**Invitation to quote for the provision of Arboricultural advice to Lambeth’s Development Management team.**

Closing date for submissions: **Monday 4 September 2017**

Lambeth Council, by way of its statutory development management function, seeks to ensure that future built development within the borough is delivered with the highest standards of amenity, from planning, through construction, and subsequent operation.

Lambeth is an inner London local 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 smaller residential schemes, householder extensions and alterations. The town centres within the borough include, Kennington, Stockwell, Brixton, Clapham, West Norwood and Streatham.

**Lambeth are seeking to appoint a consultant or consultancy to provide observations and advice on arboricultural matters to its Development Management team.**

The successful bidder will work under the direction of our in-house Arboricultural Officer.

The service that is provided would most likely be done remotely, but may include visits into the borough to carry out inspections or attend meetings.

The successful consultant or consultancy would be required to provide written advice, and subsequent support on:

* planning applications relating to full and householder consultations
* pre-application advice requests, both minor and larger complex schemes
* major developments and outline planning applications
* discharge of condition applications relating to all tree protection matters and soft landscape schemes
* appeals and occasional hearings

Other Planning areas where expert advice may occasionally be required include:

* Advice relating to planning enforcement matters affecting trees
* Advice on high hedge disputes
* Advice on subsidence investigations where trees have been implicated
* Potentially an occasional appearance at planning committee (evening), at appeal hearings and inquiries where the arboricultural advice provided is a key factor in the application decision

Your written advice that encompasses any and all of the above should be compliant with current, arboricultural best practice, standards, guidance and regulations, and the council’s own green infrastructure and landscape amenity policies.

Where appropriate you should also provide advice on potential amendments to proposed development schemes and suggest planning conditions to ensure that the arboricultural and landscape elements of implemented schemes are delivered to a high standard.

The turnaround period for your written responses to our requests for advice will be 14 days. On occasion responses may be required more quickly to enable delivery against planning application performance targets.

The award of this contract provides no guarantee of the value or volume of the work that will be offered. In addition the quantity of work that is offered may vary considerably from month to month, depending on the number of planning applications we receive and our internal capacity.

In previous years the value of the work has usually been between £5k and £8k per annum, with the number of applications referred for advice varying between 120 and 180 over the same period. Based on this historic data, anticipated average workload would be up to 25 hours a month.

The majority of the work offered under this contract would be for providing written arboricultural and landscaping advice on planning application submissions. This advice would be used by our planning officers to produce reports which form the basis of the planning application decision making process.

The advice will be required on many different types of application, with varying complexity. The make-up of our future requests for advice cannot be fully predicted but previous work sent for external arboricultural advice comprised the following proportions of application type:

|  |  |
| --- | --- |
| **Type of application** | **%** |
| Approval of Details | 34% |
| Minor Development | 31% |
| Householder Development | 14% |
| Major Development | 12% |
| Pre-applications | 6% |
| Other application types not listed above | 2% |
| Total | 100% |

Table 1: Breakdown of previous work by application type

The contract will be for a 24 month period with a possible extension of 12 months making a maximum possible contract length of 36 months. The council reserves the right to break with the period or duration of contract in accordance with the Terms and Conditions of contract.

The Council reserves the right to discontinue this procurement process and/or accept none of the quotes that are submitted. In this case (e.g. the exercise is cancelled) all parties that submit a quote will be notified.

The cost of the contract will be monitored on a monthly basis, along with the quality of advice being provided.

**We hereby invite you to quote for the contract to provide arboricultural support to Lambeth’s Development Management team.**

Our evaluation will consider both price and quality aspects of the submitted quotes, with an overall score based on the two elements, with price constituting 50% and quality 50%.

Your quote should include the following price information:

1. An hourly rate for the provision of written arboricultural and landscape advice and subsequent support for planning applications. We would prefer a flat hourly rate that covers all application types but will consider quotes that provide varying hourly rates for the different application type described in table 1 above.

1. Charges for additional services that may be required, including:
   1. a 2 hour meeting at our Lambeth office
   2. a site visit anywhere within Lambeth
   3. attendance at a 3 hour evening meeting (planning committee etc)
   4. a days’ attendance at an appeal hearing or inquiry
   5. any other services you wish to offer.

Your quote should also include responses to the following points that will provide the basis for our assessment of quality:

1. A statement of your current or past experience providing arboricultural support to other local authorities (A maximum of 2 sides of A4 in 10 point Arial font).
2. Please provide a contact name and details for a reference from the local authority or authorities above.
3. A summary of your consultant(s) expertise (A maximum of 2 sides of A4 in 10 point Arial font).
4. A statement as to your suitability for this particular contract in relation to the arboricultural services and expertise that are sought (A maximum of 2 sides of A4 in 10 point Arial font).

**Submission**

The closing date for submissions of tenders for this contract is Monday 4 September 2017. Please submit your tender to Ian Leonard ([ileonard@Lambeth.gov.uk](mailto:ileonard@Lambeth.gov.uk)) and copied to Toby Hamilton ([thamilton@lambeth.gov.uk](mailto:thamilton@lambeth.gov.uk)) and Bobby Lee ([blee@lambeth.gov.uk](mailto:blee@lambeth.gov.uk)). If you would like to discuss the scope of the tender, please contact Ian Leonard on 020 7926 1191.