

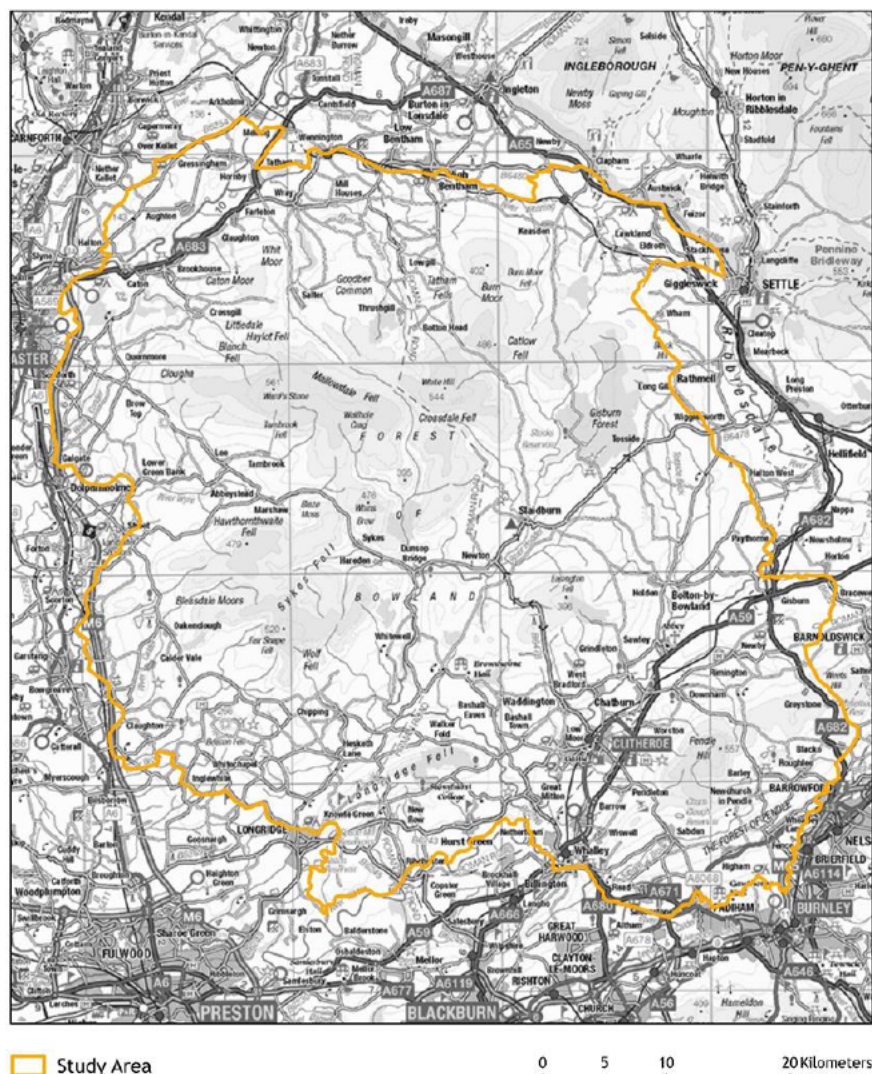
Planning Related Advice Professional Services (PRAPS) Framework				
PART 1: REQUEST FOR PROPOSAL				
<b>Contract Title:</b> The Forest of Bowland Landscape Character Assessment Refresh				
<b>Contract Manager Name:</b>		<b>Contract Managers email:</b>		
<b>Framework Reference Number:</b>	PRAPS031	<b>Lot Number:</b>	Lot 4	
<b>Atamis Number</b> <i>(if applicable, refer to guidance)</i>	N/A	<b>Defra Group Commercial Contact</b> <i>(If applicable, refer to guidance):</i>	N/A	
<b>Date:</b> 24/09/2024				
<b>Contract Start Date</b>		21/10/2024		
<b>Contract Completion Date</b>		28/03/2025		
<b>Procurement Route:</b>	<b>Direct Award</b>	<input type="checkbox"/>	<b>Mini-competition</b>	<input checked="" type="checkbox"/>
<b>Proposal return date:</b> <i>(For mini competitions, no less than 10 working days from issue date)</i>	08/10/2024			
<b>Clarification Question Date:</b> <i>(For mini competitions, also insert the clarification question deadline date which is five working days from the issue date)</i>	01/10/2024			

Evaluation Criteria		
<b>Suppliers:</b> Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other technical or price scores.		
<b>Technical Weighting</b>	60%	
<b>Price Weighting</b>	40%	
<b>Quality sub-criteria weightings</b>	Threshold	Technical Weightings:

<b>1. Approach &amp; Methodology</b>	<ul style="list-style-type: none"> <li>Clearly set out the proposed approach and methodology for delivering the contract, include justification on suitability.</li> <li>Demonstrate understanding of what Natural England is trying to achieve through the contract.</li> </ul>	<b>70</b>	<b>30%</b>
<b>2. Proposed Staff (including CVs) and Supplier's experience/accreditations</b>	<ul style="list-style-type: none"> <li>Demonstrate previous experience of carrying out the work specified.</li> <li>Demonstrate that staff selected for the work have the appropriate skills and experience.</li> <li>Confirm the availability of staff put forward.</li> <li>CVs of key staff can be included as attachments, maximum of 2 A4 pages, font size 11.</li> </ul>	<b>70</b>	<b>25%</b>
<b>3. Project Management, Ability to Deliver</b>	<ul style="list-style-type: none"> <li>Provide a project timeline including contingency.</li> <li>Demonstrate quality assurance measures.</li> </ul>	<b>70</b>	<b>25%</b>
<b>4. Risk</b>	<ul style="list-style-type: none"> <li>Include specific risks involved</li> </ul>	<b>50</b>	<b>10%</b>
<b>5. Health &amp; Safety (if no working at height or near water, mark as 'N/A' and re-distribute %)</b>		<b>50</b>	<b>5%</b>
<b>6. Sustainability (if no travel etc. mark as 'N/A' and re-distribute %)</b>		<b>50</b>	<b>5%</b>

<b>Specification Summary (please see accompanying full specification for further details)</b>
<b>1. Description of work required – overall purpose &amp; scope (including reporting requirements)</b>
<p>Natural England wishes to commission a Landscape Character Assessment refresh for The Forest of Bowlands to provide an understanding of the variety of landscapes within the specified project area and to record what is special and distinctive. The commission would provide the evidence to create a framework for future project work / wider work in the area in relation to landscape character and potential development.</p> <p>In December 2008, Lancashire County Council commissioned Chris Blandford Associates to prepare a Landscape Character Assessment for the Forest of Bowland AONB Landscape Character Assessment   Forest of Bowland National Landscape, completed in 2009. This Landscape Character</p>

Assessment confirmed the diversity of the Forest of Bowland's landscapes, identifying, mapping and describing 14 Landscape Character Types and 82 Landscape Character Areas within only 803 square kilometres. The refresh to the 2009 Assessment seeks to provide a framework for developing a shared understanding of the current character of the Study Areas landscapes and its future management needs. The Study Area Boundary is shown in the image below.



Study Area

0 5 10 20 Kilometers



Produced September 2024  
Cheshire to Lancashire Area Team

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The Landscape Character Assessment refresh should follow the principles of the methodology as set out in Natural England's guidance document (An Approach to Landscape Character Assessment 2014). Whilst there may be steps within this process that might not need to be completed fully due to this being a refresh of an existing Assessment, the output should be such that it would be comparable with a brand new Assessment.

It is our intention through this contract to employ a suitably qualified and experienced Landscape Consultant to assist in:



1. A familiarisation stage including a site visit and gathering background data from the client team;
2. A desk study stage where digital data and background documents are reviewed and Landscape Character Types and Landscape Character Areas which were defined in the 2009 Landscape Character Assessment and updated, as appropriate;
3. Confirming the boundary for the new Landscape Character Assessment based on evidence ascertained during the desk study stage (to include Pendle Hill);
4. A field study where the reviewed / updated Landscape Character Types / Landscape Character Areas (as appropriate) are verified in the field; and
5. A write-up phase where the written classifications and descriptions for Landscape Character Types and Landscape Character Areas (as appropriate) are set out.

**The attached document provides the requirements in more details**



Forest of Bowland  
Landscape Character

## **Outputs**

The following specific outputs will be required:

- Detailed method statement;
- Report of the Landscape Character Assessment compatible with being hosted on a website;
- GIS mapping of all the LCTs/LCAs identified as for use as shape files as defined in 2.4 STEP 4 – Classification and Description of Landscape Character Types and Areas within Natural England's guidance document (An Approach to Landscape Character Assessment 2014, specifically point 8 - MAPPING LANDSCAPE CHARACTER TYPES and / or AREAS.

All outputs must be in accordance with the guidance brief attached and with Natural England's guidance document (An Approach to Landscape Character Assessment 2014).

As a public body, any product that is published within the public domain must comply with the accessibility legislation. Please ensure that where the product is to be published, reference is made to the following requirement which can be found here <https://www.gov.uk/guidance/publishing-accessible-documents>.

All reports and maps submitted under this contract are to be emailed to Natural England as draft documents for review and approval. All reports must have page numbers, paragraph numbers and a date. Failure to include these will render any report unsatisfactory. Any spreadsheet data supplied should be MS Excel compatible. Any graphs, figures or maps should be provided in digital format

such as pinpoint, or an ASCII or similar. Any GIS output should be in MapInfo or ESRI format or preferably both.

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

The Consultant must provide an overall Project Manager, together with a named senior member of staff to act as lead consultant. For the avoidance of doubt, we are aware that an individual team member may be capable of leading several tasks or providing more than one service.

To cover the range of work required, we are looking for an organisation with multi-disciplinary skills, including a core team consisting of a Landscape Architect, a Landscape Planner and perhaps a Landscape Manager with experience in the field of landscape survey and assessment. Database design and management, GIS and cartography skills are essential. The core team may involve a combination of staff, although we expect all staff to be professionally qualified as they will be responsible for much of the desk and field study and an overview of the process and outputs.

