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

Closing date for submissions: 12pm (noon) on 24th November 2021

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 for a three-year period 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 soft 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 from the time you receive a request from a planning officer of the Development Management team. On occasion responses may be required more quickly to enable delivery against planning application performance targets and this will be agreed at the time of submitting the request.

Consultant should provide a single point of contact (including an e-mail address) and consultation requests will be sent to you via email, and consultant should provide responses via the Council’s Consultee Access System. Occasionally, you may wish to discuss a response with a planning officer, or they may wish to contact you to discuss your response.

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.

Based on previous experience and future requirements, we anticipate the value of the work would be between £12k and £18k per annum, with the number of applications referred for advice varying between 120 and 180 over the same period. Anticipated average workload would be around 30 hours a month with additional support to cover leave.

The majority of the work offered under this contract would be for providing written arboricultural and soft 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 maximum 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 (for example, 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.**

The submissions will be evaluated by a panel and the evaluation will consider both price and quality aspects of the submitted quotes, with an overall score based on the two elements, with price constituting 40% and quality 60%.

**Price submission**

Your quote should include the following price information:

1. An hourly rate for the provision of written arboricultural and soft landscaping advice for planning applications as well as subsequent support. 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.

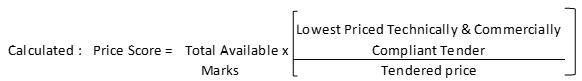
1. Charges for additional services that may very occasionally be required, including:
   1. a 2 hour meeting at our Lambeth office
   2. a 1 hour visit anywhere within Lambeth
   3. attendance at a 3 hour evening meeting (planning committee etc)
   4. a days’ attendance at an appeal hearing or inquiry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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Hourly rate**  **(a)** | **Frequency**  **(b)** | **(c = a x b)**  **lump sum cost (£ excl. VAT)** |
| 1 | Hourly rate for the provision of written arboricultural and soft landscaping advice |  | 360 (hours per year)  Assuming 30 hours per month |  |
| 2a | A 2-hour meeting at our Lambeth office |  | 2 meetings x 2 hours (per year) |  |
| 2b | A 1 hour visit anywhere within Lambeth |  | 2 meetings x 1 hour (per year) |  |
| 2c | Attendance at a 3-hour evening meeting (planning committee etc) |  | 3 meetings x 3 hours (per year) |  |
| 2d | A days’ attendance at an appeal hearing or inquiry |  | 1 meeting x 7 (per year) |  |
|  | **Total for items 1 to 5 (to be used for price evaluation purposes)** | | |  |

The frequencies in column (b) are estimates for evaluation purposes only and may not represent the actual volumes.

**Pricing evaluation**

For price, each submission will be assessed on the total cost using the following equation:



**Method statement**

Your quote should also include responses to the following points that will provide the basis for our assessment of quality (A maximum of 2 sides of A4 in 10-point Arial font):

1. Please set your qualifications and experience in providing arboricultural support to urban local planning authorities, and how this will be applied to deliver the services under this contract. Please provide a contact name and details for a reference from the local authority or authorities above. (20%)
2. Please describe your proposed methodology for the delivering the Councils requirements, including how you propose to operate, including the processes you propose apply to deliver the services. (20%)
3. Please provide details on how you will measure performance and monitor quality should you be awarded this contract. (20%)

**Scoring Methodology**

|  |  |
| --- | --- |
| 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. |

The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender basis.

**Timescales for the Quotation**

|  |  |
| --- | --- |
| **Milestones** | **Dates** |
| Advertisement submitted on Contracts Finder | 09 November 2021 |
| Clarification Period on Quotation Document | Noon on 19 November 2021 |
| Deadline for Submission of Quotation by Providers | Noon on 24 November 2021 |
| Evaluation of Quotation Responses | 26 November - 10 December 2021 |
| Appointment of Successful Provider | 10 December 2021 |
| Execution of Contract | December 2021 |
| Commencement of Contract | 02 January 2022 |

Please note that the above timetable is indicative, and dates may vary.

**Submission**

The closing date for submissions of tenders for this contract is 12pm on 24th November 2021. Please submit your tender to Doug Black ([DBlack1@lambeth.gov.uk](file:///C:\Users\zpolka\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7BS8O0TZ\DBlack1@lambeth.gov.uk)) and copied to Toby Hamilton ([thamilton@lambeth.gov.uk](mailto:thamilton@lambeth.gov.uk)) and Alison Mckenzie ([AMcKenzie3@lambeth.gov.uk](file:///C:\Users\zpolka\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7BS8O0TZ\AMcKenzie3@lambeth.gov.uk)). Please submit any clarification questions to Doug Black ([DBlack1@lambeth.gov.uk](file:///C:\Users\zpolka\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7BS8O0TZ\DBlack1@lambeth.gov.uk)) by 12pm on 19th November 2021.