in their Project Execution Plan a set of suitable nearby reference stations for the purpose of the monthly analyses along with the methodology. The Contractor is responsible to obtain the reference data at its own costs. If using numerical models for this purpose, evidence of the consistency and accuracy of the model as well as methodology must be provided.

The monthly data analyses must fulfil the following minimum requirements:

All parameters

- For all parameters (wind, waves, currents, water levels, etc) an inter-comparison needs to be performed between measurement systems.
- Quality flags to be generated for all parameters defining the quality of measurement. Please discuss in the Quality Plan the quality flagged system to be used, including how the quality flags will be assigned.

Wind

- Analyses of events with wind speed larger than 10.8 m/s (6 Bft): in-depth comparison required of the measured time series with comparable measurements or model values to provide a system performance sanity check as per [1].

Waves

- Analyses of events with significant wave height (H_s) > 4m: in-depth comparison is required of the measured time series with comparable measurements or model values.

Currents

- A comparison has to be made with a reference station or numerical modelling results.
- The validation must be performed for timeseries of current speed and direction, and rose plots.
- Deviations between both sources or unexpected spikes must be explained in order to qualify the data as "validated".

If the measurements show large deviations from the comparable measurements or model values that cannot be explained and the Contracting Authority cannot be convinced that these measurements are correct, they should be removed from the dataset and will not qualify for reimbursement.

2.6 Configuration of system

The Contracting Authority requires a system which is fit for purpose. For guidance, please refer to chapter 2 of [1]. The Contracting Authority holds the right to inspect the systems prior to deployment (see 3.2.2) and prior to re-deployment following any incidents or servicing.

2.7 Data disclosure during measurement campaign

2.7.1 Data logging and communication

The Contracting Authority stresses the importance of high-quality data logging and communication, due to the fact that early and reliable disclosure of data is required. The Contracting Authority therefore has the following requirements:

- The data logging system should have on-board storage capacity sufficient for the planned duration of the deployment, preferably with an extra 3 months' worth of storage for contingency. The data logging system should be accessible through a Wi-Fi connection (or wireless connection) to allow data transfer from on-board storage to service vessel. Alternatively, please provide details in the Quality Plan how the risk of data loss will be mitigated.
- The communications system(s) should enable data transfer to shore in real time, or close to real time of the sampling interval indicated in Table 2 and 3 of all main parameters. If power or bandwidth is limited, a subset of diagnostic data that includes system performance and health should be defined and agreed with Contracting Authority and take precedence over other data.
- The communications system should preferably have more than one channel of communication (e.g. cell phone network protocols, satellite communications, radio). Switching between channels of communication should ideally be automatic.

2.7.2 Format

For all parameters, the measured data shall be provided in the following format:

- Raw decoded data to be made available on a 6-monthly basis through a secured sftp server or any other system suitable for sharing large quantities of data in a secured way.
- Processed and analysed data to be made available on a monthly basis in NETCDF and ASCII.
- Data should be made available at a temporal resolution in conformity with Table 2 and 3.
- Metadata including the format of the data supplied must be clearly described.
- Metadata shall include, inter-alia, the instrument type and identification, sampling rate, sampling interval, logging interval, position coordinates (for each instrument), local water depth, deployment depth (if under water), vertical datum description, calibration information.

2.7.2.1 Meteorological data

Minimum specific requirements for the wind data are, at each agreed measurement level:

- Horizontal wind speed corrected and uncorrected (if corrections are performed);
- Horizontal wind direction data corrected for unit heading and uncorrected;
- Standard deviation of horizontal wind speed corrected and uncorrected;
- Data quality parameter relating to LiDAR (e.g. CNR or similar);
- Data availability as defined by number of datapoints within each 10-minute average;
- Maximum wind speed in 10-minute period;
- Minimum wind speed in 10-minute period;

To help understand the specific nature of the proposed Floating LiDAR System, please provide a process diagram showing the inputs and outputs in the conversion from raw data to processed data. This process should describe the validated process as per the Carbon Trust Roadmap stage of the proposed system.

Please also provide sample raw data and processed data files to aid with understanding of the system process.

Optional meteorological data

The Contractor is also optionally requested to provide additional meteorological information as follows:

- Vertical wind speed at each measurement level
- The standard deviation in wind direction corrected and uncorrected
- Measurements from above 300m (if possible)

For clarity these parameters are only preferences, not specific requirements.