In addition to the necessary technical skills, the following generic skills will be required for all elements of the work:

- Excellent written skills;
- Excellent inter-personal and presentational skills,
- The ability to meet tight deadlines whilst maintaining high quality outputs;
- A flexible approach to meet a varied and fluctuating workload and respond to organisational change;
- An awareness of the nature of Natural England's work;
- The ability to establish good working relationships with Natural England staff; and
- Experience of working with public sector bodies.

High standards are expected overall, but particularly in the following respects:

- Landscape assessment and evaluation;
- Use of innovative approaches;
- The appropriate use of evidence is critical. The quality of evidence should be examined in every instance. In some cases, it may be necessary to refer to evidence of lower quality, but this should always be made explicit. Professional opinion is a necessary component of this work, but should always be identified as such;
- Evidence and sources of information should be referenced to an academic standard. Where conclusions are presented, the evidence which supports them must be cited; and
- Good use of English is essential. All work should be written in language that is easy to understand by a wide range of audiences while maintaining accuracy.

Information should be verified, and consultants should have a high degree of confidence in any statements made or it should be explicitly stated where there is uncertainty.

**3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)**

Please provide details of the project timeline and how you will deliver the work to the required

standard, including management and quality control.			
Task no.	Task and deliverable	Completion date	Payment Schedule (%)
1	Inception meeting (allow two hours duration) between project manager and the supplier	Late October	
2	Draft Method Statement submitted to Natural England	Mid - November	
3	Meeting to update on progress on gathering evidence.	Late November/early December	
4	Field study	December	
5	Identifying proposed LCTs and LCAs (as appropriate)	December	
6	Natural England to review and approve draft outputs	January	50%
7	Submission of final report	February	50%
8	Contract completion.	March	
9			
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15			

#### 4. Risk

#### 5. Health and Safety Requirements

#### **6. Sustainability Considerations**

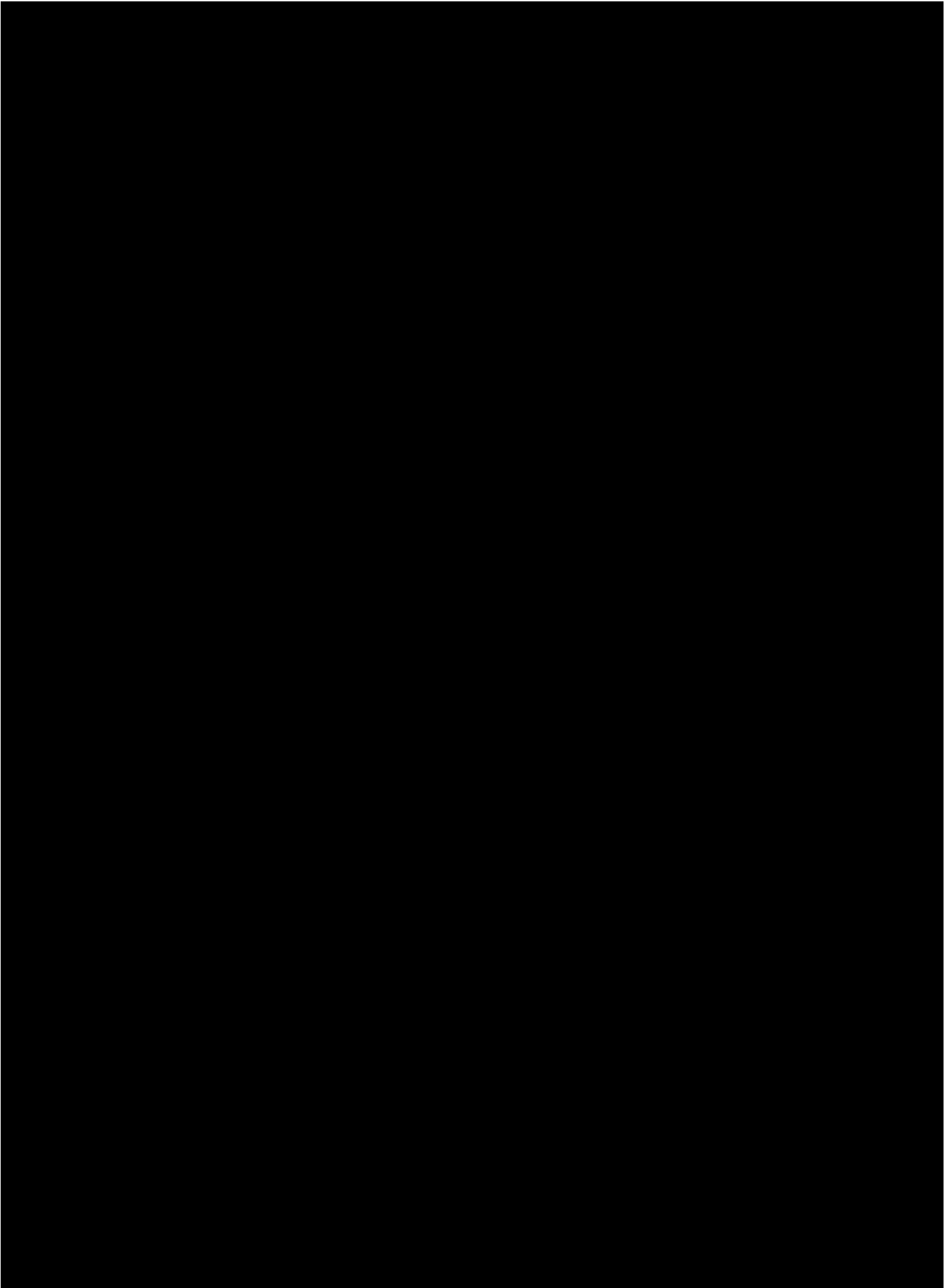
Please refer to the attachment.

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

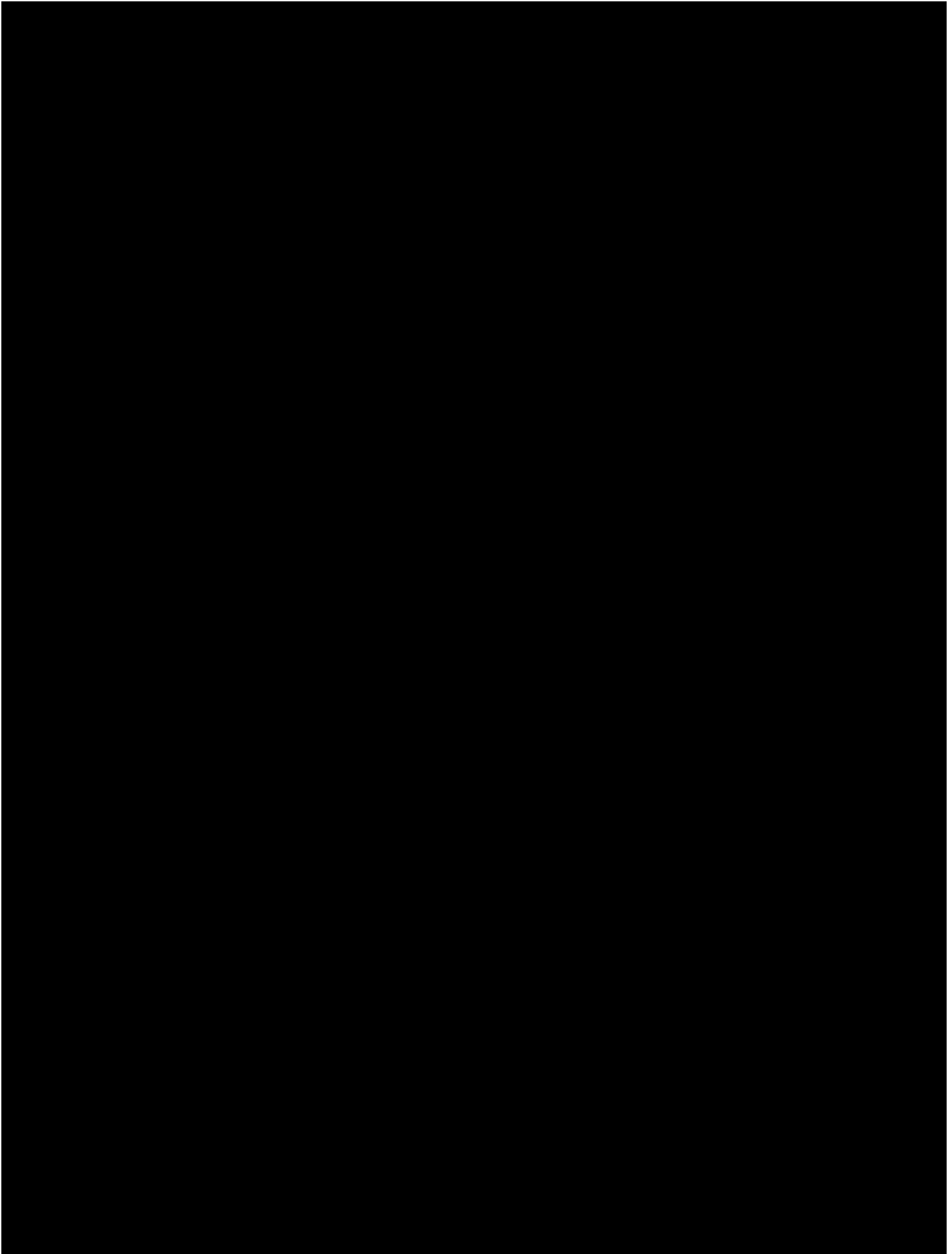
Suppliers who are local will score more highly.

