**Uttlesford District Council**

**Request for Quotation (RFQ)**

**Quality Questions & Specification**

**Uttlesford District Council**

**Local Plan Viability Assessment**

**RFQ for the supply of consultancy services**

**Ref LP VIAB 0521**

1st June 2021

To be completed in full and returned by

 12 noon on 15th June 2021 to

Molly Brown, Procurement Support Officer (Molly.Brown2@essex.gov.uk)

Please ensure that your response is submitted via the Egress secure e-mail service

1. **Specification**

|  |
| --- |
| **Executive Summary** **Uttlesford District Council invites consultancy teams to submit a proposal to work with the Council on the whole Local Plan Viability Assessment of the emerging Local Plan as a critical element in its preparation and soundness. Consultants must engage fully with all interests in the development of sites, including strategic and largescale proposals, and other consultants appointed to work in related areas. They must assess the impact of policies on the deliverability and achievability of the predicted growth over the Local Plan period to 2040. The Viability Assessment should take into account the Council’s corporate objective to address climate change and how this is reflected in the policies and options for the spatial strategy including a full ‘carbon’ assessment of the preferred spatial strategy.** **Background**Uttlesford District Council has been preparing a new Local Plan following the withdrawal of its 2019 Submission in January 2020. The Local Plan will be a comprehensive Development Plan Document (DPD) with a viable and deliverable spatial strategy. It will allocate sites for infrastructure, residential and other development, and apply strategic and non-strategic policies working towards net zero carbon development over the 15 years of its life to 2040. For context, the previous withdrawn Local Plan included:* 12 spatial strategy policies
* 62 thematic policies as well as specific policies for each site allocation
* 5 strategic options
* 158 small/medium site allocations and two large-scale site allocations

Uttlesford is a relatively prosperous, high value rural district in north-west Essex. It has heritage market towns at Saffron Walden and Great Dunmow and over sixty villages set within rolling countryside, dominated by historic landholding estates, woodland, and agriculture. Amid strong pressures for development it occupies a strategic location astride the M11, with London Stansted Airport in the south and the high growth area of Cambridge, including the Chesterford Research Park, part of the cluster of science parks, to the north. It benefits from the London-Stansted Innovation Corridor and spin-off from the Oxford-Cambridge Arc, new transport proposals and skilled employment growth from Cambridge effecting a strong demand for housing in the District.The Council seeks a consultancy to complete a robust, sound, and comprehensive Viability Assessment of the Local Plan that reflects a convincing deliverability strategy over the plan period. Consultants must be prepared to adopt an iterative approach, with sensitivity assessments respecting the emerging outcomes of concurrent work of other commissions, all to a tight timescale but focusing on the Plan to deliver the Net Zero Carbon (NZC) ambitions of the Council. Members declared a climate emergency in late 2019 and set up a Climate Change Working Group with interim climate change guidance agreed by Council in early 2021. Consultants should note that responses to climate change and the need to work towards net zero carbon set the context for the Local Plan policy and will underly viability assessment of options for site allocation and the spatial strategy overall. It is important that consultants establish the ‘costs envelope’ for the respective developments before the Regulation 18 Plan is published and incorporating the value added from climate change and Town and Country Planning Association (TCPA) principles. This will provide evidence should the Council need to challenge promoters to renegotiate deals with landowners in order to deliver all the requirements and avoid these principles being squeezed on viability grounds. The Local Plan preparation process is nearing the end of the Issues and Options stage. The consultation on this and the ‘Call for Sites’ closed on 21st April 2021. Several baseline and evidence studies have been commissioned including the Sustainability Appraisal and Infrastructure Development Plan (IDP). The Viability Assessment for the full Plan requires specific testing around various parameters including:* Residential scenarios – type, location, size, NZC carbon standards, TCPA principles
* Strategic settlements/large scale sites/extensions and impact on utilities
* Sensitivity around land values, net land values as well as residual
* Affordable and special housing including older people’s care, the First Homes programme, Lifetime, and impact of Future Homes Standard
* Non-residential/commercial viabilities including new small business hubs, rural economic diversification and small-scale tourism opportunities
* Community Infrastructure
* Housing strategy, and demands coming from neighbouring Hertfordshire, Essex, and Cambridgeshire
* Transport proposals and movement towards sustainable travel
* Cost/value uplift from savings from decarbonisation, renewables, resource conservation features and infrastructure

