



Department  
for Environment  
Food & Rural Affairs



## **Call-Off Procedure:**

**for Planning Related Advice Professional  
Services (PRAPS) Framework**

## **Tender Reference: PRAPS Lot 4**

**Project No: PRAPS021**

**ITT No: (N/A for Self-service)**

**Contract No: (N/A for Self-service)**

**Date: 10/11/2023**

## 1.0 Request for Proposal

The following document is to be used as a Call-Off Form template to be sent to all Suppliers on a Lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off Procedure detailed in the Form of Agreement.

| <b>Planning Related Advice Professional Services (PRAPS)</b><br><b>Framework</b><br><b>REQUEST FOR PROPOSAL</b>                             |                                         |                                                                                                                 |                                                        |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------|
| <b>Project Title:</b>                                                                                                                       |                                         | Advice to Nutrient Neutrality sustainable development casework in the Thames Solent area (Hampshire, Berkshire) |                                                        |                  |
| <b>Call-Off Reference:</b>                                                                                                                  |                                         | PRAPS021                                                                                                        |                                                        |                  |
| <b>Atamis Project Ref (if applicable):</b>                                                                                                  |                                         | Project – N/A<br>ITT - (N/A for Self-service)                                                                   |                                                        |                  |
| <b>Date:</b>                                                                                                                                |                                         | 10/11/2023                                                                                                      |                                                        |                  |
| <b>Contracting Authority (Defra and its arms-length bodies etc)</b>                                                                         | Natural England                         |                                                                                                                 |                                                        |                  |
| <b>Project Manager(s):</b>                                                                                                                  | REDACTED Under FOIA Section: 40 - Perso | <b>Phone number:</b>                                                                                            | REDACTED Under FOIA Section: 40 - PC                   |                  |
| <b>Authorised by:</b>                                                                                                                       | REDACTED Under FOIA Section: 40         | <b>Email:</b>                                                                                                   | REDACTED Under FOIA Section: 40 - Personal Information |                  |
| <b>Commercial Contact (if applicable):</b>                                                                                                  | N/A                                     |                                                                                                                 |                                                        |                  |
| <b>Project Start Date</b>                                                                                                                   |                                         | 17 <sup>th</sup> November 2023                                                                                  |                                                        |                  |
| <b>Project Completion Date</b>                                                                                                              |                                         | 31 <sup>st</sup> December 2023                                                                                  |                                                        |                  |
| <b>For any projects over the direct award threshold, full competition is required (i.e. all Suppliers on the Lot are invited to quote).</b> |                                         | <b>Direct Award</b>                                                                                             | Yes                                                    | <b>Mini-comp</b> |
| <b>Proposal return date: (For mini-competitions, no less than 10 working days from issue date)</b>                                          |                                         | 14 <sup>th</sup> November 2023                                                                                  |                                                        |                  |

*(For mini-competitions, also insert the clarification question deadline date which is five working days from the issue date)*

**Evaluation criteria:**

**Suppliers:** Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other technical or price scores.

|                  |                  |            |
|------------------|------------------|------------|
| <b>Technical</b> | <b>Weighting</b> | <b>60%</b> |
| <b>Price</b>     | <b>Weighting</b> | <b>40%</b> |

