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| **Specification of Services**  **for:**  **West London Waste plan**  Tender Reference: CEX23025 |

**Renewing the West London Waste Plan**

**Consultants Brief**

**Feb 2024**

**Brent**

**Ealing**

**Harrow**

**Hillingdon**

**Hounslow**

**Richmond**

**Old Oak and Park Royal Development Corporation (OPDC)**

1. **Invitation to Tender**

**Introduction**

* 1. The west London local planning authorities (LPA) of Brent, Ealing, Harrow, Hillingdon, Hounslow, Richmond and the OPDC are working collaboratively to renew the 2015 West London Waste Plan (WLWP).
  2. We are seeking to appoint a suitably qualified and experienced consultancy team(s) to produce a new WLWP and all supporting documents and reports.
  3. The commission will provide the authorities with a robust waste plan suitable for submission to the Secretary of State for approval.

1. **Background Information**
   1. The west London local planning authorities adopted the current waste plan in 2015. Its purpose is to set out a planning strategy for sustainable waste management which enables the adequate provision of waste management facilities in appropriate locations for municipal and commercial and industrial waste. The Joint Waste DPD forms part of the Development Plan for each of the authorities.
   2. The seven authorities are now seeking to prepare a new joint Waste Plan to cover a minimum 15 year period. The Joint Waste Plan will take account of the latest national and regional waste policies and be based on an up to date and robust evidence base.
   3. The seven authorities have requested the West London Alliance (WLA) act as the lead borough for the renewed Waste Plan. The WLA will convene and chair client groups, provide financial management and procurement services, etc. The WLA will not make decisions on behalf of LPAs.
   4. West London Alliance
      1. The West London Alliance is a partnership of seven London borough councils: Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

Our aim is to create a better West London for all, now and in the future. We do this by identifying common issues and developing shared solutions to add value to what our Boroughs do individually. We bring together multi agency partnerships on policy, strategy and programme delivery.

On occasion and where it is mutually beneficial, the WLA works with other boroughs as is the case for the West London Waste Plan.

* 1. LB Brent
     1. Brent has a population of 339,000 in 2021. It is one of the most ethnically diverse places in the UK. Its population has been subject to extensive growth over the last three decades and this is anticipated to continue for the foreseeable future. To accommodate this population growth 46,016 additional dwellings are identified to be delivered in the Brent Local Plan in the period to 2041. This growth in population with its associated social, economic and environmental infrastructure needs requires co-ordinated and planned approach to land use, of which the waste plan provides an integral part of achieving wider sustainability objectives.
  2. Ealing

2.4.1 Ealing is the third largest London borough by population and the eleventh largest by area. Between 2011 and 2021, the population of Ealing has increased by 8.5%, from just over 338,400 to around 367,100, representing a greater percentage increase than the averages for London and England. Ealing comprises seven towns: Acton, Ealing, Greenford, Hanwell, Northolt, Perivale, and Southall, containing one Metropolitan Town Centre (Ealing), one Major Centre (Southall), three District Centres (Acton, Greenford and Hanwell), and nine Neighbourhood Centres (including Northolt and Perivale). Ealing is a highly diverse borough, with a wide representation from ethnic groups, including the UK’s largest Asian population in Southall. The borough has a large industrial base, and is well connected in respect rail and tube, although north-south links are more limited. The London Plan has designated two Opportunity Areas within Ealing: Southall and Old Oak and Park Royal.

2.4.2 Ealing is currently in the process of updating its Local Plan with the Regulation 19 consultation planned for February 2024.

* 1. Harrow
     1. The London Borough of Harrow is the twelfth largest borough by area in London. Harrow is a classic outer-London Borough comprising inter-war suburbs, Metroland town centres and surviving village centres set within Green Belt, Metropolitan Open Land and a range of natural greenspaces, municipal parks and playing fields. The green belt to the north of the borough represents the transition from London into Hertfordshire.

