**Request for Quotes**

**Energy and Sustainability Support for the Planning Development Management team**

**Contract Period: 10 June 2023 to 9 June 2025**

# Summary

1. Lambeth are seeking to appoint a consultancy to provide support to the Planning service for 2 years. The support would be primarily to the Development Management team to enable it to deliver against its current planning policies and service delivery targets. This support will comprise of assessment of energy and sustainability submissions that accompany relevant planning applications (excluding pre-applications and those subject to Planning Performance Agreements) and condition/s106 discharge applications.
2. This brief sets out:
   * Context – the background and context of the opportunity
   * Specification – what we are looking for
   * Timescales – response deadlines, evaluation timescales, and proposed start date
   * Tender Evaluation process

# Context

1. Lambeth was one of the first councils to declare a climate emergency. Lambeth’s buildings are a physical embodiment of the Council’s commitment to sustainability, tackling and adapting to climate change. Lambeth is a central London authority that deals with a wide range of planning applications; ranging from large scale redevelopment projects in the London Plan designated Waterloo and Vauxhall opportunity areas; to estate renewal schemes; to residential extensions and alterations.
2. Lambeth Council, through the exercise of its Development Management function, seeks to ensure that future development within the borough achieves the highest standards of sustainable design and construction and subsequent operation. In particular, Lambeth requires all major developments to achieve a reduction in carbon dioxide emissions in line with London Plan targets through energy efficient design, decentralised heat, cooling and power systems, and on-site renewable energy generation; and requires all other developments to achieve the maximum feasible reduction in carbon dioxide emissions through these measures.
3. Lambeth referred approximately 750 applications for independent sustainability advice over the last three years. These were made up of:
   * 18.5% Major applications;
   * 21% Minor;
   * 3.5% ‘Other’ applications;
   * 53% Discharge of condition applications; and
   * the remainder being a mix of NMCs, EIA scopings, Variations to S106 Agreements and Prior approvals.
   * The service has also received and obtain independent sustainability advice for 26 pre-application requests in the last 3-year period.

The number of applications previously referred may be higher or lower than that over any new contract period. The provision will not be exclusive and Lambeth may also use in-house capacity during the contract period and/or may from time to time procure a one-off service from other providers where time constraints or client request dictates.

The applications are of varying complexity. It should be noted that not all applications submitted to the council will include energy and sustainability submissions and not all applications including energy and sustainability submissions will necessarily be passed for external assessment.

# Specification

1. Lambeth are seeking to appoint a consultancy to provide support to its Development Management team.
2. This support will comprise of assessment of energy and sustainability submissions that accompany relevant planning applications (excluding applications which are subject to Planning Performance Agreements) and condition/s106 discharge applications.
3. Following assessment, the Council will require you to advise on the degree of compliance with current planning policy requirements, on potential amendments that would further improve the performance of the developments and on suggested conditions and planning obligations that would ensure the delivery of the highest standards of sustainable design and construction and subsequent operation. Timing of responses to all consultations are expected to be as swift as possible, to enable the council to deliver against its statutory planning application performance targets – 8 weeks for minor and other applications and 13 weeks for major applications and should form part of your proposal.
4. The selected contractor delivering the service will be required to collaborate remotely with officers within the Development Management service. The provision will be for an off-site, electronic service. Meetings and site visits for more complex sites may also be required from time to time along with occasional attendance at the council’s Planning Applications Committee.
5. It is not possible to predict an exact workflow arising from planning applications. Lambeth will therefore require a degree of flexibility to account for peaks and troughs of submission, so as to ensure optimum service delivery. The full value of the contract cannot however be exceeded in the 2 year period. The cost of the contract will be monitored on a monthly basis, along with the quality of advice being provided.
6. Key outputs will include:
   * Assessment of the energy and sustainability submissions of planning applications for compliance with Lambeth Council and London Plan policy.
   * Assessment of condition discharge and S106 discharge applications.
   * Input into the development of standard conditions for energy and sustainability.
7. The types of applications requiring assessment will fall into 5 main category areas:

Major, Minor, Other, Discharge of Conditions (Approval of details), and EIA Scoping/screenings.

Major, Minor and Other applications are as defined in the MHCLG PS1, PS2 returns guide:

[https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2/ps1-and-ps2-district-planning-matters-return-guidance-notes#appendix](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fdistrict-planning-matters-return-ps1-and-ps2%2Fps1-and-ps2-district-planning-matters-return-guidance-notes%23appendix&data=05%7C01%7CCNeal%40lambeth.gov.uk%7Cde6ba504a4bd43ebbb9108db47ff5966%7Cc4f22780485f4507af4a60a971d6f7fe%7C0%7C0%7C638182934260393594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=kOCcJ5kQC%2BtEmk%2Byl5IFFvuBvuu58i1gSCIZf63wPRg%3D&reserved=0)

1. Proposals should include an estimate of the average time to provide assessment on the 5 different application categories along with an hourly rate.
2. The selected contractors delivering the service will be required to submit a detailed timesheet, including a breakdown of hours worked on each task, alongside their monthly invoice. Additionally, the supplier will need to provide a comprehensive breakdown of staff resources allocated to this project.

**Your quote**

1. Proposals should cover the all the components identified in the specification. It is recommended that proposals are kept to a maximum of 6 pages (using a minimum of font size 11, Arial – single line spacing), excluding CVs.
2. The proposals presented should not exceed £99,000 (excluding VAT) for a 2 year period. Proposals that exceed that amount cannot be considered for an award.

