



Department  
for Environment  
Food & Rural Affairs



## **Call-Off Procedure:**

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

## **Tender Reference: PRAPS Lot 1 & 10**

**Project No: PRAPS001**

**ITT No: N/A**

**Contract No: C19875**

**Date: 30/05/2023**

### **1.0 Request for Proposal**

The following document is to be used as a Call-Off Form template to be sent to all Suppliers on a Lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off Procedure detailed in the Form of Agreement. Please note that there may be nuances in the dependent up on the work required.

<b>Planning Related Advice Professional Services (PRAPS) Framework</b>			
<b>REQUEST FOR PROPOSAL</b>			
<b>Project Title:</b>		Onshore Ecology expertise/review of terrestrial elements of SNS Marine major casework (particularly Offshore wind)	
<b>Call-Off Reference:</b>		PRAPS001	
<b>Atamis Project Ref (if applicable):</b>		Project – C19868 / Contract – C19875 ITT – N/A	
<b>Date:</b>		30/05/23	
<b>Contracting Authority (Defra and its arms-length bodies etc)</b>	Natural England		
<b>Project Manager(s):</b>		<b>Phone number:</b>	
<b>Authorised by:</b>		<b>Email:</b>	
<b>Commercial Contact (if applicable):</b>	OJ Olagunju		
<b>Project Start Date</b>		June 2023	
<b>Project Completion Date</b>		End December 2023	
For any projects over the direct award threshold, full competition is required (i.e. all Suppliers on the Lot are invited to quote).	<b>Direct Award</b>		<b>Mini-comp</b>
			TICK
<b>Proposal return date: (no less than 10 working days from current date)</b>		13 <sup>th</sup> June 2023 17:00 (clarification questions deadline 6 <sup>th</sup> June 2023).	
<b>Evaluation criteria:</b>			
<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 quality or price scores.		
<b>Technical</b>	<b>Weighting</b>	<b>60%</b>
<b>Price</b>	<b>Weighting</b>	<b>40%</b>
<b>Technical Weightings</b>		
<b>1. Approach &amp; Methodology</b>	<ul style="list-style-type: none"> <li>Confirmation that your quotation proposal meets our specification, and a viable methodology is suggested. Please highlight any differences or provide alternatives with reasons/benefits of using those alternatives. Please ensure your response is clear and well presented.</li> <li>Clearly set out the proposed approach and methodology for delivering the full scope of each of the main components of the work with supporting literature references and exemplars, as relevant. Justify the proposed approach by explaining why the methods proposed are the most suitable.</li> <li>Clearly state the estimated time (in days) it will take to carry out each task in each project in this contract, using the format proposed at the end of Section 1 "Description of work required".</li> <li>Demonstrate an understanding of what Natural England is trying to achieve through this contract.</li> <li>Details of any ethical or data protection issues relevant to the proposal and how these will be addressed.</li> <li>All content to be considered must be in the document itself - no links/references to other documents will be considered.</li> </ul> <p>The response must be a maximum of 6 sides of A4, font size 11.</p>	<b>50%</b>
<b>2. Proposed Staff (inc. Pen Portraits) and Supplier's experience/accreditations.</b>	<p>Experience and expertise of key staff in relation to evaluation:</p> <ul style="list-style-type: none"> <li>Demonstrate a clear understanding of the requirements in the specification and the services we are seeking.</li> <li>Demonstrate previous experience of related work and knowledge of planning in relation to large developments in the terrestrial space. Additional knowledge of marine developments would be beneficial.</li> </ul>	<b>30%</b>

