**Uttlesford District Council**

**Request for Quotation (RFQ)**

**Quality Questions & Specification**

**Uttlesford District Council**

**WATER CYCLE AND MANAGEMENT STUDY**

**RFQ for the supply of consultancy services**

**Ref LP WATCM 0621**

16th June 2021

To be completed in full and returned by

**12 noon on 30th June 2021** to

Molly Brown, Procurement Support Officer (Molly.Brown2@essex.gov.uk)

Please ensure that your response is submitted via a secure e-mail service and is sent as official sensitive

1. **Specification**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Executive Summary**  **Uttlesford District Council invites consultancy teams to submit a proposal to work with the Council to carry out an Integrated Water Cycle and Management Study to provide a robust evidence base for the development of the Uttlesford District Local Plan. This will comprise a Water Cycle and integrated water management plan incorporating the work of the Strategic Flood Risk Assessment. It will be a critical element of infrastructure and contribute to the drive towards net zero carbon across the District serving existing and proposed new build development. It should feed into the emerging IDP and Viability assessments and will be subject to a verification exercise towards the end of its completion to assess impact on carbon reduction and Council’s climate change ambitions.**  **Background**  Uttlesford District Council has been preparing a new Local Plan following the withdrawal of its 2019 Submission in January 2020. The Local Plan will be a comprehensive Development Plan Document (DPD) with a viable and deliverable spatial strategy, allocating sites for infrastructure, residential and other development. It must accommodate around 14,000 homes and apply strategic and non-strategic policies whilst working towards meeting the Council’s ambitions around the climate change agenda and net zero carbon development to 2040. For context, the previous withdrawn Local Plan included:   * 5 strategic options * 158 small/medium site allocations and two large-scale site allocations * 74 policies   There was also an update to the Water Cycle Study (WCS) by Arcadis in 2017.  Uttlesford is a relatively prosperous, high value rural district in north-west Essex. It has heritage market towns at Saffron Walden and Great Dunmow and over sixty villages set within rolling countryside, dominated by historic landholding estates, woodland, and agriculture. Amid strong pressures for development it occupies a strategic location astride the M11, with London Stansted Airport in the south and the high growth area of Cambridge, including the Chesterford Research Park, part of the cluster of science parks, to the north. It benefits from the London-Stansted Innovation Corridor and spin-off from the Oxford-Cambridge Arc, new transport proposals and skilled employment growth from Cambridge effecting a strong demand for housing and associated water infrastructure in the District.  Members declared a climate emergency in late 2019 and set up a Climate Change Working Group with interim climate change guidance agreed by Council in early 2021. Consultants should note that responses to climate change and the need to work towards net zero carbon set the context for the Local Plan policy and will underly viability assessment of options for site allocation and the spatial strategy overall including the range and type of infrastructure and utility provision proposed. The District will have to demonstrate at the Local Plan Examination in Public the capacity to deliver the growth agenda along with the new and evolving infrastructure essential to create healthy and climate-change responsive communities and to support the expansion of existing settlements. Consultants will need establish the funding availability and strategies of the water companies to meet these needs and to provide robust and viable evidence at the Examination in Public.  The Local Plan preparation process is nearing the end of the Issues and Options stage. The consultation on this and the ‘Call for Sites’ closed on 21st April 2021 and initial assessment is underway. Several other relevant baseline and evidence studies have been commissioned including the Sustainability Appraisal, Infrastructure Development Plan (IDP), and habitats biodiversity baseline and viability.  The 2017 update to the Water Cycle Study (WCS) included a review of water management, basin catchment, water quality, flood risk and surface water run-off, wastewater and sewage and the impact of growth and the scale of new settlement or large extensions on these factors. Of critical and regional importance is the protection of the chalk aquifer which partly underlies the District, along with the classification of surface water and groundwater resources by the Environment Agency as over-licensed or over-abstracted; there is no additional water available for supply.  There is increasing concern from our Members, the public and local environmental groups over low flow in the River Cam and tributaries. Important chalk stream habitats, some have completely dried up for periods over the past few years with an impact on flora and fauna, and growth will exacerbate the problem[[1]](#footnote-1).  A full glossary will be required in this commission to ensure access to what can be technical information for as many people as possible.  Below are stakeholders who work within the area:   * Environment Agency (EA)/Water Resources East (WRE) * Anglian Water (AWS), * Thames Water (TW), * Affinity Water (AW) * OFWAT with regarding to pricing   Important considerations will be the strategies and funding plans of these key water companies that the consultants should ascertain and take into account.   * Water Resources East have the following programme for preparing their regional plan:  |  |  | | --- | --- | | July/August 2021 | Discussion with stakeholders on Strategic Investment (e.g. inter-regional pipelines, new strategic reservoirs) | | October 2021 | Sub Regional workshops | | December 2021 | First Draft of Regional Plan (linked to National Framework) | | Summer 2022 | Revised Draft Regional Plan | | 2023 | Submission of Regional Plan to Environment Agency for approval |  * Thames Water Utilities (TW) in the southwest and Anglian Water Services (AWS) in the northeast collect and treat wastewater * Anglian Water have a Water Recycling Long Term Plan (Sept 2018) which is a voluntary 25-year plan * Affinity Water supply potable water to the district from within their central supply region, itself subdivided into six water resource zones (WRZs), with Uttlesford District located within WRZ5 (Stort). Affinity Water’s Water Resource Management Plan (WRMP2019) that sets out how they will maintain the balance between supply and demand proposes a range of measures to meet predicted demands across the supply area over the next 60 years until 2080. * The Environment Agency monitors existing abstractions using Catchment Abstraction Management Plans (CAMS) which also identify where water resource demands may be impacting the water balance; currently there is no further water available for abstraction[[2]](#footnote-2). Since Further sustainability reductions may be required to support the Water Framework Directive (WFD) increased efficiency through demand management is likely to be required for new developments. The Environment Agency has developed a River Basin Management Plans (RBMP) updated in 2014 with Uttlesford falling within the Thames and Anglian RBMP areas.   **Scope**  The National Planning Policy Framework requires Local Planning Authorities to be proactive in mitigating and adapting to climate change and to include strategic Local Plan policies to deliver infrastructure for water supply, wastewater, water quality and flood risk management. The primary purpose of the WCS is to assess the potential impact of new development on the water environment across the District, taking into account regional and catchment concerns including water resources, wastewater infrastructure, water quality, surface water drainage and ecological issues. Flood Risk is being assessed separately but both sets of consultants will need to liaise.  The study should provide a strategic and sustainable approach to the management and use of water and recognise the need for compliance with the Water Framework Directive (WFD).  The study will form an important part of the evidence base that will help determine the most appropriate options for development identified in the emerging Local Plan. It may also help to identify if there are workable solutions to constraints on development for some sites including policy requirements as well as guiding the development towards the most appropriate locations with respect to water infrastructure and the water environment. Consultants will need to assess the planned future growth and distribution across the District in the emerging Spatial Strategy: for water supply capacity, sewage capacity and environmental capacity, identifying water quality issues, associated water infrastructure upgrades particularly in relation to addressing climate change,, and potential constraints. The WCS will provide information at a level suitable to demonstrate that there are workable solutions to constraints to deliver development sites together with recommendations on any specific policies required to deliver.  **Objectives of the Study**  Following on from the scope and background context, the broad objectives of the WCS broadly are:   1. to provide a strategy for wastewater treatment across the District which determines if additional solutions to wastewater treatment are required, how they can be viable balancing environmental capacity with cost, and how the strategy might impact on phasing of development. 2. to determine whether any Habitats Directive designated ecological sites may potentially be impacted by the wastewater treatment strategy. 3. to determine what additional water resources or upgrades to water supply infrastructure are required to support growth. 4. to consider whether growth can be delivered and achieve a ‘neutral water use’ position and the pathway to achieve this. 5. to determine whether water resource infrastructure and mitigation provision has an impact on housing delivery phasing 6. to identify and address potential impact on water quality including on the aquifer 7. to provide best practice policy recommendations relating to climate change and water use, water quality, surface flooding, sustainable drainage, water efficiency and re-use etc.   **Requirements for Study**  Bearing in mind the objectives, Uttlesford District Council requires the Water Cycle and Management Study to provide the following:   * An audit of current and emerging related national planning policy and other water guidance and studies and review the baseline situation with regards to detailed local geology and characteristics of the aquifer and underground hydrology/water storage/movement, highway water capture and dispersal, water resources and current water use across all land and building uses as far as practicable. * Creation of a Water Supply Strategy in partnership with water utility organisations which includes issues around abstraction, rainwater harvesting, greywater recycling, uses of potable water and potential efficiencies as relevant. Include identification of proposed strategic developments or new settlements on infrastructure capacity. Strategy to make explicit all assumptions for the modelling e.g. household consumption, wastewater technologies, seepage and definition following the use of potable water in homes, businesses, industrial processes, household occupancy, Water Framework Directive * Wastewater recycling, treatment, and discharge impact/strategy * Assessment of current and predicted Water quality and flows, chemical and ecological, with proposals to ensure it meets required standards. To include assessment of impact of recreational use e.g. public access, angling, (wild)swimming on water flow and quality * Assessment of impact on habitats and ecology of extraction including liaison with other UDC ecology and habitats consultants. * Water quality modelling, chemical and ecological, and how to protect the aquatic environment and its wildlife e.g. Environmental Capacity assessment of receiving waterbodies * Identification of best practice and appropriate ways to improve water efficiency in different types of existing buildings and to include rainwater harvesting issues, feasibility, and potential to require measures as part of new developments using Environment Agency guidelines and potential for community water management schemes * An Assessment of the relationship between agricultural practice and water usage in the District and how efficiency might be increased through environmental land management, working with land and