**Technical Weightings:**

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>1. Approach &amp; Methodology</b>                                                    | <ul style="list-style-type: none"> <li>Confirmation that your quotation proposal meets our specification, and a viable methodology is suggested. Please highlight any differences or provide alternatives with reasons/benefits of using those alternatives. Please ensure your response is clear and well presented.</li> <li>Clearly set out the proposed approach and methodology for delivering the full scope of each of the scenarios. Justify the proposed approach by explaining why the methods proposed are the most suitable.</li> <li>Demonstrate an understanding of what Natural England is trying to achieve through this contract.</li> <li>Details of any ethical or data protection issues relevant to the proposal and how these will be addressed.</li> <li>All content to be considered must be in the document itself - no links/references to other documents will be considered</li> </ul> | <b>40%</b> |
| <b>2. Proposed Staff (inc. Pen Portraits) and Supplier's experience/accreditations.</b> | <p>Experience and expertise of key staff in relation to evaluation:</p> <ul style="list-style-type: none"> <li>Demonstrate a clear understanding of the requirements in the specification and the services we are seeking.</li> <li>Demonstrate previous experience of advising on Nutrient Neutrality work and working with Natural England.</li> <li>Demonstrate that staff possess the skills and knowledge outlined in section 2.</li> <li>Demonstrate delivery of at least two</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>25%</b> |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                  | <p>previous projects within the last 2 years which required turnaround of advice within similar timeframes (5-10 days)</p> <ul style="list-style-type: none"> <li>• Demonstrate good project planning and management skills.</li> <li>• Confirmation of adequate staff resources devoted to the project and with appropriate expertise.</li> <li>• Please show the structure of the project team; clearly identifying which key staff will be assigned to the project and the number of days each will provide.</li> </ul> <p><b>The response to provide CVs of key staff who will work on the project – maximum 2 A4 pages each, font size 11.</b></p> <p><b>All content to be considered must be in the document itself - no links/references to other documents will be considered.</b></p> |            |
| <b>3. Project Management, Ability to Deliver</b> | <ul style="list-style-type: none"> <li>• Details provided of the project timeline, quality assurance measures (including internal monitoring and review processes), project management techniques and reporting and support systems.</li> <li>• Ensure that sufficient time is allowed for the Natural England Principal Adviser and Senior Adviser to provide information and answer any questions about the casework.</li> <li>• Monthly meetings with Natural England project team to review delivery progress and provide 2-way feedback.</li> <li>• <b>All content to be considered must be in the document itself - no links/references to other documents will be considered.</b></li> </ul>                                                                                            | <b>25%</b> |
| <b>4. Risk</b>                                   | <ul style="list-style-type: none"> <li>• Include project-specific risk matrix – quantify likelihood and impact of risk and dependencies and outline mitigation measures (including contingency in the event of delays, staff absences etc.)</li> <li>• Extra Information on Risk:</li> </ul> <p>Natural England has tried to address any potential issues before the start of the contract, but both the</p>                                                                                                                                                                                                                                                                                                                                                                                   | <b>10%</b> |

|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                          | <p>successful contractor and Natural England will be required to work collaboratively and flexibly to overcome any issues that arise, ensuring the satisfactory completion of the contract.</p> <p>The contractor must also consider all issues relating to GDPR and ensure full compliance with this and any associated legislation or Governmental guidance.</p> <p>All contact with Natural England Staff will take place virtually via MS Teams or on the telephone and/or via email. This should avoid any issues related to Covid 19 during the winter months.</p> |  |
| <b>5. Health &amp; Safety (if no working at height or near water, mark as 'N/A' and re-distribute %)</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>6. Sustainability (if no travel etc. mark as 'N/A' and re-distribute %)</b>                           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

| <b>Specification Summary (please see accompanying full specification for further details)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Description of work required – overall purpose &amp; scope (including reporting requirements)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <p><b>The contract</b></p> <p>You will be responsible for providing supporting expert planning and water quality advice to the Natural England Thames Solent Area Team on planning casework and related environmental assessments (e.g. Habitats Regulations Assessment (HRA)) that could result in increased nutrient loads to relevant protected sites, in line with Natural England's operational standards and guidance documents.</p> <p>The type of advice to be provided will include:</p> <ul style="list-style-type: none"> <li>analysis of and advice on evidence documents, nutrient impact assessments, studies and nutrient budget calculations and any other information used to inform development proposals to demonstrate nutrient neutrality.</li> <li>solutions focussed, evidence- based advice in line with NE standards and guidance.</li> <li>advice on whether the conclusions of HRAs/shadow HRAs can be supported by Natural England, based on adherence to the NN mitigation principles.</li> </ul> <p>We are seeking advice on up to 15 cases per month between November 2023 and December 2023.</p> <p>Under the scope of the contract Natural England would be seeking expert advice for the following casework:</p> |  |

Review of the nutrient budget calculation for a planning application, identifying any areas of discrepancy where you do not concur with the values used by the applicant in the calculation, based on Natural England's Solent methodology and guidance documents. Consideration of the suitability of the mitigation proposals (for N and/or P), including whether they meet the Nutrient neutrality principles (Natural England, Feb 2022)

Natural England will provide:

- a) a link to the LPA planning website(s) where the calculators and other supporting information for the planning application will be available to download/access.
- b) a template response letter to complete
- c) Copies of the Solent and Itchen nutrient budget calculators
- d) Copy of Nutrient neutrality mitigation principles (NE, Feb 2022)
- e) Copy of Solent Nutrient Methodology v5 (2020) to refer to spatial principles for Nitrogen mitigation in the Solent
- f) guidance on how to assess Package Treatment Plant proposals (PTPs)
- g) Copy of Thresholds for Insignificant Effects – Phosphorus Discharges to Ground (Annex F of NE Advice letter, March 2022)

The consultant is expected to return:

- a) the completed response letter, retaining and tweaking as necessary the relevant standard paragraphs.
- b) The consultant is expected to provide a conclusion within the letter as to whether the calculated nutrient load for the development and the proposed mitigation measures can be relied upon for the purposes of the competent authority's HRA or adopted shadow HRA.
- c) The consultant would be expected to respond to Natural England with the above information within 10 working days of receipt of the information for each case.

