



Department  
for Environment  
Food & Rural Affairs



## **Call-Off Procedure:**

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

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

**Call-Off Reference: PRAPS004**

**Project No: C17642**

**Contract No: C20207**

**Date: 06/06/2023**

## 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:		Nutrient Budget Calculators update to account for Sustainable Drainage System (SuDS), Technical Achievable Limits (TAL) Duty, Accessibility Requirements, and Long-term Maintenance and Support Contract	
Call-Off Reference:		PRAPS004	
Atamis Project Ref (if applicable):		Project – C17642 Contract – C20207	
Date:		06/06/2023	
Contracting Authority (Defra and its arms-length bodies etc)	Natural England		
Project Manager(s):		Phone number:	
Authorised by:		Email:	
Commercial Contact (if applicable):			
Project Start Date		10/08/2023	
Project Completion Date		31/03/2026	

<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>Mini Competition Lot 1</b>
<b>Proposal return date:</b>	<b>Date: 30/06/2023 Time: 17:00</b>

<b>Evaluation Criteria</b>		
<b>Suppliers:</b> Failure to meet any minimum score threshold stated (see Call-Off Form Letter) will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
<b>Quality</b>	<b>Weighting</b>	<b>60%</b>
<b>Price</b>	<b>Weighting</b>	<b>40%</b>
<b>Quality Sub-Criteria Weightings: (Indicative only)</b>		
<b>1. Approach &amp; Methodology</b>	<b>Q1.1 Demonstrate understanding of Nutrient Neutrality approach and the importance of nutrient budgets.</b> (10% of technical score available) Your response should: 1) Demonstrate knowledge in the nutrient neutrality approach and the company experience working in similar projects.  <b>The response must be a maximum of 4 sides of A4, font size 11.</b>	<b>10%</b>
	<b>Q1.2 Set out the approach and methodology to deliver the requirements set out in the specification</b> (40% of technical score available) Your response should: 1) Demonstrate a clear understanding of the nature of the requirements. 2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements. 3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.  <b>The response must be a maximum of 8</b>	<b>40%</b>

	<b>sides of A4, font size 11.</b>	
<b>2. Proposed Staff (inc. Pen Portraits) and Supplier's experience/accreditations.</b>	<p><b>Q2.1 Proposed Staff and Contractor's experience/accreditations.</b> (20% of technical score available)</p> <p>Please provide details of the key staff to be used for the project, their experience of undertaking similar work and any relevant qualifications they hold.</p> <p>Your reply could contain a short pen portrait to evidence the relevant experience, skills and qualification for each key member of the project team.</p> <p>The information provided should evidence the following skills:</p> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• Nutrient Neutrality</li> <li>• Tools development in Excel</li> </ul> <p>A project team organisation diagram should be attached with your reply that provides a clear reporting structure.</p> <p>Your reply should also provide a brief explanation of how you will ensure project continuity if key staff become unavailable.</p> <p><b>The response must be a maximum 2 A4 pages each per project team member, font size 11. All content to be considered must be in the document itself - no links/references to other documents will be considered.</b></p>	<b>20%</b>
<b>3. Project Management, Ability to Deliver</b>	<p><b>Q3.1 Project Management (including project plan)</b> (15% of technical score available)</p> <p>Your response should:</p> <ol style="list-style-type: none"> <li>1) Demonstrate a clear understanding of the project requirements and a clear approach to obtain the project objectives in the required time frame</li> <li>2) An awareness of risks associated with delivery, including risk rating and proposed mitigation measures.</li> <li>3) Include a Gantt chart</li> <li>4) Clear differentiate milestones and review points for part 1 and part 2</li> </ol>	<b>15%</b>

