

## Defra Group Management Consultancy Framework: Project Engagement Letter

Completed forms and any queries should be directed to Defra Group Commercial at [REDACTED]

Engagement details			
Engagement ref #	DPEL_61539_044		
Extension?	No	DPEL Ref.	61539_035 [Supplementary]
Business Area	Environment Agency (EA)		
Programme / Project	Helpston Remediation support		
Senior Responsible Officer	[REDACTED]		
Supplier	Deloitte LLP (“Deloitte”)		
Title	Supplementary services - Helpston Remediation support		
Short description	<p>This DPEL is supplementary to the existing DPEL 61539_035 and sets out additional works requested by the Environment Agency in relation to this project.</p> <p>The works comprise Ecological and Arboriculture assessments, preparation of an Environmental Action Plan and corresponding site visits.</p>		
Engagement start / end date	05/02/2024	31/08/2025	
Funding source	[TBC]		
Expected costs 23/24	£45,005.50		
Expected costs 24/25	n/a		
Expected costs 25/26	n/a		
Dept. PO reference	[TBC]		
Lot #	Lot 1		
Version #	v0.1		

### Approval of Project Engagement Letter

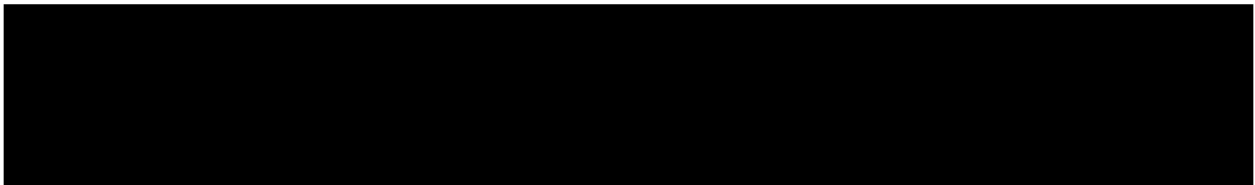
By signing and returning this cover note, Environment Agency Commercial Team accepts the contents of this Project Engagement Letter as being the services required and agrees for Deloitte LLP to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 1 - [REDACTED] with Defra Group and confirms the availability of funding to support recharge for the services.



Signatures		
Supplier	Business Area	Defra Group Commercial



Supplier engages with Business Area to complete. Once agreed, Supplier signs front page and sends to Business Area	Business Area signs front page and sends to DgC	On approval, DgC signs and returns copy to Business Area and Supplier
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## 1. Background

This supplementary DPEL has been prepared in response to the Early Warning Issued by the Environment Agency (the Client) for the Helpston Remediation Support project (email from [REDACTED], Deloitte LLP, dated 28th November 2023) and subsequent meeting on 7th December 2023. It includes the agreed objectives, scope, programme, budget and personnel required to complete additional works as requested by the Environment Agency in relation to this project.

The additional works under this DPEL will be performed in accordance to the existing DPEL 61539\_035 between Deloitte and the Environment Agency and will be subject to the terms, conditions and assumptions set out in that original DPEL, except as stated in the following sections.

## 2. Statement of services

### Objectives and outcomes to be achieved.

The following additional Services would be provided under this DPEL:

- Completion and reporting of Ecological and Arboriculture assessments for the Ailsworth Road, Helpston landfill site (the 'Site'), comprising:
  - Desk Study;
  - Extended UKHab Survey, Initial Bat Roost Suitability Assessment; Badger Walkover Survey;
  - Tree Survey, Arboricultural Impact Assessment and Method Statement; and
  - Reporting.
- Preparation of an Environmental Action Plan (EAP) for the proposed landfill capping contract.
- Site visits by the Supplier project manager to attend meetings with the EA and contractor(s).

### Scope

## 1. Ecological and Arboriculture Assessments

The following works would be completed to provide an updated assessment of the ecological and arboricultural status of the Site to inform the preparation of the EAP for the proposed landfill capping contract. The last Ecological Survey that Supplier is currently aware of was completed in November 2016 and whilst the majority of the Site is enclosed within a newt fence and is subject to a great crested newt (GCN) European Protected Species Mitigation Licence (EPSML; ref. 2020-49001-EPS-MIT-1 and accompanying Work Schedule) there is a lack of information describing the current status of other possible sensitive ecological receptors and tree species at the Site.

### 1.1. Preliminary Ecological Appraisal

Supplier will undertake a Preliminary Ecological Appraisal (PEA) of the Site, including an initial bat roost suitability assessment of trees and badger walkover survey within a 30m buffer from the Site to advise on any ecological considerations that should be incorporated into the EAP,. The scope of this activity is outlined below.