### Nutrient budget calculations

The consultant is expected to consider the following elements of each stage of the nutrient budget calculations:

#### Stage 1

- i. the number of dwellings entered in the calc. is the same as the development description in the planning application.
- ii. the occupancy rate and water use values at Stage 1 are the standard values (i.e. 2.4 and 120 ltr/p/d for NE calc.) and if not whether suitable evidence is provided to support the bespoke values used.
- iii. the foul water disposal treatment is as per the development/drainage strategy description in the planning application and that the correct permit or effluent level has been selected (for PTPs, a certificate should be provided by the applicant as evidence)  
**NB:** For PTP proposals within the Itchen catchment, check if the proposal meets the thresholds for insignificant effects for P discharges.
- iv. Whether the appropriate land use(s) and corresponding area(s) have been applied at Stage 2

**Stage 2**

- i. The land use areas for each proposed land use type correlate with the development proposals/description and match with the overall total area for development and the previous stage.
- ii. The proposed land use categories entered accurately represent, or are the best fit, for the proposed land use types on the development site (refer to the guidance descriptions for each land use type within the NN methodology (The Solent with Deductible Acceptable Load, and the Lambourn))

**Mitigation proposals**

The consultant will be expected to consider how the mitigation proposals meet all of the NN mitigation principles and if not what further information is required to meet the principles.

Mitigation proposals are to be assessed using the most appropriate Natural England advice and guidance documents – All NN principles ([Nutrient Neutrality Principles \(TIN186\)](#)), SUDs guidance ([Ciria](#)), Natural England Wetland Mitigation Framework guidance ([Designing for Nutrient Neutrality](#)), NN Mitigation options Ricardo report (to be published shortly), [Nutrient Neutrality Mitigation FAQs and summary](#) guide and scientific literature relevant to the proposed mitigation solution.

**2. Required skills / experience from the Supplier and staff.** Include any essential qualifications or accreditations required to undertake the work.

The supplier will need to demonstrate a proven track record of successful project management and delivery of advice on casework in accordance with agreed timescales. Ideally the contractor will already have some past experience of dealing with nutrient neutrality using the Natural England calculators and guidance.

Staff will need to have, or have the ability to quickly develop:

- A thorough knowledge and understanding of Natural England's Nutrient Neutrality Methodology and Guidelines.
- An understanding of the local context of nutrient neutrality across the Solent, Itchen and Lambourn NN catchments and the supporting evidence for NN in these catchments.

They will need a good understanding and knowledge of:

- The issues surrounding water quality and the causes and impacts of pollution on protected sites/waterbodies
- The mitigation measures available to achieve nutrient neutrality
- Habitats Regulations and the Habitats Regulations Assessment process
- The development management planning system and local authority processes.

**3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)**

| Task | Task and deliverable | Completion | Payment |
|------|----------------------|------------|---------|
|------|----------------------|------------|---------|

| no.                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                 | date                                                         | Schedule (%)                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                                                                                                                                                    | <p>Scenario 1: Standalone review of the nutrient budget calculations for a planning application only and identification of any areas of discrepancy where you do not concur with the values chosen by the applicant.</p> <p><b>Note: Please provide a separate cost for each Scenario 1,2 &amp; 3 (1+2)</b></p> | Within 5 working days of receipt of information from NE      | <b>Payments to be made at the end of November for cases delivered up to that point with a second and final payment at the end of December.</b> |
| 2                                                                                                                                                                                                                                                                                                    | <p>Scenario 2: Standalone review and assessment of the nutrient neutrality mitigation proposals for a planning application or a strategic mitigation proposal aimed at the credit market for Nutrient Neutrality</p> <p><b>Note: Please provide a separate cost for each Scenario 1,2 &amp; 3 (1+2)</b></p>     | Within 10 working days of receipt of the information from NE | <b>Payments to be made at the end of November for cases delivered up to that point with a second and final payment at the end of December.</b> |
| 3                                                                                                                                                                                                                                                                                                    | <p>Scenario 3: Review and assessment covering both 1 &amp; 2 as described above.</p> <p><b>Note: Please provide a separate cost for each Scenario 1,2 &amp; 3 (1+2)</b></p>                                                                                                                                     | Within 10 working days of receipt of the information from NE | <b>Payments to be made at the end of November for cases delivered up to that point with a second and final payment at the end of December.</b> |
| <b>4. Risk</b><br><b>Note:</b> This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed. |                                                                                                                                                                                                                                                                                                                 |                                                              |                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                 |                                                              |                                                                                                                                                |

