



Department  
for Environment  
Food & Rural Affairs



## **Call-Off Procedure:**

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

## **Tender Reference: PRAPS Lot 7**

**Project No:** PRAPS013

**ITT No:** N/A

**Contract No:**

**Date: 15 August 2023 (date sent to suppliers for  
completion of proposal section)**

## 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.

<b>Planning Related Advice Professional Services (PRAPS)</b> <b>Framework</b> <b>REQUEST FOR PROPOSAL</b>			
<b>Project Title:</b>		Recreation and Protected Sites: Developing Data Holdings on Recreational Pressure on Protected Sites from Local and Destination Use	
<b>Call-Off Reference:</b>		PRAPS013	
<b>Atamis Project Ref (if applicable):</b>		N/A	
<b>Date: (sent to suppliers for completion of proposal section)</b>		15 August 2023	
<b>Contracting Authority (Defra and its arms-length bodies etc)</b>	Natural England		
<b>Project Manager(s):</b>	Redacted under FOIA Section 40, Personal Information	<b>Phone number:</b>	Redacted under FOIA Section 40, Personal Information
<b>Authorised by:</b>		<b>Email:</b>	
<b>Commercial Contact (if applicable):</b>	N/A		
<b>Project Start Date</b>		26 September 2023	
<b>Project Completion Date</b>		26 January 2024	
<b>For any projects over the direct award threshold, full competition is required (i.e. all Suppliers on the Lot are invited to quote).</b>	<b>Direct Award</b>		<b>Mini-comp</b> X

**Proposal return date: (no less than 10 working days from current date)**

Monday 4 September 2023 (clarification questions deadline 23rd August 2023)

**Evaluation criteria:**

**Suppliers:** 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>Quality</b>	<b>Weighting</b>	<b>60%</b>
<b>Price</b>	<b>Weighting</b>	<b>40%</b>

**Quality Sub-Criteria Weightings: (Indicative only)**

<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 tasks with supporting literature references and exemplars, as relevant. Justify the proposed approach by explaining why the methods proposed are the most suitable.</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><b>The response must be a maximum of 6 sides of A4, font size 11.</b></p>	<b>35%</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.</li> </ul>	<b>25%</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:</li> <li>• The project will require knowledge and experience of recreational activities impacting protected sites, GIS mapping, data 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> <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>	
<b>3. Project Management, Ability to Deliver</b>	<ul style="list-style-type: none"> <li>• Details provided of the project timeline, quality assurance measures (including internal monitoring and review processes), project management techniques and reporting and support systems.</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><b>The response must be a maximum of 4 sides of A4, font size 11.</b></p>	<b>30%</b>
<b>4. Risk</b>	<ul style="list-style-type: none"> <li>• Include project-specific risk matrix – quantify likelihood and impact of risk and dependencies and outline mitigation measures including contingency in the event of delays, staff absences, staff turnover etc.)</li> <li>• The contractor must also consider all issues relating to GDPR and confirm that they will comply fully with this and any associated legislation or Governmental guidance.</li> </ul>	<b>10%</b>
<b>5. Health &amp; Safety</b>	N/A	
<b>6. Sustainability</b>	N/A	

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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)**
**Developing Data Holdings on Recreational Pressure on Protected Sites from Local and Destination Use**
**Background**

The value to be gained by people from having recreational access to natural greenspace is widely recognised and is at the core of Natural England's work to connect people with nature. It is also recognised that there are some circumstances in which the type or extent of recreational activity taking place on a protected site can cause detrimental impacts to the features for which it was notified.

In the context of this piece of work the designated sites concerned are; Sites of Special Scientific Interest (SSSI) and National Nature Reserves (NNR).

