



Specification for Consultancy Services

Reference: 2018/19 : 01 Technical Support to Create Spatial Planning Circular Economy Statement Guidance and Refined Criteria

Invitation to tender

1. Overview

This invitation to tender is issued by London Waste and Recycling Board (LWARB) (‘the Client’) for the provision of consultancy services (‘the contractor’). Consultancy services are required to provide technical assistance in the development of guidance and refinement of criteria for circular economy and sharing economy statements which would be completed by developers as part of spatial planning requirements for major developments as set out in the draft London Plan.

The project will be delivered by LWARB, in partnership with the Greater London Authority (GLA). This brief sets out the requirements of GLA and LWARB to be provided by the consultant (‘the bidder’), in the form of a report. The report should contain a review and refinement of the draft Circular Economy Statement criteria contained within the draft London Plan, and guidance on creation of a circular economy statement for new developments, which will be created with input from a number of stakeholders. This work will form part of LWARB’s activity under the European regions toward Circular Economy project (CircE), an INTERREG funded project.

The total budget for this project, including VAT, is expected to be in the region of £40,000

2. Background to London Waste and Recycling Board (LWARB)

The London Waste and Recycling Board is a statutory Board established by the GLA Act 2007 to provide a strategic approach to waste management in London. The Board is chaired by a representative of the Mayor of London. As well as the Chair, the membership comprises four councillors and two independents nominated by London Councils and one independent appointed by the Mayor of London. In addition, LWARB has a team of officers who oversee the day to day activities of the Board.

The LWARB business plan 2017 – 2020 has three areas of focus:

- **Resource London** – London waste authority support delivered through LWARB’s partnership with WRAP to help reduce the city’s waste footprint and reinvigorate recycling to get back on track towards the Mayor’s ambition for London to achieve 65% municipal waste recycling by 2030.
- **Advance London** – Comprising i) Investment – provision of funding, on a commercial basis, to enable the development of businesses that use or are looking to use circular economy business models; and ii) Circular economy business support – provision of a programme, co-funded by the ERDF, aimed at providing meaningful advice to businesses to develop or scale up circular economy business models.



- **Circular London** – A programme of initiatives designed to accelerate the development of the circular economy in London and work to deliver the actions of LWARB's Circular Economy Route Map. This programme includes work to increase collaboration, demonstration projects and a strategic approach to the circular economy through embedding circular economy principles within London policy.

3. Background to the GLA and the Good Growth by Design GGbD programme

London is entering a period of rapid growth with populations projected to increase to 10.5 million by 2041. The Mayor's draft new London Plan sets out the Mayor's vision for meeting this challenge through Good Growth. Good Growth seeks development that benefits all Londoners and prioritises quality in the built environment. It will ensure London is a city that is socially and economically inclusive and environmentally sustainable. The Mayor's Good Growth by Design Programme seeks to harness London's world-leading design talent to make the city work for all its citizens.

The Mayor has selected 50 Mayor's Design Advocates (MDAs) to work with the GLA and councils across London. The MDAs will push forward the Good Growth by Design Programme, setting ambitious design standards, undertaking rigorous design reviews, building capacity and investigating the challenges facing London's built environment. This will ensure London's public bodies can deliver the quality of buildings and public spaces that will enrich London's communities.

The Good Growth by Design programme includes design research and inquiries as a core work strand. Within this ecological urbanism is a major investigation priority, recognising the role that the development industry has to play in meeting environmental priorities. As industry experts, the MDAs will provide important support to the client group with focussed expertise on sustainable development and circular economy principles.

4. Background to LWARB's circular economy programme

LWARB is developing a suite of programmes aimed at catalysing and co-ordinating circular economy activity across London, using a blend of policy, demonstration projects and investment to drive private sector collaboration.

In June 2017, LWARB published its 'Circular Economy Route Map for London' report. This Route Map sets out action plans for five areas for initial focus. These areas are built environment, electricals, textiles, food and plastics. The focus areas have been identified by looking at their environmental impact, the retained value of the products involved and their re-use/recycling potential. They are also items which also can be seen in high volumes in London's residual waste.

The route map is an action-orientated document, developed in partnership with London stakeholders. The Route Map recommends actions for a wide range of stakeholders, including London's higher education, digital and community sectors as well as London's businesses, social enterprises and finance sector.

One of the focus areas identified in LWARB's circular economy route map for London is the built environment. The latest estimates for net benefits of implementing circular economy opportunities in London's built environment are the most significant of our five focus areas. These opportunities could lead to GDP growth of between £3bn and £5bn annually by 2036.