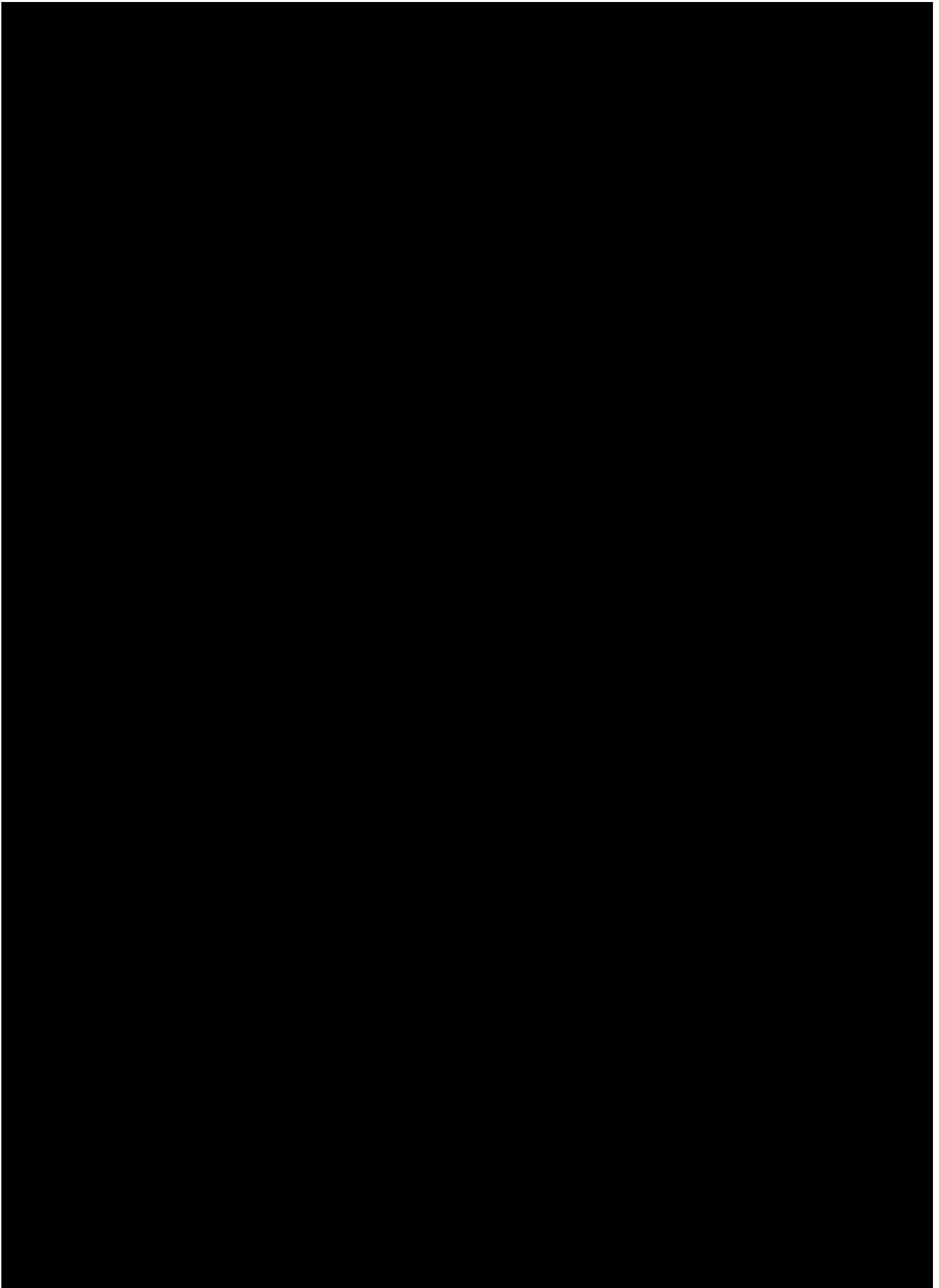
## **Planning Related Advice Professional Services (PRAPS) Framework**

