**Request for Quotes**

**Environmental Support for the Planning Development Management team**

**Contract Period: 8 November 2024 to 7 November 2026**

# Summary

1. Lambeth are seeking to appoint a consultancy for up to a 2 year period to provide support primarily to its Development Management service to enable it to deliver against its current planning policies and service delivery targets. Lambeth’s preference is for the support to be provided by a single consultancy but there is the option for the support to be provided by multiple providers. The support will comprise of observations and advice on environmental matters relating to planning applications (excluding applications which are subject to Planning Performance Agreements) with occasional attendance at Planning Applications Committee to provide technical advice to elected members if required, and support to the Local Planning Authority in the event of a planning appeal.
2. This brief sets out:
   * Context – the background and context of the opportunity
   * Specification – what we are looking for
   * Timescales – response deadlines, evaluation timescales, and proposed start date
   * Tender Evaluation process

# Context

1. The planning system can be used to control environmentally harmful activities. Lambeth Council, through the exercise of its Development Management function, seeks to ensure that future development within the borough is delivered with the highest standards of amenity, from planning to construction and subsequent operation. The Development Management service is required to assess applications in relation to noise pollution, light pollution, development on contaminated land, waste disposal, flood risk, air quality, wind microclimate and fume extraction.
2. Lambeth is a central London 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 estate renewal schemes; commercial/industrial, to residential extensions and alterations.
3. Lambeth is seeking to appoint a consultancy to provide support to its Development Management service to enable it to deliver against current planning policies and service delivery targets. The support will comprise of environmental observations (as per item 1) relating to planning applications (excluding applications which are subject to Planning Performance Agreements).
4. In some circumstances, the successful consultants may be required to provide occasional additional advice to respond to comments received from interested parties, at planning committee (evening), at appeal hearings or inquiries, or at a judicial review hearing, where the environmental advice provided is a key factor in the application decision or subject to questions or dispute. This is to be incorporated within your assessment pricing.
5. Lambeth will require advice on the degree of compliance of development proposals with current planning policy requirements, where development is non-compliant advice on what outstanding requirements need to be met, and where development is compliant whether the scheme reaches full performance potential, and on suggested conditions and planning obligations that would enhance the quality of development and enable development to proceed where it would otherwise have been necessary to refuse planning permission, by mitigating the adverse effects.

1. Using a typical year of 2022/2023 Lambeth referred approximately 551 applications for independent environmental matters advice. These were made up of:
   * 14.8% Major applications;
   * 27.5% Minor;
   * 15.8% ‘Other’ applications;
   * 35.9% Discharge of condition applications; and
   * the remainder being a mix of NMCs, EIA scopings, Variations to S106 Agreements and Prior approvals.
2. Each referral generally seeks advice on a single area alone. On occasion (usually in relation to larger applications) the advice required may cover more than one area. Recently the work is breaking down as follows across the main categories:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Recent split of requests for advice by area for recent planning application cases referred** | | | | | | |
| Noise and  vibration | Fume  Extraction | Light pollution | Construction  impacts | Contamination of  land | Air Quality | Wind and Microclimate |
| 266 | 23 | 28 | 55 | 94 | 56 | 10 |

1. In addition, 172 cases were referred for air quality advice and it is anticipated that approximately 40 cases per year would require external flooding advice.
2. The number of applications previously referred may be higher or lower than that over any new contract period. The provision will not be exclusive and Lambeth may also use in-house capacity during the contract period and/or may from time to time procure a one-off service from other providers where time constraints or client request dictates.
3. The applications are of varying complexity. It should be noted that not all applications submitted to the council will include environmental matters submissions and not all applications including relevant submissions will necessarily be passed for external assessment.
4. The largest and most complex development schemes we deal with are usually progressed through Planning Performance Agreements (PPAs). The environmental consultancy work related to those schemes is excluded from the value within this contract and quotes would be sought on a case by case basis.

