**Uttlesford District Council**

**Request for Quotation (RFQ)**

**Quality Questions & Specification**

**Heritage Sensitivity Assessment RFQ for to support the preparation of Uttlesford Local Plan**

**19 April 2021**

**To be completed in full and returned by 12 noon on 07/05/2021 to**

[**localplan@uttlesford.gov.uk**](mailto:localplan@uttlesford.gov.uk)

1. **Specification**

|  |
| --- |
| **Introduction**  The Council is seeking to appoint consultants to undertake a Heritage Sensitivity Assessment to support the preparation of the Uttlesford Local Plan.  Following withdrawal of the 2018 Submission Local Plan from the examination process in early 2020, the Council is at the early stages of preparing a new Local Plan.  The Council commenced work on the Issues and Options stage in October 2020 and community engagement on this stage is ongoing until mid-April 2021.  The Council is aiming to consult on the draft Plan (Preferred Options) in March 2022 and Pre-Submission in March 2023 and submit the plan for examination in August 2023.  The Strategy of the withdrawn local plan centred on the allocation of three garden communities.  One of the recommendations from the Inspectors was that the Council would need to allocate more small and medium sized sites to bolster supply and provide flexibility and choice.  The Inspectors also identified landscape and heritage constraints in relation to the garden communities that had not been satisfactorily addressed, in particular at North Uttlesford GC.  The council is therefore commissioning a series of evidence base documents to help it development vision, strategy, policies and allocations.  There is a strong likelihood that this will include allocations in the towns and villages.  The council is committed to delivering developments of the highest quality and in the most sustainable locations.  Therefore, the Council is seeking evidence of the sensitivity of the heritage to development around settlements.  **About Uttlesford**  Uttlesford is a large rural District in north west Essex covering approximately 250 square miles. The District includes two market towns that serve extensive rural hinterlands and has 60 parishes.  The distinct rural character of the District with its attractive and historic market towns and villages is widely recognised. The District is characterised by more than twenty distinct and often sensitive landscapes punctuated by historic settlements, protected lanes, and historic parks and gardens. The quality of the cultural heritage in the District is high with around 3,700 Listed Buildings, 36 Conservation Areas and seven Registered Parks and Gardens, as well as 73 Scheduled Monuments and more than 4,000 records of archaeological sites and finds in the District. The District is also important in terms of biodiversity and nature conservation. It has a significant proportion of ancient woodland including the Hatfield Forest which is an important remnant of a medieval forest. The District has two National Nature Reserves, 12 Sites of Special Scientific Interest (SSSIs), 1 Local Nature Reserve and 281 Local Wildlife Sites as well as more than 100 designated Special Roadside Verges which are important for their ecological value.  The District is also a highly productive arable farming area with most of the agricultural land classified as Grade 2 (very good) with the rest forming Grade 3 (good to moderate). Pastureland is not extensive but it does exist in the river valleys and although not the best and most versatile land it is important to the character and biodiversity of the District.  The following context maps are available on our website   * [Land use](https://www.uttlesford.gov.uk/media/10636/Context-Map-Land-Use/pdf/Call_for_sites_context_map_-_Land_use.pdf?m=637462354049430000) * [Environment](https://www.uttlesford.gov.uk/media/10635/Context-Map-Environment/pdf/Call_for_sites_context_map_-_Environment.pdf?m=637462353390830000) * [Transport](https://www.uttlesford.gov.uk/media/10637/Context-Map-Transport/pdf/Call_for_sites_context_map_-_Transport.pdf?m=637462355963200000) * [Constraints map](https://udc.maps.arcgis.com/apps/webappviewer/index.html?id=c0c8399f55f84531800cf9c36944226c)   For context, the previous withdrawn local plan included:  • 12 spatial strategy policies, 62 thematic policies and policies for each site allocation  • 5 strategic options, 158 small/medium and 2 large-scale site allocations  **Objectives**  To deliver a Heritage Sensitivity Assessment based on the latest Historic England Guidance ([Good Practice Advice Note; The Historic Environment in Local Plans (GPA1)](https://historicengland.org.uk/images-books/publications/gpa1-historic-environment-local-plans/), Historic England, 2015; [The Historic Environment and Site Allocations in Local Plans](https://historicengland.org.uk/images-books/publications/historic-environment-and-site-allocations-in-local-plans/), Historic England, 2015).  A detailed study comprising desk and field work to assess sensitivity of heritage assets in identifying locations to development.  To inform the allocation of development in the Local Plan and development management policies guiding the location and form of development.  To be used by   * Planning officers to draft local plan, * Elected councillors to decide content of local plan, * Town and parish councils and residents in responding to the emerging local plan, * Site promoters in promoting their site(s) through local plan, and * Town and parish councils in preparation of neighbourhood plans.   **Scope of the study**  The scope of the study is divided into 3 parts.   1. Towns and key villages   A sensitivity assessment of the heritage assets around the following settlements which are the towns and larger villages in and adjacent to the district which provide a range of services and facilities.   1. Bishops Stortford 2. Elsenham 3. Great Chesterford 4. Great Dunmow 5. Newport 6. Saffron Walden 7. Stansted Mountfitchet 8. Takeley 9. Thaxted   You are requested to describe:   * the methodology you would use to identify the sensitivity of the heritage assets in and around the settlements to be assessed and method of dividing this area into parcels. * What factors you would take into account to understand the character of these existing settlements in setting the development scenarios.     