**Uttlesford District Council**

**Request for Quotation (RFQ)**

**Quality Questions & Specification**

**Uttlesford District Council**

**LOCAL PLAN**

**Renewable Energy and Decarbonisation Strategy**

**RFQ for the supply of consultancy services**

**Ref LP ENERGY 0721**

**12th July 2021**

To be completed in full and returned by

**12 noon on 26th July 202**1 to

Molly Brown, Procurement Support Officer (Molly.Brown2@essex.gov.uk)

Please ensure that your response is submitted via a secure e-mail service and is sent as official sensitive

1. **Specification**

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| **Executive Summary**  **Uttlesford District Council invites consultancy teams to submit a proposal to work with the Council on the Renewable Energy and Decarbonisation Strategy of the emerging Local Plan as a critical element in its preparation, soundness and evidence of a robust response to the Council’s corporate climate change agenda. Consultants must engage with interests in the development of energy infrastructure across the District and on strategic sites, and largescale proposals, as well as other consultants appointed to work in related areas such as the Water Cycle, Sustainability Appraisal, IDP and viability. They must advise, recommend and assess the impact of renewable energy and net zero carbon policies on the deliverability of the Local Plan proposals as they develop, working with promoters to ensure achievability of the predicted growth over the Local Plan period to 2040. Consultants are working to the Council’s corporate objective to address climate change and they must advise on the extent to which this can be achieved through the local plan process, reflected in the policies, design guidance and options for the spatial strategy. They should provide a full ‘carbon’ assessment of the preferred spatial strategy.**  **Background**  Uttlesford District Council has been preparing a new Local Plan following the withdrawal of its 2019 Submission in January 2020. The Local Plan will be a comprehensive Development Plan Document (DPD) with a viable and deliverable spatial strategy that helps the council achieve its objectives for climate change. It will allocate sites for infrastructure, residential and other development, and apply strategic and non-strategic policies working towards net zero carbon development over the 15 years of its life to 2040. For context, the previous withdrawn Local Plan included:   * 12 spatial strategy policies * 62 thematic policies as well as specific policies for each site allocation * 5 strategic options * 158 small/medium site allocations and two large-scale site allocations   Uttlesford is a relatively prosperous, high value rural district in north-west Essex. It has heritage market towns at Saffron Walden, Thaxted and Great Dunmow and over sixty villages set within rolling countryside, dominated by historic landholding estates, woodland, and agriculture. Settlements are connected by a myriad of rural lanes together with two principal north-south roads and the east- west A120 corridor between Great Dunmow and Stansted airport. Amid strong pressures for development the District occupies a strategic location astride the M11, with London Stansted Airport in the south and the high growth area of Cambridge, including the Chesterford Research Park, part of the cluster of science parks, to the north. It benefits from the London-Stansted Innovation Corridor and spin-off from the Oxford-Cambridge Arc, new transport proposals and skilled employment growth from Cambridge effecting a strong demand for housing in the District.  **Scope**  The Council seeks a consultancy with a high level of technical and planning expertise to complete a robust, sound, and comprehensive Renewable Energy and Decarbonisation Strategy together with a net zero carbon appraisal of the preferred options of the emerging Local Plan. The aim is to meet the Council’s objective towards achieving net zero development by 2040 at the latest and the work will be part of the overall programme of projects, strategies, SPDs, and plans prepared by the Council to achieve this aim. Planning appropriately for new build is a critical part of the process and alongside the biodiversity, SFRA, and water cycle management strategy this study is a key part in the climate change suite of tools.  Nevertheless, the plan must be achievable and viable, and consultants must take this into account as they develop the strategy and assess the spatial strategy options. They should work alongside the appointed viability consultants to assist in their work. Consultants will therefore need to adopt an iterative approach, with scenario testing to a tight timescale but focusing on how to deliver the Net Zero Carbon (NZC) ambitions of the Council.  Members declared a climate emergency in late 2019 and set up a Climate Change Working Group with interim climate change guidance agreed by the Council in early 2021. Consultants should note that responses to climate change and the need to work towards net zero carbon set the context for the Local Plan policy and will also underly viability assessment of options for site allocation and the spatial strategy overall. The Council may need to challenge promoters for example to renegotiate deals with landowners in order to deliver all the decarbonatization, net zero carbon and renewable energy requirements to avoid these principles being squeezed on viability grounds.  