The intention of this contract is to provide Natural England with data for assessing potential drivers of recreational pressure on protected sites. Some of the questions we want to investigate are;

- What is the population size of people living within buffers of different distances around individual SSSIs?
- Within these buffers what accessible greenspace other than the SSSI is available for people to use?
- Does the NE data on sites indicating impacts from recreation show any correlation with the size of population living around a SSSI or the availability of other accessible greenspace?
- An individual SSSI is likely to act as a local resource for people living close by and possibly as a destination to travel to for people living further away. Information on this aspect can be gathered through visitor survey and interviews. NE want to explore if there are other readily obtainable sources of data that could be used to identify the degree to which an individual SSSI is being used as a destination and the reasons why it is functioning in this way.

NE intend to use the analysis to prioritise and tailor our activities to manage existing and future recreational impacts through the use of on and off-site mechanisms.

**Task 1. Population within the “catchment” of protected sites.**

This task aims to try and understand the likely “visit profile” of sites through looking at the likely degree to which visits are either local (mostly on foot) or “destination” probably by vehicle or both.

Using the distances below, create a series of buffers around all SSSIs (4100+) and summarise the likely population contained within these buffers. The buffers used will be determined using the Green Infrastructure Accessible Greenspace Standards.

The following buffers are required:

- 200m
- 300m
- 1km



- 5km
- 10km. If the processing power or other technical issues make buffers of this size difficult to produce the contractor will suggest an approach to be taken for agreement with NE.

The results of this analysis will be provided in map, graphical and table form.

### **Task 2. Accessible greenspace within the “catchment” of protected sites**

This task seeks to understand the overall accessible green space “supply” within the buffer.

Using the buffers below, summarise the amount of other accessible greenspace (not including the buffered protected site) present within the buffers.

The following buffers are required:

- 200m
- 300m
- 1km
- 5km
- 10km. If the processing power or other technical issues make buffers of this size difficult to produce the contractor will suggest an approach to be taken for agreement with NE.

The results of this analysis will be provided in map, graphical and table form.

### **Task 3. Correlation between Task 1 and 2 and existing information on protected sites being affected by recreational impacts**

This task will attempt to assess the links between green space provision and recreational impacts on protected sites by exploring the “supply v demand” characteristics of sites (comparing catchment population with supply of green space in the catchment) before then considering data regarding recorded “impacts” on sites from recreational activities.

NE has data regarding protected sites where impacts from recreation has been recorded or is currently perceived as a potential threat. This information will be used in conjunction with that generated in Tasks 1 and 2 to conduct an initial exploratory assessment of relationships between existing and new data: the size of the population within the catchments of the SSSI and the amount of other accessible greenspace within the catchments, generating new insights which may help assist with our understanding and management of recreational pressures.

The results of this analysis will be provided in map, graphical and table form.

### **Task 4. What metrics may be indicative of a destination site?**

This task seeks to explore the range of desk based data sources that can be used to indicate whether a site is used as a destination? Data sources must be readily obtainable and of low or no cost. The contractor should suggest an approach to assembling data and then using the approach trial data collection for a range of sites (50) of different sizes and evaluate if the data indicates a greater or lesser role as a destination. Examples of data that may be used include, but are not limited to, numbers of social media posts, quantity of geotags, mentions in cultural texts or guidebooks, characteristics of car parks, etc.

### **Task 5. Outputs**

The results of tasks 1 to 4 should be presented in a technical report together with the data tables used to generate the outputs.

GIS files for the protected sites, buffers created and associated data used to derive the tables etc. GIS files for the buffers around sites and data used for the assessment should be provided in ArcPro compatible format.

Copies of any analysis codes such as “R” or “Python” scripts used to analyse the data.

#### Sources of data

NE can make available the following data:

Data layers used within the Green Infrastructure Mapping [Green Infrastructure Map](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Map.aspx) ([naturalengland.org.uk/https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Map.aspx](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Map.aspx)).

SSSI boundary data.

CMSi data on recreational pressures and impacts.

If the bidder feels there are other datasets required to complete the tasks then they should identify these in the proposal and any associated.

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

The supplier will require experience of manipulating and analysing large geographic and other datasets and of researching and collating new datasets. The supplier should have access to the computing power required to manage and produce the desired data.

