

Planning Related Advice Professional Services (PRAPS) Framework

PART 1: REQUEST FOR PROPOSAL

Contract Title: Advice to Nutrient Neutrality sustainable development casework in the Sussex & Kent area (Chichester Harbour and Stodmarsh)

Contract Manager Name:	Redacted under FOIA section 43 Personal Information	Contract Managers email:	Redacted under FOIA Section 43 Personal Information
Framework Reference Number:	PRAPS033	Lot Number:	Lot 4
Atamis Number <i>(if applicable, refer to guidance)</i>	N/A	Defra Group Commercial Contact <i>(If applicable, refer to guidance):</i>	N/A
Date: 01/02/2024			
Contract Start Date	19/02/2024		
Contract Completion Date	29/03/2024		
Procurement Route:	Direct Award	<input checked="" type="checkbox"/>	Minicompetition <input type="checkbox"/>
Proposal return date: <i>(For mini competitions, no less than 10 working days from issue date)</i>	09/02/2024		
Clarification Question Date: <i>(For mini competitions, also insert the clarification question deadline date which is five working days from the issue date)</i>	08/02/2024		

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 technical or price scores.

Technical Weighting			60%
Price Weighting			40%
Quality sub-criteria weightings	Threshold (remove if not applicable)	Technical Weightings: (Indicative only – To be adjusted to suit each contract)	
1. Approach & Methodology	<input type="checkbox"/> Clearly set out the proposed approach and methodology for delivering the contract, include justification on suitability. <input type="checkbox"/> Demonstrate understanding of what Natural England is trying to achieve through the contract.		40%
2. Proposed Staff (including CVs) and Supplier's experience/accreditations	<input type="checkbox"/> Demonstrate previous experience of carrying out the work specified. <input type="checkbox"/> Demonstrate that staff selected for the work have the appropriate skills and experience. <input type="checkbox"/> Confirm the availability of staff put forward. CVs of key staff can be included as attachments, maximum of 2 A4 pages, font size 11.		25%
3. Project Management, Ability to Deliver	<input type="checkbox"/> Provide a project timeline including contingency. <input type="checkbox"/> Demonstrate quality assurance measures.		25%
4. Risk	<input type="checkbox"/> Include specific risks involved		10%
5. Health & Safety (if no working at height or near water, mark as 'N/A' and redistribute %)	N/A		
6. Sustainability (if no travel etc. mark as 'N/A' and redistribute %)	N/A		

Specification Summary <i>(please see accompanying full specification for further details)</i>
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1. Description of work required – overall purpose & scope (including reporting requirements)

The contract

<p>You will be responsible for providing supporting expert planning and water quality advice to the Natural England Thames Solent Area Team on planning casework and related environmental assessments (e.g. Habitats Regulations Assessment (HRA)) that could result in increased nutrient</p>

loads to relevant protected sites, in line with Natural England's operational standards and guidance documents.

The type of advice to be provided will include:

- analysis of and advice on evidence documents, nutrient impact assessments, studies and nutrient budget calculations and any other information used to inform development proposals 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.

We are seeking advice on up to 3 cases per week, between the 19th February and the 29th March 2024 (6 weeks, up to 18 cases).

Under the scope of the contract Natural England would be seeking expert advice for the following casework:

Review of the nutrient budget calculation for a planning application, identifying any areas of discrepancy where you do not concur with the values used by the applicant in the calculation, based on Natural England's Solent methodology and guidance documents for Chichester Harbour, and Natural England's Stodmarsh methodology and guidance documents for Stodmarsh . Consideration of the suitability of the mitigation proposals (for N and P), including whether they meet the Nutrient neutrality principles (Natural England, Feb 2022) Natural England will provide:

- a) a link to the LPA planning website(s) where the calculators and other supporting information for the planning application will be available to download/access.
- b) a template response letter to complete
- c) Copies of the Solent and Stodmarsh nutrient budget calculators
- d) Copy of Nutrient neutrality mitigation principles (NE, Feb 2022)
- e) Copy of Solent Nutrient Methodology v5 (2020) to refer to spatial principles for Nitrogen mitigation in the Solent
- f) Copy of Stodmarsh Nutrient Methodology (Nov 2020)
- g) guidance on how to assess Package Treatment Plant proposals (PTPs)
- h) Copy of Thresholds for Insignificant Effects – Phosphorus Discharges to Ground (Annex F of NE Advice letter, March 2022)
- i) Wetland Mitigation Framework
- j) An excel spreadsheet checklist, to assist with review of the proposals.

The consultant is expected to return:

- a) the completed response letter, retaining and tweaking as necessary the relevant standard paragraphs.
- b) The consultant is expected to provide a conclusion within the letter as to whether the calculated nutrient load for the development and the proposed mitigation measures can be relied upon for the purposes of the competent authority's HRA or adopted shadow HRA.

- c) The consultant would be expected to respond to Natural England with the above information within 10 working days of receipt of the information for each case.

Nutrient budget calculations

The consultant is expected to consider the following elements of each stage of the nutrient budget calculations:

Stage 1

- i. the number of dwellings entered in the calc. is the same as the development description in the planning application.
- ii. the occupancy rate and water use values at Stage 1 are the standard values (i.e. 2.4 and 120 ltr/p/d for NE calc.) and if not whether suitable evidence is provided to support the bespoke values used.
- iii. the foul water disposal treatment is as per the development/drainage strategy description in the planning application and that the correct permit or effluent level has been selected (for PTPs, a certificate should be provided by the applicant as evidence)
NB: For PTP proposals within the Stodmarsh catchment, check if the proposal meets the thresholds for insignificant effects for P discharges.
- iv. Whether the appropriate land use(s) and corresponding area(s) have been applied at Stage 2

Stage 2

- i. The land use areas for each proposed land use type correlate with the development proposals/description and match with the overall total area for development and the previous stage.
- ii. The proposed land use categories entered accurately represent, or are the best fit, for the proposed land use types on the development site (refer to the guidance descriptions for each land use type within the NN methodology (The Solent with Deductible Acceptable Load)

Mitigation proposals

The consultant will be expected to consider how the mitigation proposals meet all of the NN mitigation principles and if not what further information is required to meet the principles.