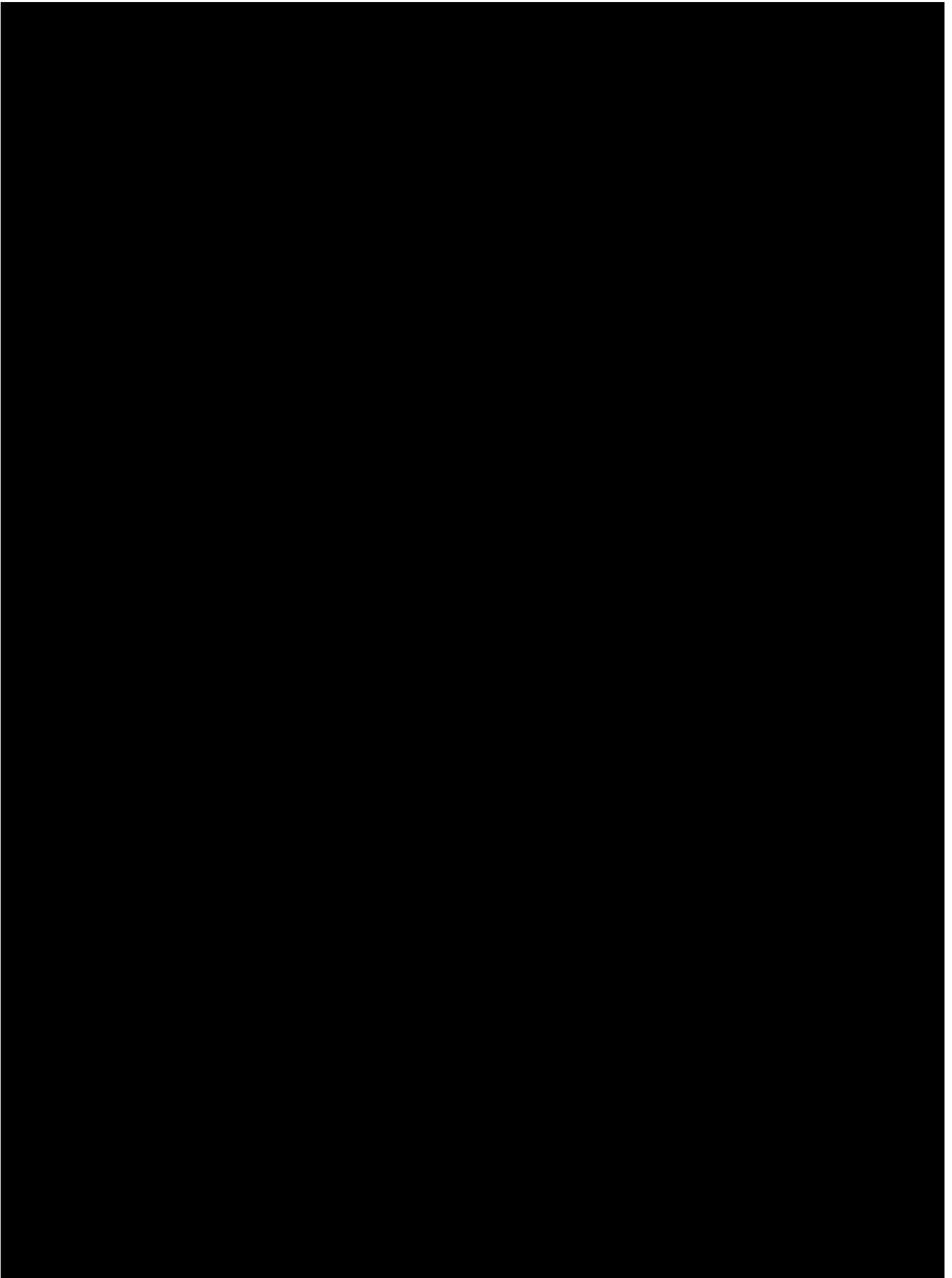
### **PART 2: PROPOSAL & QUOTE**

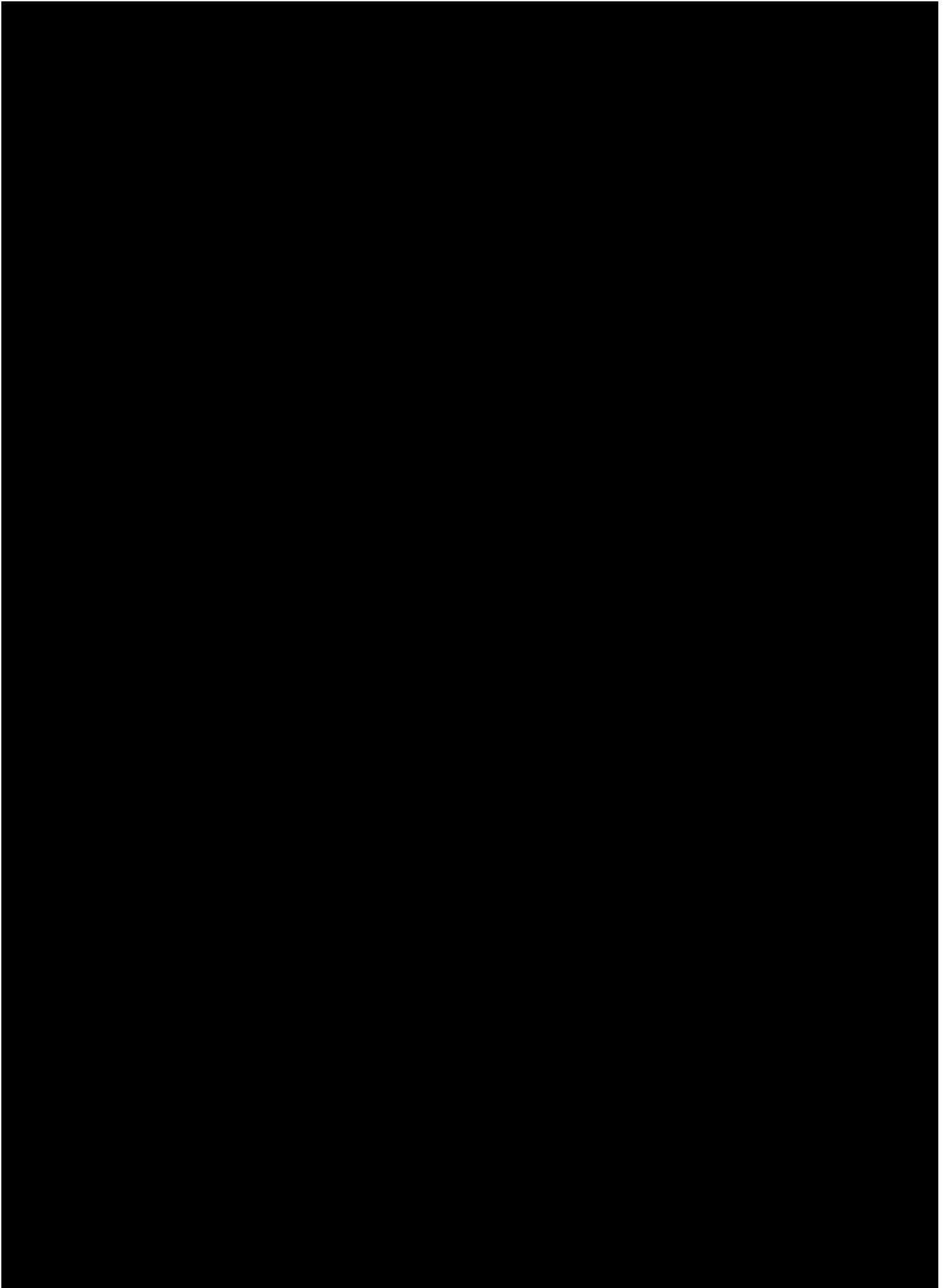


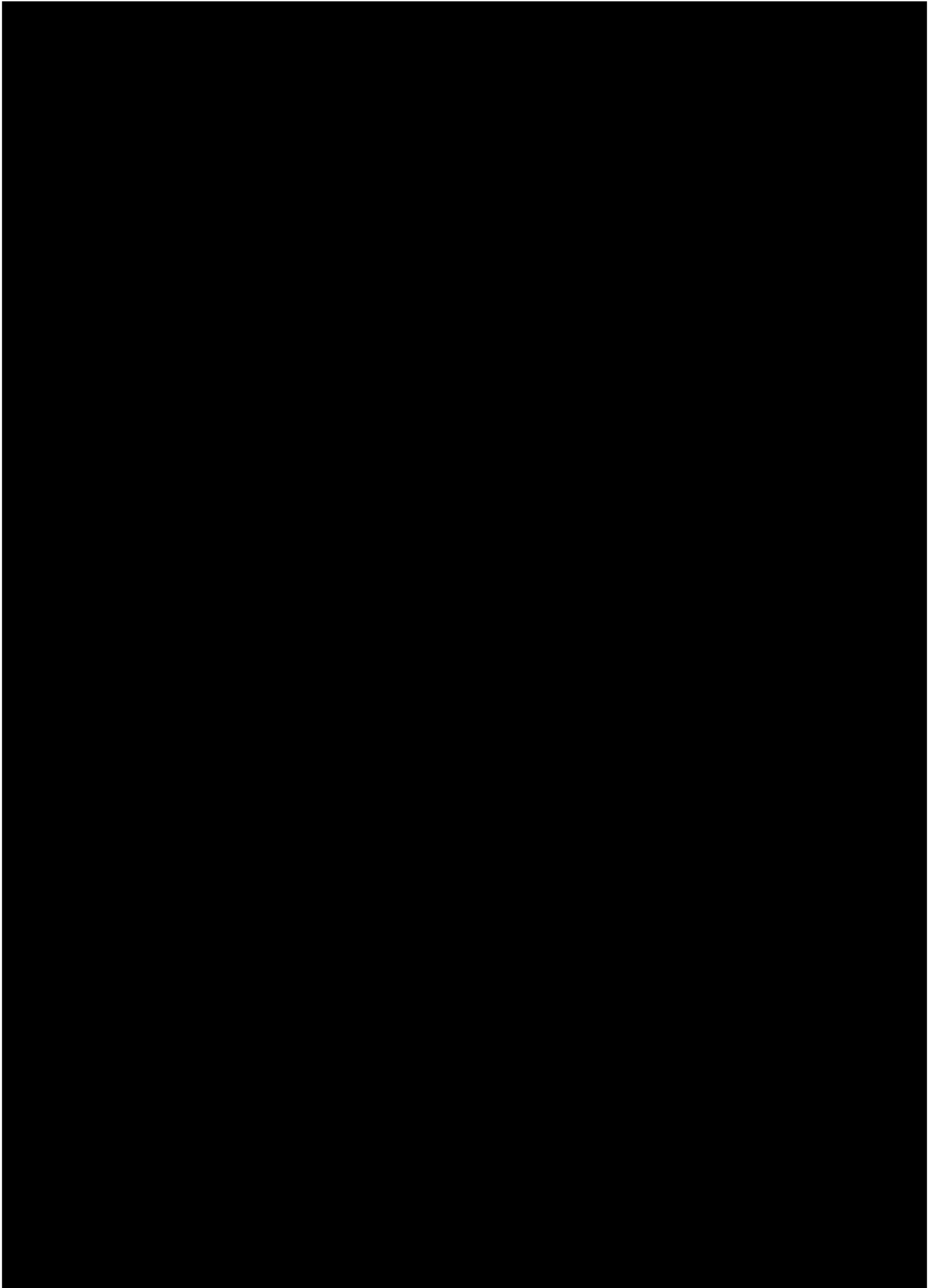




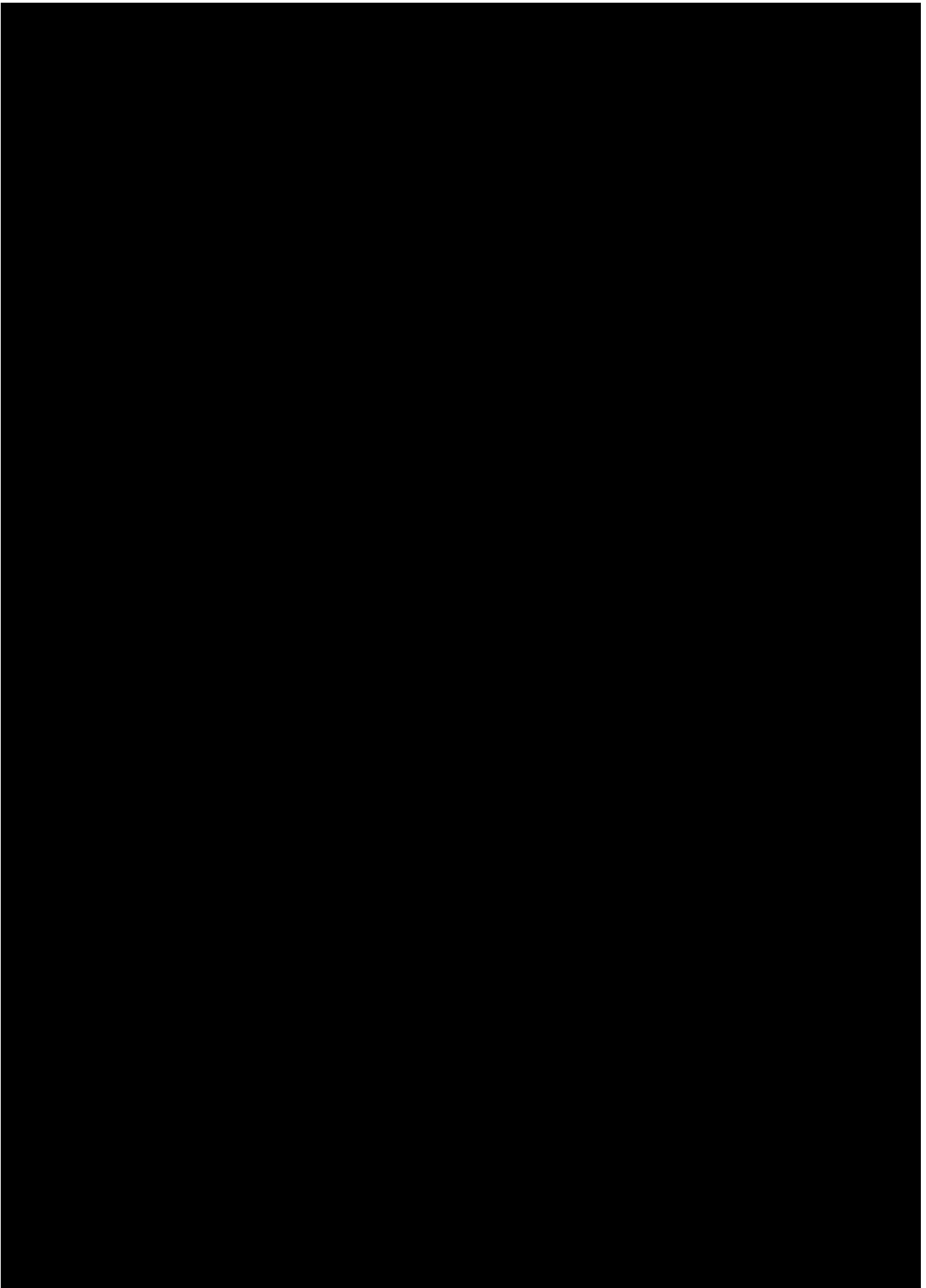


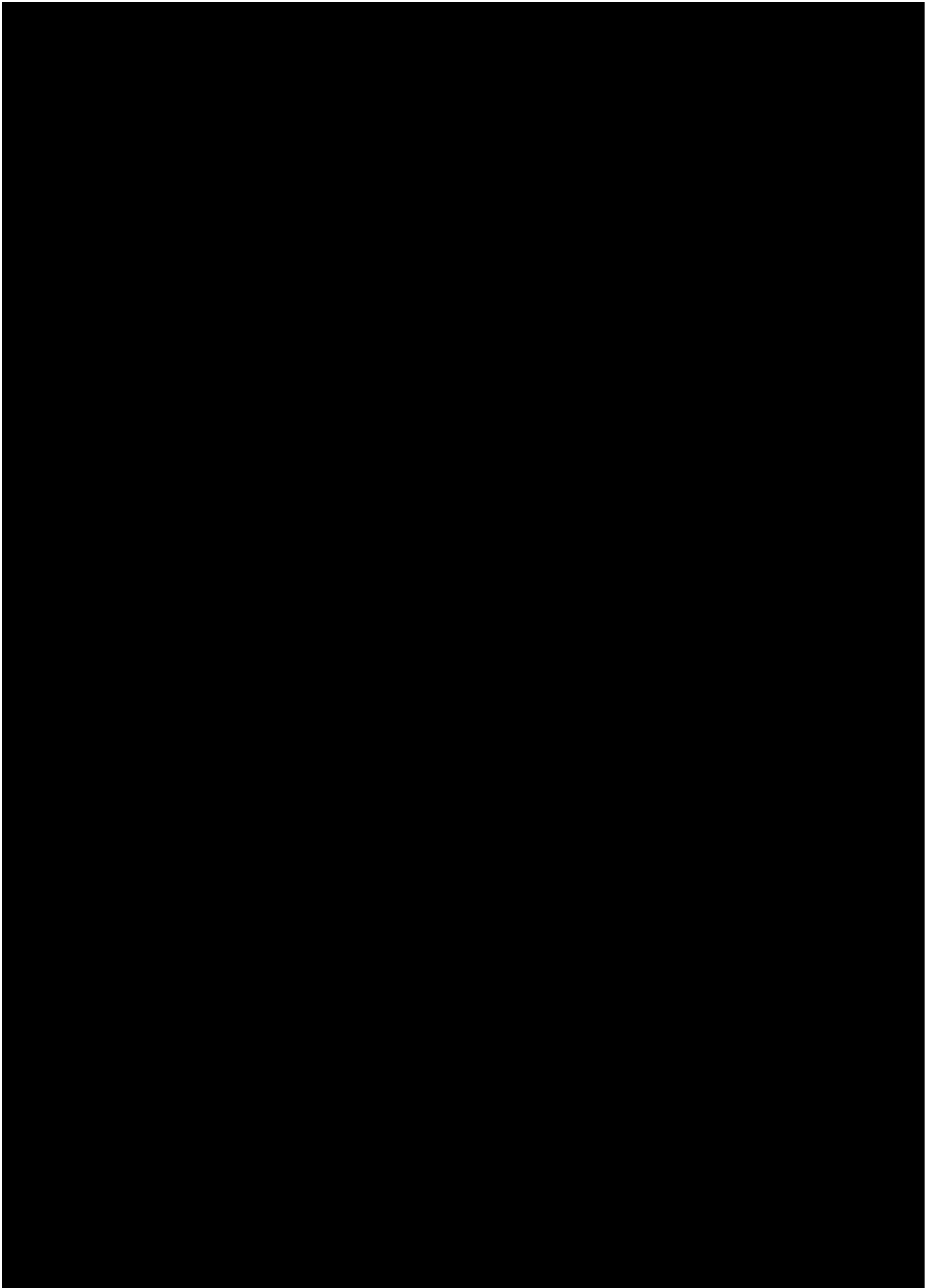


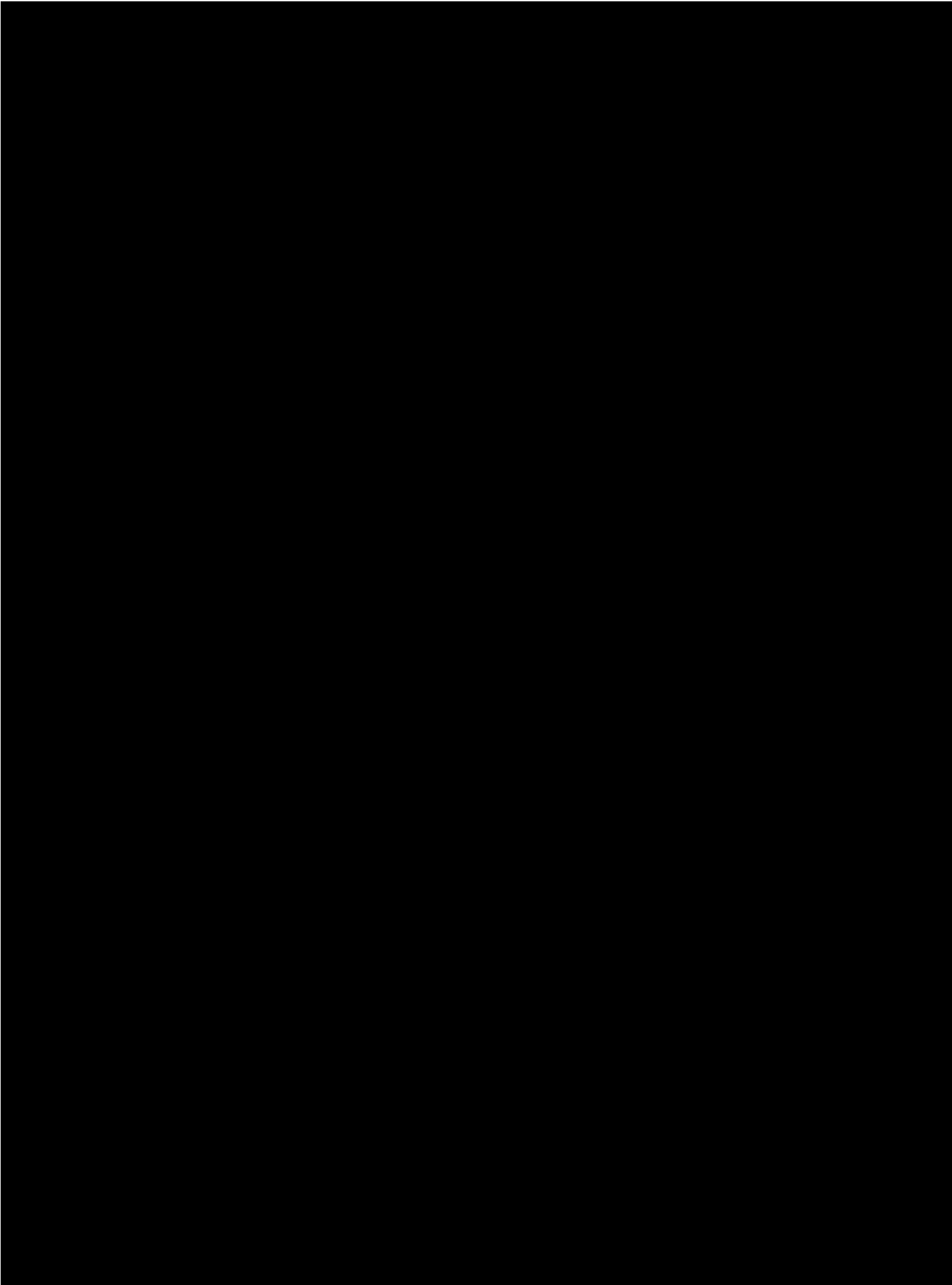


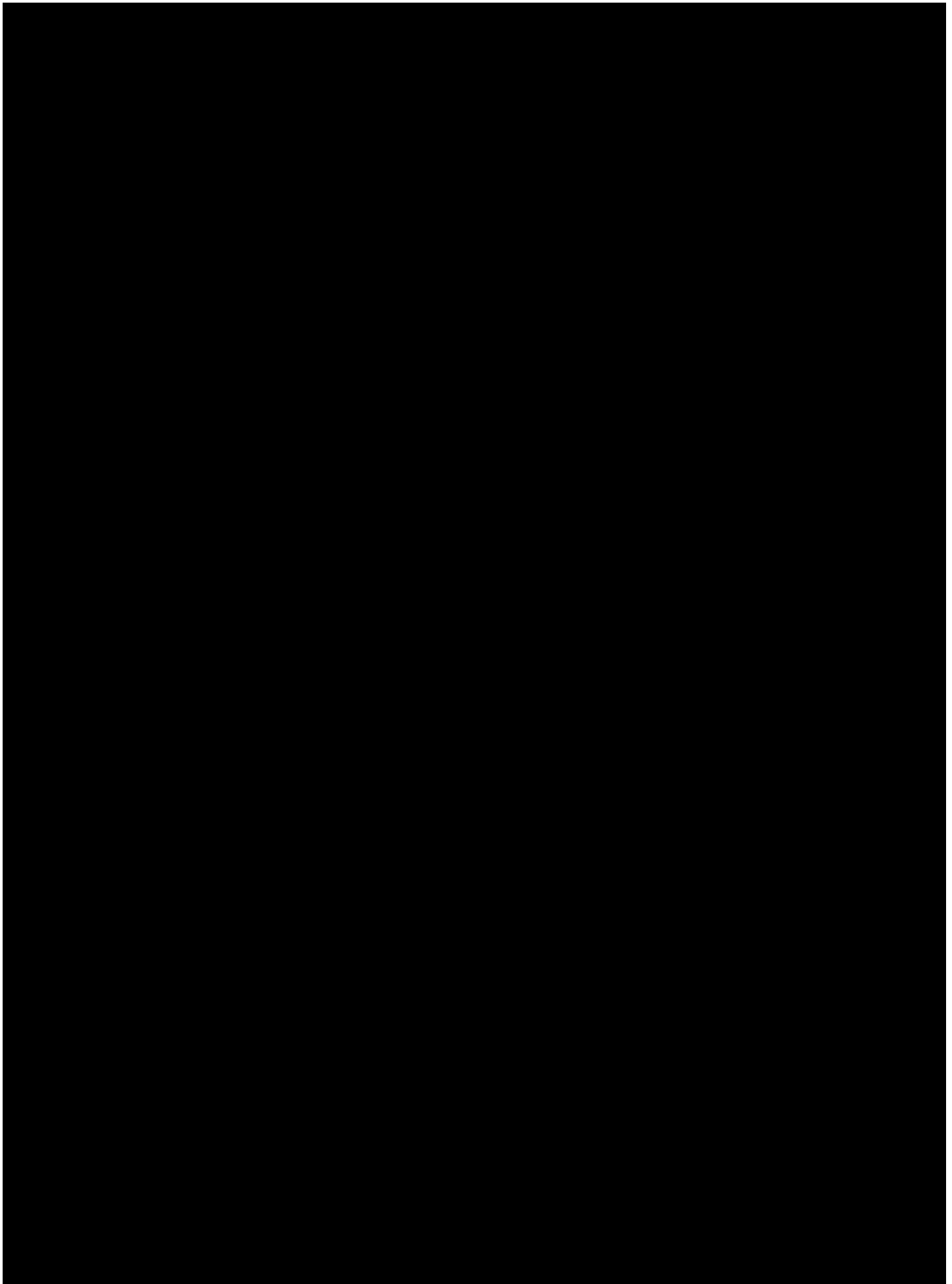


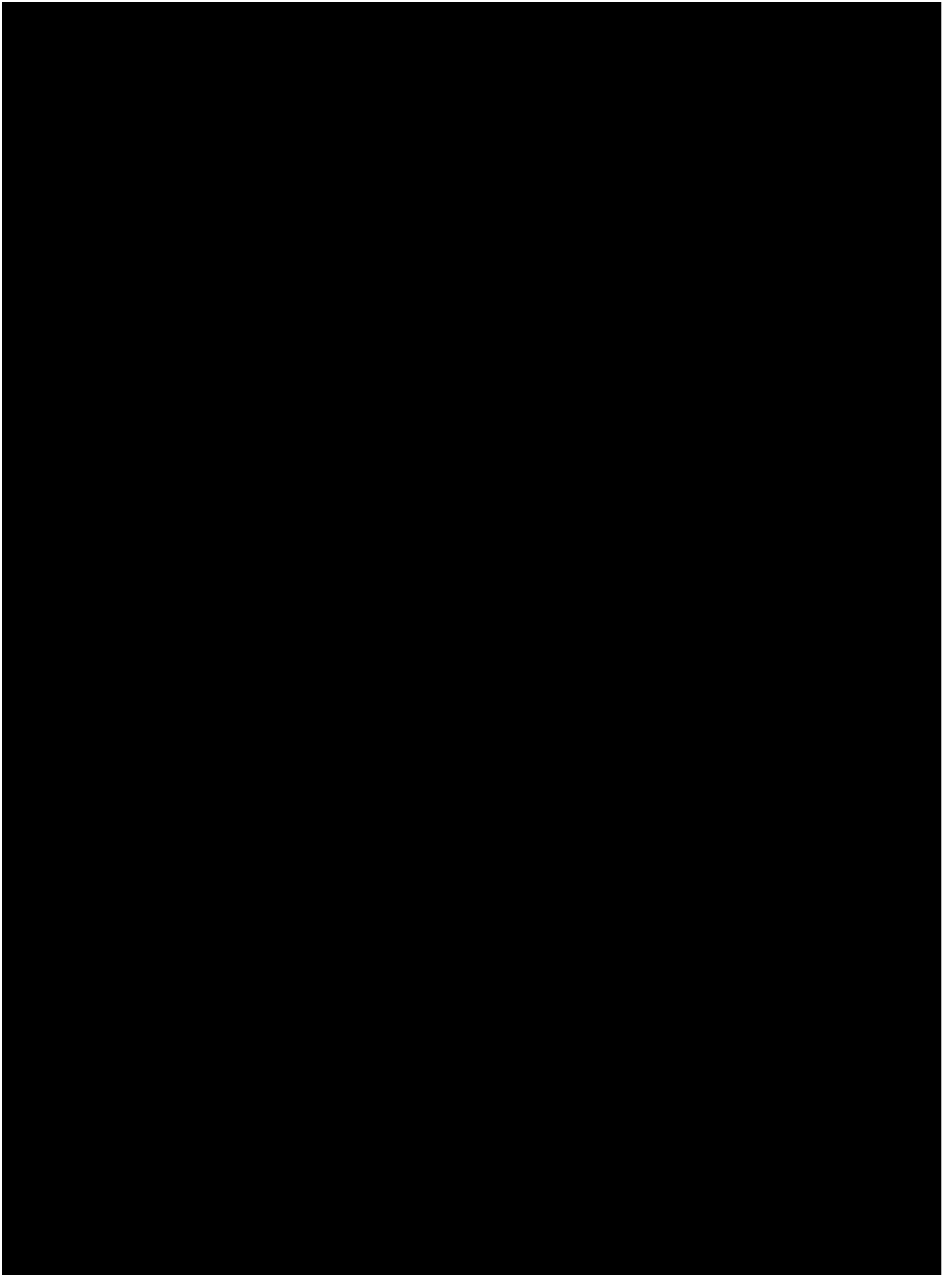




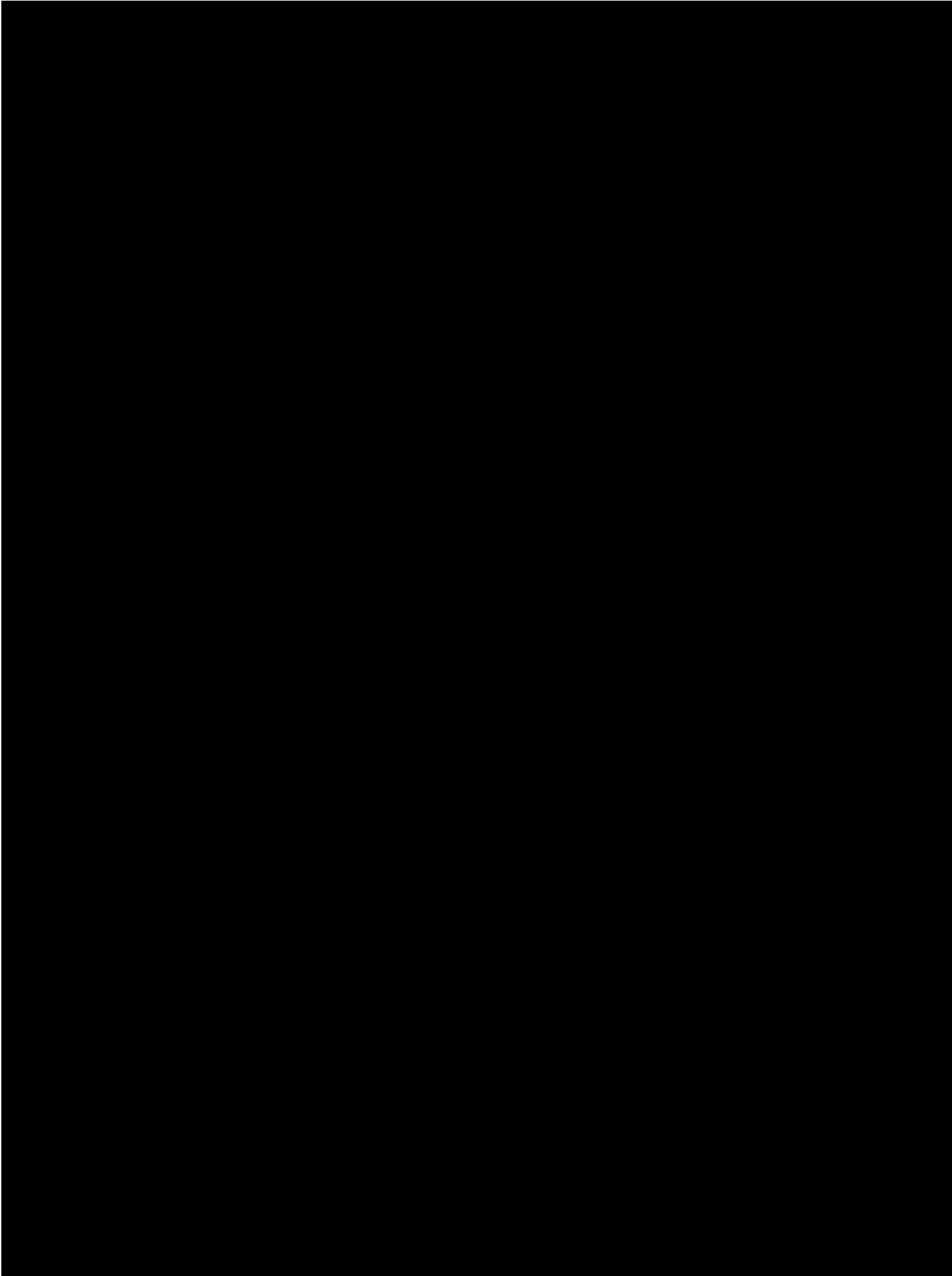


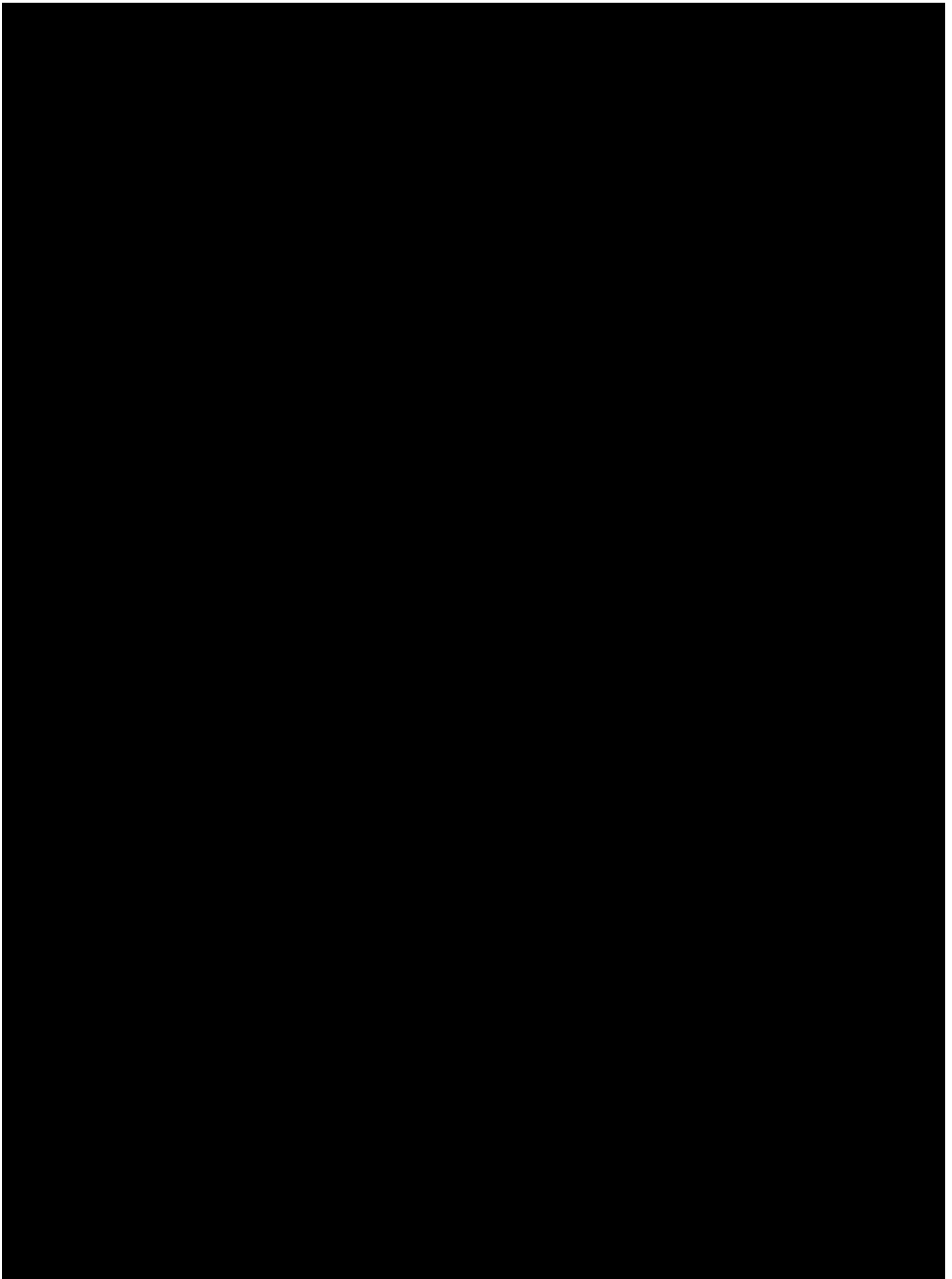


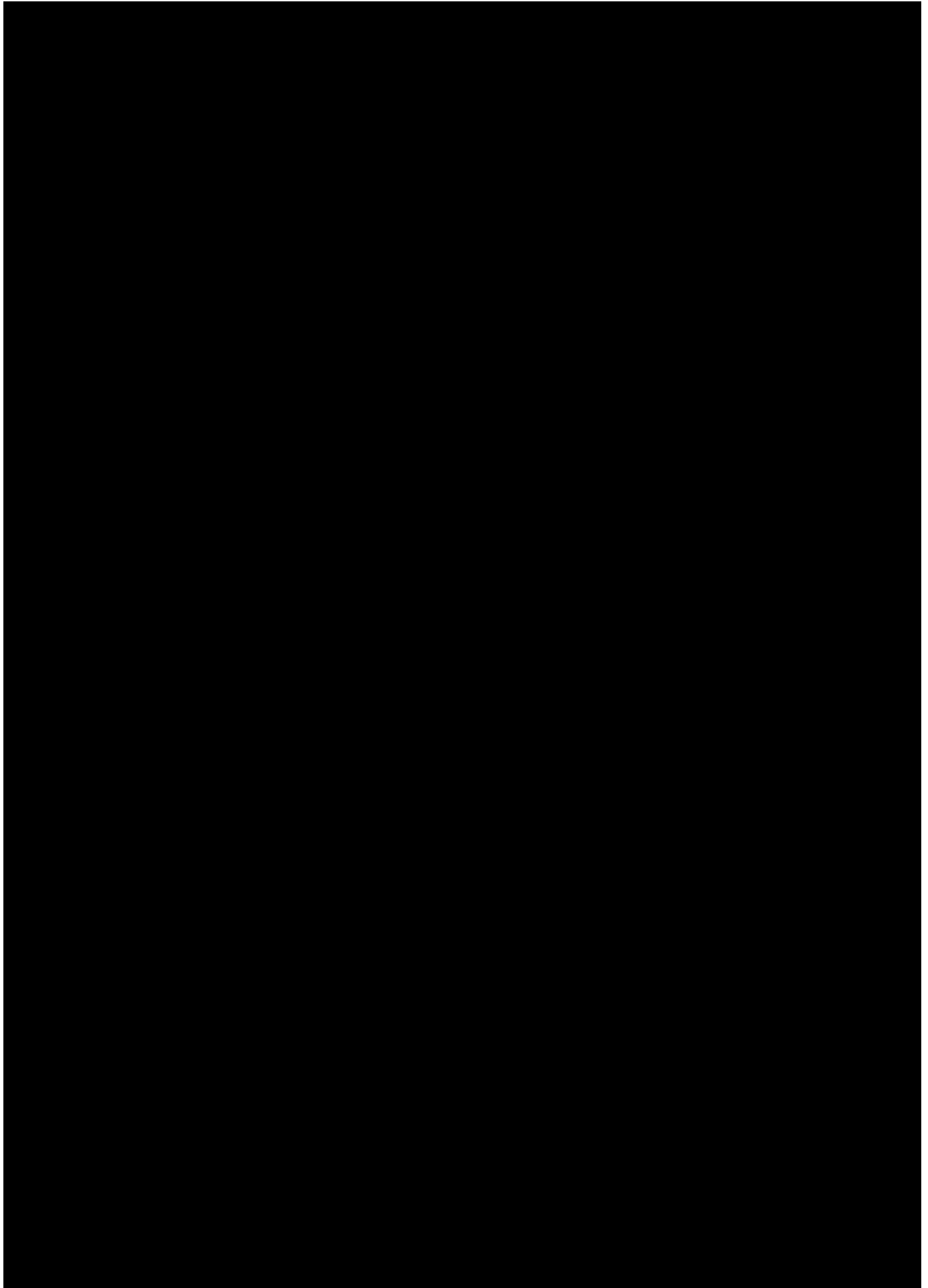


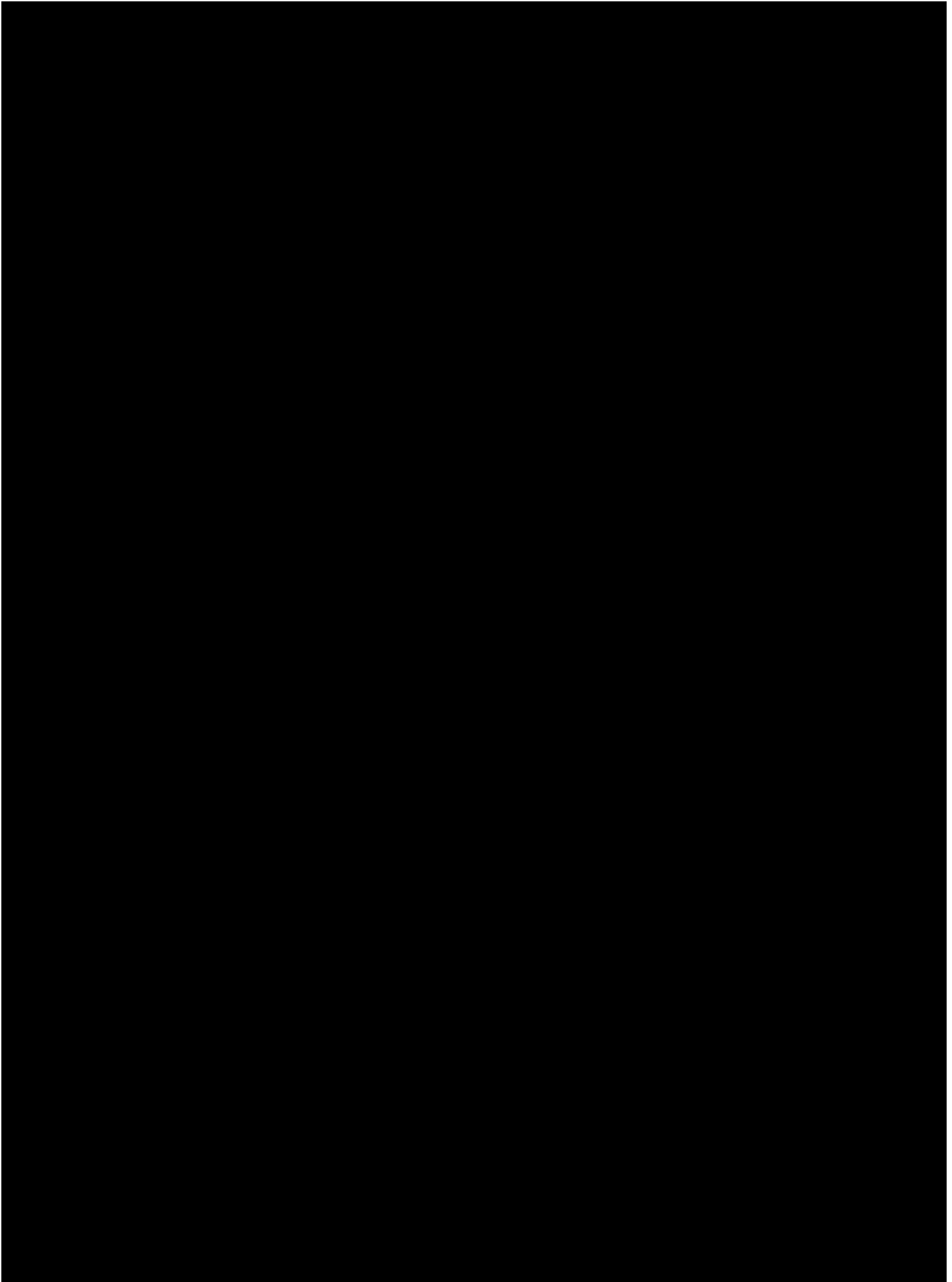


