**Request for Quotes**

**Provision of Environmental Observations for the Council’s Development Management department**

**Contract Period: 2 year period with option to extend**

# Summary

1. Lambeth are seeking to appoint a consultancy for a 2 year provision to provide support primarily to its Development Management department to enable it to deliver against its current planning policies and service delivery targets. The support will comprise of observations and advice on environmental matters relating to planning applications (excluding applications which are subject to Planning Performance Agreements).
2. This brief sets out:
   1. Context and further information about the opportunity; and
   2. The process and next steps.

# Context

1. The planning system can be used to control environmentally harmful activities. Lambeth Council, through the exercise of its Development Management function, seeks to ensure that future development within the borough is delivered with the highest standards of amenity, from planning to construction and subsequent operation. The Development Management service is required to assess applications in relation to Noise pollution, Light pollution, Development on contaminated land, Waste disposal, fume extraction
2. Lambeth is a central London authority that deals with a wide range of planning applications; ranging from large scale redevelopment projects in the London Plan designated Waterloo and Vauxhall opportunity areas; to estate renewal schemes; commercial/industrial, to residential extensions and alterations.
3. Lambeth is seeking to appoint a consultancy to provide support to its Development Management department to enable it to deliver against current planning policies and service delivery targets**.** The support will comprise of environmental observations (as per item 1) relating to planning applications (excluding applications which are subject to Planning Performance Agreements).
4. Lambeth will require advice on the degree of compliance with current planning policy requirements, on potential amendments which would further improve the performance of the development and on suggested conditions and planning obligations that would ensure the delivery of the highest levels of standards of development.
5. Lambeth’s initial statutory response period for consultees is 21 days. Responses under this contract would be required within that timeframe (potentially earlier) to enable the Council to deliver against its statutory planning application performance targets. Within 21 days a response to all consultations will be expected. It should be noted that, from time to time, re-consultations are sought when amendments to proposed developments are received for consideration.
6. In rare circumstances, the successful consultants may be required to provide occasional additional advice at planning committee (evening), at an appeal hearing or inquiries, or at a judicial review hearing, where the environmental advice provided is a key factor in the application decision or subject to questions or dispute. This is to be incorporated within your assessment pricing.
7. During the year 2017/18 Lambeth has made 389 consultations for independent environmental advice similar to that covered by this request for quotes. These consultations were made against 307 individual applications from the following planning category types:

o 41 Major applications;

o 46 Minor applications;

o 28 Other applications (e.g Change of use, householder)

o 136 Discharge of condition applications; and

o 11 Pre-applications.

Each referral generally seeks advice on a single area alone. On occasion (usually in relation to larger applications) the advice required may cover more than one area. Recently the work is breaking down as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recent split of requests for advice by area for 100 planning application cases referred | | | | |
| Noise and vibration | Fume Extraction | Light pollution | Construction impacts | Contamination of land |
| 84 | 4 | 10 | 11 | 21 |

*Table 1: type by 100 applications*

1. Recent workloads can be seen as a predictive indication of future workloads. The applications the council receive are of varying complexity. It should be noted that not all applications submitted to the council will require consultation and not all applications requiring observations of this nature will necessarily be passed for external assessment.
2. A spreadsheet is included at Appendix I which provides further detail of the 100 planning application cases above recently referred for consideration.
3. The largest and most complex development schemes we deal with are usually progressed through Planning Performance Agreements (PPAs). The environmental consultancy work related to those schemes is excluded from this invitation and would be procured on a case by case basis.

# Method & Requirements of the Brief

1. The selected contractors delivering the service will be required to collaborate remotely with officers within the Development Management service. The provision will be for an off-site, electronic service. If you will require anything specific in order to carry out this function (in particular ICT factors), please include this within your brief. Meetings and site visits for more complex sites may also be required from time to time. Any additional costs (such as travel costs, meetings and sites visits) should be incorporated within your assessment pricing, and not billed as a separate entity.
2. It is not always possible to predict an exact workflow arising from planning applications. Lambeth will therefore require a degree of flexibility from the selected provider to account for peaks and troughs of submission, so as to ensure optimum service delivery. Lambeth are not able to guarantee a minimum volume of work. The full value of the contract cannot however be exceeded in the 2 year period. The cost of the contract will be monitored on a monthly basis, along with the quality of advice being provided.
3. Key outputs will include:
   1. **Noise and vibration**; Assessment of noise and vibration along with mitigation measures from proposed plant and machinery, traffic and servicing, bad neighbour uses (such as car washes), impact of noise sources e.g. railways, air-conditioning units, on occupiers of new development, testing soundproofing.
   2. **Fume extraction**; primarily associated with A3/A5 (restaurant/café/takeaway) uses, but also occasionally in relation to environmental control systems and light industrial uses.
   3. **Light pollution**: Assessment of light pollution associated with illuminated advertisement displays where luminance might endanger persons using the highway, railway, waterway, dock harbour or aerodrome. Light pollution is also a planning consideration in sensitive environments. For example, when floodlit grounds or office and public buildings are located in close proximity to residential properties. Additionally, when development proposal are likely to affect the character of designated areas such as Sites of Nature and Conservation Importance (SINCs), Conservation Areas, listed buildings and their setting, Areas of Outstanding Natural Beauty, light pollution may be a consideration. Other factors include any impacts upon nocturnal habitats and wildlife, for example, bats, particularly in proposed residential developments.
   4. **Impacts of construction**: Assessment of submitted Method of Construction Statements, which set out the proposed construction methodology. They contain details including:
      1. the notification of neighbours with regard to specific works;
      2. advance notification of road closures;
      3. details regarding parking, deliveries, and storage;
      4. details regarding dust mitigation;
      5. details of measures to prevent the deposit of mud and debris on the public highway; and
      6. any other measures to mitigate the impact of construction upon the amenity of the area and the function and safety of the highway network.
   5. **Contaminated land**: Where required some applications are accompanied by a land contamination risk assessment. This should provide sufficient site information to determine the existence or otherwise of contamination, its nature, the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. The assessment must relate both to human health risks for the proposed development and to risks to controlled waters. Where contamination is known or suspected or the proposed use would be particularly vulnerable, determination of whether the proposed development can proceed, such as mitigation measures and/or proposals for site remediation would require assessment.
4. The advice provided under the contract should be presented in a succinct written format. It should include a clear recommendation and simple summary that wherever possible uses plain English and is suitable for use in an Officer’s Report. Where the advice provided is critical or negative, advice on potential solutions to the issues highlighted should also be provided.
5. The council retains the right to suspend this procurement process and/or not continue with the tender process at any point at its own discretion.