The construction industry in the UK consumes more than 400m tonnes of materials every year, making it the nation's largest consumer of natural resources.

By integrating circular economy principles into development of the built environment through planning policy we can aim to ensure developments utilise existing buildings and materials, are designed for deconstruction and reuse, and reduce the environmental impact of London's built environment.

LWARB works with the GLA to embed circular economy principles in Mayoral strategies, and provides expert advice to a range of stakeholders. Building on the draft London Plan, LWARB, the GLA and a Sounding Board of MDA members seek consortia of consultants and or institutions to develop guidance and refine the criteria proposed to support developers to complete a circular economy statement requirement and to set out best practice in this respect.

5. The Circular Economy Sounding Board

The GLA and LWARB will work with a group of MDA's and built environment sector experts to form a sounding board which will oversee the creation of this work to ensure the Good Growth by Design principles are embedded in a way which allows delivery by the built environment sector and ensures the statements are designed to help to drive forward the circular economy in new development within London.

The sounding board will oversee the creation of a refined criteria for the circular economy statement, and guidance for use by developers ready for the London Plan Examination in Public (scheduled Autumn 2018). The Sounding Board would also aim to ensure design expertise and engagement of stakeholders across the built environment sector.

In the context of this bid, the following definition of the circular economy is used:
"The circular economy refers to an industrial economy that is: restorative by intention; aims to rely on renewable energy; minimises, tracks, and hopefully, eliminates the use of toxic chemicals; and eradicates waste through careful design. The term goes beyond the mechanics of production and consumption of goods and services, in the areas that it seeks to redefine (examples include rebuilding capital including social and natural, and the shift from consumer to user). The concept of the circular economy is grounded in the study of non-linear, particularly living systems." Ellen Macarthur Foundation.

6. Background to the London Plan

The London Plan is a strategic policy instrument which sets out the spatial development strategy for London. This sets out the economic, environmental, transport and social framework for the development of London over the next 20-25 years.

The Plan sets the London-wide policy context within which the boroughs of London should set their detailed local planning policies. The newest version of the Plan is currently in development, and this offers a significant opportunity for circular economy to be embedded in the development of London for years to come.



Within London, borough's and Mayoral Development Corporations must produce their own local planning policy strategy known as Local Plans.

The draft New Local Plan was published by the Mayor of London on 30th November 2017. The need to incorporate Circular Economy in all stages of development is identified within the draft Plan.

7. The Circular Economy Statement

The draft new London Plan includes the following Policy:

Policy SI7 Reducing waste and supporting the circular economy

B, Referable applications should promote circular economy outcomes and aim to be net zero-waste. A Circular Economy Statement should be submitted, to demonstrate:

- 1, How all materials arising from demolition and remediation works will be re-used and/or recycled
- 2, How the proposal's design and construction will enable building materials, components and products to be disassembled and re-used at the end of their useful life
- 3, Opportunities for managing as much waste as possible on site
- 4, Adequate and easily accessible storage space to support recycling and re-use
- 5, How much waste the proposal is expected to generate, and how and where the waste will be handled.

The Design chapter of the draft Plan also includes a requirement for circular economy principles to be considered at the start of the design process. This includes building in layers, designing out waste, design for adaptability, design for disassembly, and using materials that can be reused and recycled.

8. The Specific Requirement

The contractor will review the Circular Economy Statement Criteria contained within the draft new London Plan, and suggest appropriate revisions. These will be reviewed and a finalised criteria chosen with the client.

The contractor will use the criteria to produce a document which could be used as guidance to create a circular economy statement. This guidance will be developed in consultation with relevant built environment stakeholders and the client. It will provide examples of completed statements to illustrate good practice and will cross refer to case study examples in this respect. It should be approximately 20 pages long (including the use of diagrams) to ensure succinct, easy to follow guidance is provided. It will include qualitative and quantitative metrics.



The contractor will evaluate the following:

- Meeting the circular economy principles set out in the design chapter of the draft London Plan
- Moving to Zero waste as defined in the draft London Environment Strategy
- Moving to a circular economy (as defined in the brief)
- Considering whole systems thinking (including linking to Energy, Water, Economy) and how the guidance can be used for different scales of development
- Ties to the relevant policies in the draft London Plan on Energy, Embodied carbon, water, waste, and air quality
- How the guidance can tie in to existing industry standards, codes of practice, assessment methods and best practice (e.g. BREEAM).
- How planning/concept design, design, procurement, pre-demolition, demolition/deconstruction, construction, post construction/occupation and end of use deconstruction will be incorporated at each stage with clear guidance and useful tools