2.7.2.2 Oceanographical data

Minimum specific requirements for the wave data are:

- Raw wave data should be provided, specifically accelerations, compass, pitch, roll heave, all sampled with a minimum sampling frequency of at least 2Hz
- Spectra should be measured between at least 0.035 Hz and 0.58 Hz with a minimum spacing of 0.01 Hz. The full measured spectra shall be reported.
- Full directional and frequency spectra should be provided which include the energy spectrum, $E(f)$, and the first four Fourier coefficients, $a_1(f)$, $b_1(f)$, $a_2(f)$, $b_2(f)$, of the directional distribution of ocean waves at each wave frequency.
- Energy density wave spectra $E(f, \theta)$.
- Spectral moments: m_{-2} , m_{-1} , m_0 , m_1 , m_2 , m_3 , m_4 and derived parameters: H_{m0} , T_1 , T_{m-10} , T_{m02} , T_c , mean direction, peak direction, peak period, spreading. The frequency range to compute these parameters shall be reported.
- Parameters from time domain analysis: T_z , T_{max} , $H_{1/3}$, H_{max}
- Spectral parameters to be provided for total spectrum and two partitions: low frequency energy ("swell") and high freq. energy ("wind sea")
- All data to be provided with sufficient decimals (at least 3) to be able to identify real duplicates from duplicates that are due to data processing. All data to be stored with sufficient number of bits.

Additionally; the following data is preferred to be supplied for the wave measurements, though these parameters are only preferences, not specific requirements:

- Centred Fourier coefficients θ_0 , m_1 , m_2 , n_2 as function of frequency. Spread (σ), skewness and kurtosis
- Heave spectrum. Directional spectrum. Heave

Specific requirements for the current data are:

- Raw current data should be provided

Specific requirements for the water level data are:

- Raw water level data should be provided

2.7.3 Data processing and reporting

2.7.3.1 Data disclosure

For every month of the measurement campaign, the Contractor shall process the gathered data and prepare a detailed report covering the total scope of work. This report shall include:

- A description of the purpose of the measurements;
- A description of the work carried out, including reference to specification and standards adopted and any deviations from them;
- Exact coordinates of the position where the measurements have been carried out;
- An overview table showing dates of maintenance activities and/or replacements of systems;

- A detailed description of the post-processing applied with the aim to make this reproducible;
- Data quality assurance and interpretation;
- Electronic copies of all raw and processed data from the measurements;
- The monthly post-processed data availability per main dataset (for the calendar month and cumulative);
- A logbook of any system issues, including measurement system status flags, issue description, level of risk to measurements and mitigation;

Also, the Contractor shall produce a publicly accessible website showing a summary of key measurement parameters in real-time, or near real-time. The results should be accessible without a password.

All steps in the data provisioning chain and procedures followed must be documented, open and reproducible, so that information on the data can be checked and assessed by the Contracting Authority or others. Different procedures may be applicable for different parameters. An example of the different processes and steps in the data provisioning chain is given in the figure below. The Contractor is requested to provide suggestions of measures to prevent data loss based on their experience.

The Contractor has to provide a brief description of error checking procedures and criteria when data are accepted and rejected.

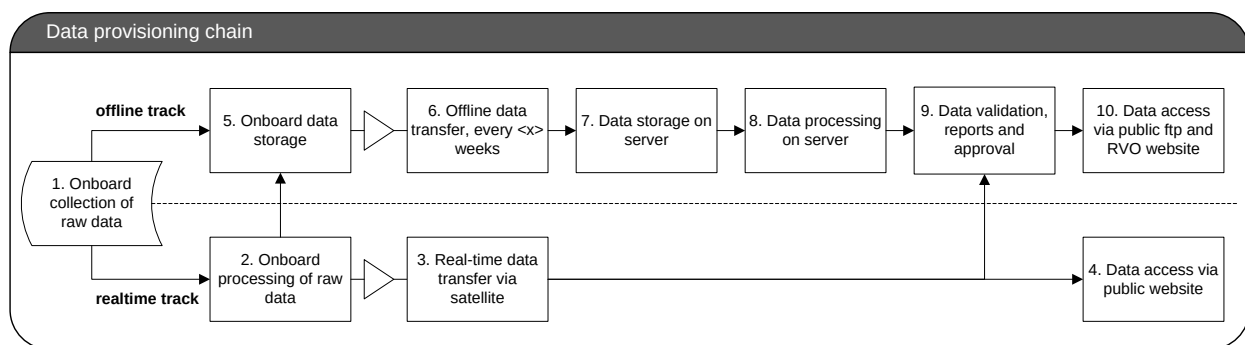


Figure 2.2 – Data provisioning chain (example only)

2.7.3.2 Reporting

The following draft and final report documents shall be prepared by Contractor:

- Monthly Report
 - It is critical that initial draft report shall be provided no later than 10 working days after receipt of the first month of metocean data to be able to detect possible deficiencies to the instrumentation at an early stage,
- 12-month Report,
- Final Report.