Mitigation proposals are to be assessed using the most appropriate Natural England advice and guidance documents – All NN principles ([Nutrient Neutrality Principles \(TIN186\)](#)), SUDs guidance ([Ciria 808F](#) and [815F](#)), Natural England Wetland Mitigation Framework guidance ([Designing for Nutrient Neutrality](#)), NN Mitigation options Ricardo report (to be published shortly), [Nutrient Neutrality Mitigation FAQs and summary](#) guide and scientific literature relevant to the proposed mitigation solution.

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

The supplier will need to demonstrate a proven track record of successful project management and delivery of advice on casework in accordance with agreed timescales.

Ideally the contractor will already have some past experience of dealing with nutrient neutrality using the Natural England calculators and guidance.

Staff will need to have, or have the ability to quickly develop:

- A thorough knowledge and understanding of Natural England's Nutrient Neutrality Methodology and Guidelines.
- An understanding of the local context of nutrient neutrality across the Solent, Itchen and Lambourn NN catchments and the supporting evidence for NN in these catchments.

They will need a good understanding and knowledge of:

- The issues surrounding water quality and the causes and impacts of pollution on protected sites/waterbodies
- The mitigation measures available to achieve nutrient neutrality
- Habitats Regulations and the Habitats Regulations Assessment process

The development management planning system and local authority processes

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

Please provide details of the project timeline and how you will deliver the work to the required standard, including management and quality control.

Task no.	Task and deliverable	Completion date	Payment Schedule (%)
1	<p>Scenario 1: Chichester Harbour cases (N only) incl use of strategic mitigation (N credits)</p> <p>Produce a standalone review of the nutrient budget calculations and brief review of proposed purchase of strategic mitigation for a planning application - identify any areas of discrepancy where you do not concur with the values and methodology chosen by the applicant.</p>	Within 5 working days of receipt of information from NE	Payment to be made at the end of March 2024.

2	Scenario 2: Chichester Harbour cases (N only) Produce a standalone review of the nutrient budget calculations and bespoke mitigation proposal for a planning application - identify any areas of discrepancy where you do not concur with the values and methodology chosen by the applicant.	Within 10 working days of receipt of information from NE	Payment to be made at the end of March 2024.
3	Scenario 3: Stodmarsh (N & P) Produce a standalone review of the nutrient budget calculations and bespoke mitigation proposal for a planning application - identify any areas of discrepancy where you do not concur with the values and methodology chosen by the applicant.	Within 10 working days of receipt of information from NE	Payment to be made at the end of March 2024.

4. Risk

Note: This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.

We are aware that some applicants and LPAs will be using your services for nutrient neutrality. As there would be a risk of conflict of interest, we will not send you consultations which you have had prior or current involvement in.

5. Health and Safety Requirements

Note: Only include if the work involves site visits. Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

6. Sustainability Considerations (Only use if the work requires travel)

Planning Related Advice Professional Services (PRAPS) Framework

PART 2: PROPOSAL & QUOTE

To be completed by the Supplier

Note: Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless stated above). Attachments must not be included unless requested except for a programme of work and full cost schedule if you consider these would support your proposal.

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it make or append Caveats and Assumptions in your proposal – any points of uncertainty must be clarified as a clarification point prior to submitting the proposal. Where assumptions are to be used, these will be stated by the Authority's Project Manager.

1. Approach & Methodology

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Redacted under FOIA Section 43 Personal Information, Redacted under FOIA Section 43 Commercial Information

Overall Costs (excluding VAT) 18420

Overall Costs (including VAT) 22104

By signing this form (AECOM) 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.

Supplier Project Manager:

Redacted under FOIA Section 43 Personal Information

Signature:

Date:

Planning Related Advice Professional Services (PRAPS) Framework

PART 3: AGREEMENT

To be completed by Framework Manager and Authority Contract Manager

Approved by Framework Manager:

Redacted under FOIA Section 43 Personal Information

	Date: 12/02/2024
Contract Award Date:	12/02/2024
Agreed by Supplier:	Name: Date: Click or tap to enter a date.
Approved by Contract Manager:	Redacted under FOIA Section 43 Personal Information
	Date: 12/02/2024
Terms and Conditions	All call off contracts under the PRAPS Framework are subject to the terms and conditions agreed at framework award.
You must have a purchase order number from Natural England before you start any work in connection with this proposal.	

Planning Related Advice Professional Services (PRAPS)

Framework

PART 4

Change Control Schedule

Notes**To be completed by Contracting Authority Project Manager**

Any extensions, price changes or amendments to existing orders need to be discussed with the Framework Manager before being agreed with the Contractor. Please remember to amend your Purchase Order in SOP if necessary.

The table below should be used to record and authorise the agreed changes throughout the project. A Change Control Notice (CCN) should be completed for substantial changes to the project and a summary provided in the table below.

Send a copy of the revised Project Form and CCN (if used) to the Contractor once the change has been agreed and approved. A copy should also be sent to your Commercial Lead if a Atamis reference has been provided.

10. Change Control

All amendments to project scope, timetable or costs must be submitted to and approved by the Contracting Authority PM prior to implementing the change.

Change Details	CCN Ref. (if applicable)	Revised completion date (if applicable)	Revised Project Cost (if applicable)	Approved by (Framework Manager / Date)