	<ul style="list-style-type: none"> <li>• Demonstrate delivery of at least two previous, relevant, good quality products, to time and on budget completed in the last five years.</li> <li>• Demonstrate good project planning and management skills.</li> <li>• Confirmation of adequate staff resources devoted to the project and with appropriate expertise: <ul style="list-style-type: none"> <li>○ The project will require knowledge and experience of work related to working with the concepts and communities identified, conducting evidence reviews, evaluation, project management, social science data collection and analysis and technical report writing.</li> <li>○ Please show the structure of the project team; clearly identifying which key staff will be assigned to each of the tasks and outputs of the project and the number of days each will provide.</li> </ul> </li> </ul> <p><b>The response to provide CVs of key staff who will work on the project – maximum 2 A4 pages each, font size 11.</b></p> <p><b>All content to be considered must be in the document itself - no links/references to other documents will be considered.</b></p>	
<b>3. Project Management, Ability to Deliver</b>	<p>Clear understanding of project plans and working to deadlines.</p> <p><b>The response must be a maximum of 4 sides of A4, font size 11.</b></p>	<b>15%</b>
<b>4. Risk</b>	<p>Clear understanding of project risks and mitigation methodology.</p> <p>Natural England has tried to address any potential issues before the start of the contract, but both the successful contractor and Natural England will be required to work collaboratively and flexibly to overcome any issues that arise, ensuring the satisfactory completion of the contract.</p> <p>The contractor must also consider all issues relating to GDPR and ensure full compliance with</p>	<b>5%</b>

	this and any associated legislation or Governmental guidance.	
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**Specification Summary (please see accompanying full specification for further details)**
**1. Description of work required – overall purpose & scope (including reporting requirements)**

The table below in Section 3 of this document presents a summary of the Offshore Wind projects and the Electricity Connector / InterConnector where the onshore section of the cable route makes landfall and crosses one or more of the counties of Lincolnshire, Norfolk, Suffolk and Essex which require onshore ecology expertise, which is not currently available within Natural England.

Natural England's role in infrastructure planning is detailed in '[Advice Note Eleven, Annex C – Natural England and the Planning Inspectorate](#)' (May 2018). Your work will be the responsibility to provide Natural England with onshore (terrestrial and freshwater) ecological advice, in line with Advice Note Eleven, Annex C, and Natural England's wider statutory remit. This will involve delivering advice through all phases of the Planning Act 2008 (PA2008) process as required, including pivotal pre and post application phases, delivering under both Natural England's statutory duties and wider non-statutory chargeable advice.

With the detail that we provide below on the proposed work remit for each of the phases along with Section 3 showing which projects are in which phase, you can gain an understanding of what will be required from you for each of the projects in the Southern North Sea.

1. Pre-application to Application Phases:

We require the identification of potential onshore/terrestrial ecology environmental impacts (only) of the proposed development by review and comment on any of the following documents (dependent on project phase) alongside participation in meetings as required:

- Evidence Plan Process (through onshore Expert Topic Group meetings via MS Teams and the written process) to provide our advice on plans and documentation presented by the Applicant.
- Scoping Report
- Preliminary Environmental Impact reports (PEIr; Section 42 consultation only)
- Environmental Statement Chapters (at Application)
- Habitat Regulations Assessments as part of the draft Report to Inform the Appropriate Assessment (RIAA)
- Sites of Special Scientific Interest Impact Assessments

The table below in Section 3 of this document presents a summary of the Offshore Wind projects and the Electricity Connector / InterConnector where the onshore section of the cable route makes landfall and crosses one or more of the counties of Lincolnshire, Norfolk, Suffolk and Essex which require onshore ecology expertise, which is not currently available within Natural England.

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- Habitat Regulations Assessments as part of the draft Report to Inform the Appropriate Assessment (RIAA)
- Sites of Special Scientific Interest Impact Assessments
- Supporting survey technical reports in relation to survey data acquisition, data analysis and reporting.
- Section 41 Habitats and Species
- Protected species
- Supporting Documents and Management Plans
- Meetings via MS Teams with the Natural England project team to discuss developments, progress, requirements etc.
- Undertaking site visits, if required.