Further details on what the above-mentioned reports should minimally entail can be found in the following Sections.

The Contractor shall prepare dummy draft reports for the monthly, 12-month and final report for the Contracting Authority's review and approval. These should be submitted at least one month in advance of the initial buoy deployments at each of the chosen metocean campaign sites.

2.7.3.3 Review of draft and final documents and data delivered

If the Contractor fails to provide the raw and processed Data, final Monthly data report(s) & Data Validation Monthly Report(s) 8 weeks (including review time by Contracting Authority) after the end of the calendar month of measurement, it shall receive a malus as described in the Agreement and Annex 5 -Section II Remuneration.

The Contractor shall allow for sufficient time for review and revision considering the following review periods by Contracting Authority:

- 10 working days for the first revision and
- 5 working days for each revision thereafter.

This review period applies to the monthly data and reporting. Furthermore, to avoid open items being left, each monthly delivery should be closed-out and accepted by RVO & Expert Team completely, before RVO & Expert Team can commence reviewing of the next month's data and reporting.

2.7.4 *12-monthly dataset*

After the 12-month duration of the measurement campaign has been completed, the Contractor shall prepare a collated 12-month dataset, in which the results (12 months) are combined and submitted accompanied by report summarising deployments and field operations, any changes, updates and considerations made between the separate monthly datasets and the 12-Month datasets and reports. Once the 12th monthly dataset has been approved by RVO, the Contractor has a period of 8 weeks to provide the raw and processed Data, final 12-month report, data report(s) & Data Validation 12-Monthly report. This 8-week period should allow for and include the review time that will be required by the Contracting Authority.

Contractor shall allow for sufficient time for review and revision considering the following review periods by Contracting Authority:

- 10 working days for the first revision and
- 5 working days for each revision thereafter.

2.7.5 *Final report*

After the full campaign duration has been completed, the Contractor shall prepare a full 24-month metocean measurement campaign dataset and a final report, in which the full measurement campaign setup and results (24 months) are summarized and submitted. Once the 24th monthly dataset has been approved by RVO, the Contractor has a period of 8 weeks to provide the raw and processed Data, final 24-month report, data report(s) & Data Validation 24-Monthly report. This 8-week period should allow for and include the review time that will be required by the Contracting Authority.

Contractor shall allow for sufficient time for review and revision considering the following review periods by Contracting Authority:

- 10 working days for the first revision and
- 5 working days for each revision thereafter.

2.7.6 *Calculation of Monthly Data Availability for meteorological and oceanographic data*

Reimbursement will be based on the availability of meteorological and oceanographic data that are accepted by the Contracting Authority and their supporting experts (see Annex 5 – Section II Remuneration). The procedure for calculation of the availability is described as follows:

The calculation of Monthly Post-processed Data Availability of the wind dataset is based on [1] as detailed below;

A) Monthly System Availability: One-Month Average.

- The Floating LiDAR System is ready to function according to specifications and to deliver data, considering all time stamped data entries in the output data files including flagged data (e.g. by NaNs or 9999s) for the given month. *Note that for the system to be considered "ready", at least one valid data point must be recorded (at 100m height).*
- The Monthly Overall System Availability is the number of those time stamped 10-minute averaged data entries recorded relative to the maximum possible number of (here 10-minute) data entries including periods of maintenance within the respective calendar month.

B) Monthly Post-processed Data Availability: One-Month Average

- The Monthly Post-processed Data Availability is the number of those data entries remaining after subtraction of all non-valid entries (flagged data) caused by e.g.:
 - downtime (due to equipment failure, maintenance, severe weather, damage, malfunction, theft, or any other events),
 - any system filtering resulting in data rejection. Any system filtering must be flagged appropriately, and the system filters applied must be defined. Any system filtering must be consistent with system filtering applied during the pre-deployment validation.
 - application of quality filters based on system's own parameters, to be defined and applied in a post-processing step on the basis of LiDAR guidelines and validated as part of the commercialisation stage of the system,

Deviated by the maximum possible number of 10-minute data entries within the respective calendar month based on the given time interval of 10-minutes.