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

Task no.	Task and deliverable	Completion date	Payment Schedule (%)
1	<b>Task 1. Population within the “catchment” of protected sites.</b>  Milestone 1: Agreement on the methodology to apportion population.	8 October 2023	
2	<b>Task 2. Accessible greenspace within the “catchment” of protected sites</b>		
3	<b>Task 3. Correlation between Task 1 and 2 and existing information on protected sites being affected by recreational impacts</b>  Milestone 1: Buffers produced and population and greenspace	End November 2023	30%

	<p>provision derived for each protected site for each buffer.</p> <p>Milestone 2: Integration of existing information on recreational pressures with the task 1 and 2 outputs.</p> <p>Milestone 3: Presentation of findings for Tasks 1, 2 and 3.</p>		
4	<p><b>Task 4. What metrics may be indicative of a destination site?</b></p> <p>Milestone 1: Presentation of findings for task 4</p> <p>Milestone 2: Draft technical report for comment</p>	End December 2023	<b>30%</b>
5	<p><b>Task 5. Outputs.</b></p> <p>Milestone 1. Final technical report submitted together with data package, including GIS files.</p>	End January 2024	<b>40%</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.

**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.

**6. Further Sustainability Considerations****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**

**Supplier's Name:** The Environment Partnership (TEP) Ltd

**Call-Off Reference:** PRAPS013

**Lot Number:** Lot 7

**Date:**

**Note:**

**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.**



































**5. Health & Safety** (only complete if requested in defined evaluation criteria)

Redacted under FOIA Section 43, Commercial Information

**6. Sustainability** (only complete if requested in defined evaluation criteria)

Redacted under FOIA Section 43, Commercial Information

**7. Cost Proposal**

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

Task No.	Name	Framework Grade	Day Rate	No. of Days or part thereof	Cost
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Redacted under FOIA Section 43, Commercial Information

Redacted under FOIA Section 43, Commercial Information

Redacted under FOIA Section 43, Commercial Information

<b>Overall Costs (Excluding VAT)</b>		<b>£29,486.00</b>
By signing this form <i>(The Environment Partnership (TEP) Ltd)</i> agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Planning Related Advice Professional Services (PRAPS) Framework – Call-Off Contract.		
<b>Supplier Project Manager:</b>	Redacted under FOIA Section 40, Personal Information	
<b>Signature:</b>		
<b>Date:</b>	08 <sup>th</sup> September 2023	

### 3.0 Order 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.

## Planning Related Advice Professional Services (PRAPS) Framework

### ORDER AGREEMENT

**To be completed by Authority Contract Manager and sent to Supplier for  
countersignature**

**Project Title:**

Recreation and Protected Sites: Developing Data Holdings on Recreational Pressure on Protected Sites from Local and Destination Use

**Call-Off Reference:** PRAPS013

**Bravo project ref (if applicable):**

**Date:** 06/10/2023

THE Contracting Authority: Natural England

THE Supplier: The Environment Partnership (TEP)Ltd

### APPLICABLE FRAMEWORK CONTRACT

This Order Agreement is for the provision of the Call-Off Deliverables and dated 06/10/2023. It is issued under the Planning Related Advice Professional Services (PRAPS) Framework Agreement reference PRAPS013 for the provision of;

**Recreation and Protected Sites: Developing Data Holdings on Recreational Pressure on Protected Sites from Local and Destination Use.**

CALL-OFF LOT: Lot 7

**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: 06/10/2023

CALL-OFF EXPIRY DATE: 31/01/2024

CALL-OFF INITIAL PERIOD: 4 months

For and on behalf of the Supplier:

Signature:

Redacted under FOIA Section 40, Personal Information

Name:

Redacted under FOIA Section 40, Personal Information

Role:

Redacted under FOIA Section 40, Personal Information

Date: 09/10/2023

For and on behalf of the Authority:

Signature:

Redacted under FOIA Section 40, Personal Information

Name:

Redacted under FOIA Section 40, Personal Information

Role:

Redacted under FOIA Section 40, Personal Information

Date: 06/10/2023