estate owners/managers/farmers and relevant organisations such as the NFU/Natural England/EA, reviewing horticultural and agricultural practices and opportunity for water capture, storage efficient use etc * An Assessment of how to achieve water neutrality and up to 5 different scenarios (as appropriate) i.e. that there is no net increase in water demand between the current use and with development across the plan period, and a pathway for how to achieve this if practicable. Information on the cost and practicality of options for water efficiency and re-use measures in residential and commercial developments of different types and scales would include advice on:   + what technological measures need to be taken to deliver better water efficient development including assessment of carbon implications of these measures, e.g. water pumping might create carbon emissions   + what local policies are needed to set the framework for reduced water use   + measures to reduce/re-use water use in existing and new development to be costed, demonstrated are feasible and can be funded/made viable.   + where there is a need for collaboration between which parties in reducing water demand e.g. education and awareness initiatives to residents and businesses, developers, and their customers. * The Study should use mapping, graphics, and statistical representations to show risks, issues, existing and proposed flood and water related infrastructure, referenced to information sources as appropriate. These must be clear, digital and interactive if this is the best means of explaining proposals. Consultants may need to include IT graphic expertise in their team accordingly and will need to liaise with the Council’s other consultants where map-based information is required. * The Study needs to address whether there are likely to be any significant impacts on the viability of new development overall regarding water-related requirements and enhancement deriving from the climate change agenda, and an outline of what this might be with mitigation options. This might need to include the consideration of specific sites identified for the preferred option where upgrades to the existing water supply/wastewater treatment infrastructure might be necessary together with impact on water quality/ecology, high level costs of these with possible funding mechanisms, liaising with the IDP consultants accordingly. * The Study must provide advice on new robust and evidenced policies that will help to work towards the Council’s climate objectives taking into account all the findings of the consultancy research, the Strategic Flood Risk Assessment and current legislation, along with policy in the withdrawn Local Plan * Liaise with consultants appointed to undertake the Strategic Flood Risk Assessment, Infrastructure Delivery Plan, whole plan viability, and those appointed to prepare a renewable energy strategy in the context of decarbonisation and climate challenge. Other relevant studies underway include:   + Sustainability Appraisal   + Habitats Regulation Assessment   + Biodiversity Net Gain   + Green Infrastructure   Because this is a technical and specialised area of work that will help address issues highlighted in the climate change agenda, the strategies, assessments, and related pursuant policies will be subject to scrutiny at the Examination in Public (EIP). As and when appointed for this EIP purpose, consultants will be expected to defend their advice, and are hence encouraged to engage experts in the consultancy team, whether from industry or academic background e.g. using the UK Rainwater Management Association[[3]](#footnote-3).  Following from this, since this additional level of work cannot be identified at this stage consultants should include a day and hourly rate for such specialist personnel and a written fee estimate will need to be agreed prior to any further work based on the rates given. It is anticipated that this will apply to the EIP evidence and/or highly specialist work required. All charges and rates should be exclusive with VAT charges shown separately.  Note a flood risk management/mitigation/ SFRA is underway by separate consultants and with whom the appointed consultants will be expected to liaise.  Outputs from the Commission  The following documentary output will be required:   * Executive Summary * Interim Report * Final Report with content as outlined in this Brief and below * Maps, graphs, diagrams, and infographics as appropriate * Power point(s) summary for presentations and as part of the final output. * Electronic version in Word/appropriate graphic format   The Final Report in December 2022 will encompass updated assessments in the light of Local Plan consultation and stakeholder analysis. It should include access to digital material and preferably interactive and easily accessible to the non-technical reader with a logical, sequential understanding as to how the conclusions and recommendations have been reached, with supporting technical appendices and the model as necessary. There should also be two bound hard copies, and the completed study must also be made available in digital format. Mapping should provide a compatible GIS layer to the Council to be agreed early in the commission and be accompanied by a PowerPoint presentation.  The Final Report will set out the recommendations based on the findings of all the development and neutrality scenarios together with identification of areas of stress on water infrastructure and its proposed solutions/mitigation as per the requirements above.  Reports will be clear, in Word with the Final Report in a readily usable format in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.[[4]](#footnote-4)  Bidders must explain in their submission how they will communicate with the client on progress and how issues will be handled and resolved between parties and recorded for a full audit trail and transparency.  The Bidder is required to disclose any current or potential conflict of interest to the Local Authority stating the nature and extent of the conflict and providing assurance that this will be handled appropriately as soon as it becomes known to the consultancy. Any connections of the consultants with landowners or developers or other interest promoting development in Uttlesford should be declared together with any proposed arrangements for avoiding any conflict of interest and ensuring confidentiality. |