- Post Consent – Pre-Construction, during construction and post-Construction Phases:

Review of documents and plans to facilitate the provision of advice for competent authorities/decision makers on whether or not the Development Consent Order (DCO) requirements (discharge of license conditions) have been met, including but not limited to:

- Environmental Management Plans (EMP)
- Land Management Plans (LMP)
- Code of Construction Practice (CoCP)

- Other named plans on the DCO

Please note that there may also be a requirement to provide pre-submission advice on draft plans to the developer through our discretionary advice service.

**Each document is likely to be between 50 and 100 pages in size during this phase.**

From this review detailed in both point 1 and 2 above, we seek a robust and evidence-based written response provided to the project team that aligns with the appropriate template/format for this phase. You will be required to participate, actively engage and follow up with written advice from meetings within this phase. Information ahead of the meetings and appropriate templates will be shared with you by the project team in sufficient time to enable you to complete this task.

#### Natural England Onshore Ecology Remit:

The focus of the review should be on onshore ecology matters pertaining to Natural England's remit which includes:

- Advice on all impacts on onshore protected nature conservation sites, including both European sites (Special Protection Areas, Special Areas of Conservation, Ramsar Sites) and Sites of Special Scientific Interest. For example, potential impacts requiring advice might include those from air quality, nutrient enrichment, water abstraction, noise and visual disturbance.
- Section 41 Habitats and Species
- Protected species
- Advice on any other issues within Natural England's statutory remit e.g. on green infrastructure or environmental enhancement opportunities (including biodiversity net gain).
- Ensuring that the Applicant has followed standard guidance and approaches as well as previous advice provided at Evidence Plan Working Groups and/or during examination. For example NE standard advice for protected species surveys and managing impacts on soils

#### Further information on Provision of Advice:

- Assess the Onshore Environmental chapters and supporting documents to ensure they conform with Government policy imperatives, and drivers.
- Assess the technical presentation of the onshore cable route. Advise on whether it is reasonable, appropriate, and in line with best practice and guidance.
- Assess the evaluation of key impacts and effects (in line with the EIA Directive), including the methodology used, appraisals of value and sensitivity assigned to the various resources, and assessments of magnitude of effects, and significance of effects, to ascertain these are transparent, robust and appropriate.

- Assess the Applicant's assessment of the likely impacts of a scheme/development.
- Assess the Applicant's assessment of cumulative impacts of the proposals.
- Advise on the suitability of any mitigation measures that may be proposed.

A complete and detailed audit trail will need to be maintained for all work undertaken. To include records of all evidence used, and advice provided including telephone conversations and/or meeting notes, which informed the specialist advice provided.

Please could we ask for all projects in Section 3, that a number of days estimated to complete each task required for each project is calculated. With the exception of PEIRs/Scoping it is noted that presently we can't be prescriptive on the number of documents for each of the other project tasks. Thus, it would be helpful to provide estimates of the number of days to provide comments on a singular document based on the earlier rule of thumb. This will allow for Natural England to ensure the right structure for budget and payment schedules are in place and for an understanding of efforts to be agreed between Natural England and the contractor.

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

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

Project no.	Task and deliverable	Completion date	Payment Schedule (%)
1	Project Title: North Falls Area Team: West Anglia Phase: Pre-application Tasks: 1.1 Potentially support on Preliminary Environmental Information Report (PEIR). 1.2 Contribution to Expert Topic Groups (ETG) and review of reports to inform Environmental Statement (ES) between July and December 1.3 Potentially Review draft ES chapters, supporting documents, technical reports and plans along with the Draft Report to Inform the Appropriate Assessment (RIAA) between July and December	<b>1.1 Support response PEIR – 26 June 2023</b> 1.2 Dates for ETGs not currently confirmed but likely to be late summer and/or Autumn 1.3 Draft ES chapters not	5%



