

Planning Related Advice Professional Services (PRAPS) Framework				
PART 1: REQUEST FOR PROPOSAL				
<b>Contract Title: Evaluation of Impacts on the Conservation Features of Wormley-Hoddesdonpark Wood Special Area of Conservation</b>				
<b>Contract Manager Name:</b>	Redacted Under FOIA Section 40 Po	<b>Contract Managers email:</b>	Redacted Under FOIA Section 40 Personal Information	
<b>Framework Reference Number:</b>	PRAPS079	<b>Lot Number:</b>	Lot 1	
<b>Atamis Number</b>	N/A	<b>Defra Group Commercial Contact</b>	N/A	
<b>Date: 03/02/2025</b>				
<b>Contract Start Date</b>		11/02/2025		
<b>Contract Completion Date</b>		28/03/2025		
<b>Procurement Route:</b>	<b>Direct Award</b>	<input checked="" type="checkbox"/>	<b>Mini-competition</b>	<input type="checkbox"/>
<b>Proposal return date:</b>	10/02/2025			
<b>Clarification Question Date:</b>	05/02/2025			

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>			<b>60%</b>
<b>Price Weighting</b>			<b>40%</b>
<b>Quality sub-criteria weightings</b>			<b>Technical Weightings:</b>
<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,</li> </ul>		<b>30%</b>

	include justification on suitability. <ul style="list-style-type: none"> <li>• Demonstrate understanding of what Natural England is trying to achieve through the contract.</li> </ul>		
<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>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>25%</b>
<b>4. Risk</b>	<ul style="list-style-type: none"> <li>• Include specific risks involved</li> </ul>		<b>10%</b>
<b>5. Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Include specific health and safety considerations</li> </ul>		<b>5%</b>
<b>6. Sustainability</b>	<ul style="list-style-type: none"> <li>• Include specific sustainability considerations</li> </ul>		<b>5%</b>

<b>Specification Summary</b>
<b>1. Description of work required – overall purpose &amp; scope (including reporting requirements)</b>
<p><b>Purpose of Project</b></p> <p>To carry out a desk study, walkover survey and interviews with key landowners (Hertfordshire County Council (HCC), The Woodland Trust and Herts &amp; Middlesex Wildlife Trust) and produce a report with associated maps, to determine to what extent the qualifying features of Wormley-Hoddesdonpark Wood Special Area of Conservation (WHSAC) are being affected by recreational pressure and anti-social behaviour (fire setting, fly-tipping etc).</p> <p><b>Background</b></p> <p>Wormley-Hoddesdonpark Wood <a href="#">Special Area of Conservation</a> (WHSAC) is a complex site underpinned by two SSSIs, a total of 24 units and around 20 landowners, some with different land managers. Part of the site is also a National Nature Reserve (managed by HCC). <a href="#">NE Designated Sites View</a> for the two SSSIs which underpin WHSAC mentions a range of issues including recreational pressure, anti-social behaviour, lack of management and deer browsing pressure. Both component SSSIs were assessed as being 'unfavourable – declining' in 2023/24.</p>

**Project Brief**

For the desk study, the study area comprises all 24 units of the two component SSSIs that underpin the SAC. However, for the walkover survey, the following unit numbers are to be targeted: units 2, 5, 9 and 10 (plus 6, 12, 15 & a small sliver of 16 if access is given) in the North component SSSI, and units 1, 2 and 4 (plus 5 if access is given) in the South component SSSI that underpin the SAC designation. This corresponds to seven landowners/managers.

NE will provide a list of landowners/managers for these SSSI units and a standard email template for requesting access; note that some landowners/managers may need to be contacted by phone as well. The contractor will be expected to make contact with the landowners/managers in advance of the Walkover Survey. GDPR requirements will need to be followed, and NE will need to be provided with evidence of correspondence in relation to access.

NE is confident that access permission will be granted for around 80% of the above SSSI units by land area. If for some reason, access is not provided for the remaining 20%, this land would be excluded from the walkover survey and therefore removed from the contract. The contractor should inform NE within 48 hours of receiving a negative response to asking for access permission and provide an evaluation of the impact of this lack of access on the project deliverables.

Virtual interviews are required with three key landowners (HCC, The Woodland Trust and Herts & Middlesex Wildlife Trust), to increase understanding of the key recreational pressure and anti-social behaviour issues in the units that they own/manage. A summary of the outcome of the interviews should be included in the report.

