**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* **Appendix A – instructions for quotation**
* **Appendix B – Procurement timetable**
* **Appendix C – terms and Conditions**
* **Appendix D – Specification**
* **Appendix e– Environmental consultations 2020/21**
* **Appendix f – Air quality monitoring requirements**
1. The clarifications should be sought from Dominique Barnett (DBarnett@lambeth.gov.uk) in accordance with the timetable in Appendix B – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in the method statement and pricing document and returned to Dominique Barnett (DBarnett@lambeth.gov.uk) in accordance with the submission date/time in Appendix B.

**criteria for evaluation**

1. Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price: 35% and Quality 65%.

**method statement**

1. Providers are invited to submit their proposal based on the questions set out in Table 1 – Evaluation Criteria below which is based on the requirements set out in Appendix E – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Methodology**  | 1) Please detail how observations made under this contract will reflect policies relevant to the type of observations sought, demonstrating how expert advice to evaluate the degree of* compliance with planning policy requirements,
* potential amendments that would further improve the performance of a development and;
* suggested conditions and planning obligations that would ensure the delivery of the highest levels of standards of development

will be applied to support planners and developers in delivering the highest standards of sustainable design and construction and subsequent operation.  | 17 |
| **Service Management and Delivery** | 2) Please outline the monitoring systems that you will use to manage and record applications on behalf of the Council to ensure timescales are met.  | 10 |
| 3) Please detail how this contract will be resourced (to ensure workloads are effectively managed and the required expertise is provided in the required key output areas), including in no more than 2 pages of A4, the names, professional membership details, roles, applicable hourly rates for this contract and the technical expertise & experience of the consultants that will be assigned to this project and their experience in providing assessments | 13 |
| **Provision & Quality of Service**  | 4) Please provide details of your experience and expertise in providing observations and comments for this type of work that you have undertaken for other local authorities that will be applied to this contract, including a sample observations pro-forma  | 13 |
| 5) Please detail how resubmissions will be approached and dealt with. | 6 |
| 6) Business Continuity Planning – What are your proposals for ensuring data security (to include GDPR, and confidentiality) and business continuity? | 6 |
| **Total (Quality Score)** | **65** |

**Information Requirements**

1. Your proposal should consist of your response to the Method Statement Questions and your completed Price Proposal. Your response to the Method Statement Questions must be kept to a maximum 10 sides of A4 (Arial, Font Size 11, single line spacing) with clear indication of which question you are responding to, including brief CVs. Any submissions that exceed this limit will not be evaluated. A draft copy of the terms and conditions applicable for this contract is also attached for your information.
* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

**Table 2 – Scoring Methodology**

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

PRICE SUBMISSION

1. For price, each submission will be assessed on the total cost (in the table below) using the following equation:



1. The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender basis.
2. Price proposals should be returned by completing the table below (please insert your pricing in the green sections).
3. The total Contract Cost will be the figure used for price evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Type  | Estimated volume per annum\*(X) | Cost per consultation(Y) | Total cost(X \* Y) |
| 1 | Noise and vibration |  183 | £ | £ |
| 2 | Fume Extraction |  25 | £ | £ |
| 3 | Light pollution |  19 | £ | £ |
| 4 | Construction impacts |  15 | £ | £ |
| 5 | Contamination of Land |  49 | £ | £ |
| 6 | Air quality  | 172 | £ | £ |
| 7 | Flooding  | 55 | £ | £ |
| 8 | Wind microclimate  | 10 | £ | £ |
|  | Total Annual Cost (= Total cost of items 1+2+3+4+5+6+7+8)  | £ |
|  | **Total Contract Cost** = (Total annual cost) \* 2 years  | **£** |

\*based on 20/21 figures