	<p><b>The response must be a maximum of 6 sides of A4, font size 11.</b></p> <p><b>Q3.2 Quality Assurance Process</b> (15% of technical score available) Your response should:</p> <ol style="list-style-type: none"> <li>1) Demonstrate a clear quality assurance process and measures (including internal monitoring and review processes)</li> </ol> <p><b>The response must be a maximum of 6 sides of A4, font size 11.</b></p>	<b>15%</b>
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<b>Specification Summary</b>
<p><b>1. Description of work required – overall purpose &amp; scope (including reporting requirements)</b></p> <p>The Nutrient Budget calculators are part of the tools required for new development proposals within the catchments of Habitats sites that are in unfavourable condition due to excessive nutrients. The Nutrient Neutrality tools will be required for as long as Habitats sites remain in unfavourable condition due to excess nutrients and no long-term restoration solution has been secured. It is expected that Nutrient Neutrality advice could be issued for new catchments as new evidence is gathered. The contract will therefore include the production of additional calculators as required. Nutrient neutrality will continue to be part of Natural England advice and one of their priorities to allow Sustainable Development. The multi-year contract is needed to ensure that new calculator development and maintenance is covered until 2026. The contract will have break out clauses at the end of each financial year to allow time to review the need of the contract.</p> <p><b>Part 1 – Add a functionality to account for SuDs in Stage 3 of all Nutrient Budget Calculators; and add 2030 permit concentrations to look-up tables and Stage 1 of all calculators.</b></p> <p><b>Part 1a 2030 Waste-water Treatment Works Permit levels:</b> The Levelling-up and Regeneration Bill includes a Duty requiring water companies to upgrade [designated] Waste-water Treatment Works (WwTW) to Technically Achievable Limits (TAL) by 2030. Once the WwTW in-scope for the Duty have been confirmed by Defra, these will need to be added to the calculators to inform the nutrient budgets from 2030 onwards. An additional ‘Permit post 2030’ section will need to be added to the look-up table in each calculator.</p>



This will also require Stage 1 and Stage 4 of the calculator to be amended to display additional values for 2030 onwards:

- Stage 1 – Post 2030 WwTW permit; and Post 2030 Waste-water nutrient loading
- Stage 4 – Post 2030 Annual nutrient budget

The TAL Duty can be taken into account in HRA as soon as the WwTWs in-scope of the Duty have been designated by the Secretary of State, following Royal Assent of the Levelling-up and Regeneration Act. The designation of the WwTW is anticipated to be in September 2023.

#### **Part 1b SuDS Function:**

Amendment of Stage 3 'Post Development Land Use' of the Nutrient Budget Calculators to include an optional field for the incorporation of SuDS within the development site. This should enable the benefit of an appropriate SuDS scheme to be accounted for in the nutrient budget generated at Stage 4 of the calculator.

For calculators that produce values for both Nitrogen and Phosphorus, two separate fields will be required due to SuDS having different levels of effectiveness in reducing the respective nutrients.

Additional guidance will also need to be provided in the 'Instructions' tab of the calculator to inform users of when and how to use the SuDS function.

Part 1 of this commission will need to be completed by 8<sup>th</sup> September 2023, due to the anticipated timing of Royal Assent of the Levelling-up and Regeneration Act. If necessary, it may be possible to agree to the delivery of Part 1b to a later deadline.

#### **Part 2 – Improve accessibility of Nutrient Budget Calculators**

The Nutrient Budget Calculators, if published as spreadsheets, should follow the wider ONS accessible spreadsheet guidance. This is required to ensure that they:

- Are legally compliant with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and/or Equality Act 2010.
- Can be published on a central access website such as GOV.UK and/or Natural England's Access to Evidence Portal.

Amendments to the Nutrient Budget Calculators are required to ensure they are suitable for publishing in accordance with regulations. A list of initial changes required as suggested by the GOV.UK content team will be provided on award of the contract to highlight key requirements; however, this may not be exhaustive.

To ensure smooth delivery of the accessibility aspects, we expect the successful tender to include gateways for review of the product prior to completion of the work.

The improvement of accessibility requirements will include, but is not limited to, the following:

- Develop a comprehensive list of required accessibility updates in accordance with the regulatory requirements.
- Implement the developed list of required accessibility updates within the Nutrient Budget Calculators.

Complete 'gateway' reviews with the NE/.GOV team to ensure accessibility requirements are met.

### **Part 3 – Ongoing Maintenance and Support for Nutrient Budget Calculators**

To provide continued support and maintenance for the Nutrient Budget Calculators, produced for Natural England by Ricardo AEA. The support and maintenance is to enable feedback or error notifications received from LPAs, and others utilising the calculators, to be actioned and the calculator(s) revised accordingly.

The support and maintenance will include, but is not limited to, the following:

- Addition of missing information (such as WwTW, or operational catchments)
- Addition of land use types (where these are identified as present within the catchment but missing from the calculator)
- Amendment of look-up tables where erroneous or spurious results are being generated

Planned updates:

- Amendment of look-up tables at end of 2024 in order to make 'post 2025' figures the default values
- Addition of 'post 2030' permit limit figures once Water Company PR24 Business Plans are confirmed (in addition to Waste-water Treatment Works subject to TAL Duty which are likely to be confirmed at an earlier date)

Additionally, as required, Natural England may request support in answering technical questions regarding the functionality and operation of the calculators (e.g., look-up table hierarchy).