1. **Commission Timetable**

The outputs (reports, presentation, graphic material etc) will need to be produced in conformity with the Local Plan summarised in the timetables below:

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| --- | --- |
| Local Plan Preferred Options | Early 2022 |
| Proposed Submission Plan | Early 2023 |
| Adoption | Summer 2024 |

The commission timetable is as below, with proposed (payment) milestones indicated by asterisk\*:

|  |  |
| --- | --- |
| Commencement of Study | Early July 2021 |
| Initial informal report on early findings and overview**\*** | Early September 2021**\*** |
| Outline WCS with initial GIS maps to aid assessment in order to aid preferred options | Early November 2021- January 2022 |
| Presentation to the Council’s Strategic Infrastructure Delivery Group (SIDG)**\*** | November 2021**\*** |
| Final Draft Detailed WCS for proposed submission Plan**\*** | November 2022**\*** |
| Response to issues raised though Draft Local Plan consultation, and preparation of proposed submission | From Spring 2023 |
| Presentation at the Examination in Public **\***(as required) | Autumn 2023 (tbc)**\*** |

The Contract will be established for the entire duration of the above timetable, from contract commencement (expected to be 6th July 2021) until the draft Local Plan examination commences in 2023. As indicated, it is anticipated that a further contract may be extended to support the Local Plan Examination from mid-2023 through to adoption for which the consultant should provide an average daily rate.

