HDC202111

Net Zero Carbon Action Plan

Answers to clarification questions

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| **No.** | **Question** | **Answer** |
| 1 | The site states a value of £20,000 for delivering the work and we were wondering if this is fixed or whether responses over this value will be considered? | The opportunity was advertised at £20K as an estimate, and will consider tenders over this amount. We've currently allocated up to £30K in our budgeting for this work. |
| 2 | Have carbon footprinting efforts to date been completed utilising the LGA Greenhouse Gas Accounting Tool? If not, please advise on the methodology used for carbon accounting. | The tool used has been supplied by Carbon Footprint Sustrax, further information can be found https://www.carbonfootprint.com/tracker.html |
| 3 | Has carbon footprinting been completed at both council and district-wide level? | Carbon footprinting has been completed at council level using Sustrax tool. Currently Hart is using the Department for Business, Energy and Industrial Strategy UK local authority and regional carbon dioxide emissions national statistics to measure carbon emission for the 2040 target. |
| 4 | In order to gain a comprehensive understanding of the Council operations and to develop practical solutions, stakeholder engagement meetings will be proposed as part of the scope of work. Please advise on the number of stakeholders (internal and external) that would likely need to be involved in the development of the Action Plan. | Key stakeholders within Hart District Council would be the Heads of Departments and the Managers that will be directly affected by the action plan and will have a key role in delivering it, the number will depend on the areas identified in the Action Plan. Externally the contractors and the client teams that deliver the leisure, waste and recycling as well as street care and grounds maintenance contracts as these are included in our scope 1&2 emissions. This list is not exclusive and the appointed consultant may need to engage with further stakeholders. |
| 5 | What level of costing detail is anticipated for the final Action Plan? It may be challenging to fully detail the cost of all proposed measures within the project timeline, in some cases qualitative costs may be indicated with a more detailed costing exercise recommended. | We would like the costs related to operational 2035 net zero target to be fully detailed. The cost of measures related to the 2040 target can be based on high level estimates. |
| 6 | In the specification (2.1) -The intended start date is stated as 22/11/2021. However, in the timetable the date given for appointment of a consultant is 3/12/21. Please advise and confirm which date is correct? | 03/12/2021 is the intended start date, however dates are subject to change upon discussion between council and the appointed consultant. |
| 7 | Some of our case studies will be subject to NDO’s – Please confirm if we are permitted to provide case studies without the client details? Or alternatively can we provide a brief or an equivalent instead of case studies? | Details of at least three relevant references or referees and case studies are required. We would accept anonymous case studies, as long as the requirement for three referees was met separately. |
| 8 | Section 2.5.2 states; Currently Hart is using the Department for Business, Energy and Industrial Strategy UK local authority and regional carbon dioxide emissions national statistics to measure carbon emission for the 2040 target.  Are you able to provide these statistics, so we have a baseline to prepare our proposal on? | UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2019 - https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2019 |
| 9 | With reference to Section 2.6.1 d - you confirmed that the following points would be available for us to undertake the work. ( i.e. Current carbon footprint of the council and data used to determine this, Actions already in-train, Available information on property portfolio, Review of operational fleet, including when vehicles are due for renewal). Please confirm if you are able to provide this information during the tender stage? | Due to time and resource constrains they will be only available after completion of the tender submission. |
| 10 | Please confirm if our response has to be provided in the RFQ document or whether we are permitted to use our own template that follows the RFQ structure? | Please fill in the tender document and refer to any additional documentation you wish to attach. |
| 11 | Please confirm if there are any restrictions (i.e. word/ page counts). | No, bidders will not be penalised, provided the response is proportionate to the typical tenders of this scale. |