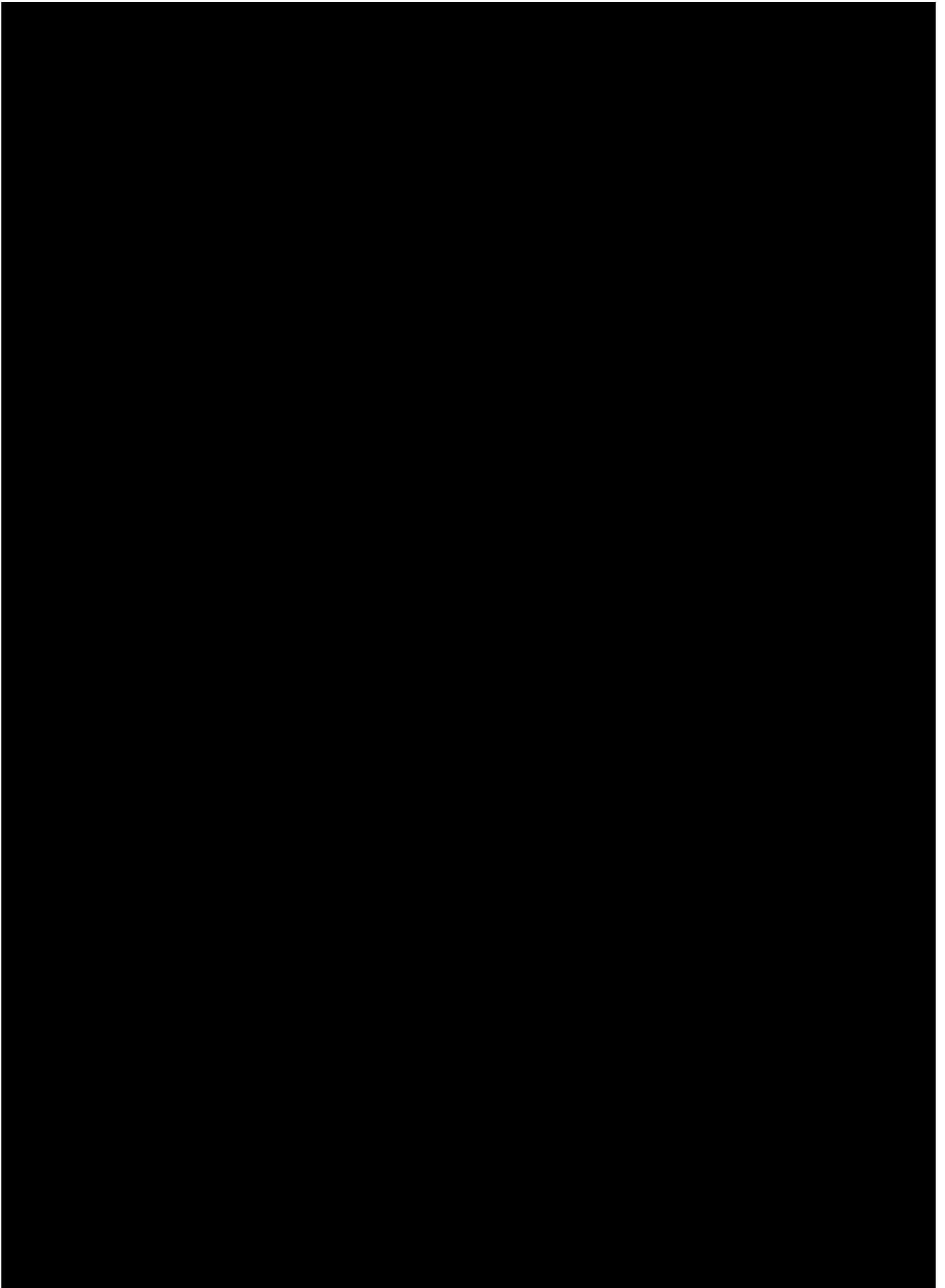




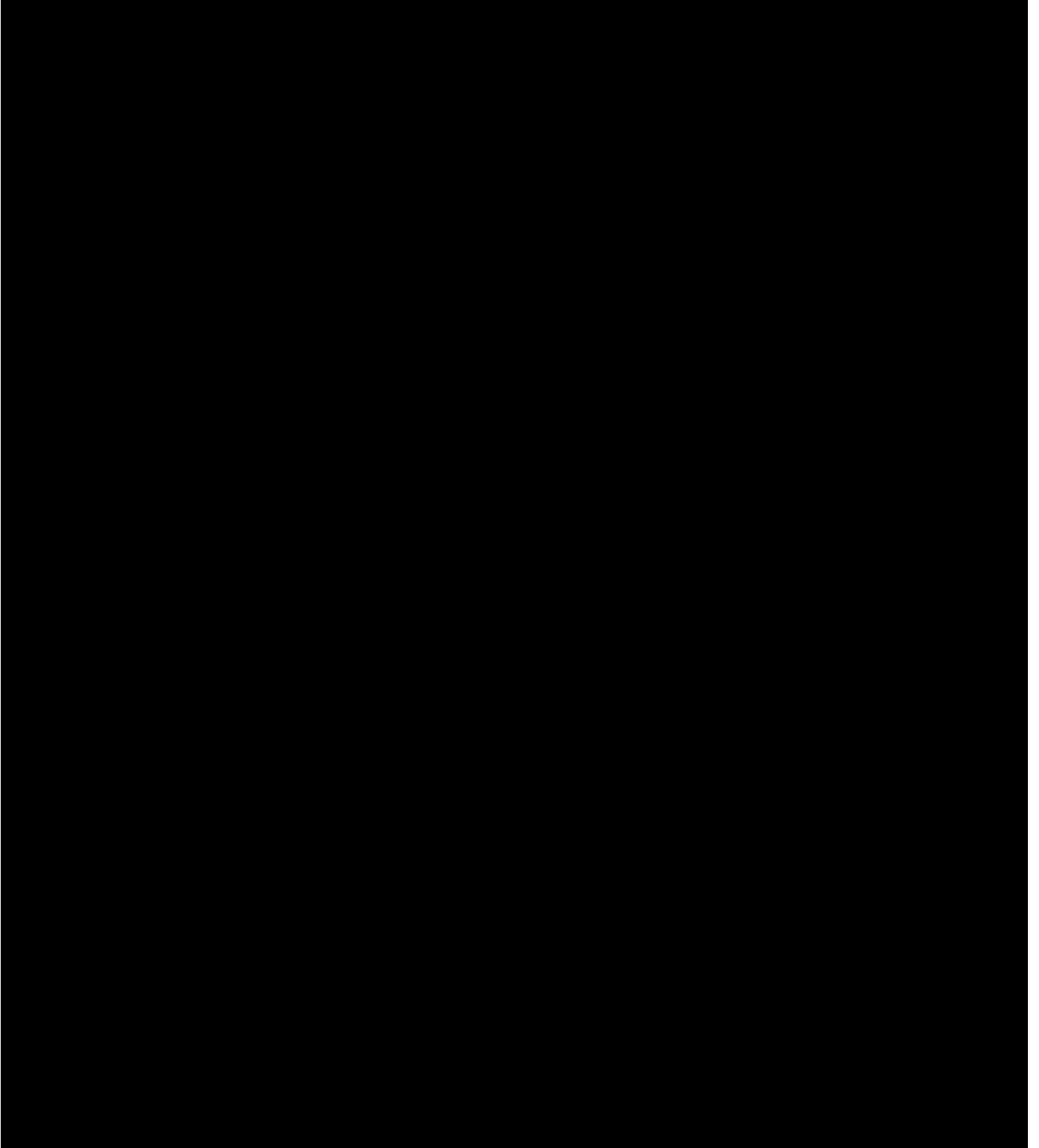












<b>Planning Related Advice Professional Services (PRAPS) Framework</b>	
<b>PART 3: AGREEMENT</b>	
<b>To be completed by Framework Manager and Authority Contract Manager</b>	
<b>Approved by Framework Manager:</b>	<div style="background-color: black; height: 40px; width: 100%;"></div>
	<b>Date:</b> 17/10/2024
<b>Contract Award Date:</b>	15/10/2024
<b>Agreed by Supplier:</b>	<div style="background-color: black; height: 40px; width: 100%;"></div>