Note;

1. The Monthly Post-processed Wind Data Availability per system is the average of the 10-minute averaged Monthly post processed data availabilities per measured elevation, speed and direction.
2. In the case of multiple (redundant) measurement instruments determining one parameter value, the availability of at least one parameter value determines the data availability.
3. Similar or better limits in the quality filters should be applied during the measurement campaign as in the trial campaign.
4. The wind measurements from above 200m shall be excluded from the data availability calculation.

The Monthly Post-processed Data Availability of Wave, Current, Water-level, Atmospheric Pressure and Air Temperature will be calculated with a similar approach (for waves with a 30-minute interval). Note that for the current measurements, the availability of current speed and direction per elevation should be averaged to a single value, over the full accepted measurement range.

Note that if, in the stage of analyses of the measured data, deviations arise from comparisons with alternative measurement sources or the inter-comparison between systems, that cannot be explained by physical processes and are considered erroneous by Contracting Authority and supporting experts, are to be removed from the dataset and should be considered non-valid in the availability calculations.

The intended outcome is a single Monthly Post-processed Data Availability per main parameter per system for each Lot. These values should be presented in the validation report.

As described in Annex 5 – section II, the Monthly Post-processed Data Availability per main parameter - system will subsequently be transformed into a Weighted Monthly Post-processed Data Availability per system.

2.7.7 *Calculation of Data Availability for environmental and ecological data*

Reimbursement will be based on the availability of environmental and ecological data that are accepted by the Contracting Authority and their supporting experts (see Annex 5 – Section II Remuneration). The procedure for calculation of the availability is described as follows:

It is anticipated that the measurement data from the environmental and ecological instrumentation will not be supplied in real time, and will be made available to the Contracting Authority following some form of regular servicing schedule (e.g. every 3 or 6 months), that is to be proposed by the Contractor.

The calculation of post-processed data availability of the environmental and ecological dataset is:

- The Overall Availability is the number of those time stamped 10-minute averaged data entries recorded for each of the required parameters relative to the maximum possible number of (here 10-minute) data entries including periods of maintenance within the deployment period between service visits.

3 Requirements

3.1 Time Schedule for the execution of works

3.1.1 *Starting date of offshore measurement campaign*

Contractor will execute the works on the basis of the schedule by means of a fully worked out Gantt chart and proposed starting date for the offshore measurement campaign as was proposed in the Tender. The Project Execution Plan should contain a detailed methodology for realising this starting date.

The starting date of the measurements, also referred to as the accepted mobilization date is the latest date after which:

- the floating lidar validation report has been accepted; and
- both measurement systems are deployed and are returning data; and
- the spare system has been shown to be available.

3.1.2 *Latest day for approval of obtained and/or corrected data*

Data additions and corrections, due to additionally obtained and/or corrected data, are possible, if accepted by the Contracting Authority and supporting experts. Additionally obtained and/or corrected data can be due to for instance restored data after failing data communication. Contracting Authority will recalculate its payment schedule (however the received mala are excluded from this calculation) if this validated data is reported in the final report and approved by the Contracting Authority.

Bonus/malus will not be recalculated based on additionally obtained and/or corrected data.

3.2 Preparation of the Work

3.2.1 *Scrutinise available information*

Contractor shall scrutinise the information that has been made available by Contracting Authority. Information that is relevant for carrying out the Work shall be taken into account while preparing the Work.

3.2.2 *Preparation before deployment offshore*

Kick-off meeting

After the tender award decision, a kick-off meeting will be organised by Contractor with the Contracting Authority. During this kick-off meeting the exact objectives, timeline, quality & safety requirements, reporting, communication and scope of the assignment shall be agreed upon.

Permits

The Contractor is responsible for obtaining and arranging all necessary permissions and/or notifications to perform the Work (including all permissions and fees necessary for access and safety arrangements to harbours and offshore positions). The current state of knowledge is that no further (environmental) permits are required. If any further permit is required to deploy and operate the measurement systems, this will lie with the Contracting Authority.

The responsibility for the preparation and issuing of notice to mariners, and for informing the Dutch Coastguard and Hydrographic Service for operations lies with the Contractor.

Project Plans

Partly based on the comments received from the Contracting Authority in the bidding stage, the Contractor shall finalise all required project plans as required by the Contract, no later than two weeks before offshore deployment.