#### 5. Health and Safety Requirements

**Note:** Only include if high risk activities being undertaken e.g. working at height, near or over water). Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

|                                                 |
|-------------------------------------------------|
|                                                 |
| <b>6. Further Sustainability Considerations</b> |
|                                                 |

## 2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Suppliers on a Lot for completion and return in accordance with the Call-Off Procedure detailed in the Form of Agreement.

REDACTED Under FOIA Section: 43 - Commercial Information



REDACTED Under FOIA Section: 43 - Commercial Information



REDACTED Under FOIA Section: 43 - Commercial Information



REDACTED Under FOIA Section: 43 - Commercial Information



REDACTED Under FOIA Section: 43 - Commercial Information



REDACTED Under FOIA Section: 40 - Personal Information



REDACTED Under FOIA Section: 40 - Personal Information



REDACTED Under FOIA Section: 40 - Personal Information



REDACTED Under FOIA Section: 43 - Commercial Information

REDACTED Under FOIA Section: 43 - Commercial Information

### 3.0 Order Agreement

**Planning Related Advice Professional Services (PRAPS)  
Framework**

| ORDER AGREEMENT                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To be completed by Authority Contract Manager and sent to Supplier for countersignature</b>                                                                                                                                                                           |
| <p><b>Project Title:</b> Advice to Nutrient Neutrality sustainable development casework in the Thames Solent area (Hampshire, Berkshire)</p> <p><b>Call-Off Reference:</b> PRAPS021</p> <p><b>Atemis project ref (if applicable):</b></p> <p><b>Date:</b> 16/11/2023</p> |

THE Contracting Authority: **Natural England**

THE Supplier: AECOM

## APPLICABLE FRAMEWORK CONTRACT

This Order Agreement is for the provision of the Call-Off Deliverables and dated 16/11/2023. It's issued under the Planning Related Advice Professional Services (PRAPS) Framework Agreement reference PRAPS021 for the provision of Nutrient Neutrality sustainable development casework in the Thames Solent area.

CALL-OFF LOT:4

**CALL-OFF INCORPORATED TERMS** The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Framework Call-Off Contract;
2. Request for Proposal;
3. Proposal;

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Agreement, or presented at the time of delivery.

CALL-OFF START DATE: **20/11/2023**

CALL-OFF EXPIRY DATE: **31/12/2023**

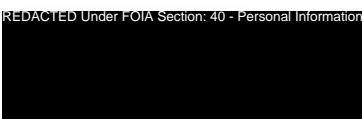
CALL-OFF INITIAL PERIOD: **1 month and 2 weeks**

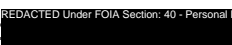
The Authority Contract Manager will issue a Purchase Order (PO) Number.

It is our preference that all invoices are sent electronically, quoting a valid Purchase Order number to:

[APinvoices-NEG-U@gov.sscl.com](mailto:APinvoices-NEG-U@gov.sscl.com)

For and on behalf of the Authority:

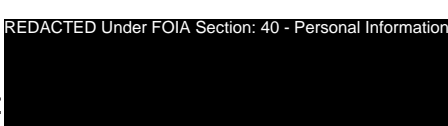
Signature:  REDACTED Under FOIA Section: 40 - Personal Information

Name:  REDACTED Under FOIA Section: 40 - Personal Information

Role:  REDACTED Under FOIA Section: 40 - Personal Information

Date: 16/11/2023

For and on behalf of the Supplier:

Signature:  REDACTED Under FOIA Section: 40 - Personal Information

Name:  REDACTED Under FOIA Section: 40 - Personal Information

Role:  REDACTED Under FOIA Section: 40 - Personal Information

Date: 20/Nov/2023