# Responding to the Brief & Timescales

1. The proposed period of the contract would be from the start date agreed once the tender has been awarded. It is hoped that the start date would be by September 2018 – if this procurement proceeds in full and is intended to run for a two year duration.
2. A timetable for the selection process is detailed below (please note these dates may be varied at the council’s own discretion)

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 20 July 2018 |
| Deadline for receiving questions | 27 July 2018 |
| Proposal submission deadline | 3 August 2018 |
| Selection | Evaluation Period | 6 – 10 August 2018 |
| Successful applicant selected and confirmed | 10 August 2018 |
| Contract Commencement | Successful applicant commences contract | 20th August 2018 |

**Information Requirements**

1. Your proposal should consist of your response to the Method Statement Questions below (item 22) and your completed Price Proposal (item 26). Your response to the Method Statement Questions must be kept to a maximum 10 sides of A4 (Ariel, Font Size 11, single line spacing) with clear indication of which question you are responding to, including brief CVs. Any submissions that exceed this limit will not be evaluated. A draft copy of the terms and conditions applicable for this contract is also attached for your information.

# Tender Evaluation

1. The ratio that will be used to evaluate the proposals is as follows:
   1. Price – 35%
   2. Quality – 65%

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Questions** | **Marks Available** | **Weighting** |
| **Methodology** | 1) Please detail how observations made under this contract will reflect policies relevant to the type of observations sought, demonstrating how expert advice to evaluate the degree of   * compliance with planning policy requirements, * potential amendments that would further improve the performance of a development and; * suggested conditions and planning obligations that would ensure the delivery of the highest levels of standards of development   will be applied to support planners and developers in delivering the highest standards of sustainable design and construction and subsequent operation. | 0-5 | 17 |
| **Service Management and Delivery** | 2) Please outline the monitoring systems that you will use to manage and record applications on behalf of the Council to ensure timescales are met. | 0-5 | 10 |
| 3) Please detail how this contract will be resourced (to ensure workloads are effectively managed and the required expertise is provided in the required key output areas).  4) Please provide in no more than 2 pages of A4, the names, professional membership details, roles, applicable hourly rates for this contract and the technical expertise & experience of the consultants that will be assigned to this project and their experience in providing assessments | 0-5 | 13 |
| **Provision & Quality of Service** | 5) Please provide details of your experience and expertise in providing observations and comments for this type of work that you have undertaken for other local authorities that will be applied to this contract. | 0-5 | 13 |
| 6) Please detail how repeat submissions will be approached and dealt with | 0-5 | 6 |
| 7) Business Continuity Planning – What are your proposals for  ensuring data security ( to include GDPR, and  confidentially) and business continuity | 0-5 | 6 |
| Total (Quality Score) |  | 65 |

1. The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at 65% to give the final score for quality (Quality Score).

* The Quality Score will be added to the Price Score to determine the Final score.
* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

1. Potential providers will be marked in accordance with the following marking scheme:

|  |  |
| --- | --- |
| 0 | Failed to address the question/issue. |
| 1 | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| 2 | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| 3 | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought. |
| 4 | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply. |
| 5 | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested. |

1. **Price Evaluation Process**

For price, each submission will be assessed on the total cost of delivering the breakdown of estimated annual cases, using the following equation:

Price Score = (100% -(A-B)/B)\*35

where A= Tendered price and B= lowest price

* The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender (MEAT) basis.

1. Price proposals should be returned by completing the table below (please insert your pricing in the green sections).

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Estimated volume per annum\*  (X) | Cost per consultation  (Y) | Total cost  (X \* Y) |
| Noise and vibration | 243 | £ | £ |
| Fume Extraction | 16 | £ | £ |
| Light pollution | 29 | £ | £ |
| Construction impacts | 36 | £ | £ |
| Contamination of Land | 65 | £ | £ |
| Total Annual Cost | | | £ |
| **Total Contract Cost** (X \* Y) \* 2 years **(For Evaluation)** | | | **£** |

\*based on 17/18 figures