1. * 1. Between 2011 and 2021, the population of Harrow increased by 9.3% from just under 239,100 to around 261,200 (Census 2023). The average (median) age was 38 years, an increase from 36 years in 2011. Harrow has a proportion of economically active people (57.4%) comparable to the England average.
2. * 1. The London Borough of Harrow is home to the Metropolitan Town Centre of Harrow, one Major Centre (Edgware, predominantly in Barnet) and nine district centres (including two shared with Brent and another with Brent / Barnet). The borough has a modest provision of industrial land compared to neighbouring boroughs, with the eight smallest area of industrial land in London and the smallest among the West London Waste Authority boroughs. Harrow is severed by several underground lines, as well as national railway services from Harrow and Wealdstone station (to Euston) and Harrow on the Hill station (to Marylebone). Harrow has no direct road access to any national motorways, nor are there any Transport for London controlled roads in the borough.
3. * 1. Harrow is in the process of updating its Local Plan, with Regulation18 consultation due early 2024.
   1. Hillingdon
      1. The London Borough of Hillingdon is the second largest by area and westernmost borough in London. It covers a wide range of different areas, each with their own particular origins and character. This range of character stretches from the Victorian development of the canal and railway corridors with their strong industrial character, through the varied development along the Uxbridge Road and into the lower density suburbs in the northern part of the borough, which give way to the countryside beyond. Mingled in with this are substantial features including Heathrow Airport, fragments of farmland and the hamlets which pre-existed the urban growth.
      2. Between 2011 and 2021, the population of Hillingdon increased by 11.7%, from just over 273,900 to around 305,900 (Census 2023). That was a greater increase than London (7.7%) and the overall population of England (6.6%). The average median age is 36 years, which is slightly higher than the London Average (35) but lower than the average for England (40). Hillingdon has a higher proportion of economically active people (59.0%) than the England average (57.4%).
      3. The London Borough of Hillingdon is home to the Metropolitan Town Centre of Uxbridge and five District Town Centres. It also contains one of the busiest airports in the world, Heathrow Airport and an active Royal Airforce station called RAF Northolt. Outside of Uxbridge is the campus for Brunel University and further south is Stockley Park business park. Hillingdon has access to London Via the Metropolitan, Piccadilly, Central and Elizabeth Lines, as well as national railway services. There is also direct access to the M4, M40 and M25.
   2. Hounslow
      1. The London Borough of Hounslow is a diverse and growing borough, with a population of 288,000 in 2021. Hounslow experienced the 5th largest population increase in London between 2011 and 2021, and this trend is expected to continue over the coming decades. The London Plan 2021 sets a target 17,820 homes to be built in Hounslow within the period 2019-2029, with the majority of this growth expected to take place within its town centres and two key growth areas: the Great West Corridor and Heathrow (“West of Borough”) opportunity areas. These opportunity areas will also be home to new and exciting employment opportunities within a range of sectors - from digital, media and other creative enterprises in the east to major logistics operations in the west – all alongside vital environmental enhancements and strategic infrastructure improvements.
      2. Hounslow is currently in the process of updating its development plan through the emerging consolidated ‘single’ Local Plan, which will enable the authority to plan effectively for good growth in the years to come. As a vital part of the evolving development plan, the new West London Waste Plan will ensure that Hounslow is able to deliver the vital infrastructure required to achieve sustainable development, whilst also helping to meet the Council’s corporate objectives around addressing the Climate Emergency and delivering A Cleaner Hounslow.
      3. The single Local Plan Regulation 18 consultation took place between November and December 2023. Following completion of the work required to update and bring the four volumes of the local plan together in to one development plan document, it is the Council’s intention to undertake a Regulation 19 consultation over the summer of 2024, followed by submission for examination. The new single Local Plan is programmed to be adopted in late 2025.