**Requirements for Proposal**Uttlesford District Council requires a ‘whole Plan’ Viability Assessment, excluding the need for a CIL Charging Schedule which will be addressed by another consultancy with whom consultants will need to liaise. Consultants must consider the policy context in the National Planning Policy Framework (NPPF), National Planning Policy Guidance (PPG, 2014), RICS Guidance Note March 2021, recent proposed planning reforms and emerging environmental legislation, and LGA guidance on undertaking Viability Assessments of Local Plans. This evidence must be capable of interrogation and defence through the statutory planning and development management processes and withstand scrutiny at the Local Plan Examination in Public (EiP). To this end also consultants must understand the views and issues expressed in the Inspector’s letter in January 2020 on the withdrawn Local Plan and ensure that they are fully covered in this Viability study.The purpose of this study is to:1. Assess the development viability of the emerging Local Plan policy requirements including affordable housing policy, energy requirements and the cumulative impact of policies.
2. Provide Viability Assessments of up to five emerging Strategic Development Proposals such as a potential Garden Community or major settlement extension taking infrastructure requirements and affordable housing thresholds into account. Work is currently underway through the Infrastructure Delivery Plan (IDP) to determine the infrastructure requirements and cost. Consideration of these larger sites along with anticipated Section 106 requirements will help to assess the outstanding gross and net development value in each so as to support infrastructure provision including social, green and community infrastructure.
3. Consider and integrate the work being undertaken on the details of the infrastructure requirements and the additional energy networks and water management studies in the context of decarbonisation and climate challenge.

The more policy requirements and developer contributions, the less the developer has budget for the land, and this will impact on whether land will come forward for development. The Viability Study will quantify the ‘costs’ of the various elements of sites’ development and emerging policies, TCPA and climate change principles, assess their effect and section 106 requirements. There has been no decision to adopt a CIL approach but whilst being mindful of proposals in the planning reforms consultants are asked to liaise with appointed CIL consultants as and when necessary, and to be advised by the client on appointment. The judgement must be whether the Local Plan would be put at ‘serious risk’ by a ‘squeeze’ on land prices or, by other requirements to such an extent that the Plan is not delivered.The NPPF requires that the “costs of planning policy requirements should allow for competitive returns to a willing landowner to enable development to be deliverable”, and that the likely cumulative impacts of policies and standards on development should not put implementation of the Plan at serious risk throughout the economic cycle. Consultants will be aware from the experience at the Examinations In Public for Uttlesford and the North Essex Authorities of the importance inspectors are placing on viability issues at this stage, which are reinforced by the Government White Paper on ‘Planning Reforms’ relating to the timing of infrastructure and viability at the Local Plan stage.In reference to the connection between the IDP and the viability study the IDP consultants have been asked to address the following: *“Following from the baseline review, to prepare an interim overview of significant infrastructure requirements and their potential viability. This should identify common elements for any growth strategy and/or address any clear current deficits or enhancements that will be needed because of changing societal practices or to address urgent climate change resilience and mitigation. A detailed Viability Assessment will be required as the preferred option is developed.”*In relation to Building Regulations the Viability Assessment will need to cost and incorporate Part M of the Building Regulations regarding Accessibility Standards, the proportion to be agreed with the Council: * M4(1) Category 1: Visitable dwellings
* M4(2) Category 2: Accessible and adaptable dwellings
* M4(3) Category 3: Wheelchair user dwellings