#### Desk Study

A desk study would be undertaken to identify the locations of nearby designated sites for nature conservation and would include a data search to obtain records of non-statutory designated sites, protected and notable species and invasive non-native species within a 2km radius of the Site. Expenses outlined in Section 5 of this DPEL include £240 (ex VAT) to cover the procurement of relevant data from Cambridgeshire and Peterborough Environmental Records Centre.

#### Extended UKHab Survey

A UKHab survey will be undertaken to establish the ecological value of the Site and its surrounding area (up to 30m from the site boundary where safely accessible), and the potential the Site has to support notable and/or legally protected species.

The survey will be carried out in line with the standard best practice UK habitats classification methodology as set out by UKHab V2.01 (2023)<sup>1</sup>. Notes will be recorded to provide supplementary information on species composition, topography, location of habitats within the site, evidence of management, features of interest and species of note. Information gained from the survey on the extent and nature of the habitats present will be important in assessing the ecological value of the Site.

During the same site visit an appraisal will be made of the potential for the habitats present to support legally protected and/or notable species. If any further survey work for legally protected species is required, recommendations for investigating these will be advised. Notes will be made of the presence of observed invasive plant species listed under Schedule 9 Part II of the Wildlife and Countryside Act (1981 as amended) and The Invasive Alien Species (Enforcement and Permitting) Order 2019 (as amended) if found to be present on the Site.

Information gained from the extended UKHab survey would be important in assessing the ecological value of the Site and identifying the need for any further survey work.

#### Initial Bat Roost Suitability Assessment

An initial survey to assess the suitability of trees present to support roosting bats will be undertaken in accordance with the current Bat Conservation Trust (BCT) survey guidelines (Collins, 2023<sup>2</sup>) and making reference to BS 8596:2015 Surveying for bats in trees and woodland. Where safe to do so, all trees within and within 30m of the Site will be examined from the ground using close focusing binoculars for features such as loose bark, cavities and ivy that could be utilised by bats. Trees will also be checked for any signs of bats such as droppings, scratch marks, staining and feeding remains. Based on this inspection, each tree will be classified using a scale of none (no potential roost

features (PRF)), PRF-I (i.e. suitable for individual or small numbers of bats), or PRF-M (i.e. suitable for multiple bats, so could potentially support a maternity roost).

This survey will require access within a 30m buffer from the Site boundary.

### **Badger Walkover Survey**

Habitats within the Site and wider area are suitable to support foraging badgers and badger setts. It is recommended that a walkover survey be undertaken to identify badger setts within the Site and a 30m buffer as well as other signs of badger. The survey will be conducted following the methodology described by Harris et al (1989)<sup>3</sup> and the Badger Trust (2023<sup>4</sup>). The survey involves a search of the survey area paying particular attention to habitat edges, such as woodland, scrub and field margins where setts and other signs of badger activity are more commonly found. All areas of accessible suitable habitat will be inspected for field signs of badger presence including:

- Setts;
- Footprints;
- Paths/runs;
- Latrines and dung pits;
- Hairs;
- Foraging signs including 'snuffle holes;' and
- Bedding material.

With reference to the standard survey methodology (Harris et al., 1989), any setts found will be assessed for level of use by the number of entrance holes and thus classified into four types: main, annexe, subsidiary or outlier.

This survey will require access within a 30m buffer from the Site boundary.

### **Reporting**

The findings of the desk study and field survey outlined above would be presented in a Preliminary Ecological Appraisal (PEA) report, in accordance with the Guidelines for Preliminary Ecological Appraisal published by the Chartered Institute of Ecology and Environmental Management (CIEEM). The PEA report would set out the methodologies used, and include a UKHab map of the Site.

The PEA report would include consideration of the results in the context of the proposals, and where appropriate identify requirements for additional survey work that may be required to inform the delivery of the landfill capping.

The PEA report would be prepared by qualified and experienced personnel, and would be reviewed by a full member of CIEEM.

## **1.2. Arboriculture Assessment**

This would consist of the following activities to inform the preparation of the EAP:

### **Tree Survey**

This would be completed to identify the nature and spatial constraints associated with trees within or immediately adjacent to the Site. It would include a desk study of statutory

and non-statutory designations and planning policy relating to trees, a Walkover Tree Survey, a Tree Survey Schedule and a Tree Constraints Plan which will illustrate the above and below ground spatial constraints associated with surveyed trees.