   3. OPDC
      1. The Old Oak and Park Royal Development Corporation (OPDC) is a Mayoral Development Corporation (MDC), established by the Mayor of London to secure the regeneration of Old Oak and Park Royal. The OPDC area covers approximately 650 hectares in inner north-west London, including land in the London boroughs of Brent, Ealing and Hammersmith and Fulham.
      2. The OPDC area is set to be transformed with the opening of the Old Oak Common Station, which will connect Elizabeth Line and National Rail services to the newly built High Speed 2 (HS2) line and help deliver unrivalled connectivity across London and the UK. Previously designated industrial land is being used to create a new thriving, inclusive and healthy new urban district, with new homes, open spaces, town centres, community facilities and business premises, alongside plans to protect, strengthen and intensify or increase industrial floorspace capacity on the remaining industrial land. There is potential to achieve a net gain of 250,000sqm and for multistorey industrial typologies. Regeneration across the whole OPDC area can deliver huge benefits at scale for current and new residents and businesses alike. Over the total development period, the OPDC area can deliver an indicative 26,000 homes and 56,250 jobs, making it one of London and the UK’s largest regeneration projects. 19,850 of these homes and 36,350 of these jobs can be delivered by 2038.
      3. OPDC is the local planning authority for the area and as such is responsible for plan-making including the production of a Local Plan. The OPDC Local Plan was adopted in 2022 and sets out OPDC’s strategy for the sustainable development of its area as a whole, including the general amount, type and location of new development.
      4. The OPDC has some clear aims including:
   4. Transforming one of London’s most inaccessible areas into a well-connected, world-class transport interchange
   5. Enabling delivery of new housing and commercial development, surrounded by sustainable and thriving neighbourhoods and valued open space.
   6. Protecting, strengthening and intensifying Park Royal and Old Oak
   7. Protecting and improving Wormwood Scrubs
      1. A number of existing/allocated waste sites within the OPDC area are currently safeguarded in the 2015 WLWP and some of these are also site allocations for mixed use development.
   8. Richmond
      1. The borough of Richmond upon Thames is the 4th smallest borough in London. It covers an area of 5,095 hectares in southwest London, is bordered by four London Boroughs and shares a boundary with Surrey. The population size has increased by 4.4%, from around 187,000 in 2011 to 195,200 in 2021 (smaller than the 7.7% overall population increase for London).
4. * 1. The largest town centre is Richmond; there are also four large town centres at Twickenham, Teddington, East Sheen and Whitton and many smaller centres and local parades. The borough is primarily residential in character, interspersed with some locations for commercial and industrial uses, including riverside industries such as yards for building and repairing small crafts. More than two thirds of the borough is protected by either open space or conservation area status. The borough is home to Royal Botanic Gardens Kew, Hampton Court Palace and the Rugby Football Union at Twickenham, amongst other attractions, and approximately 4.5 million tourists visit the borough every year.
5. * 1. The London Plan 2021 sets a target of 4,110 homes to be built in Richmond within the period 2019-2029. The indicative target beyond 2029 is 306 homes per annum. The majority of growth expected to take place within the five town centres. The Borough Employment Land & Premises Needs Assessment identifies the requirement for approximately 23,000 sqm of office floorspace and 60,000sqm of industrial floorspace, for the forecast period 2019-39. There is a scarcity of land for development and very low vacancy rate for industrial land.
6. * 1. Richmond is in the process of updating its Local Plan. The 'Publication' Richmond Local plan and evidence and feedback from public consultation was submitted to the Planning Inspectorate in January 2024, with the examination due to be held later in 2024.
7. **Policy Context**
   1. As Waste Planning Authorities (WPA), the west London authorities are required to prepare a Waste Local Plan. This requirement comes from Article 28 of the European Union (EU) Waste Framework Directive, the National Waste Management Plan for England and the National Planning Policy for Waste (NPPW).