It is anticipated that this contract will be awarded for a period of 32 months, to end no later than 31<sup>st</sup> March 2026.

As the work to maintain the calculators is expected to decrease, the prices will be reviewed at the end of each financial year in the duration of the contract period.

At the end of each financial year, the Authority will review the need for the Contract and reserves it right to terminate the Contract in accordance with Clause H3 of the Framework Call of Contract.

Natural England may at their sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing.

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

- Tools development in Excel

- Project Management
- Nutrient Neutrality
- Understanding of accessibility legislation

### 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 (%)
1a	<p>Addition of Post 2030 permit values to 27 Nutrient Budget Calculators</p> <ul style="list-style-type: none"> <li>• W/C 21st August 2023 – Draft Nutrient Budget calculator (1 example)</li> <li>• W/C 11th September 2023 – Final Nutrient Budget calculators (all calculators)</li> </ul> <p>It is proposed that Part 1a and 1b of the commission are delivered and agreed first, with the accessibility changes to follow once the Part 1 changes have been agreed.</p>	08/09/2023	100% of price for Task 1a
1b	Update 27 Nutrient Budget Calculators to add SuDS function to Stage 3	08/09/2023 (May be negotiable)	100% of price for Task 1b
2	<p>Improve accessibility of Nutrient Budget Calculators</p> <ul style="list-style-type: none"> <li>• W/C 9th October – Draft Accessible Nutrient Budget Calculator (1 example)</li> <li>• W/C 20<sup>th</sup> November – Final Accessible Nutrient Budget Calculators (all calculators)</li> </ul>	24/11/2023	100% of price for Task 2
3	<p>Ongoing Support and Maintenance for 27 Nutrient Budget Calculators, including planned updates.</p> <p>Provision of additional Nutrient Budget Calculators if required.</p> <p>Email as required for part 3. Fortnightly</p>	Ongoing until contract end date (31/03/2026)	Quarterly Payments



	<p>teleconferences until the final version of the Nutrient Budget calculators with 2030 permit values, SuDS section, and accessibility changes are delivered.</p> <p>Last month of each financial year, contract review.</p>		
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### 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

### 6. Further Sustainability Considerations

**Natural England** protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach, in keeping with the 25 year environmental plan/our commitments and compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority's objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