The Local Plan preparation process is currently considering around 300 sites submitted in the ‘Call for Sites’ which closed on 21st April 2021. Several baseline and evidence studies have been commissioned including the Sustainability Appraisal, Water Cycle Management Study, SFRA, Biodiversity, Viability, and Infrastructure Development Plan (IDP).  Consultants will early on need to agree working definitions of the uses of Net Zero Carbon, including embodied and operational carbon. Common definitions that consultants should explore and/or apply in relation to the suitability of their use at Uttlesford include:   * Operational energy is defined as when the amount of carbon emissions associated with the building’s operational energy annually is zero or negative. * A net zero carbon building is highly energy efficient and powered from onsite and/or off-site renewable energy sources, with any remaining carbon balance offset. * Net zero carbon construction is when the amount of carbon emissions associated with a building’s production and construction up to a practical completion point is zero or negative, using offsets or, the net export of on-site renewable energy.   **Purpose of the Study**  The purpose of the Study is, through the mechanisms of the Local Plan, to help to work towards achieving the Council’s climate change ambitions, as well as, securing a sustainable spatial distribution of growth in the District that optimises the use of energy resources, materials, water, internalised or reduced travel patterns and, to minimise carbon impact whilst achieving viable, practical and timely delivery of energy infrastructure. The Study may use decarbonisation and sequestration if appropriate in the preferred options assessment, final spatial strategy and in the proposed policy requirements.  Consultants should consider the following:   * The Royal Town Planning Institute (RTPI ) advice in the document *“Planning for a Smart Energy Future”* that *“the pace of technological innovation suggests planning strategies should avoid prescribing technologies, so as to avoid limiting the use of emerging and future technologies that best fit local need, opportunity and economic viability”*. The Study should allow for future development phases and technological advances that will dovetail with the infrastructure proposals in the Infrastructure Delivery Plan (IDP). * The regulation of development, by applying and potentially going above and beyond Building Regulations, to help meet climate change targets together with a proposed planning policy that can condition subsequent monitoring and adjustments as necessary, ensuring compliance and effectiveness long term. For example, Reading Council has defended its planning policy for all major new developments to achieve zero carbon status in line with the requirements of the London Plan for 35% improvement on Part L 2013 plus carbon offsetting. * How to facilitate larger community or commercial scale renewable energy, solar infrastructure and improvements to support the grid such as, energy storage, community networks, rural economic diversification whilst having regard to the emerging local policy on the same, with a particular focus on solar farms. This should include consideration of optimal circumstances for community focussed energy networks in strategic growth areas, extensions or new settlements. * How to ‘offset’ any remaining emissions from new builds, as well as, assisting in decarbonisation within the district as a whole; to consider where developer contributions might be spent on retrofitting existing buildings, heritage areas, public realm, biodiversity, sequestration, and in addition consultants should propose to policy to provide for this. Consideration of a locally based offsetting scheme, possibly in partnership with co-operating authorities such as the County or neighbouring Districts. * The potential for the designation of areas that will serve to sequestrate carbon, in addition to, enhancing biodiversity and water management, working with public and private landowners and environmental managers of large existing areas, and/or identifying potential areas for this purpose   **Requirements for the Study**  The Local Plan will aim to shape new developments and extensions to existing settlements in a way that contributes to radical reductions in greenhouse gas emissions and improve resilience to climate change. Its policies and proposals towards this, beyond Government planning and building control standards, will only work with the support of stakeholders, developers and communities; they need to be involved in the development of this Study. Consultants should demonstrate how they will carry out engagement with relevant local and national stakeholders to help inform the policy and other recommendations of the study, as well as at key stages including the development sector.  Consultants must work with reference to the NPPF / PPG particularly, paragraphs 149-151 These paragraphs set out the need to “provide a positive strategy for energy from these sources (renewable), that maximises the potential for suitable development, while ensuring that adverse impacts are addressed satisfactorily”. We require the consultants to give clear recommendations on this, and anything else of relevance in the NPPG PPG.  Consultants should propose their own methodology but need to encompass and integrate the work being undertaken on the Infrastructure and Water Management Studies in the context of decarbonisation and the climate challenge. The final report should show the audit trail, setting out how the proposed approach will meet the relevant parts of the National Planning Policy Framework (NPPF) and Planning Policy Guidance (PPG).  