1. **Milestones**

The submission dates and study milestones in relation to the indicative Local Plan timetable are:

| **Task/Stage** | **Start** | **End** |
| --- | --- | --- |
| Publish RFQ | 16th June 2021 | 30th June 2021 |
| Clarifications | 16th June 2021 | 23rd June 2021 |
| RFQ Submission deadline | 30th June 2021 | Noon |
| RFQ Evaluations | 1st July 2021 | 5th July 2021 |
| Award notification and commencement | 6th July 2021 |  |
| Inception meeting | w/c 12thJuly 2021 |  |
| Outline high-level overview, issues, risks in an informal report | July 2021 | November 2021 |
| Iterative assessment based on emerging spatial strategy with policy assessment | August 2021 | February 2022 |
| Initial informal report/workshop on early findings and overview | September 2021 |  |
| Presentation to SIDG | November 2021 |  |
| Consultation and Publication on Preferred Options (Regulation 18) | Tue 01/03/22 | Fri 29/04/22 |
| Final Draft Detailed WCS for proposed submission Plan - Pre-Submission preparation | Mon 02/05/22 | Fri 30/12/22 |
| Consultation and Publication on Pre-Submission draft (Regulation 19) | Wed 01/03/23 | Fri 28/04/23 |
| Submission preparation | Mon 01/05/23 | Fri 30/06/23 |
| Governance on submission to the Planning Inspectorate (PINS) | Mon 03/07/23 | Fri 28/07/23 |
| Submission to PINS | Tue 01/08/23 | Thu 31/08/23 |
| Examination in Public (Consultants may be required to present additional evidence etc., anticipated from September 2023) | Fri 01/09/23 | Fri 28/06/24 |
| Adoption of Local Plan | Mon 01/07/24 | Wed 31/07/24 |

Consultants must confirm that they can meet the project plan milestones in their submission and will be paid against the achievement of specified milestones listed in the price matrix and in the Commission Timetable above.

The commission will be subject to monthly progress reporting throughout its duration (fortnightly for the first two months). The progress meetings and all associated administration costs should be incorporated within the costs.

The Council reserves the right to withdraw from using the services of the consultant, without further liability, if in its sole opinion it feels that the project is not progressing as required, the Consultant is not meeting the requirement of the Specification or, the milestones are not met.

1. **Project Specific Questions**

The submission material required is set out in this Brief and the accompanying documentation.

All completed tenders will be evaluated by the Evaluation Panel set up by the client in accordance with the following price and quality weightings:

* Price 50%
* Quality 50%

The bidder should return the completed RFQ and the completed pricing matrix. Please complete the matrix as per the instructions and return the completed matrix as part of your RFQ submission. All prices should be exempt of VAT and include any expenses.

The following questions reflect the Quality requirements which Uttlesford District Council require the bidders to meet. The answers provided will demonstrate how the bidder is able to deliver against the specification.

Scoring Scale

Each of the sections within the Method Statement responses will be assessed on a scale of 0 to 5 points, as detailed in the table below:

|  |  |
| --- | --- |
| **1** | **Poor Response** The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or Contract performance.  The submission failed to cover a number of the areas that should have been addressed within the response |
| **2** | **Fair Response** The response suggests minor shortcomings of understanding or approach which may impact to a limited extent on service delivery or Contract performance.  The submission partially covered all areas that should have been addressed within the response |
| **3** | **Satisfactory Response** The response raises no concerns about understanding or approach to service delivery or Contract performance.  The submission covered all areas that should have been addressed within the response. |
| **4** | **Good Response** The response raises no concerns about understanding or approach to service delivery or Contract performance. The response also demonstrates how relevant added value will be provided.  The submission covered all areas that should have been addressed within the response to a high standard |
| **5** | **Excellent Response**  The response raises no concerns about understanding or approach to service delivery or Contract performance. The response demonstrates how relevant added value will be provided including examples of the application of good practice, demonstration of how the study could be consider other perspectives not considered by the client or explores innovative ways to address climate change and net zero targets.  The submission covered all areas that should have been addressed within the response to a high standard and demonstrated a commitment to go above and beyond requirements |

The score for each method statement will be weighted. There are mandatory minimum assessments set out below; failure to reach these scores in of the responses may result in a fail mark with the consultant excluded before the price evaluation takes place.