A report will be produced for the client which includes the following:

- The process used to assess and refine the criteria for the Circular Economy Statement
- The final Circular Economy Statement criteria –possibly in template format
- The process used to identify what guidance and best practice examples are needed which allow developers to complete circular economy statements
- The guidance and best practice document in an easy to use format
- An estimate of the cost to produce a Circular Economy Statement
- Information on how the circular economy statement can ensure appropriate outcomes are measured, recommendations for evidence that the statement should include, and what process should be used to monitor outcomes, including how, and what to report, to whom and at which stages in the process.
- Recommendations on how to inform and create support for the guidance within the built environment sector

Through the oversight of and in collaboration with the sounding board the following will be produced/undertaken by the contractor:

- Refined circular economy statement criteria with supporting circular economy statement guidance
- Recommendations for developers in achieving a quality response to a circular economy statement
- Engagement and inter-disciplinary activity (including workshop facilitation) with stakeholders including architects, engineers, designers, developers, investors, construction, demolition and public sectors to ensure the statement and guidance is fit for purpose
- Communication and dissemination exercise to promote and publicise the circular economy principles to the built environment industry in London

It is envisioned by LWARB that the guidance will contribute to future sustainable design and construction supplementary planning guidance to the London Plan .

This project requires a strong understanding of the built environment in London from both a policy, planning and practical delivery view point. We welcome bids from consortia of



environmental, architecture and planning consultancies with strong research and written/visual communications skills. (Lead consultants could look to the GLA's recently procured Architecture and Urbanism Framework Panel for possible collaborators in this respect. – Contact Panel manager Rae Whittow-Williams – Rae.Whittow-Williams@London.gov.uk)

9. The project deliverables are:

Project Initiation

- Initiation meeting held with client and contractor- Project plan, timescales, agreed including weekly update meetings
- Risk assessment and project contract agreed and signed
- Engagement plan for built environment organisations, LWARB and GLA agreed

Options Identified

- Contractor reviews existing tools/assessments/guidance in relation to the statement, and develops initial options for the statement criteria and guidance in consultation with industry experts for how to meet the criteria on the Circular Economy Statement. It will include estimates for how much the different options will cost developers to create suitable statements.
- The options will be created with input from relevant key organisations across the built environment sector to ensure the options created are fit-for- purpose, and can achieve buy-in from the built environment sector. As a minimum this should include UKGBC, RIBA, ICE and CPA. This will include delivery of structured interviews, and a minimum of 3 workshops with the sector (to examine either live or already delivered large scale construction projects) to examine specific approaches and materials. LWARB and GLA will assist in arranging the workshops, the contractor will facilitate and produce a report of each workshop. Records of how and whom provided input will be kept for inclusion in a final report. This will include feedback on what is considered achievable.
- The options will also address how the circular economy statement can ensure appropriate outcomes are measured, and what process should be used to monitor outcomes
- Contractor presents options for the statement criteria to the client for discussion
- Final statement criteria is agreed by the client, and appropriate guidance developed by contractor

Best Practice Examples created

- Examples of completed templates and best practice (e.g. methodologies for assessing opportunities and feasibility of reuse of demolition materials on site created to illustrate use of the guidance, and agreed with the client)

Guidance Refined

- Guidance and best practice examples presented to the client at Sounding Board meeting and share with stakeholders previously consulted
- Guidance and best practice examples refined using feed back from Sounding Board and stakeholders

Final Report and Guidance



- Final report produced, presented to, and signed off by the client
- The final report should detail the methodology used by the contractor, and how industry stakeholders have input to shape the guidance document
- The final report should include identification of barriers and a short set of recommended actions on how to inform and create support for the guidance within the built environment sector and potential areas for future research or related activity identified
- You will work with GLA procured graphic designers to format and design the report, which will be part of a family of GLA produced design research as part of the Good Growth by Design programme

Communication and Dissemination

- Final report contents to be shared with industry stakeholders at a minimum of 3 events or workshops in London to be agreed with the project manager with agreed outputs including a forum for developers with the aim of gaining commitment to apply the statement criteria and guidance in referable developments.
- Options for communication and dissemination activities to be proposed by tender responses, this could include for example instructional short videos to illustrate best practice to industry

Other Project Management requirements

- Weekly catch up (via phone or one to one meetings)
- Minutes supplied to LWARB of all meetings held with stakeholders for the project
- Please also provide a cost for attendance of the draft London Plan examination in public (date to be confirmed but anticipated in Autumn 2018).