	<b>Date:</b> 21/10/2024
<b>Approved by Contract Manager:</b>	<div style="background-color: black; height: 40px; width: 100%;"></div>
	<b>Date:</b> 31/10/2024
<b>Terms and Conditions</b>	All call off contracts under the PRAPS Framework are subject to the terms and conditions agreed at framework award.
You must have a purchase order number from Natural England before you start any work in connection with this proposal.	

## Planning Related Advice Professional Services (PRAPS) Framework

### PART 4

### Change Control Schedule

#### Notes

#### To be completed by Contracting Authority Project Manager

Any extensions, price changes or amendments to existing orders need to be discussed with the Framework Manager before being agreed with the Contractor. Please remember to amend your Purchase Order in SOP if necessary.

The table below should be used to record and authorise the agreed changes throughout the project. A Change Control Notice (CCN) should be completed for substantial changes to the project and a summary provided in the table below.

Send a copy of the revised Project Form and CCN (if used) to the Contractor once the change has been agreed and approved. A copy should also be sent to your Commercial Lead if a Atamis reference has been provided.

#### 10. Change Control

All amendments to project scope, timetable or costs must be submitted to and approved by the Contracting Authority PM prior to implementing the change.

Change Details	CCN Ref. (if applicable)	Revised completion date (if applicable)	Revised Project Cost (if applicable)	Approved by (Framework Manager / Date)