



Department
for Environment
F Food & Rural Affairs



Call-Off Procedure:

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

Tender Reference: PRAPS Lot 7

Project No: PRAPS014

Date: 22/08/2023

1.0 Request for Proposal

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

Planning Related Advice Professional Services (PRAPS) Framework REQUEST FOR PROPOSAL				
Project Title:		Support for Local Authorities in applying the Green Infrastructure Framework		
Call-Off Reference:		PRAPS014		
Atamis Project Ref (if applicable):		N/A		
Date:		22/08/2023		
Contracting Authority (Defra and its arms-length bodies etc)	Natural England			
Project Manager(s):	Redacted under FOIA Section 43 Personal Information		Phone number:	Redacted under FOIA Section 43 Personal Information
Authorised by:	Redacted under FOIA Section 43 Personal Information		Email:	Redacted under FOIA Section 43 Personal Information
Commercial Contact (if applicable):				
Project Start Date		28/09/2023		
Project Completion Date		All delivery completed by 15/03/2024 and fully invoiced for by the 22/3/2024.		
For any projects over the direct award threshold, full competition is required (i.e. all Suppliers on the Lot are invited to quote).		Direct Award	X	Mini-comp

Proposal return date: (no less than 10 working days from current date)	11/09/2023
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Evaluation criteria:		
Suppliers: Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
Quality	Weighting	60%
Price	Weighting	40%
Quality Sub-Criteria Weightings: (Indicative only)		
1. Approach & Methodology	<p>Please set out in detail each element of the methodology and how this will be carried out, including the approach, design, and analytical strategy.</p> <p>The response must be a maximum of 610 sides of A4, font size 11.</p>	35%
2. Proposed Staff (inc. Pen Portraits) and Supplier's experience/accreditations.	<p>Please provide details of the proposed project team and team structure that you intend to use to deliver this project, including any sub-contractors and/or associates.</p> <p>CVs for all staff should be submitted to support your response and please include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal.</p> <p>The response to provide CVs of key staff who will work on the project – maximum 2 A4 pages each, font size 11.</p> <p>All content to be considered must be in the document itself - no links/references to other documents will be considered.</p>	25%
3. Project Management, Ability to Deliver	<p>Please detail your proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and A Gantt chart presenting milestones, deliverables, timelines, and inter-dependencies.</p> <p>All content to be considered must be in the document itself - no links/references to other documents will be considered.</p>	25%

	The response must be a maximum of 4 sides of A4, font size 11.	
4. Risk	Please complete a risk register and identify additional project risks against any risk identified by the Project Manager. The response must be a maximum of 2 sides of A4, font size 11	10%
5. Health & Safety	Dealt with at Framework level.	n/a
6. Sustainability	The Authority has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement Within this context, please briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization's approach for this requirement	5%

Specification Summary (please see accompanying full specification for further details)	
1. Description of work required – overall purpose & scope (including reporting requirements)	
<p>In tandem with the Green Infrastructure Framework (GIF) training programme 2023 (Annex A), Natural England would like LUC to identify 10 local authorities across England and support them in applying the GIF in Local Plans, Strategies and Design Codes. This work will build on the training package, helping a smaller sub-group of that cohort to take forward the training and apply it in their local context.</p> <p>Natural England is currently working to roll out the GI Framework through a training contract for 25 Local Authorities (LA), please see Annex 1.</p> <p>In this follow-on piece of work, we are interested in developing our learning by targeting urban local authorities that have a high number of L1 Lower Super Output Areas (LSOAs), according to NE's GI Inequalities mapping tool. That is, they score highly on the Government's Indices of Multiple Deprivation, have a high population density, and have low access to quality green spaces. The 25 local authorities selected for the training should meet these requirements, but we would like the consultants to ensure that this is a focus for selecting a smaller cohort of places that will be a focus for applying the GI Framework, alongside a demonstration of leadership ambition.</p>	

We are interested to work with local authorities to adapt and apply the Framework to local context. Advice may include:

- Advice for Local Plans – particularly where these are at an early stage and provide a strong opportunity to give GI weight and get policy in place. Given that GIF is currently voluntary, there is a risk of push back from developers, so a solid policy and how to do this well is key. Where plans are at a later stage in development, how could policies be re-worked to incorporate the GI Framework?
- Viability and costs are key issues, with worries about GI being value-engineered out. We would like to see bespoke advice to LAs on these aspects, referring to useful case studies where these issues have been resolved.
- As part of this work, discuss with participating Local Authorities their approaches to baselining GI assets including the 15 minutes to nature commitment.
- How to embed the 5 headline standards into Local Plan Policy. We have found that the Urban Greening Factor often gets a focus of attention, but the application of all 5 Standards should be fully explored with LAs. The Accessible Green Space Standards can be seen as harder to apply. It may help to provide a focus around the access to green and blue space within 15 minutes from home to meet the [Environmental Improvement Plan](#) commitment. We particularly want to see how applying the Framework is helping to address inequalities in access to greenspace.
- How applying the GI Framework could lead to a greater understanding of the inequalities in access to natural greenspace close to home for different demographic groups, and what steps/policies could help to address this.
- How the application of the Framework leads to links between GI and Local Nature Recovery Strategy and/or Nature Recovery Networks as part of the urban-rural landscape continuum?
- How the GI Framework could be applied so that it leads to integration of GI across policy areas such as climate adaptation and net zero, health and transport promoting nature-based solutions?
- How the GI Framework could support green finance mechanisms to attract new investment in GI.

Case studies will be developed as examples of how the GIF has been applied in different contexts. These should capture the issues the LA identified at the start of the process and how the GIF has been applied and what has changed as a result of applying the GIF, and any evidence of how this is helping to deliver outcomes. Case studies should capture this for different applications of GI e.g., baseline mapping, applying the principles, applying the standards, using the design guide, and using the process journeys and green finance.

In developing this work, you should refer to:

- The GIF 2023 stakeholder training programme specification for the aims and objectives of the GIF and the training programme (See Annex 1).
- Utilise the learning from a report that took a seed corn funding approach to integrate the GIF into joint Local Plan Policy (see Annex 2)

- In order to make this information available to a wider audience, the contractor will develop three one hour on-line training sessions using the material that they developed for the '25' local authorities, as 'open door' free to book sessions, in the same way we offer the 'Deep Dive training sessions on the [GI Web Portal](#). The material could be refined and adapted following the feedback from the training. We would like to see the webinars focus on:
 - Embedding the GI Framework into local plan policies, GI Strategies and design codes, addressing common issues such as viability and using case studies where possible.
 - Developing a GI Strategy and Delivery Plan that could form the basis for green finance investment, drawing on the LPA process journey, and making links with LNRS and BNG.
 - Green infrastructure for climate change. Using the design guide to pull out the key benefits of GI for climate change and how GI for climate can be integrated into local plans using case studies where possible, identifying approaches to mitigating common issues such as ongoing maintenance.

Specification

We are looking for the following outcomes from this piece of work:

- Work with Natural England and its partners to identify 10 urban Local Authorities to engage with and support them in adapting and applying the Green Infrastructure Framework and grow our collective understanding of what is needed to embed the Green Infrastructure Framework into Local Authority Policies and Strategies.
- LUC should work with Area and Regional team colleagues and the cohort of 25 local authorities identified for the training to select up to 10 Local Authorities to work with, for example, those LAs who show the highest levels of commitment and leadership in the training programme will be offered further support.
- Produce 10 case studies that provide learning for towns and cities embarking on an urban landscape accreditation to support them to scope out how to embed the GIF in their Policies and Strategies.

- Make recommendations as to how Natural England and its partners monitor and evaluate the process that Local Authorities take to embed the GIF in their local policies
- LUC should work with Area and Regional team colleagues across the partnership to identify and engage Local Authorities in this work.
- As part of this work, discuss with participating Local Authorities approaches to baselining their GI assets. Include scoping out how and if the Local Authority records and stores management information for its GI assets (and the scope, extent, and accuracy of that). Make recommendations about what needs to happen to support Local Authorities to have well documented records of their GI assets to help them manage them going forward.

- Some selected Local Authorities may be experiencing recreational pressure on environmentally sensitive sites within their administrative boundary. This contract should explore with relevant Local Authorities how recreational pressure can be addressed by planning and delivering new green and blue space in areas of deficit.

