



Department  
for Environment  
Food & Rural Affairs



## **Call-Off Procedure:**

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

## **Tender Reference: PRAPS Lot 1 and 4**

**Project No: PRAPS 020**

**ITT No: XXXXX (N/A for Self-service)**

**Contract No: XXXXX (N/A for Self-service)**

**Date: 19/10/2023**

## 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.

<b>Planning Related Advice Professional Services (PRAPS) Framework</b>			
<b>REQUEST FOR PROPOSAL</b>			
<b>Project Title:</b>		Advice to Nutrient Neutrality sustainable development casework in Norfolk and Suffolk	
<b>Call-Off Reference:</b>		PRAPS020	
<b>Atamis Project Ref (if applicable):</b>		Project - XXXXX ITT - XXXXX (N/A for Self-service)	
<b>Date:</b>		19.10.23	
<b>Contracting Authority (Defra and its arms-length bodies etc)</b>	Natural England		
<b>Project Manager(s):</b>	[REDACTED]	<b>Phone number:</b>	[REDACTED Under FOIA Section: 40 - P]
<b>Authorised by:</b>	[REDACTED Under FOIA Section: 40]	<b>Email:</b>	[REDACTED Under FOIA Section: 40 - Personal Information]
<b>Commercial Contact (if applicable):</b>	N/A		
<b>Project Start Date</b>		1st November 2023	
<b>Project Completion Date</b>		30 December 2024	
<b>For any projects over the direct award threshold, full competition is required (i.e. all Suppliers on the Lot are invited to quote).</b>	<b>Direct Award</b>	Yes	<b>Mini-comp</b>
<b>Proposal return date: (For mini-competitions, no less than 10 working days from issue date)</b>		Proposal submission deadline: COP 26.10.23	

**(For mini-competitions, also insert the clarification question deadline date which is five working days from the issue date)**

**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 technical or price scores.

<b>Technical</b>	<b>Weighting</b>	<b>60%</b>
<b>Price</b>	<b>Weighting</b>	<b>40%</b>

**Technical Weightings: (Indicative only – To be adjusted to suit your project need)**

<b>1. Approach &amp; Methodology</b>	<ul style="list-style-type: none"> <li>Confirmation that your quotation proposal meets our specification, and a viable methodology is suggested. Please highlight any differences or provide alternatives with reasons/benefits of using those alternatives. Please ensure your response is clear and well presented.</li> <li>Clearly set out the proposed approach and methodology for delivering the full scope of each of the scenarios. Justify the proposed approach by explaining why the methods proposed are the most suitable.</li> <li>Demonstrate an understanding of what Natural England is trying to achieve through this contract.</li> <li>Details of any ethical or data protection issues relevant to the proposal and how these will be addressed.</li> <li>All content to be considered must be in the document itself - no links/references to other documents will be considered</li> </ul> <p><b>All content to be considered must be in the document itself - no links/references to other documents will be considered.</b></p>	<b>40%</b>
<b>2. Proposed Staff (inc. Pen Portraits) and Supplier's experience/accreditations.</b>	<p>Experience and expertise of key staff in relation to evaluation:</p> <ul style="list-style-type: none"> <li>Demonstrate a clear understanding of the requirements in the specification and the services we are seeking.</li> <li>Demonstrate previous experience of</li> </ul>	<b>25%</b>

	<p>advising on Nutrient Neutrality work and working with Natural England.</p> <ul style="list-style-type: none"> <li>• Demonstrate that staff possess the skills and knowledge outlined in section 2.</li> <li>• Demonstrate delivery of at least two previous projects within the last 2 years which required turnaround of advice within similar timeframes (5-10 days)</li> <li>• Demonstrate good project planning and management skills.</li> <li>• Confirmation of adequate staff resources devoted to the project and with appropriate expertise.</li> <li>• Please show the structure of the project team; clearly identifying which key staff will be assigned to the project and the number of days each will provide.</li> </ul> <p><b>The response to provide CVs of key staff who will work on the project – maximum 2 A4 pages each, font size 11.</b></p> <p><b>All content to be considered must be in the document itself - no links/references to other documents will be considered.</b></p>	
<p><b>3. Project Management, Ability to Deliver</b></p>	<ul style="list-style-type: none"> <li>• Details provided of the project timeline, quality assurance measures (including internal monitoring and review processes), project management techniques and reporting and support systems.</li> <li>• Ensure that sufficient time is allowed for the Natural England Principal Adviser and Senior Adviser to provide information and answer any questions about the casework.</li> <li>• Monthly meetings with Natural England project team to review delivery progress and provide 2-way feedback.</li> <li>• <b>All content to be considered must be in the document itself - no links/references to other documents will be considered.</b></li> </ul>	<p><b>25%</b></p>
<p><b>4. Risk</b></p>	<ul style="list-style-type: none"> <li>• Include project-specific risk matrix – quantify likelihood and impact of risk and dependencies and outline mitigation</li> </ul>	<p><b>10%</b></p>