# Timescales

1. A timetable for the selection process is detailed below:

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Requests distributed | 28th April 2023 |
| Clarification question closing date | 12th May 2023 |
| Proposal submission deadline (Closing date) | 26th May 2023 |
| Selection | Commencement of Evaluation | 4th June 2023 |
| Successful applicant selected and confirmed | 7th June 2023 |
| Contract Commencement | Successful applicant commences contract | 10th June 2023 |

1. Any clarifications questions and proposal should be submitted to [cneal@lambeth.gov.uk](mailto:cneal@lambeth.gov.uk) by the relevant deadlines as per Table 1 above.
2. The proposed period of the contract is expected to run from 10th June 2023 to 9th June 2025.

# Tender Evaluation

1. The ratio that will be used to evaluate the tenders is as follows:
   1. Quality – 60%
   2. Price – 40%

**a. Quality evaluation**

1. Proposals should take into account the requirements laid out in the specification section of this document.
2. The proposal components along with the minimum acceptable score, the marks available and weightings are set out below:

**Table 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Questions** | **Marks Available** | **Weighting %** |
| **Methodology** | 1. Please detail yourknowledge of the policy requirements of the emerging London Plan, Local Plan, emerging Building Regulations and Future Homes Standard 2025 for application to the Brief. | 0-5 | 10% |
|  | 1. Please provide detail of how you would approach providing advice and support in relation to policies relevant to sustainable design and construction and providing site-specific advice of how to best achieve relevant and best practice standards of sustainable design and construction. | 0-5 | 10% |
| **Service Management and Delivery** | 1. Please describe your availability and capacity to start work and deliver to timescales | 0-5 | 10% |
|  | 1. Please outline the monitoring systems that you will use to manage and record applications | 0-5 | 10% |
| **Provision and Quality of Service** | 1. Please provide the names, CV’s, professional membership details, roles and the technical expertise & experience of the consultants that will be assigned to this project and their experience in providing assessments. Please also state if any aspects of the brief scope are to be subcontracted to external and/or subsidiary companies/organisation. | 0-5 | 10% |
|  | 1. Please provide evidence of delivering sustainable design and construction support to planners and developers | 0-5 | 10% |
| Total |  |  | **60%** |

1. The components which are indicated with appropriate weightings will be evaluated by the panel and the appropriate score will be agreed and added to form the total Quality Evaluation Mark. The score achieved for this section, Quality Evaluation Mark, will be weighted at 60% to give the final score for quality (Quality Score).
2. The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
3. Potential providers must achieve the minimum acceptable Quality Score of 3, for each of the component areas in the table above. Only those responses which achieve or exceed the minimum for all component areas will be included in the Price Evaluation Process.
4. Where only one (1) submission is received and it does not meet the minimum acceptable score, the council reserve the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
5. The scoring matrix:

**Table 3**

|  |  |
| --- | --- |
| 0 | Failed to address the question/issue. |
| 1 | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| 2 | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| 3 | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought. |
| 4 | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply. |
| 5 | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested. |

**b. Price Evaluation**

1. For the price evaluation, each submission will be assessed on the total cost of delivering the programme over the 2 years.
2. To allow us to evaluate the price all proposals should include a detailed summary of the proposed costs for the three requested areas of work, as described in the specification. For the avoidance of doubt, we expect all proposals to include clear costs for the items in tables 4 and 5 below.
3. Assessment of energy and sustainability submissions that accompany relevant planning applications, along with provision of advice on the degree of compliance with current policy requirements and potential amendments to improve performance. For each application type please provide an estimate of the average time to provide assessment on the 5 different types of application category along with an hourly rate:

**Table 4**

|  |  |
| --- | --- |
| **Application type** | **Required submissions** |
| Major | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| Minor | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| Other | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| Conditions | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| NMCs, EIA scopings, Variations to S106 Agreements and Prior approvals | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |

**Table 5**

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Estimated volume per annum\*  (X) | Cost per consultation  (Y) | Total cost  (X \* Y) |
| Major | 46.25 | £ | £ |
| Minor | 52.5 | £ | £ |
| Other | 8.75 | £ | £ |
| Conditions | 132.5 | £ | £ |
| NMCs, EIA scopings, Variations to S106 Agreements and Prior approvals | 10 | £ | £ |
| Total Annual Cost | | | £ |
| **Total Contract Cost** (X \* Y) \* 2 years **(For Evaluation)** | | | **£** |

1. To calculate the Price Score we will use the ‘difference from the lowest tendered price’ method and the following equation:

Price Score % = (100% - ((Quote Price – Lowest Price)/ (Lowest Price))) multiplied by 40

The Lowest Price in the equation above will be the quote with the submitted lowest price where the Council believes, from the information submitted in the quote, that the services can be delivered in accordance with the minimum acceptable quality score in each area and contract terms and conditions.

1. The proposals presented should not exceed £99,000 (excluding VAT) for the 2-year period. Proposals that exceed that amount cannot be considered for an award.
2. **Final Score**

The Price Score (40% weighting applied), is added to the overall Quality Score (60% weighting applied), to give a final score for each Potential Provider (Final Score).

The contract will be awarded to the supplier with the highest Final Score. Feedback will be supplied to unsuccessful bidders on request.