# Specification

1. Lambeth are seeking to appoint a consultancy to provide support to its Development Management team.
2. This support will comprise of assessment of environmental matters and relevant documents that accompany relevant planning applications (excluding applications which are subject to Planning Performance Agreements) and condition/s106 discharge applications.
3. Following assessment, the Council will require you to advise on the degree of compliance with current planning policy requirements, on potential amendments that would further improve the performance of the developments and on suggested conditions and planning obligations that would ensure the delivery of the highest standard of development. The advice provided under the contract should be presented in a succinct written format. It should include a clear recommendation and simple summary that wherever possible uses plain English and is suitable for use in an Officer’s Report. Where the advice provided is critical or negative, advice on potential solutions to the issues highlighted should also be provided.
4. Timing of responses to all consultations are expected to be as swift as possible, to enable the council to deliver against its statutory planning application performance targets – 8 weeks for minor and other applications and 13 weeks for major applications and should form part of your proposal. Lambeth’s initial statutory response period for consultees is 21 days. Responses under this contract would be required within that timeframe (potentially earlier) to enable the Council to deliver against its statutory planning application performance targets. Within 21 days a response to all consultations will be expected from the provider. It should be noted that, from time to time, re-consultations are sought when amendments to proposed developments are received for consideration.
5. The selected contractor delivering the service will be required to collaborate remotely with officers within the Development Management service. The provision will be for an off-site, electronic service. Meetings and site visits for more complex sites may also be required from time to time along with occasional attendance at the council’s Planning Applications Committee.
6. The selected contractors should also make provision for a quarterly training session (virtual) open to the Council Planning Staff on a relevant topic identified in advance between the contract parties.
7. It is not possible to predict an exact workflow arising from planning applications. Lambeth will therefore require a degree of flexibility to account for peaks and troughs of submission, so as to ensure optimum service delivery. The full value of the contract cannot however be exceeded in the 2 year period. The cost of the contract and quality of advice being provided will be monitored on a monthly basis including a monthly contract management meeting (virtual).
8. Key outputs will include:
   * Assessment of the submissions relating to the following environmental matters of planning applications for compliance with Lambeth Council and London Plan policy.
     1. **Noise and Vibration** - Assessment of noise and vibration along with mitigation measures from proposed plant and machinery, traffic and servicing, bad neighbour uses (such as evening economy uses), impact of noise sources e.g. railways, air-conditioning units and on occupiers of new development, construction impacts
     2. **Fume extraction**; primarily associated with restaurant/café/takeaway uses, but also occasionally in relation to environmental control systems and light industrial uses.
     3. **Light pollution:** Assessment of light pollution in sensitive environments. For example, when illuminated floodlit grounds or office and public buildings are located in close proximity to residential properties.
     4. **Impacts of construction:** Assessment of environmental aspects of submitted Method of Construction Statements, Construction Environmental Management Plans and Construction Logistic Plans which set out the proposed construction and logistics methodology.
     5. **Contaminated land:** Where required some applications are accompanied by a land contamination risk assessment. This should provide sufficient site information to determine the existence or otherwise of contamination, its nature, the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. The assessment must relate both to human health risks for the proposed development and to risks to controlled waters. Where contamination is known or suspected or the proposed use would be particularly vulnerable, determination of whether the proposed development can proceed, such as mitigation measures and/or proposals for site remediation would require assessment.
     6. **Flood risk** – Assessment of the impact of basements on ground water and land stability and the impact of basements on other properties. Occasionally there may be other applications where the council needs advice on matters relating to flood risk and surface water management.
     7. **Air quality**
        1. Assessment of applications against planning policies and the climate action plan. to ensure development proposals do not lead to further deterioration of existing poor air quality, create new areas that exceed air quality limits or delay date at which compliance will be achieved in areas that are currently in exceedance of legal limits or create unacceptable risk of high levels of exposure to poor air quality. This will include, but is not limited to, review of:
           1. Air Quality Assessments
           2. Air Quality Neutral Assessment or Air Quality Positive Assessments when in effect including damage cost assessments
           3. Air Quality and Dust Management Plans
           4. Other relevant construction-related documents
        2. Assessment of submissions for discharge of conditions relating to air quality
     8. **Wind microclimate –** Assessment of the potential changes to the local wind environment arising from the proposed development including the requirement for any mitigation.
   * Assessment of condition discharge and planning obligation discharge applications.
   * Input into the development of standard conditions for environmental matters.
9. The types of applications requiring assessment will fall into 5 main category areas:

Major, Minor, Other, Discharge of Conditions (Approval of details), and EIA Scoping/screenings.