As a baseline, consultants will need to assess current and future energy demand across the District, and will need to assess alongside future energy demand scenarios developed to form the basis for evaluating the potential contribution that renewable energy can make to predicted energy needs. The use of combined heat and power systems should also be considered after following a heat mapping exercise as part of the baseline assessment which is to be undertaken within the Study. Patterns of supply and demand for renewable energy can highlight the key opportunities for deploying renewable energy in the District; though consultants should also identify any constraints that might hinder the deployment of the renewable energy technologies such as planning, maturity of technology and financial incentives.  The baseline work needs to identify the extent to which the electricity grid that will serve the main growth areas is nearing capacity and, may require grid reinforcement or, other infrastructure to accommodate decarbonisation, the necessary increased use of renewable energy and, electricity in homes, workplaces and the transport sector.  Consultants must confirm that they would be available for input to providing written evidence and representation at the Examination in Public, drawing on outside special expertise if required; the RFQ requires day rates to cover this consultancy service at the end of the contract.  We welcome comments on the aspirations and requirements in the Brief and, these comments will not be scored or taken into account in the assessment.  Responses in the Method Statement should address the issues outlined above in this Brief including energy demand, and should specifically cover the following requirements:   1. A background context review of research, issues, innovative approaches from leading research organisations such as: the UK Green Building Council, Building Research Establishment (BRE), universities, utility providers and good practice examples on the ground, and other Local Plan policies such as the new London Plan. This should help set out the role of the Local Plan in delivering Net Zero Carbon development identifying the extent to which the plan can influence development, behaviour and decarbonisation. We will need a working definition of Net Zero Carbon and broad statistical analysis of carbon and Greenhouse Gas (GHG) emissions in and across the District by land use or sector. 2. A brief description of the renewables sector and methods of energy production, with commentary on their appropriateness in relation to Uttlesford when working with stakeholders and green businesses etc. 3. Clarification of robust carbon reduction targets relating to the role of the built environment and green infrastructure, management /stewardship in delivering Net Zero carbon, how to maximise renewable energy within environmental and technical constraints. This should also consider the need for a carbon offset fund to assist retrofit, viability, heritage areas and targets may need to be phased to align with the growth strategy or technology etc. In relation to an offset fund, consultants should advise on prices and collection measures, as well as, potential offset projects and explore merit in collaborating with adjoining Districts. 4. Review of existing and anticipated standards in energy and water usage deriving from building regulations, BREEAM and legislation such as the Environment Bill and Future Homes standards etc. This will help to set realistic targets. 5. An assessment of implications of the options for the spatial strategy on carbon emissions, our ability to achieve the Net Zero carbon targets with the options and, the preferred growth strategy. This should include a baseline overview of existing carbon emissions by sector across the District. Consultants are asked to complete full assessments of up to six broad spatial options to inform discussions on the spatial strategy which will take place from Autumn 2021. Consultants should also advise on practicable assessment criteria that the Council might use in assessing specific site proposals (including new garden settlements) at this local plan stage and, potentially in planning applications. 6. Advice on how to ensure that not only are new buildings, public streets and spaces designed from a Net Zero carbon perspective but, that their implementation, operation, system monitoring and maintenance also ensures that (Net Zero) targets continue to be met. Hence advice on a monitoring system for the implementation and operation of designs and buildings approved through the planning process to ensure compliance; check that targets are en route to achievement with corrective measures as appropriate; and consideration of how to work effectively with developers to achieve this using inducements and potential enforcement penalties. To consider and advise how this can be enshrined in planning policy, design code and master plans. 7. An assessment of the feasibility of achieving Net Zero carbon for different scales and types of development: residential, non-residential, new build, redevelopment of existing, and land use types; all with regard to the preferred spatial growth strategy. This would include the costs (e.g. for energy infrastructure) and viability implications of Net Zero carbon development and other low carbon policy requirements, including upfront costs for the developer and potential running cost savings for residents, building occupiers/operators, electricity grid reinforcement/smart energy - in liaison with IDP, water and viability consultants. 