These documents include but are not limited to:

- Project Execution Plan
- Project HSE Plan
- Project Quality Plan
- Emergency Response plan.
- Contingency plan

The Contractor shall comply with Contracting Authority's HSE requirements as specified in Annex 5 – Section V of the Contract.

The Contractor shall only commence the offshore part of the Work when all project plans have been reviewed and approved by the Contracting Authority and comments have been processed (to the satisfaction of the Contracting Authority) in a final version of these plans.

Audit

The Contracting Authority has the right to audit the proposed operations during any mobilisation prior to offshore deployment and during recovery and/or relocation of the system.

The Contracting Authority may require an independent audit to be performed prior to the offshore deployment of the system (s) and any re-deployment (i.e., after onshore maintenance and/or repairs). Only when the audit is positive Contractor can start the offshore part of the Works. Points of attention during the audit are:

1. Adherence to the Project Plans provided with special focus on the HSE plan.
2. Whether the proposed measurement system is fit for purpose

The Contracting Authority reserves the right to inspect and monitor the Contractor's Quality and HSE provisions and procedures, plus vessels and equipment used, during execution of the Work. The Contractor agrees to give unrestricted access to Contracting Authority personnel (or nominated representatives) to undertake such inspections.

Offshore operations

Before and during each offshore operation the following shall apply:

- The Contracting Authority has the right that up to two (2) Client Representatives shall join offshore operations following Contracting Authority's request. The Contractor shall ensure that suitable accommodation is made available on their vessel for the Client Representative(s) during survey operations related to this contract.
- Documentation should be issued to the Contracting Authority describing the intended procedures for deployment, removal or servicing of the systems. As a minimum, this documentation needs to be approved by the Contracting Authority 24 hours before sail-out. The Contracting Authority maintains the right to postpone the operation in the case that this requirement is not fulfilled.
- A kick-off meeting should be held the day before the offshore operation(s) the Contractor shall be responsible for the recording of minutes for this meeting and their subsequent circulation for agreement.
- The Contracting Authority and their appointed Client Representative maintains right to stop the operation in the case it is not considered to be executed according to the agreed procedure or in the case of an unsafe situation arising.
- A survey wash-up and close-out meeting should be held the day following the completion of operations.
- The Contractor shall be responsible for the recording of minutes for meetings and their subsequent circulation for agreement.

3.3 Completion of the Work

It is the intention of the Contracting Authority to leave the site and seabed as undisturbed as possible.

The Contractor is responsible for the removal of all equipment from the site following completion of the Work. This includes removing all equipment that has been temporarily placed on the seabed, such as moorings and instruments.

Also, all operations should be designed to minimize the possibility of losing equipment, such as e.g. anchors, during the operations.

All equipment (including any lost equipment on the sea floor) should be removed at the end of the campaign. In case it is not possible to remove all lost equipment a list must be provided to the Contracting Authority of any equipment that cannot be removed.

Final payment will be retained until all equipment (including items on the seabed) have been successfully removed. See for details "VS67_MC_Annex 5 - Section II Remuneration". In case the Contractor cannot or will not remove all of the equipment, RVO may decide to withhold (part of) the final payment to have removal done by a third party.

3.4 Communication of Results

3.4.1 Online Data Portal

It is a requirement that the supplied real time or near real time data (as shown in Table 2 and Table 3) are publicly accessible and displayed via the Contractor's web portal for the duration of the 24-month measurement campaign. The Contractor shall report on a monthly basis the "up time" for this web portal.

3.4.2 Webinar

The Contracting Authority require that a synthesis of the final results of the measurement campaign will be presented by the Contractor via a webinar. See examples at <http://offshorewind.rvo.nl/>

The Contractor is requested to include the following activities in the price mentioned in the proposal;

- Preparation for a webinar presentation, including suitable images and illustrations
- Presentation of the webinar by the Contractor's team at a location (to be defined) in Netherlands.
- Participate with one expert in the panel (in addition to presenter) at a location in Netherlands to support in the answering of questions
- Support in the answering of questions after the webinar.
- Facility of webinar will be at the cost of the Contracting Authority. The Contractor shall present the results in a webinar to be organised by Contracting Authority. It should be recognised that the webinar will remain online and in the public domain until all wind farm sites are officially in use.

3.4.3 Project and Site Description

The Contractor will provide a summary including the aims, objectives and approach and the main results of the measurement campaign to be published in the Project and Site Description (PSD, 2-4 sides of A4). See RVO website for examples. The summary for the PSD shall be provided as Word file and high-resolution illustrations.