| **Method Statement** | **Mandatory Minimum** | **Weighting (50% of overall assessment)** |
| --- | --- | --- |
| 1 – **Methodology** | Score 3 – Satisfactory Response | 20 |
| 2 – **Stakeholder Engagement** | Score 3 – Satisfactory Response | 15 |
| 3 – **Resourcing and Experience** | Score 2 - Fair Response | 10 |
| 4 – **Project Governance, Management and Delivery** | Score 2 – Fair Response | 5 |

Bidders must provide responses to the questions on the four Method Statements below. Questions should be answered to describe how consultants will meet the requirements in full and should not refer to other documents or appendices. Please confine responses to the maximum word limit specified in each response box, excluding examples of experience or CV’s. Each section will be assessed in accordance with the scoring and weighting system set out above. If you are unsure about any question, please contact: molly.brown2@essex.gov.uk

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| **Method Statement 1 – Methodology (20%) - Maximum 2000 words** |
| Please outline and explain the rationale for your methodology, your response to the *Requirements of the Proposal* will need to cover:   * evidence gathering and establishing the assessment framework * stakeholder liaison and recommendations for future co-ordination with utilities and the Environment Agency, the approach to Duty to Co-operate and consultation with strategic and neighbouring authorities and organisations as necessary * commentary and recommendations for local plan policies including those designed to mitigate impacts of climate change and to further the council’s climate change targets * need for level of and timing of potential section106 obligations * need for funding for larger or strategic infrastructure initiatives * assessment of spatial strategy, strategic development proposals and different land uses on WCS infrastructure   Please include the below as part of your response   1. Your identification of input from the Council through a joint project management team and your methods of reporting to Members and the Strategic Infrastructure Development Group including communication channels to be used and current working practices for social distancing 2. Your overall approach to the study in relation to the identification of potential issues you foresee at this pre-commencement stage in the District, utility company boundaries, strategies including adaptation and resilience to climate change and funding. |
| Response: |

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| **Method Statement 2 – Stakeholder Engagement (15%) – Maximum 1500 words** |
| Please identify how stakeholders will be engaged and, in particular the utility providers, and worked with on plans and strategic initiatives, including their anticipated key issues and outline your approach to engaging with them to ensure that accurate information is provided, considered, and integrated into the Water Cycle and Management Study.  In addressing this question please provide:   1. How you plan to engage, communicate, and keep the stakeholders contributing at all stages of this project 2. How the strategies of key stakeholders can be considered and integrated into a cohesive set of recommendations and policies 3. How you will approach the Council’s requirement to accommodate technological advances and changing behavioural patterns arising from the climate change agenda, in discussion with stakeholders |
| Response: |

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| **Method Statement 3 – Resourcing and Experience (10%) – Maximum 1000 words excluding attached CVs** |
| Please provide your proposals for the day to day contract management including details of the proposed lead consultant and support officers who will be responsible for the day to day performance of the Contract, the lines of communication and the relationship to central/regional management functions. Please provide CVs for the consultants setting out designation, duties, responsibilities, relevant experience, and qualifications, bearing in mind need for specialist expertise in interpreting, analysing, and making recommendations for most areas of the study.  As part of your response please provide:   * 1. Your proposals for the team structure setting out roles and responsibilities; reporting lines and anticipated allocation of time for each task within the consultancy; including their daily fee rates and identifying approximate overall cost for principal activities in the project. This will help enable comparison of inputs to the contract   2. A brief outline of the extent and nature of experience, knowledge and qualifications associated with each specialism of the individual consultants to complement the CVs   3. How consultants ensure that they and the company keep up to date on key professional and other relevant matters that may arise during the commission such as the pandemic, Government standards, planning requirements etc ensuring that advice represents good practice and sound analysis   4. How you will provide continuity and quality of control and output in the event of both planned and unplanned absence or operational matters affecting the company as a whole |
| Response: |