Contractor Experience Requirements

The team delivering the contract must be able to demonstrate:

- Understanding and proven experience of circular economy, building efficiency and innovative projects in the built environment
- Understanding of architecture and engineering , especially structures and fit-outs
- Experience of developing policy guidance
- Proven experience of successful communication, and facilitation of stakeholder engagement (e.g. facilitation of workshops that lead to actionable outcomes)
- Excellent understanding of the design process in the built environment

10. Timetable for procurement

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from LWARB.

Milestone	Date
Invitation to Tender issued	16/04/2018
Deadline for clarification questions	23/04/2018 (5.00pm)
Clarification question responses returned by	25/04/2018
Tender return deadline	07/05/2018 (5.00pm)



Award of contract	15/05/2018
Inception Meeting	To be agreed with winning bidder
Final Report	28/09/18
Dissemination activity	Sept - October

11. Interface/ Contract management

The main point of liaison between the Service Provider and client will be Andrea Crump, Circular Economy Policy and Projects Officer, LWARB.

andrea.crump@lwarb.gov.uk / T: 020 7960 3655

12. Quality of Service

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

13. Delivery Personnel

LWARB requires Bidders to nominate key personnel with appropriate skills to perform the service for the duration of the contract.

Bidders shall provide a CV for all key personnel as part of their submission. The CV shall demonstrate the individual's experience, competence and capability and their role in the project and should be no more than 1 side.

The Service Provider shall ensure any changes to the key personnel be undertaken with minimal negative impact to the service and at no additional cost to LWARB.

LWARB may at, its discretion, request that the Service Provider remove and replace any Key Personnel from the service that LWARB considers in any respect unsatisfactory in the delivery and performance of the contract. LWARB shall not be liable for the cost of replacing any Key Personnel.

Bidders are encouraged to include other specialists ("Sub-contractors") in their Delivery Teams. However, the Service Provider will remain entirely responsible for the performance of the service. Such Sub-contractors must act in accordance with the terms and conditions of the contract entered into between LWARB and the Service Provider.

14. Submissions

Bidders are requested to submit:

- Details of their suitability to fulfil the contract, how the contract is to be managed and their approach to delivering the required specification within the timeline indicated above. **Maximum 5 sides of A4** (excluding project experience, examples and CVs which can be included as an Appendix).



- Please provide three examples of previous work carried out by suggested personnel included in the bid, that best demonstrate understanding of the brief and your ability to deliver its requirements. Please keep examples to a maximum of one side each.
- Details of the personnel comprising the Delivery Team, including CVs (should be no more than one side) and a description of their role in delivering the contract.
- A Pricing Schedule giving day rates and anticipated number of days for nominated personnel and showing the anticipated total amount for the project. All costs quoted are to **include VAT and expenses**.

Any clarification questions must be submitted by email to info@lwarb.gov.uk by 5pm 23rd April 2018.

Bids must be submitted by email to info@lwarb.gov.uk by 5pm on 7th May 2018

For both questions and bids, please use the reference “LWARB tender: 2018/19 – 01

15. Contract

The contract will be let by the London Waste & Recycling Board.

The following special terms shall apply:

Travel and Expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

Where additional expenses* are incurred, the following rates will apply:

Hotel accommodation	Value for money must be sought at all times. Officers and Board Members should endeavour to keep costs below £200 per night in Greater London and £175 per night elsewhere. Extras such as newspapers, minibar costs and entertainments will not be reimbursed.
TRAVEL	
Public Transport (Train, tube, tram, bus, light rail)	Actual cost. NB you cannot claim travel from home to your normal place of work or vice versa. Rail travel will be standard class.
Taxis	Only to be used in exceptional circumstances. Actual cost.
Mileage	Private cars may only be used where reasonable public transport is not available and you have a valid business insurance cover. HMRC approved rates are applied.

**additional expenses to be agreed with LWARB prior to being incurred.*

12. Evaluation



LWARB must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by us against the following criteria:

Evaluation criteria	Weighting
Total price as detailed in the Pricing Schedule provided. ¹	25%
Quality and technical excellence of proposal, including evidence of implementation of similar programmes	30%
Methodology – the proposed approach and timeline to deliver the project requirements	15%
Authority of allocated personnel, their skills and technical capability especially in the areas of the built environment and circular economy, with relevant links to the sector – including assessment of consortia equalities and diversity policies	30%

Scoring	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

13. Acceptance of bids

In issuing this invitation to bid, LWARB is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

LWARB will not enter into discussion with non-selected potential suppliers, or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

14. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.

¹ This will be assessed by deviation from the lowest compliant tender