National Planning Policy for Waste 2014

* 1. The National Planning Policy for Waste sits alongside the National Planning Policy Framework and sets out detailed waste planning policies.
  2. Waste planning authorities should prepare Local Plans which identify sufficient

opportunities to meet the identified needs of their area for the management of

waste streams and identify sites or areas for new or enhanced waste management facilities in appropriate locations.

* 1. In relation to preparing Local Plans, Waste Planning Authorities should:
     1. Ensure that the planned provision of new capacity and its spatial distribution is based on robust analysis of best available data and information, and an appraisal of options.
     2. Work jointly and collaboratively with other planning authorities to collect and share data and information on waste arisings.
     3. Undertake early and meaningful engagement with local communities.
     4. Ensure waste is managed as high up the waste hierarchy as possible recognising the need for a mix of types and scale of facilities.
     5. Identify the tonnages and percentages of municipal, and commercial and industrial, waste requiring different types of management in their area over the period of the plan (In London, waste planning authorities should have regard to their apportionments set out in the latest London Plan when preparing their plans)
     6. Consider the need for additional waste management capacity of more than local significance.
     7. Take into account the need for a limited number of facilities for disposal of residual waste which may arise in more than one waste planning authority area.
     8. Work collaboratively in groups with other waste planning authorities, the statutory duty to cooperate/alignment policy test evidence to provide a network of facilities to deliver sustainable waste management.
     9. Consider the extent to which the capacity of existing operational facilities would meet identified need.
     10. Identify sites and/or areas for new or enhanced waste management facilities in appropriate locations and set out the broad types of waste management facility that would be appropriately located on the allocated site/ area.

London Plan 2021

* 1. The current London Plan was adopted in 2021. This promotes resource conservation, waste reduction and a circular economy that improves resource efficiency and innovation to keep products and materials at their highest use for as long as possible. It sets out to meet or exceed the following targets:
  2. Zero biodegradable or recyclable waste to landfill by 2026
  3. Municipal waste recycling target of 65% by 2030
  4. Construction and demolition reuse/ recycling/ recovery target of 95%
  5. Excavation beneficial use target of 95%
  6. In order to manage London’s waste sustainably the equivalent of 100% of London’s waste should be managed within London (i.e.net self-sufficiency) by 2026.
  7. The London Plan 2021 projects how much Household and Commercial & Industrial (C&I) waste is likely to be generated in the capital up to 2041 and apportions an amount of these two waste streams to each borough. Development Plans should:
  + Plan for identified waste needs
  + Identify how waste will be reduced in line with the principles of the Circular Economy, and how the remaining quantum of waste will be managed.
  + Allocate sufficient sites, identify suitable areas, and identify waste management facilities to provide the capacity to manage the apportioned tonnages of waste as set out below. Boroughs are encouraged to collaborate by pooling their apportionment requirements.

**Forecast risings of household, commercial and industrial waste by borough in 000s of tonnes. Note, the OPDC does not have waste targets by but is required to cooperate with its host boroughs.**

|  |  |  |
| --- | --- | --- |
| Local Authority | 2021 | 2041 |
| Brent | 259 | 274 |
| Ealing | 291 | 306 |
| Harrow | 188 | 205 |
| Hillingdon | 347 | 365 |
| Hounslow | 260 | 275 |
| Richmond | 179 | 190 |

**Borough level apportionments of household, commercial and industrial waste 2021-2041 (000s tonnes). Apportionments are percentage of London’s total waste to be managed by the borough. Note, the OPDC does not have waste targets by but is required to cooperate with its host boroughs.**

|  |  |  |  |
| --- | --- | --- | --- |
| Local Authority | Apportionment | 2021 | 2041 |
| Brent | 5 | 412 | 437 |
| Ealing | 6.6 | 542 | 576 |
| Harrow | 1.9 | 160 | 170 |
| Hillingdon | 5.1 | 423 | 449 |
| Hounslow | 5 | 407 | 432 |
| Richmond | 1.8 | 148 | 157 |

* 1. The London Plan expects boroughs to examine in detail how capacity can be delivered at the local level and demonstrate how this can be provided for through the allocation of sufficient sites and the identification of suitable areas in Development Plans to meet their apportionment. They should aim to meet their waste apportionment as a minimum. It may not always be possible for boroughs to meet their apportionment within their boundaries and in such circumstances, boroughs will need to agree the transfer of apportioned waste. Where apportionments are pooled, boroughs must demonstrate how their joint apportionment targets will be met, for example through joint waste Development Plan Documents, joint evidence papers or bilateral agreements.
  2. The Old Oak and Park Royal Development Corporation (OPDC) is the local planning authority, which includes waste planning, for part of the London Boroughs of Brent, Ealing and Hammersmith and Fulham. OPDC does not have an apportionment target (the waste is accounted for in the host borough figures) but it must cooperate with its host boroughs to help them meet their identified needs. The West London Waste Plan would cover the boundaries of all seven authorities including OPDC.