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| **Method Statement 4 – Project Governance, Management and Delivery (5%) – Maximum 500 words** |
| Please outline how you will ensure that this project will be delivered on time in line with the indicative Local Plan timetable and key milestones as well as ensuring that high quality and accuracy sufficient to help make the Local Plan sound.  In addressing this question please provide:   1. An outline of the overall project management structure and techniques used such as version control, reporting, and project team both within your consultancy and with the client so as to address the need for flexibility in order to reflect any changes to the overall Local Plan project plan and timescales, and maintain quality control 2. What you perceive to be the main challenges facing this requirement and the initial identification of risks and mitigations, and how you might address these in communication with the client 3. How information will be presented in a concise, easy-to-read, and visual format, to communicate findings effectively to a wide audience using social media, infographics and accessible forms and language including how you might use digitalised mapping and communication techniques 4. A high-level Project Plan, setting out key tasks and milestones with identified actions including any specific points for client officer or Member input bearing in mind the timetabling set out in this Brief. Details of the project management should include, decision control and recording arrangements alongside indication of tasks and work areas to be undertaken highlighting those early steps in the first 2-3 months leading to the initial overview in September |
| Response: |

1. **Insurance**

Please confirm you hold the required insurance levels below by marking with an ‘X’ if you have the insurance or are willing to obtain prior to the contract start date.

You will be required to provide copies of your insurance policies prior to contract start; please submit copies of these with your RFQ submission if they are already in place.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis. If you cannot answer ‘Yes or willing to obtain’, your quotation may not be accepted. ‘Yes, or willing to obtain’ along with details or a copy of the certificate is provided is a pass, and ‘No’ is a fail.

|  |  |  |  |
| --- | --- | --- | --- |
| **5.1** | **Employers Liability Insurance** to a value of **£5M** | Yes, or willing to obtain |  |
| No |  |
| **5.2** | **Public Liability Insurance** to a value of **£5M** | Yes, or willing to obtain |  |
| No |  |
| **5.3** | **Professional Indemnity Insurance** to a value of **£500,000** | Yes, or willing to obtain |  |
| No |  |

If responding ‘No’ to any of the above, please provide full details in the box below.

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1. **Equality & Diversity**

**6.1. Equality, Diversity & Equality Challenge**

Please self-certify if you comply and how in the box below.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ and brief details of how you comply are provided is a Pass, and ‘No’ is a fail.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria.**  **Part I: Yes = Pass; No = Fail**  **Part II: No = Pass; Yes, with evidence at III = Pass; Yes, with no evidence = Fail**  **Part IV: Yes = Pass; No = Fail** | | | | |
| 1. Does your organisation fully comply with your statutory obligations under the Equality Act 2010? | Yes | No | N/A | If stated Yes, please state how |
| 1. Have you ever been challenged under the Equality Act e.g. a discrimination case? | Yes | No | N/A | If stated Yes, please state how |
| 1. If answered yes to the above question, do you have any evidence of changes in practises or working | Yes | No | N/A | If stated Yes, please state how |
| 1. If you are not currently subject to UK legislation, do you comply with equivalent legislation that is designed to eliminate discrimination and promote equality of opportunity? | Yes | No | N/A | If stated Yes, please state how |

**6.2 Modern Slavery**

An organisation in any part of a group structure will be required to comply with the provision of the Modern Slavery Act 2015 and will need to produce a statement if they:

* Are a corporate body or a partnership (described as an “organisation” within RFQ documents), wherever incorporated?
* Carry on a business, or part of a business, in the UK.
* Supply goods or services; and
* Have an annual turnover of £36m or more

Depending on your annual turnover, please self-certify the following questions in relation to your organisation or supply chain by marking the relevant box below with an ‘X’.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis.

Where the bidder marks ‘We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or supply chain’ or ‘We are not currently taking steps but will do going forward if successful in this RFQ’ or ‘N/A due to not having an annual turnover of £36m or more’ with an ‘X’ as a pass. If the question is left blank or ‘We are not taking any steps’ is marked with an ‘X’ is a fail.

|  |  |
| --- | --- |
| We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or our supply chain |  |
| We are not currently taking steps but will do going forward if successful in this RFQ |  |
| We are not taking any steps |  |
| N/A due to not having an annual turnover of £36m or more |  |

1. **Health & Safety**

**7.1 Health & Safety**

It is a legislative requirement for organisations with 5 or more permanent employees to have a Health & Safety Policy. If you have 5 or more permanent employees, please confirm if you have a Health & Safety Policy. If you have less than 5 please provide details of how you ensure your workplace is safe.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis.