The report should:

1. summarise the outcome of the desk study, walkover survey and interviews with the key landowners/managers.
2. evaluate recreational impact and anti-social behaviour issues in relation to future housing growth in the local area, taking account of the following Local Planning Authorities: Epping Forest, Hertsmere, Broxbourne, East Herts, Welwyn Hatfield and Enfield.
3. make recommendations for possible ways in which the issues found across the assessed SSSI unit may be addressed, including any new or innovative nature-based solutions. For example, these could include one or more of the following interventions:
  - a. addressing issues caused by increased housing through the planning system / development management;
  - b. better collaboration between landowners, land managers, local authorities and other stakeholders such as the local police force (see example [collaboration with respect to Epping Forest SAC](#));
  - c. the use of new tools such as the emerging [Hertfordshire Local Nature Recovery Strategy](#), Biodiversity Net Gain, the NE Green Infrastructure Framework and the government's proposal for a [Nature Restoration Fund](#); and/or,
  - d. any further tools / measures that the contractor deems appropriate to the issues found.
4. evaluate the recommended tools / solutions in relation to risks and opportunities, including but not limited to the following:
  - potential cost of implementation and effectiveness in addressing the issues, e.g.:
    - difficulty of setting up the tool / solution;
    - likelihood of success;
    - consideration of the timeline over which different tools / solutions could be applied; and,
    - organisational risks.

Outputs: provision of a report with associated maps, and accompanying GIS files (ArcGIS compatible).

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

- Senior Consultant or above
- Excellent knowledge of terrestrial national and international designated sites (particularly SSSIs and SACs)
- Excellent knowledge of recreational disturbance impacts to designated sites and relevant mitigation measures
- Practical experience of projects with recreational disturbance impacts and mitigation programmes
- Good knowledge of Natural England's statutory remit regarding advice on development projects
- Excellent verbal and written communication skills

**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	Kick-off call		0%
2	Two-weekly calls with NE team to: <ul style="list-style-type: none"> <li>• discuss progress of work;</li> <li>• provide draft text of report chapters for NE comment; and,</li> <li>• provide opportunities to seek clarification from NE team</li> </ul>		0%
3	80% of Walkover Survey completed		0%
4	Remaining 20% of Walkover Survey completed		0%
5	Draft final report for NE comments		50%
6	Final call with NE project team to finalise report		0%
7	Final report provided to NE		50%

**4. Risk**

**Note:** This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.

Potential for landowners/managers to refuse access permission for Walkover Survey.  
 Potential for landowners/managers to not be available for interview within the timescale of the project.

Health & safety risks – as below

**5. Health and Safety Requirements**

**Note:** Only include if the work involves site visits. Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

Health and safety risk assessment for the site walkover survey to be prepared by the Supplier prior to the planned walkover survey date.

No unnecessary risks to be taken, especially during site visit.

**6. Sustainability Considerations**

Sustainable transportation options to be considered – public transport to be used as a preference where this is practical.

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

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

#### **1. Approach & Methodology**

**Redacted Under FOIA Section 43 Commercial Information**

Redacted Under FOIA Section 43 Commercial Information



Redacted Under FOIA Section 43 Commercial Information





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Redacted Under FOIA Section 43 Commercial Information

**7. Cost Proposal**

*Please use day rates, including any applicable discounts, as agreed under the framework contract. A full cost schedule may be attached to support the costs summarised below.*

Redacted Under FOIA Section 43 Commercial Information

**Redacted Under FOIA Section 43 Commercial Information**

<b>Overall Costs (excluding VAT)</b>	<b>£23,980.00</b>
<b>Overall Costs (including VAT)</b>	<b>£28,776.00</b>
By signing this form (Lepus Consulting) agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Planning Related Advice Professional Services (PRAPS) Framework – Call-Off Contract.	
<b>Supplier Project Manager:</b>	Redacted Under FOIA Section 40 Personal Information
<b>Signature:</b>	
<b>Date:</b>	13 <sup>th</sup> February 2025

<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>	<b>Name:</b> <small>Redacted Under FOIA Section 40 Personal Info</small> <b>Date:</b> 17/02/2025
<b>Contract Award Date:</b>	<b>13/02/2025</b>
<b>Agreed by Supplier:</b>	<b>Name:</b> <small>Redacted Under FOIA Section 40 Personal Info</small> <b>Date:</b> <b>17/02/2025</b>
<b>Approved by Contract Manager:</b>	<b>Name:</b> <small>Redacted Under FOIA Section 40 Personal Info</small> <b>Date:</b> 13 February 2025 <small>lick or tap to enter a date.</small>
<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)