Duty to Cooperate

* 1. The Localism Act introduced the ‘Duty to Co-operate’, which required LPAs and public bodies to engage constructively, actively and on an ongoing basis in relation to planning for strategic issues. It applied to all LPAs and was particularly relevant to waste planning given the exportation and importation of waste across administrative boundaries.
  2. The Duty to Cooperate required active, on-going and constructive engagement between local authorities and other groups, on cross-boundary strategic issues. The Levelling Up and Regeneration Act 2023 repeals the statutory duty to cooperate (s33A PCPA) for new plans and a new “Alignment Policy” is proposed to be brought in through amendments to the NPPF. Whilst it is not certain what this will mean, presentation of evidence of co-working/agreement between the LPAs and other organisations is still likely to be required to support the ‘soundness’ of the waste plan through its adoption process. At each stage of the adoption process, consideration of the necessary evidence and processes to show compliance with the alignment policy should be included in any tender submission’s methodology.

1. **Phased Delivery and Outputs**
   1. Delivery of a new West London Waste Plan will be in seven work packages.
2. Waste Needs Assessment and Engagement
3. Site/Area Assessment and Engagement
4. a) Habitats Regulations Screening Assessment

b) Appropriate Assessment

1. Drafting a Regulation 18 WLWP for public consultation
2. Analysis of Regulation 18 consultation responses and updating documents to produce a Regulation 19 WLWP for public consultation.
3. Analysis of consultation responses and updating documents to produce a Regulation 22 (Submission) WLWP
4. Update WLWP and supporting documents for adoption.
   1. The quote should provide a breakdown of cost and assumptions for each work package. From Work Package 3 and onwards, we reserve the right to terminate our agreement without reason.
   2. For all work packages, consultants are required to update the website, wlwp.net. This will play a crucial role in consultation.
   3. Consultants are required to demonstrate how their methodology will mitigate possible planning reforms or changes to the preparation of local plans, such as those suggested in the Levelling-up and Regeneration Act and associated secondary legislation and planning policy/guidance.

**Work Package 1: Waste Needs Assessment and Engagement**

* 1. Work Package 1 will be expected to demonstrate:
  2. How much of each waste stream is currently being produced in the seven authority areas, including but not limited to:
     + Local Authority Collected Waste (LACW)
     + Commercial and Industrial Waste (C&I)
     + Construction and Demolition & Excavation Waste (CD &E)
     + Agricultural Waste
     + Hazardous waste
     + Waste Water
     + Low level radioactive waste (LLW)
  3. How and where these waste streams are currently managed, in line with Planning Practice Guidance Paragraph: 024 Reference ID: 28-024-20141016, considering the sites currently identified in the 2015 WLWP and identifying new licensed sites.
  4. How each borough is currently performing in relation to the recycling targets outlined at 3.5.
  5. The actual movement of waste into and out of the authorities’ areas.
  6. The amount of waste projected to be produced over the 15 year plan period for all waste streams, taking into account the London Plan 2021 apportionment. (With assumptions and methodology of capacity determination being clearly explained).
  7. Documented evidence of engagement with all statutory and relevant non-statutory consultees in the development of the work, including presentations on the findings (see outputs in para 4.8). Consultees to be agreed with Client Team.
  8. List of bodies and organisations that could be considered appropriate to communicate with to satisfy our Duty to Cooperate/future alignment policy test. This includes the mapping of all waste stream imports and exports and initial contacts with the stakeholders. Please provide separate price options for this task.
  9. Timescales of the project (in relation to Section 7 of this document).
  10. The Waste Needs Assessment must be based on up to date evidence and be sufficiently robust so that it can stand up to intense scrutiny at Independent Examination.
  11. The Waste Needs Assessment must be fully compliant and in line with requirements of current and emerging policy including (but not limited to):
  + Waste Management Plan for England
  + National Planning Policy Framework
  + Planning Practice Guidance
  + National Planning Policy for Waste
  + Relevant legislation - Localism Act/TCPA/PA etc
  + The London Plan: The Spatial Development Strategy for Greater London
  + (London Plan, 2021).
  + EU Waste Framework Directive, (2008/98/EC)
  1. Consultants will be expected to deliver the following outputs:
  2. A robust written report covering all of the requirements detailed in work package 1, with sites and locations clearly described.
  3. A freestanding executive summary report. This is to communicate key messages and statistics to the non-technical reader.
  4. The final report must be provided in electronic format compatible with the authorities’ software. (Drafts should be provided in MS Word). This must meet relevant accessibility standards to enable them to be published on the web.
  5. GIS mapping should be provided in electronic format compatible with the participating authorities’ software.
  6. Progress updates with the Client Team or their representatives every 2 weeks, 1 presentation for internal stakeholders.
  7. Freestanding PowerPoint presentation packs for use relaying the report to Councillors, directors and other parties.