Where ‘Our organisation has less than 5 employees’ or ‘Our organisation has 5 or more employees and does have a Health & Safety policy’ and details are provided is a pass and ‘Our organisation has 5 or more employees and does not have a Health & Safety Policy’ or no details is a fail.

Please detail if you comply and how in the box below.

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1. **Environment**

Uttlesford District Council declared a climate and ecological emergency in July 2019 and are acting now to prevent a climate and ecological catastrophe. Councillors pledged to take local action to contribute to prevent a climate and ecological catastrophe through the development of practices and policies, with an aim to achieving net-zero carbon status by 2030 and to protect and enhance biodiversity in the district.

For further information please visit <https://www.uttlesford.gov.uk/article/5768/The-council-and-climate-change>

1. **E-Procurement**

**9.1 Electronic Orders**

Please can you confirm that as a minimum, your organisation will accept orders sent electronically (via P2P) to a central e-mail address.

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ is a pass and ‘No’ is a fail.

Please confirm that your organisation can fully meet this requirement by marking the relevant box below with an ‘X’?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**9.2 Electronic Invoicing**

Please can you confirm that as a minimum, your organisation will submit invoices electronically (via P2P) by utilising the PO Flip method.

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ is a pass and ‘No’ is a fail.

Please can you confirm that your organisation can fully meet this requirement by marking the relevant box below with an ‘X’?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Pricing**

A pricing spreadsheet has been included as part of the RFQ documentation issued.

Please complete the spreadsheet as per the instructions stated within the document and return the completed spreadsheet as part of your RFQ submission.

All prices should be exempt of VAT and include any expenses

**Evaluation Criteria:**

Price score will be calculated as (cheapest price / bidding price and weighting of full RFQ). Both the total cost of the project and the additional day rates will be scored.

1. **Freedom of Information (FOI)**

**10.1 FOI**

If you consider that any information supplied for the purposes of this RFQ is either confidential in nature or commercially sensitive (please refer to the bidder guidance for more information) this should be highlighted in the table below. Please add more rows if required.

**Evaluation Criteria:**

This question is not scored and is for information only.

|  |  |
| --- | --- |
| **Location and description of commercially sensitive or confidential information** | **Reason for Exemption** |
|  |  |

1. **Declaration**

Please confirm that you have read, understood, and accept the contents of this RFQ process, which includes:

* The Terms and Conditions
* The RFQ Specification and Quality Questions document
* The Pricing spreadsheet
* The contents of the Bidder’s Guidance

These documents will form the final contract if the Bidder is successful.

**Evaluation Criteria:**

This question is not scored and is for information only.

Please confirm by marking the relevant box below with an ‘X’ and provide contact details as requested below for the person confirming Yes/No.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Name:  E-Signature:  Job Title:  E-mail Address:  Contact Number:  Main Office Number:  Full Postal Address:  Please confirm who will be the main contact for this contract if successful and provide the following full contact details below if they do not match the above: | | | |

1. The Environment Agency have produced a recent article on protecting chalk streams in the South East of England. <https://environmentagency.blog.gov.uk/2019/10/02/protecting-our-precious-chalk-streams/> [↑](#footnote-ref-1)
2. <https://www.uttlesford.gov.uk/media/8138/Water-Cycle-Study-Detailed-Update-April-2018-/pdf/Water_Cycle_Study_Detailed_Update_April_2018.pdf?m=636631922761130000> [↑](#footnote-ref-2)
3. [https://ukrma.org/academics/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fukrma.org%2Facademics%2F&data=04%7C01%7C%7C77c4311579a446267e2f08d92b1df61d%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637588229946659591%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wddWtSR4wF8OIJmCgv3lGLf3EKmPh34mtgMUc7J7J5Y%3D&reserved=0) [↑](#footnote-ref-3)
4. <https://www.gov.uk/guidance/publishing-accessible-documents> (accessed April 2021) [↑](#footnote-ref-4)