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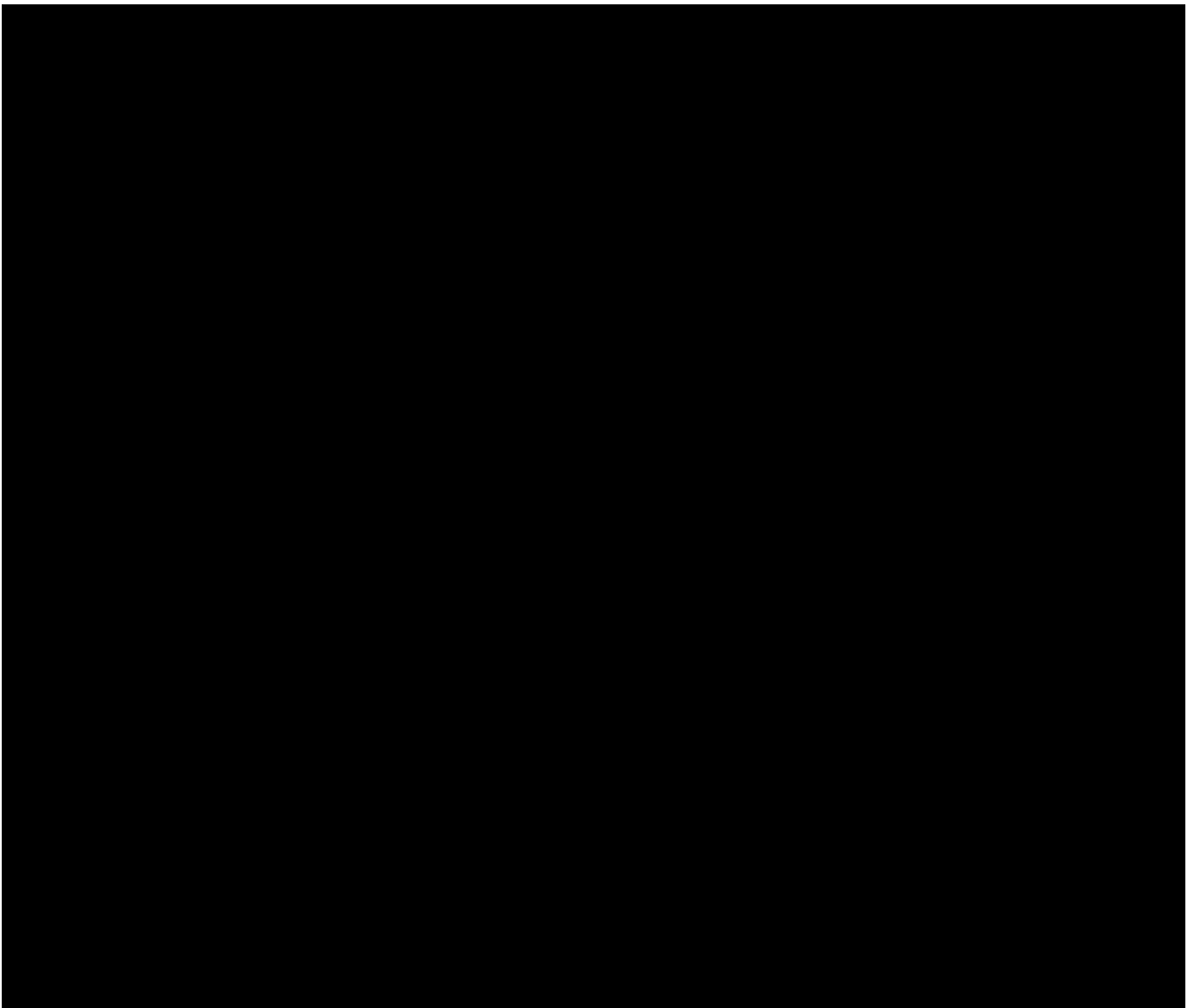
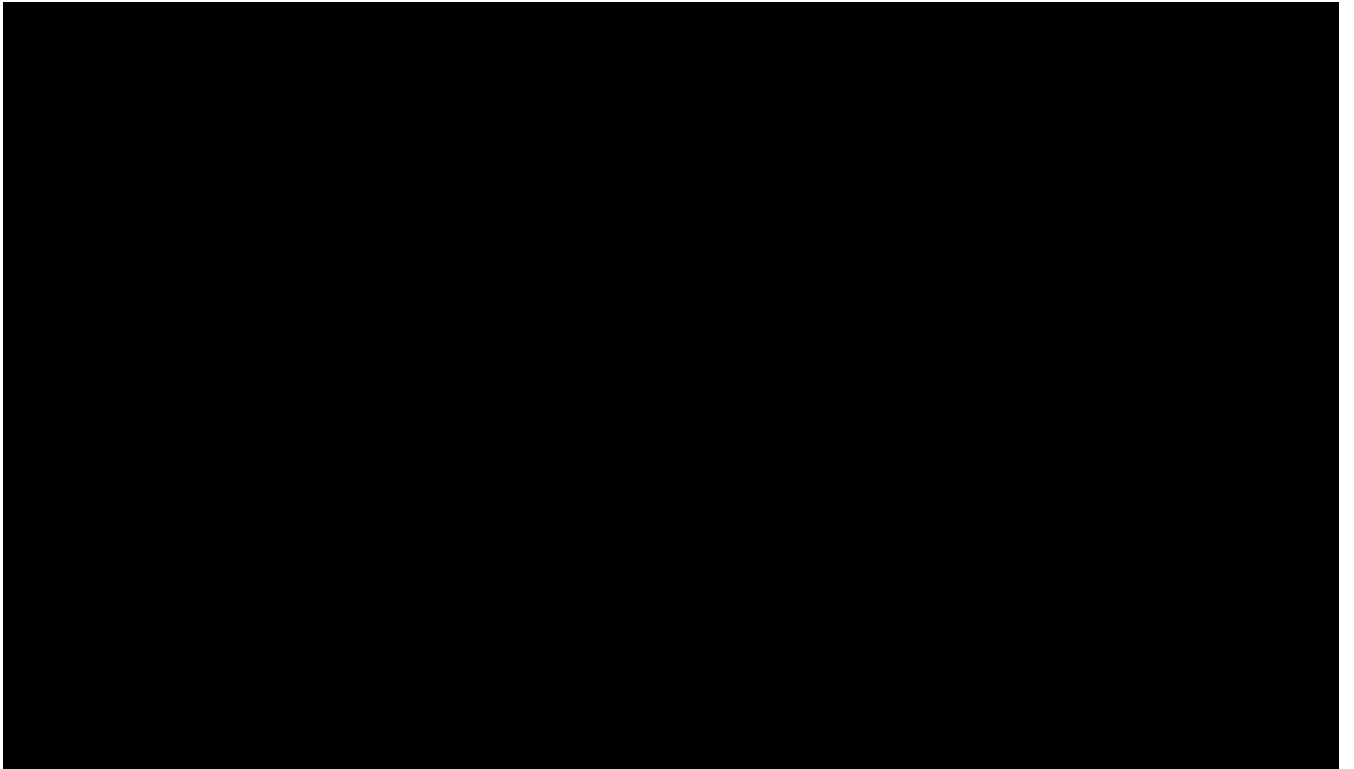