8. Develop an approach/guidance that seeks out methods for carbon sequestration, working with farming and large landholding communities with greatest opportunity for gain in an integrated approach to resources management benefiting water, biodiversity, and rural economic diversification. 9. A targeted and evidenced set of viable policies that minimise the use of embodied and operational carbon across sectors including renewable energy generation for heating/cooling and power, waste control, transport, building fabric, all water usage and green infrastructure. Justification for policies would also embrace relating to health and wellbeing, land management, biodiversity, and digital technology. Review policy (options) prior to submission of the Local Plan to ensure options are robust, relevant and sound. 10. Advice and policy wording as appropriate on the scope of a programme to reduce carbon in existing stock and to maximise carbon sequestration e.g. through tree planting. Retrofitting existing buildings and particularly in heritage areas will rely on parallel programmes of activity, grant funding and the cooperation of land and property owners. However, where new development proposals adjoin or encompass existing buildings there is opportunity to address the ambition to achieve Net Zero carbon. 11. An overview of forthcoming advances at national level in technological responses and innovation in energy infrastructure and integration into practice by utility companies, land managers and green sector business; and how this might affect the energy plans in planning proposals over the lifetime of the Local Plan, building in resilience and adaptation. 12. Provide a high-level assessment of the location and level of green sector skills in the District, which provide advisory services on renewables or design/manufacture products to reduce energy and water use. The aim is to assess at a high-level the need to provide sector support, land allocations or skills training; and will link to the policies and spatial strategy. In addressing this requirement, consultants will need to refer also to the Local Plan Employment Study and to related work underway at District or County level. The output should be an overview only that will identify circularity in the economy of the green and renewables sectors and may suggest companies with the knowhow to drive and invest in new technology.   **Outputs from the Commission**  The following documentary output will be required:   * Executive Summary * Interim Report * Final Report with content as outlined in this Brief * Maps, graphs, diagrams, and infographics as appropriate * Power point(s) summary for presentations and as part of the final output * Electronic version in Word/appropriate graphic format   The Interim Report will identify the baseline information, stakeholder views, the main issues and commentary on potential policies in the Local Plan together with an initial assessment of spatial strategy implications. The Interim Report should be completed by early November 2021. Please note that an overview will be required to be presented to the Strategic Infrastructure Delivery Group (SIDG) in late September 2021 alongside presentations from other commissions relating to the Local Plan.  The Final Report in December 2022 will set out the recommendations based on the findings of renewable energy and decarbonisation scenarios, together with identification of energy policies and carbon implications for spatial strategy, or, significant infrastructure in with its proposed development solutions as per the requirements above. It will encompass updated assessments in light of Local Plan consultations and stakeholder analysis, it will also set out how the conclusions and recommendations have been reached, with supporting literature/case study review, baseline assessments, technical appendices, and relevant modelling as necessary.  We require two bound hard copies, and the completed study must also be made available in digital format with a summary PowerPoint presentation and access to digital material, preferably interactive, and easily accessible to the non-technical reader. Maps prepared by the consultant must be in a compatible GIS layer to be agreed with the Council in order to ensure consistency between the consultancy studies.  Reports (including Final Report) will be in a clear Word format and will be readily usable in line with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.[[1]](#footnote-1)  Bidders must explain in their submission how they will communicate with the client on progress, how issues will be handled, resolved and recorded between parties for a full audit trail and transparency.  The Bidder is required to disclose any current or potential conflict of interest to the Local Authority stating the nature and extent of the conflict, as well as, providing assurance that this will be handled appropriately as soon as it becomes known to the consultancy. Any connections of the consultants with landowners or developers or other interest promoting development in Uttlesford should be declared. Furthermore, the consultants should make the Council aware of their proposed arrangements for avoiding any conflict of interest and ensuring confidentiality. |

1. **Commission Timetable**

The summary of the Local Plan timetable is:

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

The Contract will be established for the duration of the above timetable; from contract commencement (expected to be 30th July 2021) until the draft Local Plan is completed in 2024. As indicated above, it is anticipated that a further contract may be extended to support the Local Plan Examination in mid-2023 for which the consultant should provide an average daily rate.

**Please note that the budget for this commission is £75,000.**

1. **Milestones**

The submission dates and study milestones in relation to the indicative Local Plan timetable are[[2]](#footnote-2):

|  |  |
| --- | --- |
| Publish RFQ | 12th July 2021 |
| Clarifications | 12–19th July 2021 |
| RFQ Submission Deadline | 30th July 2021 no later than 12:00 (Noon) |
| RFQ Evaluations | 2nd-3rd August 2021 |
| Award Notification | 4th August 2021 |
| Contract Start | 4th August 2021 |
| Inception Meeting | 4-7th August 2021 |
| Initial high-level overview, issues, risks in a Preliminary Outline Strategy alongside the Preferred Options preparation | 3 September 2021 |
| Draft Final Report | 18 October 2021 |
| Final Draft Completion | 29 October 2021 |
| Detailed Work to inform Reg 18 Submission Plan - Assessment based on emerging spatial strategy with policy assessment | Summer - Autumn 2022 |
| Consultation and Publication on Preferred Options (Regulation 18) | 1st March – 29th April 2022 |
| Ongoing assessments of policies/ requirements including enhancements arising from carbon and climate change considerations to underpin the objectives and deliverability of the plan | April - November 2022 |
| Pre-Submission preparation Reg 19 | 2nd May – 31st December 2022 |
| Publication and Consultation on Pre-Submission draft (Regulation 19) | 1st March - 28th April 2023 |
| Submission preparation | 1st May – 30th June 2023 |
| Governance on submission to the Planning Inspectorate (PINS) | 3rd-28th July 2023 |
| Submission to PINS | 1st-31st August 2023 |
| Examination in Public (Consultants may be required to present additional evidence at EIP) | 1st September 2023 – 28th June 2024 |
| Local Plan Examination & Modifications support | Autumn 2023 – Spring 2024 |
| Adoption of Local Plan | 1st-28th July 2024 |

Consultants will be expected to confirm in their submission that they can meet the project plan milestones; consultants will be paid against the achievement of these milestones and further details are to be agreed at the inception meeting.

The commission will be subject to monthly progress reporting throughout its duration (fortnightly for the first two months). The progress meetings and all associated administration costs should be incorporated within the costs. Some of these progress meetings may involve a presentation to members and/or key stakeholders; this is not expected to be more than eight over the duration of the contract.

The Council reserves the right to withdraw from using the services of the consultant without further liability if, in its sole opinion it feels that the project is not progressing as required, the Consultant is not meeting the requirement of the Specification or, the milestones are not met.

1. **Requirement Specific Questions**

## The submission material required is set out in this Brief, the accompanying documentation with evaluation questions is set out below against the four Method Statements.

All completed tenders will be evaluated by the Evaluation Panel set up by the client in accordance with the following price and quality weightings:

* Price 50%
* Quality 50%

**Consultants should note that the budget for this commission is a maximum of £75,000.**

The bidder should return the completed RFQ and completed pricing matrix. Please complete the matrix as per the instructions and return the completed matrix as part of your RFQ submission. All prices should be exempt of VAT and include any expenses.

The following questions reflect the quality requirements which Uttlesford District Council require the bidders to meet. The answers provided will demonstrate how the bidder is able to deliver against the specification set out in the brief and its requirements.

Scoring Scale

Each of the sections within the Method Statement responses will be assessed on a scale of 0 to 5 points, as detailed in the table below:

|  |  |
| --- | --- |
| **0** | **Unacceptable Response** The response is not relevant to the question or the question has simply not been answered. Where the question has been answered, the response raises major concerns about understanding or approach which are potentially highly detrimental to satisfactory service delivery or Contract performance.  The submission failed to cover any of the areas that should have been addressed within the response |
| **1** | **Poor Response** The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or Contract performance.  The submission failed to cover a number of the areas that should have been addressed within the response |
| **2** | **Fair Response** The response suggests minor shortcomings of understanding or approach which may impact to a limited extent on service delivery or Contract performance.  The submission partially covered all areas that should have been addressed within the response |
| **3** | **Satisfactory Response** The response raises no concerns about understanding or approach to service delivery or Contract performance.  The submission covered all areas that should have been addressed within the response. |
| **4** | **Good Response** The response raises no concerns about understanding or approach to service delivery or Contract performance. The response also demonstrates how relevant added value will be provided.  The submission covered all areas that should have been addressed within the response to a high standard |
| **5** | **Excellent Response**  The response raises no concerns about understanding or approach to service delivery or Contract performance. The response demonstrates how relevant added value will be provided including examples of the application of good practice, demonstration of how the study could be consider other perspectives not considered by the client or explores innovative ways to address climate change and net zero targets.  The submission covered all areas that should have been addressed within the response to a high standard and demonstrated a commitment to go above and beyond requirements |

The score for each Method Statement will be weighted.  There are mandatory minimum assessments set out below; failure to reach these scores in any of the responses may result in a fail mark, resulting in the consultant being excluded before the price evaluation takes place.

| **Method Statement** | **Mandatory Minimum** | **Weighting (50% of overall assessment)** |
| --- | --- | --- |
| 1 – **Methodology** | Score 3 – Satisfactory Response | 20 |
| 2 – **Stakeholder Engagement and Integration** | Score 3 – Satisfactory Response | 15 |
| 3 – **Project Governance, Management and Delivery** | Score 2 – Fair Response | 10 |
| 4 – **Resourcing and Experience** | Score 2 - Fair Response | 5 |

Bidders must provide responses to the questions within the below four Method Statements. Questions should be answered to describe how consultants will meet the requirements in full and should not refer to other documents or appendices. Please confine responses to the maximum word limit specified in each response box, excluding examples of experience or CV’s. Each section will be assessed in accordance with the scoring and weighting system set out above. If you are unsure about any question, please contact: lois.bowser@essex.gov.uk

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| **Method Statement 1 – Methodology (20%) - Maximum 1500 words** |
| Please outline and explain the rationale for adopting the approach you would use to deliver the objectives of the Study and, how you would develop methodology and assessments over the stages of the commission.  As part of your response please provide:   1. A high-level Project Plan, setting out an indicative timetable and key milestones with identified actions including any specific points for client officer or Member input      1. The assumptions made around data collection, availability of information and timeliness, and the identification of any potential issues you foresee at this pre-commencement stage in the commission 2. Your identification of input from the Council through a joint project management team and your methods of reporting to Members and the Strategic Infrastructure Development Group, to include communication channels to be used, particularly considering current working practices for social distancing with digital forms of presentation of complex information and subsequent dialogue. |
| Response: |