Major, Minor and Other applications are as defined in the MHCLG PS1, PS2 returns guide:

[https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2/ps1-and-ps2-district-planning-matters-return-guidance-notes#appendix](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fdistrict-planning-matters-return-ps1-and-ps2%2Fps1-and-ps2-district-planning-matters-return-guidance-notes%23appendix&data=05%7C01%7CCNeal%40lambeth.gov.uk%7Cde6ba504a4bd43ebbb9108db47ff5966%7Cc4f22780485f4507af4a60a971d6f7fe%7C0%7C0%7C638182934260393594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=kOCcJ5kQC%2BtEmk%2Byl5IFFvuBvuu58i1gSCIZf63wPRg%3D&reserved=0)

1. Proposals should include an estimate of the average time to provide assessment on the 5 different application categories along with an hourly rate. Proposals should include the expected number of months that the pricing would cover.
2. The selected contractors delivering the service will be required to submit a detailed timesheet, including a breakdown of hours worked on each task, alongside their monthly invoice. Additionally, the supplier will need to provide a comprehensive breakdown of staff resources allocated to this project.
3. The Service Provider shall maintain at its own cost a policy of insurance, to cover its liability in respect of any act or default for which it may become liable to indemnify the Council under the terms of this Contract in the following minimum sums:

a) Employers’ liability of £10,000,000 (ten million)

b) Public liability of £5,000,000 (five million)

c) Professional indemnity of £2,000,000 (two million)

**Your quote**

1. Proposals should cover the all the components identified in the specification. It is recommended that proposals are kept to a maximum of 6 pages (using a minimum of font size 11, Arial – single line spacing), excluding CVs.
2. The proposals presented should not exceed £99,999 (excluding VAT) for up to a 2 year period. Proposals that exceed that amount cannot be considered for an award. Proposals should include the expected number of months that the pricing would cover.

# Timescales

1. A timetable for the selection process is detailed below:

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Requests distributed | 20th September 2024 |
| Clarification question closing date | 27th September 2024 |
| Proposal submission deadline (Closing date) | 11th October 2024 |
| Selection | Commencement of Evaluation | 14th October 2024 |
| Successful applicant selected and confirmed | 21st October 2024 |
| Contract Commencement | Successful applicant commences contract | 8th November 2024 |

1. Any clarifications, questions and proposal should be submitted to rsmithson@lambeth.gov.uk by the relevant deadlines as per Table 1 above.
2. The proposed period of the contract is expected to run from 8th November 2024 to 7th November 2026

# Tender Evaluation

1. The ratio that will be used to evaluate the tenders is as follows:
   1. Quality – 60%
   2. Price – 40%

**a. Quality evaluation**

1. Proposals should take into account the requirements laid out in the specification section of this document.
2. The proposal components along with the minimum acceptable score, the marks available and weightings are set out below:

**Table 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Questions** | **Marks Available** | **Weighting %** |
| **Methodology** | 1. Please detail your knowledge of the policy requirements of the London Plan, Local Plan, existing and emerging Building Regulations for application to the Brief. | 0-5 | 10% |
|  | 1. Please provide detail of how you would approach providing advice and support in relation to policies relevant to the environmental matters listed in paragraph 20 and providing site-specific advice of how to best achieve relevant and best practice standards. You may wish to provide an example template for the advice given. | 0-5 | 10% |
| **Service Management and Delivery** | 1. Please describe your availability and capacity to start work and deliver to timescales | 0-5 | 10% |
|  | 1. Please outline the monitoring systems that you will use to manage and record applications and responses/timeframes | 0-5 | 10% |
| **Provision and Quality of Service** | 1. Please provide the names, CV’s, professional membership details, roles and the technical expertise & experience of the consultants that will be assigned to this project and their experience in providing assessments. Please also state if any aspects of the brief scope are to be subcontracted to external and/or subsidiary companies/organisation. | 0-5 | 10% |
|  | 1. Please provide evidence of delivering support on environmental matters set out in paragraph 20 to planners and developers | 0-5 | 10% |
| Total |  |  | **60%** |