**Work Package 2: Site/Area Assessment and Engagement**

* 1. Work Package 2 will be expected to:

1. Assess the extent to which existing waste infrastructure, transfer, disposal and recovery facilities would meet projected waste needs. This will need to:
   * 1. re-assess existing allocated or safeguarded waste sites to understand if these provisions are still appropriate or if they need to be removed.
     2. include appropriate GIS mapping to identify each assessed waste infrastructure site and a corresponding report/spreadsheet that includes details for each site, including licensed capacity, throughput for each of the last 5 years and following dialogue with respective operators, estimates of realistic capacity that can be achieved on sites.
   1. confirm a capacity gap or surplus in terms of throughput and landtake relative to need. If there is a gap in capacity, agreed site selection criteria and new sites/areas will be required to address this.
   2. The consultants will be expected to draft a Call for Sites form and, using information gathered in the Waste Needs Assessment, prepare an initial Call for Sites engagement list with details for existing waste operators and other waste operators for the authorities to use as the basis for consultation/engagement.
   3. The work package must deliver equivalent outputs to those listed in para 4.8.

**Work Package 3a: Habitats Regulations Screening Assessment**

* 1. Prepare Habitats Regulation Screening Assessment. Please include costs for a full HRA if required.

**Work Package 3b: Appropriate Assessment**

* 1. Work Package 3b: Appropriate Assessment

If required, prepare an Appropriate Assessment.

**Work Package 4: Draft Waste Plan (Regulation 18)**

* 1. Based on Work Packages 1 and 2, and all available evidence base, consultants will be asked to prepare a Draft Waste Plan for consultation which should include all supporting documents, including but not limited to:
  + A full integrated Impact Assessment including Sustainability appraisal, with a Strategic Environmental Assessment, Equalities impact assessment and Health Impact Assessment
  + Please note that the Habitats Regulation screening and if necessary, any resultant assessment is covered under Work Packages 3a) and b)
  + Strategic flood risk assessment
  + Duty to Cooperate/Alignment Policy Statement
  + Call for Sites form and engagement list
  1. Consultants are encouraged to employ independent specialist sub-consultants to produce the supporting Integrated Impact Assessment documentation unless they can demonstrate robust internal independence from the authors of the Draft Plan. This independence will contribute to the robustness of The Plan at examination. Consultants should declare their preference in their response and name any sub-consultant, and relevant costs, for this work package.
  2. The Draft Waste Plan must be compliant with all relevant legislation, policies and guidance, including those listed in section 4.7.
  3. The Draft Waste Plan must be prepared in a range of formats, Word, PDF and Power Point including posters and other material in preparation of Reg 18. These are expected to meet relevant accessibility standards to enable them to be published on the web.
  4. Consultants are expected to work closely with officers and representatives to ensure all authorities have equal input into the waste plan and have agreement with its contents.
  5. It is expected that each authority will conduct/issue their own Reg 18 consultation. However, the appointed consultant team will be responsible for drafting responses to the representations and compiling the consultation statement.
  6. The work package must deliver equivalent outputs to those listed in para 4.8 but for the Reg 18 stage.