The Viability Assessment should therefore:* Test the overall deliverability of the District-wide Local Plan including the impact of the preferred spatial strategy for growth, policies, and infrastructure (or options)
* Assess the timescales for phasing and implementation
* Set out the key assumptions and information used, including draft policy options, standards, market conditions, potential need for additional funding to meet ‘gaps’
* Outline and demonstrate the operation of the local housing market including changes in housing market trends, use of up-to-date sales values, land values and construction costs
* Set out the methodology based on site selection and size/type typologies, and the projected housing supply over the plan period and next five years
* Set out the baseline, assumptions and options tested through the consultants’ model e.g. different % of affordable housing alongside a 5-10% variation in sales values ensuring robustness in sensitivity testing
* Justify the projections with scenario and sensitivity testing
* Recommend a process to refine policies if necessary and over time to allow for changing environmental requirements for individual buildings, water, and energy infrastructure
* Scope out the engagement of those stakeholders with development interests e.g. views on the market and strategic sites, value and costs, landowner expectations, statutory undertakings, businesses, community groups, housing associations, heritage groups, parish and town councils, as well as District and County Council Members. The Viability Report will identify how the approach and assumptions will be agreed with the development industry and relevant stakeholders, as well as supporting the Duty to Cooperate requirements
* Provide an overview of the range of appropriate methods for deliverability including sole promoters, Joint Ventures of various kinds, housing co-operative/self-build, locally led development corporation and the relative roles of the public and private sectors

Outputs from the CommissionIn summary, the following documentary output will be required:* Executive Summary
* Interim Report
* Final Report with content as outlined in this Brief and below
* Maps, graphs, diagrams, and infographics as appropriate
* Power point(s) summary
* Electronic version in Word/appropriate graphic format

The Executive Summary should contain gross development value, benchmark land value including landowner premium, costs, and high-level sensitivity assessments. It will be published in an understandable and publicly accessible format as part of the final report for December 2022.The Interim Report will identify the development viability of the emerging Local Plan policies, stakeholder assessment and spatial strategy implications for early November 2021.The Final Report in December 2022 will encompass updated appraisals and sensitivity analysis to demonstrate Local Plan compliance with the NPPF, and all the requirements set out in this brief. It should include access to digital material and preferably interactive and easily accessible to the non-technical reader with a logical, sequential understanding as to how the conclusions and recommendations have been reached, with supporting technical appendices and the model as necessary. There should be two bound hard copies, and the completed study must also be made available in digital format. Mapping should provide a compatible GIS layer to the Council to be agreed early in the commission and be accompanied by a PowerPoint presentation. The Final Report will set out the recommendations based on the findings of all the Viability Assessment scenarios and will include:* Geographical/market description of (value) areas with maps/graphics
* Overall planning policy context including impact of specialist housing and strategic development sites or communities
* Strategic sites and typologies
* Market information and trends
* Build costs and programme
* Methodology and approach
* Outputs and sensitivity analysis including how existing use and alternative values are calculated
* Allowance for net zero carbon development of housing, commercial and community schemes, energy networks and water conservation
* Stakeholder engagement documentation.

The reports will be clear, transparent, and in a readily usable format in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.Internal draft reports should be prepared in Word format with the Final Report in PDF format. It must meet the requirements of the Public Sector Bodies Accessibility Regulations 2018.[[1]](#footnote-1)Bidders should explain in their submission how they will communicate with the client on progress and if there are areas of conflict or disagreement for example between stakeholders. This should include details of how issues will be handled and resolved between parties and recorded for a full audit trail and transparency.The Bidder is required to disclose any potential conflict of interest to the Local Authority stating the nature and extent of the conflict and providing assurance that this will be handled appropriately as soon as it becomes known to the consultancy. Any connections of the consultants with landowners or developers promoting development in Uttlesford should be declared together with any proposed arrangements for avoiding any conflict of interest and ensuring confidentiality |

1. **Commission Timetable**

The summary of the Local Plan timetable is:

|  |  |
| --- | --- |
| Issues & Options | Autumn 2020 to late Spring 2021 |
| Preferred Options | Early 2022 |
| Proposed Submission Plan | Early 2023 |
| Adoption | Summer 2024 |

The Contract will be established for the entire duration of the above timetable; from contract commencement (expected to be 22 June 2021) until the draft Local Plan is completed in 2024. As indicated, it is anticipated that a further contract may be extended to support the Local Plan Examination in mid-2023 for which the consultant should provide an average daily rate.