Outputs

- 10 Local Authority case studies that demonstrate good practice and show what is needed to embed the GIF in local policies, GI Strategies and Design Codes. This should be presented in an accessible format for a Local Authority, eNGO and Government audience.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Three on-line training sessions using the material that they developed for the '25' local authorities, as 'open door' free to book sessions, in the same way we offer the 'Deep Dive training sessions on the [GI web portal](#). The material could be refined and adapted following the feedback from the training. The presentation with speaking notes will be provided as an output. The webinars should have a focus as set out above.
 - A report demonstrating key findings and recommendations for next steps to best support Local Authorities going forward. This should include recommendations as to how to monitor and evaluate the success and identify challenges and opportunities ahead for embedding the GIF in local policies, GI Strategies and Local Design Codes

Annex 1: GREEN INFRASTRUCTURE FRAMEWORK – 2023 STAKEHOLDER TRAINING PROGRAMME SPECIFICATION

Click on the below to access



Annex 2 – The Natural England Green Infrastructure Framework: Integration into Joint Local Plan Policy



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As this is a direct award to LUC, Natural England accepts that the skills and experience of LUC highlighted through the Framework process are sufficient to effectively deliver this contract.

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

Task no.	Task and deliverable	Completion date	Payment Schedule (%)
1	Proposal submitted to Natural England	11/09/2023	0%
2	Inception meeting	w/c 25 th Sept 2023	0%
3	LUC develop approach and methodology	w/c 16 th Oct 2023	0%
4	LUC present methodology to NE, NT and NLHF	w/c 30 th Oct 2023	0%
5	LUC engages 10 Local Authorities in agreement with NE, NT and NLHF. Timing to coincide with completion of the GI training package	w/c 13 th Nov 2023	0%
6	Present preliminary findings	w/c 29 th Jan 2024	0%
7	Delivery of draft report to Natural England, [REDACTED]	w/c 12 th Feb 2024	0%
8	Period of partnership review	w/c 19 th Feb 2024	0%
9	Updating of final report to reflect Natural England's feedback and delivery of final report to Natural England's Project Manager.	15/03/2023	0%
10	Submission of invoice to Natural England for payment.	22/03/2024	100%

4. Risk

Note: This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.

General Health and Safety is managed at the framework level but ICF should also give consideration to:

Risk 1 – The timeframe for delivery of this project includes the summer and Christmas holidays. Both ICF and Natural England need to ensure that sufficient time has been allocated for each task, negating any impact of staff being away.

Risk 2 – GDPR must be followed at all times during the collection of data and evidence.

Risk 3 – The Authority must be protected from any reputational risk at all times.

Risk 4 – The Authority will own all data/evidence at the end of the project. Although the data will need to include organisational names, the report should avoid referring to individuals and all text should be anonymised so that no personal data is publicly shared.

Risk 5 – Issues relating to ethics should always be considered and activities must fully comply with ICF's ethics guidance that was included as part of becoming a framework contractor.

5. Health and Safety Requirements

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

N/A – Managed at framework level.

6. Further Sustainability Considerations

In general, sustainability is managed at the Framework level.

In addition to this, all data and evidence should be collected as part of a desk exercise, keeping carbon to a minimum.

2.0 Proposal

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

Planning Related Advice Professional Services (PRAPS) Framework

PROPOSAL

To be completed by the Supplier

Supplier's Name: Land Use Consultants Ltd

Call-Off Reference: PRAPS014

Lot Number: 7

Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information



Redacted under FOIA Section 43 Commercial Information

Overall Costs	£47,960.00
By signing this form Land Use Consultants Ltd agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Planning Related Advice Professional Services (PRAPS) Framework – Call-Off Contract.	
Supplier Project Manager:	
Signature:	
Date:	

3.0 Order Agreement

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Supplier for counter signature to form a Call-Off Contract.

<p align="center">Planning Related Advice Professional Services (PRAPS)</p> <p align="center">Framework</p> <p align="center">ORDER AGREEMENT</p> <p align="center">To be completed by Authority Contract Manager and sent to Supplier for countersignature</p>

Project Title: Support for Local Authorities in applying the Green Infrastructure Framework

Call-Off Reference: PRAPS014

Bravo project ref (if applicable):

Date: 28/09/2023

THE Contracting Authority: Natural England, Shared Services Connected Limited,
Natural England, PO Box 790, Newport, NP10 8FZ

THE Supplier: Land Use Consultants Ltd

APPLICABLE FRAMEWORK CONTRACT

This Order Agreement is for the provision of the Call-Off Deliverables and dated 28/09/2023. It's issued under the Planning Related Advice Professional Services (PRAPS) Framework Agreement reference PRAPS014 for the provision of Support for Local Authorities in applying the Green Infrastructure Framework.

CALL-OFF LOT: 7

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

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

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

CALL-OFF START DATE: 28/09/2023

CALL-OFF EXPIRY DATE: 22/03/2023

CALL-OFF INITIAL PERIOD: 6 months

For and on behalf of the Supplier:

For and on behalf of the Authority:

Redacted under FOIA Section 43 Personal Information