**Work Package 5: Revised Draft Waste Plan (Regulation 19)**

* 1. Following Regulation18 consultation, consultants will be asked where necessary to update all documents delivered under work package 1 - 4 taking into account representations received.
  2. The Revised Waste Plan must be compliant with all relevant legislation, policies and guidance, including those listed in section 4.7.
  3. The Revised Draft Waste Plan must be prepared in a range of formats, Word, PDF and Power Point including posters and other material in preparation of Regulation 19 consultation.
  4. Consultants are expected to work closely with officers and representatives to ensure all authorities have equal input into the waste plan and have agreement with its contents.
  5. It is expected that each authority will conduct/issue their own Reg 19 consultation. However, the appointed consultant team will be responsible for drafting responses to the representations and compiling the consultation statement.
  6. The work package must deliver outputs listed in work package 4, with sites and locations clearly described, and deliver equivalent outputs to those listed in para 4.8 but for the Reg 19 stage.

**Work Package 6: Submission Waste Plan (Regulation 22)**

* 1. Following Regulation 19 consultation, consultants will be asked where necessary to update all documents delivered under work package 1-4 taking into account representations received. This includes any necessary main and minor modifications to be submitted with the Plan to address matters of soundness.
  2. The Draft Waste Plan must be compliant with all relevant legislation, policies and guidance, including those listed in section 4.7.
  3. The Revised Draft Waste Plan must be prepared in a range of formats, Word, PDF and Power Point including posters and other material in preparation for examination.
  4. Consultants are expected to work closely with officers and representatives to ensure all authorities have equal input into the waste plan and have agreement with its contents.
  5. It is expected that each authority will conduct/ issue their own consultation in association with the submission of the Plan.
  6. The Revised Draft Plan must be to a robust and comprehensive standard to satisfy public examination.
  7. Consultants will be required to collate and/or produce all supporting documents for submission.
  8. The work package must deliver outputs listed in work package 4, with sites and locations clearly described, and deliver equivalent outputs to those listed in para 4.8 but for the Reg 22 stage.
  9. The Submission Waste Plan must be agreed by all authorities. Consultants are expected to take a step by step approach and work closely with officers to ensure the final waste plan is satisfactory for each of the seven authorities.
  10. The examination process – borough officers will be present at the examination session and consultants will be required to help present and support where necessary. Call off options will be required for the examination stage, ref para 5.3.

**Work Package 7: Update WLWP and Supporting Document for Adoption**

* 1. Consultants will be required to make modifications to the WLWP as directed by the Planning inspectorate following examination.
  2. As the modifications are an unknown element in the process; we require a call off schedule similar to paragraph 5.3. It should detail individual specialisms and job title for each role.

1. **General**
   1. The consultants will be expected to work within the brief, in line with relevant legislation and published national and regional policies and guidance. Any variation in terms of the methodological or technical approach or data sources should be explained and agreed in writing with the individual members of the Client Team. Any assistance or information required from the Client Team should be specified in the tender submission. Consultants will report on a regular basis, as agreed. Meeting with the Client Team should be held every two weeks. Such updates on progress will ensure the project keeps to schedule and any problems are flagged up as soon as they arise.
   2. Individual meetings with the Client Team will be necessary. Workshops or meetings with council officers in other disciplines outside of planning should be considered if this benefits the Waste Plan.
   3. Jointly or individually, the authorities will require the consultant team’s assistance in providing representations and evidence during the examination. Please include quotes for your charging rates with the tender, it is our intention to call off this assistance as required.
   4. In addition, please confirm that consultants will attend any Independent Examination for the Waste Plan in due course to support officers if necessary.
   5. Authorities will hold the copyright of both printed and digital material produced.
2. **Responding to the Brief**
   1. To allow us to assess your organisation’s suitability for undertaking this project should you wish to tender, bids should be submitted via the Atamis portal in line with instructions set out in the ITT.