1. **Milestones**

The submission dates and study milestones in relation to the indicative Local Plan timetable are[[2]](#footnote-2):

| **Task/Stage** | **Start** | **End** |
| --- | --- | --- |
| Publish RFQ | 28th May 2021 | 15th June 2021 |
| Clarifications  | 1st June 2021 | 5th June 2021 |
| RFQ Submission deadline | 15th June 2021 | Noon |
| RFQ Evaluations | 16th June 2021 | 18th June 2021 |
| Award notification | 21st June 2021 |  |
| Inception meeting | w/c 21st June 2021 |  |
| Contract start  | 22nd June 2021 |  |
| Initial high-level overview, issues, risks in a Preliminary Outline Strategy alongside the Preferred Options preparation | June 2021 | End Summer 2021 |
| Assessment based on emerging spatial strategy with policy assessment | August 2021 | February 2022 |
| Consultation and Publication on Preferred Options (Regulation 18)  | Tue 01/03/22 | Fri 29/04/22 |
| Ongoing Viability Assessments of policies and requirements (including enhancements arising from climate change polices) in order to underpin the deliverability of the plan as a whole | February 2022 | November 2022 |
| Pre-Submission preparation  | Mon 02/05/22 | Fri 30/12/22 |
| Consultation and Publication on Pre-Submission draft (Regulation 19)  | Wed 01/03/23 | Fri 28/04/23 |
| Submission preparation | Mon 01/05/23 | Fri 30/06/23 |
| Governance on submission to the Planning Inspectorate (PINS) | Mon 03/07/23 | Fri 28/07/23 |
| Submission to PINS | Tue 01/08/23 | Thu 31/08/23 |
| Examination in Public (Consultants may be required to present additional evidence at this EIP stage, anticipated from September 2023)  | Fri 01/09/23 | Fri 28/06/24 |
| Adoption of Local Plan | Mon 01/07/24 | Wed 31/07/24 |

Consultants will be expected to confirm that they can meet the project plan milestones in their submission and will be paid against the achievement of specified milestones listed in the price matrix.

The commission will be subject to monthly progress reporting throughout its duration (fortnightly for the first two months). The progress meetings and all associated administration costs should be incorporated within the costs.

The Council reserves the right to withdraw from using the services of the consultant, without further liability, if in its sole opinion it feels that the project is not progressing as required, the Consultant is not meeting the requirement of the Specification or, the milestones are not met.

1. **Project Specific Questions**

## Scope

## In terms of their Approach to the work as a whole, Consultants should cover the following aspects:

I METHODOLOGY:

Inception, evidence gathering and establishing the assessment framework:

* Provide up to date evidence on threshold land values, existing use values, developers’ profit, build costs (using BCIS or locally identified rates if justified by evidence), fees, contingency, interest rates, development scale for both market and affordable, delivery rates, open market and affordable housing values by type
* Determine which policies require viability testing and reflect on those relating to climate mitigation or future proofing
* Engage with stakeholders over mediation on the baseline evidence and the proposed assessment framework

## The impact of emerging planning policy through the Local Plan which include policies seeking payment of infrastructure contributions, the delivery of new or settlement extensions, and additional obligations resulting from the requirement to work towards achieving a net zero carbon Local Plan. This should address the cumulative impact of policy requirements and developer contributions

## Assess the composition, quantity, and timing of planning obligations, including affordable housing to be met on/off site or payment in lieu

## Estimate viable compositions of affordable housing tenures

## Assess applications incorporating heritage, conservation, landscape, biodiversity, green infrastructure assets and other enabling development

## Assess the bulk, scale, and massing relative to cost and value

## Review land use distribution and locations

## Assess existing uses in terms of obsolescence, depreciation, retrofit

## Test the viability underlying need for a Compulsory Purchase Order

* Test the capacity of a development to make section 106 contributions

II VIABILITY TESTING OF THE DRAFT POLICIES:

* Assess housing mix and density, affordable housing proportion and tenure, nationally described standards, and other emerging standards for proposed new national policy and planning reforms such as First Homes
* Assess options for employment/commercial, retail, significant green infrastructure, residential C2/C3, considering geographical variation, notional site typology policy costs, s106 requirements and infrastructure costs
* Describe the approach towards sensitivity analysis and variations for 5‐10 and 11‐15 years to demonstrate resilience over time
* Assess the minimum volume of market housing required to make potential schemes viable based on benchmark land values

III STAKEHOLDER ENGAGEMENT:

* Identify likely scope as indicated above including agents, developers, statutory undertakings, businesses, community groups, housing associations, heritage groups and parish councils
* Set out techniques, approach, and proposed use of digital forms of communication and presentation including mapping. Identify specific approach for engagement with promoters of strategic sites
* Describe the approach to Duty to Cooperate and consultation with strategic authorities and organisations as necessary. Engagement with neighbouring authorities where cross-boundary issues have been identified will be critical, including Braintree District Council, South Cambridgeshire District Council, East Herts District Council, Hertfordshire County Council, Essex County Council and Cambridgeshire County Council

## IV PROJECT MANAGEMENT AND LIAISON WITH CLIENT PROJECT TEAM:

* Consultants will hold an inception meeting with the Project Team to agree the methodology, details, and project plan. A high-level project plan is to be included with this submission alongside the individual tasks and work areas to be undertaken highlighting those early steps in the first three months. Fortnightly and then monthly meetings are likely to be required with the client project team over the two-year duration of the work including presentations to Members and potentially stakeholders, liaison with other consultants such as IDP and transport specialists; meetings should be planned/costed for two hours (virtual) contact time

All completed tenders will be evaluated by the Evaluation Panel set up by the client in accordance with the following price and quality weightings:

* Price 50%
* Quality 50%

The bidder should return the completed RFQ and the completed pricing matrix.. Please complete the matrix as per the instructions and return the completed matrix as part of your RFQ submission. All prices should be exempt of VAT and include any expenses.

The following questions reflect the Quality requirements which Uttlesford District Council require the bidders to meet. The answers provided will demonstrate how the bidder is able to deliver against the specification.

Scoring Scale

Each of the sections within the Method Statement responses will be assessed on a scale of 0 to 5 points, as detailed in the table below:

|  |  |
| --- | --- |
| **0** | **Unacceptable Response**The response is not relevant to the question or the question has simply not been answered. Where the question has been answered, the response raises major concerns about understanding or approach which are potentially highly detrimental to satisfactory service delivery or Contract performance. The submission failed to cover any of the areas that should have been addressed within the response |
| **1** | **Poor Response**The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or Contract performance. The submission failed to cover a number of the areas that should have been addressed within the response |
| **2** | **Fair Response**The response suggests minor shortcomings of understanding or approach which may impact to a limited extent on service delivery or Contract performance. The submission partially covered all areas that should have been addressed within the response |
| **3** | **Satisfactory Response**The response raises no concerns about understanding or approach to service delivery or Contract performance.The submission covered all areas that should have been addressed within the response.  |
| **4** | **Good Response**The response raises no concerns about understanding or approach to service delivery or Contract performance. The response also demonstrates how relevant added value will be provided.The submission covered all areas that should have been addressed within the response to a high standard  |
| **5** | **Excellent Response**The response raises no concerns about understanding or approach to service delivery or Contract performance. The response demonstrates how relevant added value will be provided including examples of the application of good practice, demonstration of how the study could be consider other perspectives not considered by the client or explores innovative ways to address climate change and net zero targets. The submission covered all areas that should have been addressed within the response to a high standard and demonstrated a commitment to go above and beyond requirements  |

The score for each method statement will be weighted. There are mandatory minimum assessments set out below; failure to reach these scores in of the responses may result in a fail mark with the consultant excluded before the price evaluation takes place.

| **Method Statement** | **Mandatory Minimum** | **Weighting (50% of overall assessment)** |
| --- | --- | --- |
| 1 – **Methodology** | Score 3 – Satisfactory Response | 20 |
| 2 – **Stakeholder Engagement** | Score 3 – Satisfactory Response | 12 |
| 3 – **Project Governance, Management and Delivery** | Score 2 – Fair Response | 9 |
| 4 – **Resourcing and Experience** | Score 2 - Fair Response | 9 |

Bidders must provide responses to the questions on the four Method Statements below. Questions should be answered to describe how consultants will meet the requirements in full and should not refer to other documents or appendices. Please confine responses to the maximum word limit specified in each response box, excluding examples of experience or CV’s. Each section will be assessed in accordance with the scoring and weighting system set out above. If you are unsure about any question, please contact: molly.brown2@essex.gov.uk

|  |
| --- |
| **Method Statement 1 – Methodology (20%) - Maximum 1500 words** |
| Please outline and explain the rationale for adopting the model and approach you would use to deliver the objectives of the Study and how you would develop the methodology in the early stage of the commission. As part of your response please provide:1. A high-level Project Plan, setting out an indicative timetable and key milestones with identified actions including any specific points for client officer or Member input

 1. The assumptions made
2. Your identification of input from the Council through a joint project management team and your methods of reporting to Members and the Strategic Infrastructure Development Group
3. The communication channels to be used particularly considering current working practices for social distancing
4. Identification of any potential issues you foresee at this pre-commencement stage in the commission
 |
| Response:  |

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| --- |
| **Method Statement 2 – Stakeholder Engagement (12%) – Maximum 1000 words** |
| Please identify the scope of interests that key stakeholders will have including their anticipated key concerns and outline your approach to engaging with them to ensure that accurate and timely information is provided, considered, and integrated into the Viability Study.In addressing this question please provide:1. How you plan to engage, communicate, and keep the stakeholders involved at all stages of this project
2. How you plan to work with the strategic promoters and funders whose proposals will impact on the growth and spatial/infrastructure planning in the Local Plan
3. How the visions and expectations in the forward plans of landowners, financiers, promoters, and key interests will be assessed, integrated and agreed
4. How you will approach the Council’s requirement to accommodate technological advances and changing behavioural patterns arising from the climate change agenda, in discussion with stakeholders
 |
| Response: |

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| --- |
| **Method Statement 3 – Project Governance, Management and Delivery (9%) – Maximum 750 words** |
| Please outline how you will ensure that this project will be delivered on time in line with the indicative Local Plan timetable and key milestones. As well as, ensuring that the required quality is sufficient in making the Local Plan sound and noting that payments will be made against satisfactory completion of key stages as milestones.In addressing this question please provide:1. An outline of the overall project management structure and techniques used such as version control, reporting, and project team both within your consultancy and with the client so as to address the need for flexibility in order to reflect any changes to the overall Local Plan project plan and timescales
2. What you perceive to be the main challenges facing this requirement and the initial identification of risks and mitigations, and how communication and flow of ideas, issues and concepts will be discussed with the client including mitigation of risks and issues
3. How the evidence base will be collated, reviewed and a consensus reached as closely as possible with promoters along with housing/infrastructure providers
4. How information will be presented in a concise, easy-to-read, and visual format, to communicate findings effectively to a wide audience using social media, infographics and accessible forms and language including how you might use digitalised mapping and communication techniques
5. How the quality control procedure, internal reporting, and management lines including between consultancies if the submission comprises a team of separate consultancies to ensure timely and effective delivery of the study will be carried out
 |
| Response: |

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| **Method Statement 4 – Resourcing and Experience (9%) – Maximum 750 words** |
| Please provide your proposals for the day to day contract management structure including details of the proposed lead consultant and their support officers who will be responsible for the day to day performance of the Contract, the lines of communication and the relationship to central/regional management functions. Please provide CVs for the consultants setting out designation, duties, responsibilities, relevant experience and qualifications. As part of your response please provide:* 1. Your proposals for the team structure setting out roles and responsibilities; reporting lines and anticipated allocation of time for each task within the consultancy; including their daily fee rates and identifying approximate overall cost for principal activities in the project. This will help enable comparison of inputs to the contract
	2. A brief outline of the extent and nature of experience, knowledge and qualifications associated with each specialism of the individual consultants to complement the CVs
	3. How consultants ensure that they and the company keep up to date on key professional and other relevant matters that may arise during the commission such as the pandemic, market conditions, Government or planning requirements etc ensuring that advice represents good practice and sound analysis
	4. How you will provide continuity and quality of output in the event of both planned and unplanned absence or operational matters affecting the company as a whole
 |
| Response: |

1. **Insurance**

Please confirm you hold the required insurance levels below by marking with an ‘X’ if you have the insurance or are willing to obtain prior to the contract start date.

You will be required to provide copies of your insurance policies prior to contract start. If the policies are already in place, please submit copies of these with your RFQ submission.

**Evaluation Criteria:**

This question will be evaluated on a Pass/fail basis. If you cannot answer ‘Yes or willing to obtain’, your quotation may not be accepted. ‘Yes, or willing to obtain’ along with details or a copy of the certificate is provided is a pass, and ‘No’ is a fail.

|  |  |  |  |
| --- | --- | --- | --- |
| **5.1** | **Employers Liability Insurance** to a value of **£5M** | Yes, or willing to obtain |  |
| No |  |
| **5.2** | **Public Liability Insurance** to a value of **£5M** | Yes, or willing to obtain |  |
| No |  |
| **5.3** | **Professional Indemnity Insurance** to a value of **£500,000** | Yes, or willing to obtain |  |
| No |  |

If responding ‘No’ to any of the above, please provide full details in the box below.

|  |
| --- |
|  |

1. **Equality & Diversity**

**6.1. Equality, Diversity & Equality Challenge**

Please self-certify if you comply and how in the box below.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ and brief details of how you comply are provided is a Pass, and ‘No’ is a fail.

|  |
| --- |
| **Evaluation Criteria.****Part I: Yes = Pass; No = Fail****Part II: No = Pass; Yes, with evidence at III = Pass; Yes, with no evidence = Fail****Part IV: Yes = Pass; No = Fail** |
| 1. Does your organisation fully comply with your statutory obligations under the Equality Act 2010?
 | Yes | No | N/A | If stated Yes, please state how |
| 1. Have you ever been challenged under the Equality Act e.g. a discrimination case?
 | Yes | No | N/A | If stated Yes, please state how |
| 1. If answered yes to the above question, do you have any evidence of changes in practises or working
 | Yes | No | N/A | If stated Yes, please state how |
| 1. If you are not currently subject to UK legislation, do you comply with equivalent legislation that is designed to eliminate discrimination and promote equality of opportunity?
 | Yes | No | N/A | If stated Yes, please state how |

**6.2 Modern Slavery**

An organisation in any part of a group structure will be required to comply with the provision of the Modern Slavery Act 2015 and will need to produce a statement if they:

* Are a corporate body or a partnership (described as an “organisation” within RFQ documents), wherever incorporated.
* Carry on a business, or part of a business, in the UK.
* Supply goods or services; and
* Have an annual turnover of £36m or more

Depending on your annual turnover, please self-certify the following questions in relation to your organisation or supply chain by marking the relevant box below with an ‘X’.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis.

Where the bidder marks ‘We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or supply chain’ or ‘We are not currently taking steps but will do going forward if successful in this RFQ’ or ‘N/A due to not having an annual turnover of £36m or more’ with an ‘X’ as a pass. If the question is left blank or ‘We are not taking any steps’ is marked with an ‘X’ is a fail.

|  |  |
| --- | --- |
| We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or our supply chain |  |
| We are not currently taking steps but will do going forward if successful in this RFQ  |  |
| We are not taking any steps |  |
| N/A due to not having an annual turnover of £36m or more |  |

1. **Health & Safety**

**7.1 Health & Safety**

It is a legislative requirement for organisations with 5 or more permanent employees to have a Health & Safety Policy. If you have 5 or more permanent employees, please confirm if you have a Health & Safety Policy. If you have less than 5 please provide details of how you ensure your workplace is safe.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis.

Where ‘Our organisation has less than 5 employees’ or ‘Our organisation has 5 or more employees and does have a Health & Safety policy’ and details are provided is a pass and ‘Our organisation has 5 or more employees and does not have a Health & Safety Policy’ or no details is a fail.

Please detail if you comply and how in the box below.

|  |
| --- |
|  |

1. **Environment**

Uttlesford District Council declared a climate and ecological emergency in July 2019 and are acting now to prevent a climate and ecological catastrophe. Councillors pledged to take local action to contribute to prevent a climate and ecological catastrophe through the development of practices and policies, with an aim to achieving net-zero carbon status by 2030 and to protect and enhance biodiversity in the district.

For further information please visit <https://www.uttlesford.gov.uk/article/5768/The-council-and-climate-change>

1. **E-Procurement**

**9.1 Electronic Orders**

Please can you confirm that as a minimum, your organisation will accept orders sent electronically (via P2P) to a central e-mail address.

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ is a pass and ‘No’ is a fail.

Please confirm that your organisation can fully meet this requirement by marking the relevant box below with an ‘X’?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**9.2 Electronic Invoicing**

Please can you confirm that as a minimum, your organisation will submit invoices electronically (via P2P) by utilising the PO Flip method.

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ is a pass and ‘No’ is a fail.

Please can you confirm that your organisation can fully meet this requirement by marking the relevant box below with an ‘X’?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Pricing**

A pricing spreadsheet has been included as part of the RFQ documentation issued.

Please complete the spreadsheet as per the instructions stated within the document and return the completed spreadsheet as part of your RFQ submission.

All prices should be exempt of VAT and include any expenses

**Evaluation Criteria:**

Price score will be calculated as (cheapest price / bidding price & weighting of full RFQ). Both the total cost of the project and the additional day rates will be scored.

1. **Freedom of Information (FOI)**

**10.1 FOI**

If you consider that any information supplied for the purposes of this RFQ is either confidential in nature or commercially sensitive (please refer to the bidder guidance for more information) this should be highlighted in the table below. Please add more rows if required.

**Evaluation Criteria:**

This question is not scored and is for information only.

|  |  |
| --- | --- |
| **Location and description of commercially sensitive or confidential information** | **Reason for Exemption** |
|  |  |
|  |  |

1. **Declaration**

Please confirm that you have read, understood, and accept the contents of this RFQ process, which includes:

* The Terms and Conditions
* The RFQ Specification and Quality Questions document
* The Pricing spreadsheet
* The contents of the Bidder’s Guidance

These documents will form the final contract if the Bidder is successful.

**Evaluation Criteria:**

This question is not scored and is for information only.

Please confirm by marking the relevant box below with an ‘X’ and provide contact details as requested below for the person confirming Yes/No.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Name:E-Signature:Job Title:E-mail Address:Contact Number:Main Office Number:Full Postal Address:Please confirm who will be the main contact for this contract if successful and provide the following full contact details below if they do not match the above: |

1. <https://www.gov.uk/guidance/publishing-accessible-documents> (accessed April 2021) [↑](#footnote-ref-1)
2. Please note that this is the timetable for the full local plan, rather than explicitly for this viability assessment. [↑](#footnote-ref-2)