		currently confirmed	
2.	<p>Project Title: Sea Link Electricity Connector Project</p> <p>Area Team: Pre-Application</p> <p>Phase: Pre-Application</p> <p>Tasks:</p> <p>2.1 Contribution to Expert Topic Groups (ETG) and review of reports to inform Environmental Statement (ES) between July and December</p> <p>2.2 Preliminary Environmental Information Report (PEIR).</p>	<p>June 2023 onwards</p> <p>2.1 engagement plan not currently agreed</p> <p>2.2 PEIR due Oct '23</p>	<b>10%</b>
3.	<p>Project Title: Lion Link Electricity Interconnector Project</p> <p>Area Team: Norfolk and Suffolk</p> <p>Phase: Pre-Application</p> <p>Tasks:</p> <p>3.1 Contribution to Expert Topic Groups (ETG)</p> <p>3.2 Response on EIA Scoping</p>	<p>3.1 engagement plan not currently agreed</p> <p>3.2 EIA Scoping June '23</p>	<b>10%</b>
4	<p>Project Title: Five Estuaries</p> <p>Area Team: West Anglia</p> <p>Phase: Pre-application</p> <p>Tasks:</p> <p>4.1 Contribution to Expert Topic Groups (ETG) and review of reports to inform Environmental Statement (ES).</p> <p>4.2 Potentially Review draft ES chapters, supporting documents, technical reports and plans along with the Draft Report to Inform the Appropriate Assessment (RIAA)</p> <p>4.3 Support Application review</p>	<p>Priority - June 2023 onwards</p> <p>4.1 Dates for ETGs not currently confirmed but likely to be late summer and/or Autumn</p> <p>4.2 Dates for draft ES chapter review not currently confirmed but likely to be in Autumn</p> <p>4.3 Dates not confirmed for submission, but currently Q4 this</p>	<b>10%</b>

		calendar year is indicated	
5	<p>Project Title: Outer Dowsing Offshore Windfarm (ODOW)</p> <p>Area Team: East Midlands</p> <p>Phase: Pre-Application</p> <p>Task:</p> <p>5.1 Potentially support Expert Topic Groups (ETG) and review of reports to inform Environmental Statement (ES) between July and December</p> <p>5.2 Potentially support on drafting response on Preliminary Environmental Information Report response (PEIR).</p>	<p>PEIR deadline 30th June 2023</p>	<p><b>This will be 50% and payments schedules will be agreed once contract is in place.</b></p>
6	<p>Project Title: East Anglia ONE North OWF</p> <p>Area Team: Norfolk and Suffolk</p> <p>Phase: Pre-construction / Construction</p> <p>Tasks:</p> <p>6.1 Pre-Construction / Construction Licence Condition Discharge via LPA.</p> <p>3.2 Potentially provide pre-submission advice on draft documents</p>	<p>Summer 2023 onwards</p> <p>6.1 and 6.2 engagement plan not currently agreed</p>	
7	<p>Project Title: East Anglia TWO OWF</p> <p>Area Team: Norfolk and Suffolk</p> <p>Phase: Pre-construction / Construction</p> <p>Tasks:</p> <p>7.1 Pre-Construction / Construction Licence Condition Discharge via LPA.</p> <p>7.2 Potentially provide pre-submission advice on draft documents</p>	<p>Summer 2023 onwards</p> <p>7.1 and 7.2 engagement plan not currently agreed</p>	
8	<p>Project Title: East Anglia THREE OWF</p> <p>Area Team: Norfolk and Suffolk</p> <p>Phase: Construction</p> <p>Tasks:</p> <p>8.1 Construction Licence Condition Discharge via LPA.</p>	<p>Summer 2023 onwards</p> <p>8.1 Unknown Ad hoc licence discharge consultations</p>	
9	<p>Project Title: Norfolk Vanguard OWF</p> <p>Area Team: Norfolk and Suffolk</p> <p>Phase: Pre-Construction / Construction</p> <p>Task:</p> <p>9.1 Pre-Construction / Construction Licence Condition Discharge via LPA.</p> <p>9.2 Potentially provide pre-submission advice on draft documents</p>	<p>.</p> <p>Summer 2023 onwards</p> <p>9.1 and 9.2 engagement plan not currently agreed</p>	