#### **Arboricultural Impact Assessment**

Arboricultural Impact Assessment and Tree Protection Plan to BS5837:2012 to identify the likely direct and indirect impacts of the Proposed Development on trees and vice versa. This will include a Tree Protection Plan showing trees to be removed and how retained trees will be spatially protected.

#### **Arboricultural Method Statement (AMS)**

This provides a specification for tree protection measures and a methodology for sensitive works close to retained trees. This would be appended to the Arboricultural Impact Assessment.

## **2. Preparation of Environmental Action Plan**

An Environmental Action Plan (EAP) is required for submittal with the tender documentation for the Design and Build (D&B) Contractor. It will summarise the actions required to implement the environmental mitigation and outcomes for the proposed capping of the Ailsworth Road, Helpston landfill site. It will describe the relevant activities to be addressed during the project, detail the roles and responsibilities of those involved in the project and refer to all temporary and permanent works. These actions will form part of the contract documentation and must be adhered to by the D&B Contractor.

The EAP will be prepared based on the template provided by the Client. We have assumed that if the EAP must reference internal Environment Agency operating instructions, procedures or other documentation, then copies of these, or as a minimum the relevant references, will be provided to AECOM.

## **3. AECOM Site Visits**

The Client has requested the presence of the AECOM Project Manager at site meetings with prospective D&B Contractors and during Construction. Seven (7) site visits have been allowed for in this additional works scope: one (1) during the pre-construction tender phase, and six (6)-monthly visits during the construction phase.

Costs allow for the AECOM Project Manager to attend meetings of up to one day duration, plus travel to and from the Helpston site.

If further meetings are required by the Client, these would be charged at the relevant day rates for the AECOM personnel attending, plus travel expenses.

## Assumptions and dependencies

The additional works to be performed under this DPEL are subject to the following assumptions in addition to those listed in the existing Statement of Work.

- All fees will be approved in writing before the commencement of work;
- It is assumed that all required access will be arranged by the Environment Agency (EA), including access to the 30m buffer outside of the Site boundary to allow survey on a single day (although up to two days may be required for the tree survey);
- A full health and safety plan for the survey work will be prepared by the Supplier and signed off in advance of the works commencing;
- If surveys are cancelled due to unforeseen circumstances such as access issues resulting in additional costs, re-scheduled surveys may be subject to an additional fee;
- The total fee includes £240 (ex VAT) for procurement of data from Cambridgeshire and Peterborough Environmental Records Centre. If an increased cost is required to procure this data, agreement will be sought from the client prior to procurement of data;
- The fee assumes for preparation of a draft version of the PEA report for Client comment, followed by a final version. Additional versions of the report (due to change in design options etc.) may require an additional fee to be agreed;
- The total fee does not include ecology input to an Environmental Impact Assessment (EIA) or non-EIA Ecological Impact Assessment (EclA). Input to an EIA including preparation of an Environmental Statement chapter for ecology or EclA will be subject to an additional fee;
- Fees do not include provision for any follow up works that are found to be required because of the work undertaken as part of this commission. This includes further surveys for protected species or preparation of any EPSML applications;
- Fees do not include input into any additional ecology reports, such as Biodiversity Net Gain or Habitats Regulations Assessment (HRA). We have not allowed for collection of condition assessment data for habitats, which would be subject to an additional fee;
- Fees assumes suitable digital base mapping can be provided by the Client. Purchase of digital base mapping for the production of figures will be subject to an additional fee;
- If changes to the scope are requested by the Client, such as a wider Site boundary, an amended fee proposal will be submitted;
- Fees do not include the design of mitigation such as landscaping;
- Fees do not include any attendance at meetings except where stated. Attendance at other meetings will be subject to an additional fee.
- A topographical survey plan will be required, showing accurate tree positions in a DWG format co-ordinated to British National Grid. Where this is not available, the supplier will require Ordnance Survey Mastermap or equivalent (in a DWG or shapefile format) and all trees will be plotted indicatively using aerial imagery and GPS and the results will be caveated accordingly.
- Following a review of the site boundary the Supplier has allowed for the survey of up to 140 tree features and the fee is based on this number of trees. Where trees form a coherent group they will be recorded as a group feature.
- Free and easy access to all relevant areas of the site is required by the Supplier. Where trees are not accessible they will be assessed from the nearest feasible vantage point and attributes estimated and caveated accordingly.
- The assessments will be based on the extent of site and work areas and working space requirements as shown on the current, outline design and associated drawings. No allowance has been made in this proposal for updates upon finalisation of the design.
- A single round of Client comments on each Deliverable has been considered by Deloitte.
- The arboricultural assessment includes a desk study of publicly available information on tree related designations but has not allowed for any costs associated with purchasing data such as for Tree Preservation Orders.
- The Client has proposed a pre-tender site visit on Wednesday, 10th January 2024.



- Supplier will require two weeks to mobilise Ecologists and Arboriculturists to Site.

## Deliverables

During the course of the additional works, the Supplier will provide the following Deliverables:

1. Ecological and Arboriculture Assessments:
  - Preliminary Ecological Appraisal Report;
  - Arboriculture Assessment Document:
    - Tree Survey Schedule and a Tree Constraints Plan;
    - Arboricultural Impact Assessment and Tree Protection Plan;
    - Arboricultural Method Statement (AMS);
2. Environmental Action Plan (EAP):
  - EAP, completed based on the Environment Agency template;
3. Supplier Site Visits:
  - No deliverables are associated with this task.

For Deliverables 1. and 2., a draft would be prepared for final review and approval by the EA. The Supplier will then allow for EA review and update of the Deliverables upon receipt of one set of consolidated review comments.





Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery)
Preliminary Ecological Appraisal			
Arboriculture Assessment			
Environmental Action Plan			



### 3. Delivery team

Provide details of the agreed team members including their roles and responsibilities during the project.

			45,005.50

### 5. Fees

Defra Group will reimburse the Supplier for approved work done according to the table below. The total fees for the scope of work detailed in this Engagement Letter will £45,005.50, excluding VAT.

Staged	Cost	Due (link to milestone dates in the Deliverables Table)
2023/24		DD/MM/YY – N/A
Delivery team for 2023/24 activities and Deliverables	£45,005.50	
Expenses		
Preliminary Ecological Appraisal, Tree Survey, Site Visits		
Grand total		

#### Expenses statement

Defra Group overarching contract rates include expenses for any travel to/from any UK location defined by the Business Area as the base office for the work. Only expenses for travel at the Business Area's request from this base can be charged. If appropriate, define permissible expenses to be charged.

#### Payment

The Supplier should invoice fees monthly in arrears. Defra Group will reimburse fees monthly on confirmation of approval of work delivered by the Business Area. The Supplier will keep an accurate record of time spent by staff in providing the services and provide this information and supporting narrative, if requested.

## 6. Governance and reporting

As part of the Call-Off Contract, the Supplier and Business Area agree to provide reporting on the following:

- Completion of the time tracker on a monthly basis, to track days worked by our consultants;
- Weekly progress update against the agreed activities and deliverables

### Key Performance Indicators

Business Area and Supplier to agree any specific key performance indicators related to this specific project engagement.

### Feedback and satisfaction

Defra Group reserves the right to hold review meetings during the assignment, discussing what went well, opportunities for improvement on future assignments and similar. This will incorporate any 'Show and Tell' documentation or transferable products that have been produced.

A post-engagement quality review of the engagement will be arranged where the Business Area rates the services provided.

### Non-disclosure agreements

It is not expected that there will be a need for any additional NDAs for this project. The overarching [REDACTED] framework include NDAs.

## 7. Exit management

The agreed actions and deliverables by the Supplier for when the contract ends are as follows:

None other than the provision of the deliverables listed above

### Notice period

The nature of these engagements require that Defra Group have the ability to terminate an engagement with notice. Defra Group's termination rights for this engagement are marked below.

The minimum notice period for termination is 5 working days regardless of engagement duration.

1. Business Area identifies a potential need for delivery support, initiates a conversation with DgC, confirms which approvals are required for an engagement to occur, e.g., Consultancy Governance Board if over £100k or DgC Corporate Services Delivery Board if under £100k.
2. Request Form completed by Business Area and submitted to DgC at:  
[REDACTED]
3. The form is reviewed by the DgC team around which resource route is most appropriate (e.g., Lots 1/2/3) and may request additional information/edits from the Business Area if required.
4. Lot / Supplier is selected and briefed on the request by DgC, then introduced to the requesting Business Area for further discussion and confirmation of work to be delivered.
5. A Project Engagement Letter is completed by the Business Area with input from the Supplier (with supporting proposals as appropriate) and then finally agreed between the two parties,



including evidence of all required approvals either being in place or being progressed (e.g., PO) and forwarded to the DgC for review by the Consultancy Governance Board (CGB). Approval states are:

Approval state	Definition	Permissions
Full approval	<ul style="list-style-type: none"> <li>DPEL agreed</li> <li>DPEL signed: Supplier, Dept and CO</li> <li>Purchase Order number</li> </ul>	<ul style="list-style-type: none"> <li>Work can start</li> <li>Supplier can invoice for work</li> </ul>