	<p>measures (including contingency in the event of delays, staff absences etc.)</p> <ul style="list-style-type: none"> <li>• Extra Information on Risk:</li> </ul> <p>Natural England has tried to address any potential issues before the start of the contract, but both the successful contractor and Natural England will be required to work collaboratively and flexibly to overcome any issues that arise, ensuring the satisfactory completion of the contract.</p> <p>The contractor must also consider all issues relating to GDPR and ensure full compliance with this and any associated legislation or Governmental guidance.</p> <p>All contact with Natural England Staff will take place virtually via MS Teams or on the telephone and/or via email. This should avoid any issues related to Covid 19 during the winter months.</p>	
<b>5. Health &amp; Safety (if no working at height or near water, mark as 'N/A' and re-distribute %)</b>	N/A	
<b>6. Sustainability (if no travel etc. mark as 'N/A' and re-distribute %)</b>	N/A	

<b>Specification Summary (please see accompanying full specification for further details)</b>
<b>1. Description of work required – overall purpose &amp; scope (including reporting requirements)</b>
<p>For the background on NE's role and local context for Nutrient Neutrality please see attached full specification.</p> <p><b>The contract</b></p> <p>You will be responsible for providing supporting expert planning and water quality advice to the Natural England Norfolk and Suffolk Area Team on medium and high risk or high opportunity planning casework and related environmental assessments (Habitats Regulations Assessment (HRA) that could result in increased nutrient loads to the above SACs, in line with Natural England's operational standards and guidance documents.</p> <p>The type of advice to be provided will include:</p>

- advice and analysis of evidence documents, nutrient impact assessments, studies and calculating tools and information used to inform development proposals (including the bespoke calculator commissioned by the Local Authorities) to demonstrate nutrient neutrality
- solutions focussed, evidence- based advice in line with NE standards and guidance
- advice on whether the conclusions of HRAs/shadow HRAs can be supported by Natural England, based on adherence to the NN mitigation principles.

We are seeking advice on an estimated 9 cases per month between the 1<sup>st</sup> November 2023 and 31 December 23. There are 3 casework scenarios that we would want advice on and these are outlined in detail below. We estimate that of the 9 cases per month 1 would be a Scenario 1, 3 would be scenario 2 and 5 would be scenario 3. In terms of time we would anticipate scenario 1 to be 3-4 hours work and scenario 2 to be 10 hours work. So scenario 3 around 14 hours work.

Under the scope of the contract Natural England would be seeking expert advice for the following casework scenarios:

#### Scenario 1:

Standalone review of the nutrient budget calculations for a planning application only and identification of any areas of discrepancy where you do not concur with the values chosen by the applicant, based on Natural England's [NN generic methodology](#) and guidance documents or the Royal Haskoning Norfolk Calculator standard values.

Natural England will provide:

- a) form to fill in for each stage of the calculator (under development)
- b) a link to the LPA planning website where the calculators and other supporting information for the planning application will be available to download/access.

The consultant is expected to return:

- a) the completed form, highlighting any areas of concern and/or lack of evidence or justification provided by the applicant for the use of the values in the calculator, particularly where these deviate from standard values.
- b) The consultant is expected to provide a conclusion as to whether the nutrient budget calculator and the nutrient load for the development can be relied upon for the purposes of the competent authority's HRA or adopted shadow HRA.
- c) The consultant would be expected to respond to the respond with the above information within 5 working days of receipt of the information from Natural England.

In this scenario the consultant is expected to consider the following elements of each stage of the nutrient budget calculations:

#### Stage 1

- i. the number of dwellings entered in the calc. is the same as the development description in the planning application.
- ii. the occupancy rate and water use values are the standard values (i.e. 1.88 and 110 ltr/p/day for RHdhv Norfolk Calc. or 2.4 and 120 ltr/p/d for NE calc.) and if not whether suitable evidence is provided to support the values used.
- iii. the foul water disposal treatment is as per the development/drainage strategy description in the planning application.

### Stage 2

- i. the land use areas for each land use type accurately reflect the development site area and match with the overall total area for development.
- ii. The land use categories entered accurately represent, or are the best fit, for the existing land use types on the development site (refer to the guidance descriptions for each land use type: Introduction section of [Norfolk calculator](#) and NE calculator or [NN generic methodology](#)) and if not, what land use classification would you advise is used.

### Stage 3

- i. The land use areas for each proposed land use type correlate with the development proposals/description and match with the overall total area for development and the previous stage.
- ii. The proposed land use categories entered accurately represent, or are the best fit, for the proposed land use types on the development site (refer to the guidance descriptions for each land use type: Introduction section of [Norfolk calculator](#) and NE calculator or [NN generic methodology](#)) and if not, what land use classification would you advise is used.

### Stage 4

- iv. the total P and N values identified in the accompanying HRA are the 'current' values as recorded in the calculator and not the post 2030 values (if the Royal Haskoning Norfolk Calculator is used).

### Scenario 2:

Standalone review and assessment of the nutrient neutrality mitigation proposals for a planning application or a strategic mitigation proposal aimed at the credit market for Nutrient Neutrality. Mitigation proposals are to be assessed using the most appropriate Natural England advice and guidance documents – All NN principles ([Nutrient Neutrality Principles \(TIN186\)](#)), SUDs guidance ([Ciria](#)), ICW Wetland Framework guidance ([Designing for Nutrient Neutrality](#)), NN Mitigation options Ricardo report (to be published shortly), [Nutrient Neutrality Mitigation FAQs and summary](#) guide and scientific literature relevant to the proposed mitigation solution.

Natural England will provide:

- a) a link to the LPA planning website where the nutrient neutrality assessment documents/reports will be available to download/access along with other documents submitted with the planning application.
- b) A checklist to be completed by the consultant (under development)

The consultant is expected to return:

- a) Completed checklist and justification as to how the mitigation proposals meet all of the NN mitigation principles and if not what further information is required to meet the principles.
- b) A conclusion as to whether the nutrient mitigation measures can be relied upon for the purposes of the competent authority's HRA.

- c) The consultant would be expected to respond to the respond with the above information within 10 working days (unless agreed otherwise) of receipt of the information from Natural England.

Scenario 3:

Review and assessment covering both 1 & 2 as described above.

Natural England will provide the information indicated in sections 1 & 2

The consultant is expected to return the information indicated in sections 1 & 2

- a) The consultant would be expected to respond to the respond with the above information within 10 working days (unless agreed otherwise) of receipt of the information from Natural England.

**2. Required skills / experience from the Supplier and staff.** Include any essential qualifications or accreditations required to undertake the work.

The supplier will need to demonstrate a proven track record of successful project management and delivery of advice on casework in accordance with agreed timescales.

Staff will need to have, or have the ability to quickly develop:

- A thorough knowledge and understanding of Natural England's Nutrient Neutrality Methodology and Guidelines.
- An understanding of the local context of nutrient neutrality in Norfolk and the River Wensum SAC and Broads SAC/Ramsar NN catchments and the supporting evidence for NN in these catchments.

They will need a good understanding and knowledge of:

- The issues surrounding water quality and the causes and impacts of pollution on protected sites/waterbodies
- The mitigation measures available to achieve nutrient neutrality
- Habitats Regulations and the Habitats Regulations Assessment process
- The development management planning system and local authority processes.

**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	Scenario 1: Standalone review of the nutrient budget calculations for a planning application	Within 5	Payments to



	only and identification of any areas of discrepancy where you do not concur with the values chosen by the applicant.	working days of receipt of information from NE	<b>be made every 2 months</b>
2	Scenario 2: Standalone review and assessment of the nutrient neutrality mitigation proposals for a planning application or a strategic mitigation proposal aimed at the credit market for Nutrient Neutrality	Within 10 working days of receipt of the information from NE	<b>Payments to be made every 2 months</b>
3	Scenario 3: Review and assessment covering both 1 & 2 as described above.	Within 10 working days of receipt of the information from NE	<b>Payments to be made every 2 months</b>
<b>4. Risk</b>			
<i>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.</i>			
The biggest risk to the project is turnaround time for the advice. NE will be working to a 21 day response deadline from the time we receive the case, so ability to work to the completion dates specified above is essential to enable us time following completion to go through our quality assurance process and incorporate advice into our responses.			

<b>5. Health and Safety Requirements</b>
<i>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.</i>
<b>6. Further Sustainability Considerations</b>

## 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: AECOM Ltd

Call-Off Reference: PRAPS020

Lot Number: Lot 1 and 4

Date: August 2023

**Note:** Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.

Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.

REDACTED Under FOIA Section: 43 - Commercial Information



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REDACTED Under FOIA Section: 43 - Commercial Information



**REDACTED Under FOIA Section: 43 - Commercial Information**



<b>Total Staff Costs</b>		<b>£12,704.00</b>
<b>Expenses (please detail type i.e. travel,</b>		<b>NA</b>

accommodation etc.)		
<b>Overall Costs (excluding VAT)</b>		<b>£12,704.00</b>

By signing this form *(Insert Supplier's Name)* 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.

**REDACTED Under FOIA Section: 40 - Personal Information**

<b>Signature:</b>	<i>We can sign the Project From on confirmation of intended award</i>
<b>Date:</b>	<i>We can sign the Project From on confirmation of intended award</i>

### 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.

<b>Planning Related Advice Professional Services (PRAPS) Framework</b>
<b>ORDER AGREEMENT</b>
<b>To be completed by Authority Contract Manager and sent to Supplier for countersignature</b>
<b>Project Title:</b> Advice to Nutrient Neutrality sustainable development casework in Norfolk and Suffolk <b>Call-Off Reference:</b> PRAPS 020 <b>Atemis project ref (if applicable):</b> <b>Date:</b> 31.10.23

THE Contracting Authority: Natural England

THE Supplier: AECOM LTD

#### APPLICABLE FRAMEWORK CONTRACT

This Order Agreement is for the provision of the Call-Off Deliverables and dated 31/10/2023. It's issued under the Planning Related Advice Professional Services (PRAPS) Framework Agreement reference 020 for the provision of Nutrient Neutrality Advice.

CALL-OFF LOT: 1 and 4

**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: **01/01/2023**

CALL-OFF EXPIRY DATE: **31/12/2023**

CALL-OFF INITIAL PERIOD: **2 month**

The Authority Contract Manager will issue a Purchase Order (PO) Number.

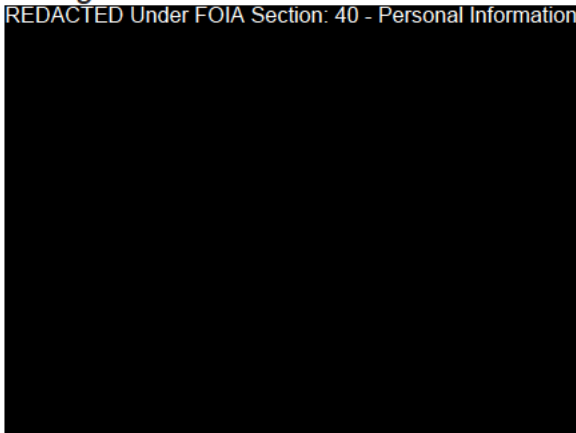
It is our preference that all invoices are sent electronically, quoting a valid Purchase Order number to:

[APinvoices-NEG-U@gov.sscl.com](mailto:APinvoices-NEG-U@gov.sscl.com)

For and on behalf of the Supplier:

Signature:

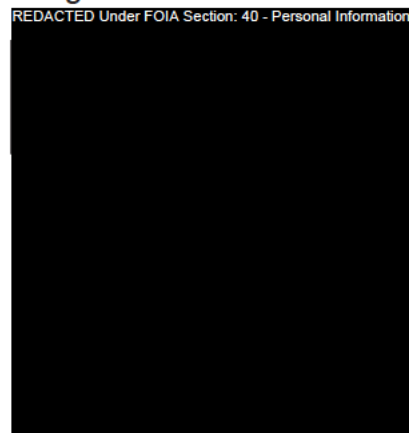
REDACTED Under FOIA Section: 40 - Personal Information



For and on behalf of the Authority:

Signature:

REDACTED Under FOIA Section: 40 - Personal Information



**APPENDIX A Indicative Base Programme**

**REDACTED Under FOIA Section: 43 - Commercial Information**



**APPENDIX B CVs**