10.	Project Title: Norfolk Boreas OWF Area Team: Norfolk and Suffolk Phase: Pre-Construction / Construction Task:  10.1 Pre-Construction / Construction Licence Condition Discharge via LPA. 10.2 Potentially provide pre-submission advice on draft documents	Summer 2023 onwards  10.1 and 10.2 engagement plan not currently agreed	
11.	Project Title: Hornsea Project THREE OWF Area Team: Norfolk and Suffolk Phase: Pre-Construction / Construction Task: 11.1 Pre-Construction / Construction Licence Condition Discharge via LPA. 11.2 Potentially provide pre-submission advice on draft documents	Summer 2023 onwards  11.1 and 11.2 engagement plan not currently agreed	
12	General Southern North Sea Area Team: all Task: Additional consultations to other projects that may require onshore advice	Throughout contract period.	
13	All tasks completed.	End of Contract	<b>15%</b>

#### 4. Risk

**Note:** This section is to be used to detail any risks or key elements relevant to the project i.e. Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.

- There is a risk that the project won't make the key deadlines for the tasks.
- There is a risk that deadlines for work will move in relation to the overall ask.
- There is a risk that projects will not make it through various stages of the application.

All the above risks will be mitigated by regular interaction between the contractor and project team to ensure that all updates and iterations of project plans are cascaded.

#### 5. Health and Safety Requirements

**Note:** Only include if high risk activities being undertaken e.g. working at height, near or over water). Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

N/A

#### 6. Further Sustainability Considerations

n/a

## 2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Suppliers on a Lot for completion and return in accordance with the Call-Off Procedure detailed in the Form of Agreement.

Planning Related Advice Professional Services (PRAPS) Framework	
PROPOSAL	
To be completed by the Supplier	
<b>Supplier's Name:</b> Burton Reid Associates <b>Call-Off Reference:</b> PRAPS001 Offshore Wind <b>Lot Number:</b> 10 <b>Date:</b> 12/06/23	
<b>Note:</b> Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.  <b>Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.</b>	
1. Approach & Methodology	
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Understanding of the Brief	
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<b>5. Health &amp; Safety</b> (only complete if requested in defined evaluation criteria)					
N/A					
<b>6. Sustainability</b> (only complete if requested in defined evaluation criteria)					
N/A					
<b>7. Cost Proposal</b> <i>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.</i>					
3					



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>	

## Agreement

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Supplier for counter signature to form a Call-Off Contract.

<p align="center"><b>Planning Related Advice Professional Services (PRAPS) Framework</b></p> <p align="center"><b>ORDER AGREEMENT</b></p> <p align="center"><b>To be completed by Authority Contract Manager and sent to Supplier for countersignature</b></p> <p><b>Project Title: Onshore Ecology Expertise/Review of terrestrial elements of SNS Marine Major Casework (Particularly Offshore Wind)</b></p> <p><b>Call-Off Reference: PRAPS001</b></p> <p><b>Atamis Project Ref: C19868 (Contract No: C19875)</b></p> <p><b>Date: 30/06/2023</b></p>
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THE Contracting Authority:

THE Supplier:

### APPLICABLE FRAMEWORK CONTRACT

This Order Agreement is for the provision of the Call-Off Deliverables and dated 13/06/2023. It's issued under the Planning Related Advice Professional Services (PRAPS) Framework Agreement reference **PRAPS001** for the provision of **Onshore Ecology Expertise/Review of terrestrial elements of SNS Marine Major Casework (Particularly Offshore Wind)**.

CALL-OFF LOT: 1 & 10

**CALL-OFF INCORPORATED TERMS** The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Framework Call-Off Contract;
2. Request for Proposal;
3. Proposal;

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Agreement, or presented at the time of delivery.

CALL-OFF START DATE: **03/07/2023**

CALL-OFF EXPIRY DATE: **31/12/2023**

CALL-OFF INITIAL PERIOD: **6 months**

For and on behalf of the Supplier:

Signature:

Name:

Role:

Date:

For and on behalf of the Authority:

Signature:

Name:

Role:

Date:

