



Department  
for Environment  
Food & Rural Affairs



## **Call-Off Procedure:**

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

## **Tender Reference: PRAPS Lot 4**

**Project No: 034 ITT No: N/A Contract No: N/A**

**Date: 27/02/2024**

### **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.

## Framework Call-Off Form

<b>Planning Related Advice Professional Services (PRAPS) Framework</b> <b>REQUEST FOR PROPOSAL</b>			
<b>Project Title:</b>		Categorising 50 NN reports in Cumbria	
<b>Call-Off Reference:</b>		PRAPS034	
<b>Atamis Project Ref (if applicable):</b>		Project – N/A ITT – N/A	
<b>Date:</b>			
<b>Contracting Authority (Defra and its arms-length bodies etc)</b>	Natural England		
<b>Project Manager(s):</b>	<div>Redacted under FOIA Section 40, Personal Information</div>		
<b>Authorised by:</b>	<div>Redacted under FOIA Section 40, Personal Information</div>		
<b>Commercial Contact (if applicable):</b>			
<b>Project Start Date</b>	7 <sup>th</sup> March 2024		
<b>Project Completion Date</b>	29 <sup>th</sup> March 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>	X	<b>Mini-comp</b>
<b>Proposal return date: (no less than 10 working days from current date)</b>	7 <sup>th</sup> March 2024		

<b>Evaluation criteria:</b>
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## Framework Call-Off Form

<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>Quality</b>	<b>Weighting</b>	<b>60%</b>
<b>Price</b>	<b>Weighting</b>	<b>40%</b>
<b>Quality Sub-Criteria Weightings: (Indicative only)</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>Explain and set out the proposed approach for delivering the work and explain how you intend to respond to the individual cases.</li> <li>Ensuring advice is line with current NE advice on similar and current cases within Cumbria.</li> <li>Ensure there is an understanding of the latest guidance published by NE and that this produces consistent responses to cases.</li> </ul>	<b>40%</b>
<b>2. Proposed Staff (inc. Pen Portraits) and Supplier's experience/accreditations</b>	<ul style="list-style-type: none"> <li>Demonstrate a clear understanding of the requirement of NN and HRA process.</li> <li>Demonstrate previous experience from NN cases and planning responses with complex drainage systems.</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>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>	<b>25%</b>

## Framework Call-Off Form

<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> </ul>	<b>25%</b>
	<ul style="list-style-type: none"> <li>Detail the communication process if certain cases expand the deadline, depending on the batch the case is sent out in.</li> <li>Five MS Teams meetings with Natural England Project Manager reporting on progress and risks on a weekly basis, likely to be a Friday morning session. Email updates as required.</li> </ul>	
<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 etc.)</li> <li>Extra Information on Risk:               <ul style="list-style-type: none"> <li>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.</li> <li>The contractor must also consider all issues relating to GDPR and ensure full compliance with this and any associated legislation or Governmental guidance.</li> <li>All contact with Natural England Staff will take place virtually via MS Teams or on the telephone and/or via email.</li> </ul> </li> </ul>	<b>10%</b>

**Specification Summary**

**1. Description of work required – overall purpose & scope (including reporting requirements)**

Framework Call-Off Form

The contract

You will be responsible for providing supporting expert planning and water quality advice the Natural England Cumbria area team on the current backlog of casework within the system. This will involve assessing planning casework and related environmental assessments that could result in an increase in phosphorus discharged into the habitats sites below. The cases included in this contract will be smaller applications than previously sent through and from NE experience take 1- 2 hours per case to complete.

The type of advice to be provided will include:

- advice and analysis of evidence documents, nutrient impact assessments, studies and calculating tools and information used to inform development proposals (including the

bespoke calculator commissioned by the Local Authorities) to demonstrate nutrient neutrality

- solutions focussed, evidence- based advice in line with NE standards and guidance
- advice on whether the conclusions of HRAs/shadow HRAs can be supported by Natural England, based on adherence to the NN mitigation principles.

The contractor will be required to assess NN casework for the following information:

- **Calculator:**

- Review the Nutrient Budget Calculator to assess the accuracy of the calculations to determine if the nutrient budget demonstrates with sufficient certainty that the development will be nutrient neutral.
- Contractors will need to understand the Natural England calculator guidance noting;
- The Occupancy rate should be 2.4, unless the LPA has specifically lowered the occupancy rate for tourism development,
- Water usage, which should be listed as 120l unless stated otherwise with justification.
- User defined figures in Stage 1, if there are PTP user defined figures they should be supported by an appropriate PTP certificate
- Ensuring appropriate Land Use types are chosen in Stage 2 and Stage 3 is also important.

- **Mitigation**

- Where mitigation is required, you will need to identify if the proposed mitigation is suitable to achieve nutrient neutrality. The determination should consider the appropriateness of the selected mitigation proposals in line with the Conservation Objectives for the habitats site.
- The mitigation should also be appropriate for the catchment that is it in, ensuring it follows the rules set out in NE guidance and it is located appropriately to ensure it is a functioning tool for P removal.
- Offsite mitigation should be upstream of the WwTw, especially on the appropriate tributary for development within the River Eden SAC.
- Given that the majority of this casework will be between 1 – 15 houses, several applications will discuss the upgrade of Septic Tanks into more effective Package Treatment Plants. The contractor will need to assess where the septic tank is in relation to new developments in the same way they would for land use change mitigation.

**Habitats Regulation Assessment**

- A Habitats Regulations Assessments should be included in every application detailing how the development has been made neutral in the appropriate assessment. However, we do acknowledge that smaller applications may be missing HRAs at this stage.
- If a determination cannot be made on the submitted information, then details of the additional information required should be provided.



## Framework Call-Off Form

The contractor will provide a written assessment and draft consultation response for NE staff. The contractor would be able to feedback the key issues of these cases, detailing specific themes and common mistakes the applicants make as well as noting the most efficient mitigation type within each catchment. Verbal feedback for statutory work may be needed should a case be complex should take place on a fortnightly basis given the deadlines for our advice back to the Local Planning Authority.

You will be required to state which of the following 4 categories each case fits into after assessing the above information and providing Natural England with a written response outlining why the case fits into the category and any recommendations for the application to be completed.

- 1) The calculations are incorrect/incomplete. You will provide details of where the applicant has inputted incorrect information and include advice on how to ensure the calculations are accurate. This category should also be selected if a calculator or HRA is missing.
- 2) The proposed mitigation is NOT suitable to remove the calculated amount of P, you will provide reasons for its unsuitability.
- 3) The type of Mitigation IS suitable BUT doesn't adequately mitigate the full impacts of the proposed development. Details of what additional information is needed from the applicant.
- 4) Mitigation IS suitable and the development demonstrates it can achieve nutrient neutrality.

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

All employees working on this contract should have a good understanding of how Nutrient Neutrality works, including being able to interpretate the calculator and a Habitats Regulations Assessment. The contractor will need to have specialist water quality experts on hand for more difficult cases and for high risk cases have the ability to assess wetlands and extensive tree planting. The latest NE guidance should be used in order to ensure up to date decision are being utilised.

## 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	Review of the first round of 25 cases	15 <sup>th</sup> March	50%
2	Review of the second round of 25 cases	29 <sup>th</sup> March	50%
3			
4			

## Framework Call-Off Form

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**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.

N/A

**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































*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.	Consultant name	Framework grade	Day rate (£)	No. days or part thereof	Cost (£ exc VAT, all items)
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Redacted under FOIA Section 43, Commercial Information

<b>Total costs</b>	<b>34243.00</b>
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By signing this form *AECOM Ltd* agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the related Advice Professional Services (PRAPS) Framework – Call-Off Agreement.

**Supplier Project Manager:**

Framework Call-Off Form

<b>Signature:</b>	We can sign order Agreement below, following confirmation of intent to award us this work.
<b>Date:</b>	

27-02-24

### 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.

<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:</b></p> <p><b>Call-Off Reference: PRAPS034 Bravo</b></p> <p><b>project ref (if applicable):</b></p> <p><b>Date:</b></p>

THE Contracting Authority: Natural England

THE Supplier: AECOM Ltd

#### APPLICABLE FRAMEWORK CONTRACT

This Order Agreement is for the provision of the Call-Off Deliverables and dated 26/10/2023. It's issued under the Planning Related Advice Professional Services (PRAPS) Framework Agreement reference 034 for the provision of Categorising 50 NN reports in Cumbria.

CALL-OFF LOT: 034

**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.

Framework Call-Off Form

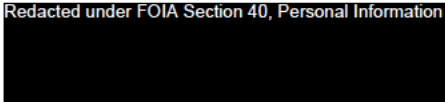
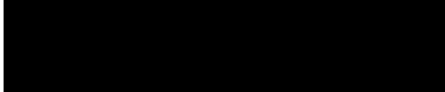

CALL-OFF START DATE: 7<sup>th</sup> March 2024

CALL-OFF EXPIRY DATE: 29<sup>th</sup> March 2024

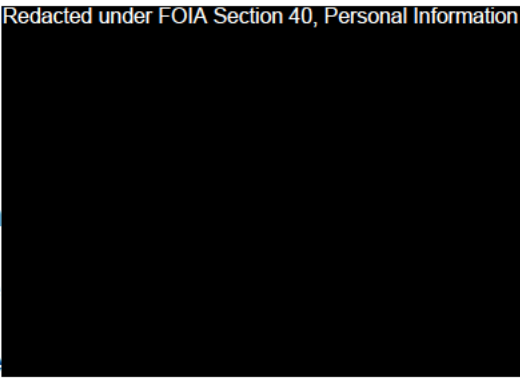
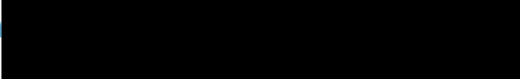
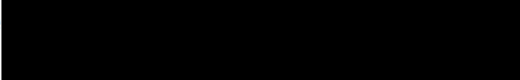
CALL-OFF INITIAL PERIOD: 22 days

For and on behalf of the Supplier:  
the Authority:

Signature:

Name:   
Role:   
Date: 

For and on behalf of

Redacted under FOIA Section 40, Personal Information  
Sign   
Name   
Role   
Date 