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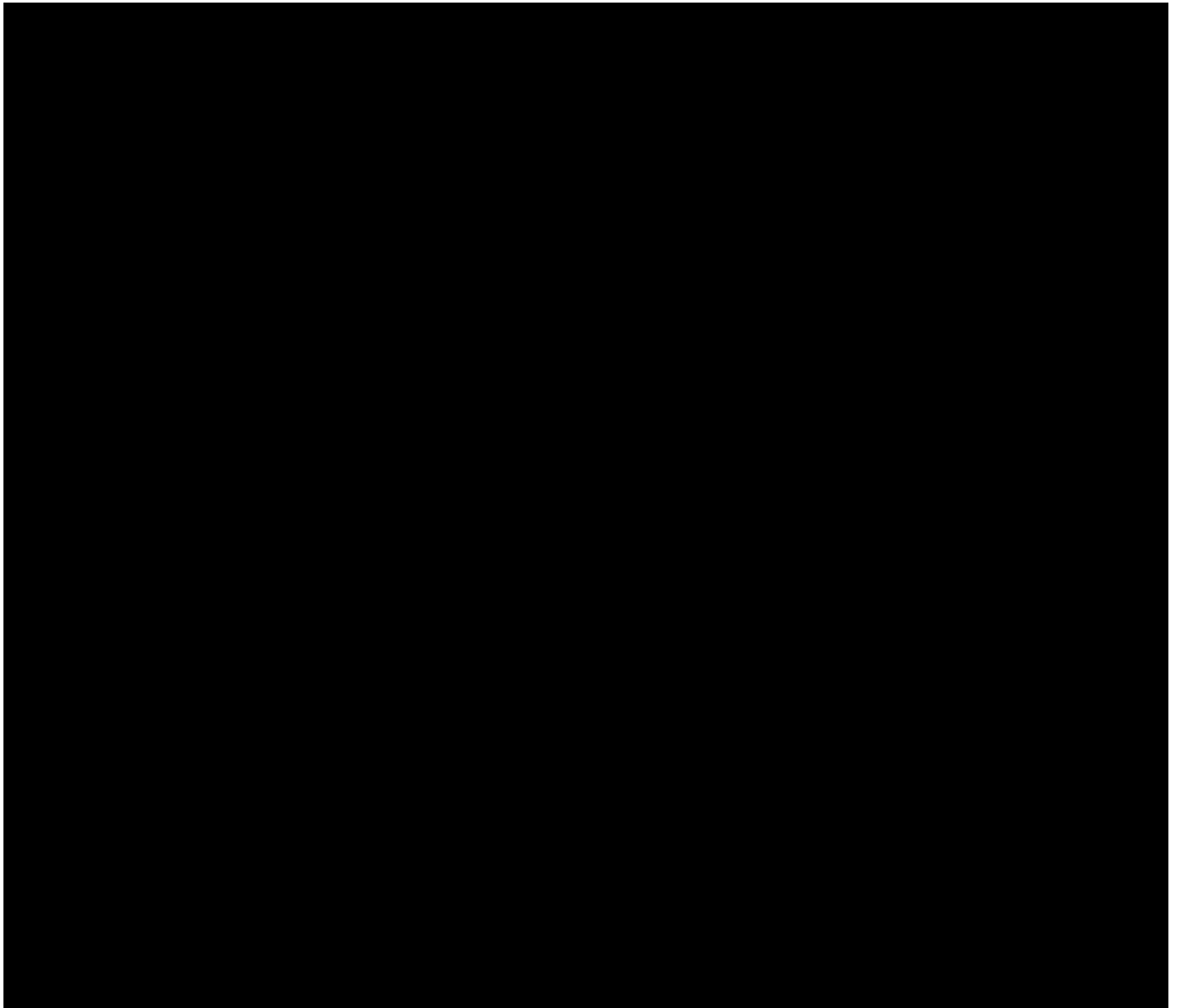
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