1. The components which are indicated with appropriate weightings will be evaluated by the panel and the appropriate score will be agreed and added to form the total Quality Evaluation Mark. The score achieved for this section, Quality Evaluation Mark, will be weighted at 60% to give the final score for quality (Quality Score).
2. The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
3. Potential providers must achieve the minimum acceptable Quality Score of 3, for each of the component areas in the table above. Only those responses which achieve or exceed the minimum for all component areas will be included in the Price Evaluation Process.
4. Where only one (1) submission is received and it does not meet the minimum acceptable score, the council reserve the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
5. The scoring matrix:

**Table 3**

|  |  |  |
| --- | --- | --- |
| **Score** | **Rating** | **Description** |
| **0** | No response / insufficient information  (Fail) | No response received, or insufficient information provided that makes the response incapable of assessment and/or is incomprehensible. |
| **1** | Unacceptable  (Fail) | The response to the Method Statement question is substantially unacceptable which fails in several significant areas in answering the specific requirements of the question. |
| **2** | Poor | The response to the Method Statement question is poor and does not address the requirements of the question. Response is basic/ minimal with insufficient detail with some major reservations as to the deliverability of the service. |
| **3** | Acceptable | The response to the Method Statement question provides acceptable level of information against the requirements of the question with some minor reservations in a few areas as to the deliverability of the service. |
| **4** | Good | The response to the Method Statement question is good and largely addresses the requirements of the question. |
| **5** | Excellent | The response to the Method Statement question is excellent with no reservations and provides full confidence as to the deliverability of the service. |

**b. Price Evaluation**

1. For the price evaluation, each submission will be assessed on the total cost of delivering the programme over the 2 years.
2. To allow us to evaluate the price all proposals should include a detailed summary of the proposed costs for the requested areas of work, as described in the specification. For the avoidance of doubt, we expect all proposals to include clear costs for the items in tables 4 and 5 below.
3. Assessment of environmental matters submissions that accompany relevant planning applications, along with provision of advice on the degree of compliance with current policy requirements and potential amendments to improve performance. For each application type please provide an estimate of the average time to provide assessment on the 5 different types of application category along with an hourly rate:

**Table 4**

|  |  |
| --- | --- |
| **Application type** | **Required submissions** |
| Major | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| Minor | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| Other (including householders) | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| Conditions | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |
| NMCs, EIA scopings, Variations to S106 Agreements and Prior approvals | Average hours per application (hr) |
| Cost per hour (£ excl. VAT) |

**Table 5**

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Estimated volume per annum\*  (X) | Average cost per consultation  (Y) | Total cost  (X \* Y) |
| Major | 14.8 | £ | £ |
| Minor | 27.5 | £ | £ |
| Other | 15.8 | £ | £ |
| Conditions | 35.9 | £ | £ |
| NMCs, EIA scopings, Variations to S106 Agreements and Prior approvals | 5.9 | £ | £ |
| Total Annual Cost | | | £ |
| **Total Contract Cost** (X \* Y) \* 2 years **(For Evaluation)** | | | **£** |

1. To calculate the Price Score we will use the ‘difference from the lowest tendered price’ method and the following equation:

Price Score % = (100% - ((Quote Price – Lowest Price)/ (Lowest Price))) multiplied by 40

The Lowest Price in the equation above will be the quote with the submitted lowest price where the Council believes, from the information submitted in the quote, that the services can be delivered in accordance with the minimum acceptable quality score in each area and contract terms and conditions.

1. The proposals presented should not exceed £99,000 (excluding VAT) for the 2-year period. Proposals that exceed that amount cannot be considered for an award.
2. **Final Score**

The Price Score (40% weighting applied), is added to the overall Quality Score (60% weighting applied), to give a final score for each Potential Provider (Final Score).

The contract will be awarded to the supplier with the highest Final Score. Feedback will be supplied to unsuccessful bidders on request.