The final extent of the landscape to be assessed and the development scenarios will be subject to discussion and agreement with the District Council at commencement of the project.  The assessment is to inform the location of the following development types in addition to identifying areas, archaeology or building types that will need protection.   * residential, * mixed uses of residential and associated services and facilities, * employment, * sport and recreation, and * green infrastructure.      1. New Settlements   Previous iterations of the Local Plan have included the allocation of new settlements.  It is anticipated that the Council will receive proposals for new settlements through the Call for Sites which closes on 21 April.  Such sites may have a scale of up to 5,000-10,000 dwellings, alongside a full mix of other land uses and open space, creating a community designed in accordance with the TCPA Garden City Principles.  The work should undertake a sensitivity assessment of the heritage assets in and around proposals for new settlements submitted through the Council’s call for sites.  The site promoter’s information provided through the call for sites will be available.  You are requested: -   * to tender on the basis of assessing 5 separate locations. * to describe the methodology for identifying the extent of the area to assess in and around the site of the new settlement, and how the impact of such development on the identified and unidentified heritage assets will be assessed.      1. Allocations in other villages.   The Local Plan wishes to ensure the vitality of the smaller communities and the viability of their facilities and will therefore be seeking to allocate smaller sites in these communities.  This also helps to ensure a constant delivery of housing, addressing a key point identified by the Inspectors’ examining the previous Local Plan.  Following the call for sites and their assessment, the council will allocate such sites in the draft local plan.  An assessment of these draft allocations on heritage assets is required as part of the evidence to demonstrate that the allocation is sound, and if necessary, to suggest mitigation to be included in the policy.  In assessing these sites, you will know the site location, size and development proposed which will be available by September 2021.  You are required: -   * To tender on the basis of assessing 25 specific sites. * To describe the methodology for assessing the sensitivity of heritage assets to these specific sites.     **Duty to Cooperate**  Where areas being assessed adjoin neighbouring local authorities, consultants must engage and ensure that the wide context beyond the boundaries of Uttlesford District Council are taken into account where relevant.  **Deliverables**   * Internal Draft reports in word format * Final report as PDF * GIS data as shapefiles * Attending at least two briefings, workshops, public meetings and stakeholder engagement events. * Provide evidence at the Local Plan Examination   The Heritage Sensitivity Assessment should   1. Provide introduction and context 2. Describe the historic baseline and relationship to the district wide Historic Characterisation 3. Explain the study methodology 4. Identify areas of historic sensitivity 5. Provide guidance to inform planning policies and allocations in sensitive and non-sensitive areas.   **Requirements For Proposal**  **Our minimum requirements are as follows:**  Specifically, the Heritage Sensitivity Assessment work **MUST:**   * Assess the sensitivity of the heritage assets around the larger settlements in and adjacent to the district. This assessment must be capable of informing the location of proposed development set out in the scope above. * Assess the sensitivity of heritage assets in and around proposals for new settlements in the district. This assessment must set out the impact of each proposal on appropriate heritage assets and be capable of informing decisions to allocate and master planning of the site with appropriate mitigation measures. * Assess the sensitivity of heritage assets in and around the draft allocations in other settlements in the district. This assessment must be capable of informing the decision to allocate and appropriate mitigation measures. * Meet all legal and policy requirements, including: * The Planning and Compulsory Purchase Act 2004, Strategic Environmental Assessment Regulations, Equality Act, National Planning Policy Framework and Planning Practice Guidance * [Good Practice Advice Note; The Historic Environment in Local Plans (GPA1)](https://historicengland.org.uk/images-books/publications/gpa1-historic-environment-local-plans/), Historic England, 2015; [The Historic Environment and Site Allocations in Local Plans](https://historicengland.org.uk/images-books/publications/historic-environment-and-site-allocations-in-local-plans/), Historic England, 2015 * Outline Heritage assessment requirements at different stages of the new Local Plan * Build upon Heritage work produced for the previous stages of Local Plan work * The proposal **MUST** outline the work required and should include the following: * Introduction: outlining the requirement to undertake Heritage Sensitivity Assessment; evidence of previously carried out assessments; * Approach to the work, assumptions and appropriate assessment methodology * Consultation and next steps * The work **MUST** be completed to Planning Practice Guidance, in addition: * Internal draft reports should be prepared in word format * The Final report should be prepared in PDF format and needs to meet the requirements of the Public Sector Bodies Accessibility Regulations 2018 * The consultant may be required to attend member briefings and workshops, public meetings, and stakeholder engagement events, as well as provide evidence at the Local Plan Examination |

1. **Timetable**

|  |  |
| --- | --- |
| Publish RFQ | 19 April 2021 |
| Clarifications | 19/04/2021 – 26/04/2021 |
| RFQ Submission deadline | 07/05/2021 no later than 12 noon |
| RFQ Evaluations | 07/05/2021 – 14/05/2021 |
| Award notification | 17/05/21 |
| Inception meeting | By 07/06/2021 |
| Contract start | 01/06/2021 |
| Part 1 draft report | 1 August 2021 |
| Parts 1 & 2 Project completion | 1 September 2021 |
| Part 3 commencement | 2 September 2021 |
| Part 3 completion | 31 October 2021 |
| Local Plan Examination – estimated commencement | September 2023 |

Consultants will be expected to respond to the Timetable milestones in their submission. Consultants will be paid against achievement of milestones as submitted within the ‘Timetable Milestones’ within the Pricing Matrix. The details completed will not be scored but should be submitted for information purposes which will then form the payment terms of the contract

1. **Project Milestones**

The timetable for production of the new Local Plan:

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

1. **Requirement Specific Questions**

The following questions are based on what Uttlesford District Council requires Bidders to provide to meet the requirements set out above and to allow Uttlesford to understand their relevant experience.

The answers will demonstrate how the bidder is able to deliver against the specification,

**4.1 Confirm how your service will meet the requirements of the specification. Describe the methodology you would use for the assessment of Heritage sensitive sites (HSS) to include legal and policy requirements and an understanding of the character of Uttlesford**

Evaluation criteria

Pass:A clear understanding of what is required by undertaking the works including description of the methodology demonstrating a knowledge of the NPPF, PPG and Historic England Guidance and an understanding of the character of Uttlesford

Fail: Failure to demonstrate a clear understanding of works and/or a vague description of the methodology with little knowledge of the NPPF, PPG and Historic England guidance and/or a lack of understanding of the character of Uttlesford

Page limit

1,000 words to be entered in the box below

|  |
| --- |
|  |

**4.2 Give at least two examples of contracts which demonstrate experience and a working knowledge of the Historic England guidance and your ability to successfully meet the requirements of contracting authorities. Provide evidence of best practice which you have derived from lessons learned.**

Evaluation criteria

Pass:Details of 2 or more previous contracts of a similar nature which demonstrate a successful completion including best practice and the implementation of lessons learnt. Full details including length of contract, customer and what was provided**.**

Fail:The Bidder fails to provide details of 2 examples of similar contracts and or fails to evidence ability to demonstrate best practice and/or lessons learned

Page limit

300 words to be entered in the box below, and two or more examples to be appended to the submission, or links provided to enable UDC to access reports

|  |
| --- |
|  |

**4.3 To provide an outline of the programme of work, including update meetings with the client and demonstrate how you will adapt to changes (e.g. to national policy / new evidence).**

Evaluation criteria

Pass:A programme of working showing the timescale for each stage of the process, and commitment to meeting the client’s timetable. A clear and justified plan to deal with changing circumstances.

Fail:Failure to demonstrate meeting the client’s timetable. Failure to demonstrate a plan to deal with changing circumstances.

Page limit

An A4 project plan plus 300 words to be entered in the box below

|  |
| --- |
|  |

**4.4 Describe how you will liaise with Historic England, Uttlesford District Council, and other key stakeholders; including how you will communicate with UDC regarding the progress of the work. Please include details on how issues will be handled and resolved between parties and recorded for full audit trail and transparency**

Evaluation criteria

Pass: A clear demonstration of how you will work with Historic England, the Council and any other key stakeholders identified and how issues will be resolved providing full audit trail and transparency

Fail:A vague demonstration of how you will work with Historic England, the Council and any other key stakeholders identified. A vague or inferior approach to resolving issues, lacking transparency, and an audit trail

Page limit

500 words to be entered in the box below

|  |
| --- |
|  |

**4.5 Please provide CV/resumes, detailed roles and responsibilities and the relevant experience of the team who may be working on the project**

Evaluation criteria

Pass: CVs/resumes provided, clear roles and responsibilities defined, relevant qualifications and relevant experience evidenced to a good industry standard

Fail: CVs/resumes not provided or vague, poor clarity of roles and responsibilities, and relevant experience not demonstrated

Page limit

1 A4 page per person

|  |
| --- |
|  |

**4.6 Demonstrate experience of presenting the evidence in the assessment to the Planning Inspector(s) and stakeholders at the Local Plan Examination**

Evaluation criteria

Pass:Details of previous experience of working with local authorities and presentation of assessment to working group/ committee. Experience of presenting evidence and Local Plan examinations.

Fail:The bidder provided little detail of past experience of working for local authorities and presenting their assessment to elected members and at Local Plan examinations.

Page limit

1000 words to be entered in the box below

|  |
| --- |
|  |

**Evaluation criteria**

The above questions will have specific reasons on what determines a Pass or Fail on each of the questions set out.

Questions from point 5 onwards are determined by a variety of required answers and failure to evidence compliance to each section will result in a fail. Evaluation criteria has been added to each individual question.

At any time you are unsure about any question please contact the Uttlesford email address that is stated at the start of this document.

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 and Safety**

**8.1 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.

The lowest total priced response that passes all pass/fail quality elements will be awarded the contract

All prices should be exempt of VAT and include any expenses

**Evaluation Criteria:**

The lowest price will be awarded 100% and then each price afterwards will be 10% lower (90%, 80% etc).

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

**11.1 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: | | | |

**13. Evaluation spreadsheet**

See attachment – Price Evaluation Spreadsheet

1. **Terms and conditions (T&Cs)**

See attachment - UDC Terms and Conditions

1. **Bidder Feedback**

We are continuing to work to update and improve the standard of our RFQ documentation and would welcome feedback and comments from bidders. Please use the box below for any feedback and comments.

It may not be possible to respond to bidders on specific points that may be raised, but we will review all responses and take these into account, where possible, when considering future updates and improvements.

All constructive comments and feedback are very gratefully received.

|  |
| --- |
|  |