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| **Method Statement 2 – Stakeholder Engagement and Integration (15%) – Maximum 1000 words** |
| Please identify the scope of interests of stakeholders, their anticipated key concerns and outline your approach to engaging with them to ensure that accurate technical information is provided, considered in the context of the Council’s low carbon objectives and further planning policy, and how the above will be integrated into the Strategy.  In addressing this question please state:   1. How you plan to engage, communicate, and maintain stakeholders’ involvement in this project. 2. How you plan to work with the strategic promoters and funders whose proposals will impact on the decarbonisation programme and will need to integrate renewable energy within their proposals, and draw on the cumulative impact of all proposals on growth, spatial and resource infrastructure planning in the Local Plan. 3. How you will approach the Council’s requirement to accommodate technological advances and changing behavioural patterns arising from the climate change agenda, in discussion with stakeholders, and in the context of the need to achieve a sound adopted Local Plan with ambitious but robust evidence based policies. |
| Response: |

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| **Method Statement 3 – Project Governance, Management and Delivery (10%) – Maximum 750 words** |
| Please outline how you will ensure that this project will be delivered on time in line with the indicative Local Plan timetable and key milestones, ensuring that the required quality of evidence and proposals is sufficient to make the Local Plan sound. Please note that payments will be made against satisfactory completion of agreed key stages as milestones.  In addressing this question please provide:   1. An outline of the project management structure and techniques used such as version control, quality control, reports to the project team demonstrating how you would accommodate the need for flexibility regarding changes to the overall Local Plan project plan timescales, and the evolution of spatial planning proposals. 2. What you perceive to be the main challenges facing this requirement and the initial identification of risks and mitigation and how communication and flow of ideas, issues and concepts will be discussed with the client including, how to achieve the highest Net Zero carbon standards within the current and projected planning regime. 3. How the evidence base will be collated, reviewed and. a consensus reached as closely as possible with promoters along with housing/infrastructure providers. 4. How information will be presented in a concise, easy-to-read, and visual format, to communicate findings effectively to a wide audience using social media, infographics and accessible forms and language, including how you might use digitalised mapping and communication techniques. 5. How the quality control procedure, internal reporting, and management lines including between consultancies if the submission comprises a team of separate consultancies to ensure timely and effective delivery of the study, will be carried out. |
| Response: |

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| **Method Statement 4 – Resourcing and Experience (5%) – Maximum 750 words** |
| Please provide your proposals for the day to day contract management structure including details of the proposed lead consultant and their support officers who will be responsible for the day to day performance of the Contract, the lines of communication and working with technical experts. Please provide CVs for the consultants setting out designation, duties, responsibilities, relevant experience, and qualifications.  As part of your response please provide:   * 1. Your proposals for the team structure setting out roles and responsibilities; reporting lines and anticipated allocation of time for each task within the consultancy; including their daily fee rates and identifying approximate overall cost for principal activities in the project. This will help enable comparison of inputs to the contract.   2. A brief outline of the extent and nature of experience, knowledge and qualifications associated with each specialism of the individual consultants to complement the CVs.   3. How consultants ensure that they and the company keep up to date on professional, technical and other relevant matters that may arise during the commission such as the pandemic, technical advances in energy generation/distribution, decarbonisation techniques, Government or planning requirements, localised climate change events; ensuring that advice represents good practice and sound analysis.   4. How consultants will provide continuity and quality of output in the event of both planned and unplanned absence or operational matters affecting the company as a whole. |
| Response: |

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.

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| **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.

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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), and whether 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.

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| --- | --- |
| 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 & Safety**

**7.1 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**

**8.1 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 |  |

**8.2 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.

All prices should be exempt of VAT and include any expenses. The budget for the commission is set as a maximum of £75,000.

**Evaluation Criteria:**

Price score will be calculated as (lowest price/bidding price & \* 50). Both the total cost of the project and the additional day rates will be scored.

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

**10.1 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: | | | |

1. <https://www.gov.uk/guidance/publishing-accessible-documents> (accessed April 2021) [↑](#footnote-ref-1)
2. Please note that this is the timetable for the full local plan, rather than explicitly for this Renewable Energy and Decarbonisation Study. [↑](#footnote-ref-2)