We ask you to submit a tender response structured as set out below. Proposals will be evaluated and scored against the following criteria which is set out as a series of questions in the Quality Submission Document.

|  |  |
| --- | --- |
| Quality Criteria | Score |
| **Experience** – Demonstrate a proven track record in delivering similar projects and outputs, to time and to standard. Recent examples of similar consultancy services. Contact details (including phone/ email) for two referees from similar projects. | 23% |
| **Project Methodology** – Describe a sound project methodology and work programme to deliver the project’s objectives as set out above. This should include, but will not be limited to:  i. An outline of key work stages, activities and outputs including an Executive Summary, Methodology, Assumptions, Analysis and Findings.  ii. An initial project scoping study identifying the extent and nature of evidence needed.  iii. A summary project plan and timetable including relevant stakeholder engagement.  iv. A brief discussion of key risks and quality control procedures. | 23% |
| **Skills** – Provide details of the person(s) who will work on different elements of the project (as described above) and an indication of their skills and experience. Provide a percentage breakdown of their time on the project (if more than one person), their role within the project and allocated tasks, their job title(s) and position within the company. | 23% |
| **Financial Proposal** – Provide a fixed fee (exclusive of VAT) proposal for completing each work package involved in the preparation of the West London Waste Plan as described in section 4. Each work package should be costed separately with a breakdown of the costs included to enable the authorities to reach a reasonable decision on all of the quotes submitted. The proposal should include staff costs including daily rates for staff to be engaged on each part of the project, non-staff costs and any anticipated expenses (i.e. cost of data). Daily rates for follow on work. (Definition of ‘day’ should be specified.)  • Proposals must demonstrate Best Value.  • Consultants should also provide daily staff charge out rates for any additional tasks required at Submission/Examination stage (on a needs basis) plus items beyond the immediate tasks set out above. Staff charge out rates should be accompanied by a job title/position within the company. | 23% |
| **Interview** |  |
| How do we ensure that that the plan is sufficiently agile over its life to respond to the market/industry whilst also satisfying national and regional policy requirements to demonstrate that we have sufficient opportunities to meet need/demand? | 2% |
| This project is being commissioned by seven West London authorities. There is the risk that different views may arise during the course of the project; how would you seek to manage such a situation and respond to it if it did arise, and can you provide some examples of where you have managed projects commissioned by several stakeholders? | 2% |
| How can you ensure you will maintain the necessary resources for this project over other work and potential staff changes given the timescales for delivery? | 2% |
| What challenges do you foresee (Eg. Changes to planning guidance/policy, apportionment targets too high etc) and what mitigations have you considered? | 2% |
| **Total quality weighting (worth 70% of total weighting)** | 100% |

* 1. Consultants will be expected to budget for the attendance / presentation at meetings including an inception meeting. The minimum number of meetings for each phase of the Waste Plan has been set out in this brief but it is left to the consultants to increase this number of they think it necessary.

**Deadline for responses is noon, 28th May 2024**

1. **Timescales**
   1. The boroughs consider the timescales below realistic and appropriate, however submitted tenders may comment on whether the timeframes below are realistic.

|  |  |
| --- | --- |
| Invitation to Quote | April 2024 |
| Proposal deadline | May 2024 |
| Interview (if required) | June 2024 |
| Appoint | June 2024 |
| Stage 1: Baseline report expected | Jan 2025 |
| Stage 2: Reg 18 Draft Waste Plan expected  Stage 3: Reg 19 Draft Waste Plan expected | Sept 2025  Sept 2026 |
| Stage 4: Submission stage | March/June 2027 |
| Stage 5: Examination and preparation for adoption | September 2027 |

1. **Invoicing**
   1. For each of the work packages involved in the preparation of the new West London Waste Plan, we suggest 50% payment on completion of a draft report and another 50% payment on completion of a signed off final report (all authorities will need to be satisfied and agree officer sign off of all reports to confirm completion).