

# **Lancaster City Council**

## **Local Plan Review**

### **Level 1 Strategic Flood Risk Assessment**

#### **Project Brief**

**January 2024**

## **1. INTRODUCTION**

- 1.1 Lancaster City Council (the council) is in the early stages of the preparation of a full Local Plan review and is seeking to assemble a proportionate and robust suite of evidence to underpin its understanding in preparing the content and direction of the plan. Much of this evidence will be put together internally within the Council but it will be necessary to sought expert external advice from planning consultants for a wide range of assessment, studies and strategy work.
- 1.2 Water management is a significant issue in Lancaster District (the district). The district has experienced several episodes of flooding in recent years, the most severe relating to Storm Desmond in 2015, which was referred to as unprecedented, but was followed by further severe flooding in 2017. During the 2015 Storm Desmond event, over 250 homes and 200 businesses were flooded in with nearly 68,000 properties affected by loss of services such as electricity or sanitation, restricted access, or the gardens/grounds were flooded. A fifth of the properties flooded in Lancashire were in this district. In November 2017, around 658 properties were affected in the Lancaster district out of approximately 982 across Lancashire. There have been flooding incidents since, which while less widespread still have had a significant impact on those affected.
- 1.3 Given the projected changes to precipitation and sea level and the severity of and ongoing nature of recent flood events, addressing flood risk through planning policy is of the utmost importance. To achieve this the council is seeking consultancy support for the preparation of a Strategic Flood Risk Assessment Part 1 (SFRA) to inform and shape the Local Plan's development strategy and associated policies.
- 1.4 The SFRA should advise on how water management opportunities can be maximised to reduce flood risk and adapt to climate change through the spatial distribution of development and policy measures within the district. The outcomes of the SFRA will form a key part of the council's evidence base for its emerging Local Plan. It will be used to assist in the formulation of land allocations for development and, where appropriate, specific policies in relation to water management and adapting to climate change.
- 1.5 With this context in mind, the council wishes to appoint professionally qualified and appropriately experienced consultants to prepare a SFRA following the approach set out within this brief.

## **2. THE CLIENT**

- 2.1 The council is looking to procure this work under its role as Local Planning Authority for the district. The project is being commissioned by:

Planning & Housing Strategy Team  
Planning and Climate Change Service  
Lancaster City Council  
PO Box 4  
Town Hall  
Lancaster City Council LA1 1QR

### 3. BACKGROUND

- 3.1 The council adopted its current Local Plan in July 2020. The Local Plan consists of a Strategic Policies & Land Allocations Development Plan Document and a revised Development Management DPD. The adopted Local Plan sets out a detailed planning framework for the district, making strategic decisions on a range of matters including the quantum and location of new development and evolving a suite of planning policies to guide new development.
- 3.2 On adoption of the Local Plan in 2020, the council immediately embarked on a Partial Review; its specific focus being the strengthening of policies to address the implications of Climate Change at a local level and the ambitions of the Councils Climate Emergency declaration of January 2019. This Partial Review remains ongoing albeit in its latter stages, with a Public Examination in late 2022 and adoption anticipated in Spring 2024.
- 3.3 Parallel to the work which is ongoing with the Partial Review, in September 2023 the council resolved to commence a full and comprehensive review of the Local Plan in light of a number of material changes in circumstances which have taken place locally since its original adoption.
- 3.4 Firstly, the anticipated levels of growth anticipated in the adopted Local Plan, particularly in South Lancaster through the delivery of Bailrigg Garden Village, have suffered a significant set-back through the suspension of the South Lancaster Growth Catalyst. This resulted in the loss of in the region of £140m of investment in road and transport improvement in the South Lancaster area, placing a considerable challenge of the wider delivery of Bailrigg Garden Village. As part of the decision to commence the Full Review of the Local Plan, the council also decided to cease work on proposals for a new Garden Village in South Lancaster.
- 3.5 Secondly, there has been a persistent under-delivery of housing within the district placing great pressure on the council's 5-year housing supply position. Whilst some of the factors which have led to such pressure have arisen from factors outside of the council's control (for instance the COVID 19 Pandemic and wider economic volatility at a national level) it is nevertheless incumbent on the council to address this under-delivery through the appropriate actions which the council believe to be a full review of the Plan.

### 4. THE PROJECT

#### **Objectives**

- 4.1 The objectives for the SFRA include the provision of a reference and policy document and associated maps which will inform the drafting of local plan policies and designation / allocation of land and the determination of future planning applications and ensure decisions and development:
  - Reduces flood risk through spatial planning and site design;
  - Reduces surface water runoff from new developments and agricultural land;
  - Manages, mitigates and adapts to flood risk and climate change risks;
  - Enhances and restores water courses to reduce flood risk;
  - Protects and promotes areas for future flood alleviation schemes including Natural Flood Management.

#### **Geographical Scope of the SFRA**

- 4.2 The SFRA must cover the whole of the area within the council's administrative area and consider the risks to and from surrounding areas.

**Scope and Content of the SFRA**

4.1 The SFRA should:

- a) Accord with the legislation, regulations, government policy and guidance for flood risk management and climate change.
- b) Be prepared in consultation with:

Lancaster City Council	The Environment Agency
Lancashire County Council (Local Lead Flood Authority)	United Utilities
Lancashire County Council (Highways Authority)	Canal and Rivers Trust
Emergency Services (inc. Lancashire Fire & Rescue)	Marine Management Organisation
North West Regional Flood & Coastal Committee	Lune / Wyre / South Cumbria River Trusts
Local Flood Action Groups & Resilience Groups	Neighbouring Authorities
Parish & Town Councils (specifically in relation to identifying historical & current flood risks)	The City Council's consultants for ecology and biodiversity

- c) Identify and provide an overview of the relevant legislation, policy and guidance for flood risk strategy and management at national, regional and local level.
- d) Identify and utilise all relevant sources including but not limited to:
  - Environment Agency Flood Maps for Rivers and Seas, Surface Water, Reservoirs and Ground Water.
  - National Flood and Coastal Defence Database (NFCDD) and National Flood Risk Assessment (NaFRA)
  - Environment Agency Reports and models and flood mapping studies
  - National Flood and Coastal Erosion Risk Management Strategy for England and Schemes
  - North West River Basin District Flood Risk Management Plan
  - North West Shoreline Management Plan, associated Guidance Notes and Coastal Erosion Data
  - North West Marine Plan
  - Local Flood Risk Management Strategies and guidance, Lancashire SuDS Proforma, Multi-Agency Flood Plans and Surface Water Management Plans
  - Environment Agency Catchment Flood Management Plans
  - United Utilities including the Drainage and Wastewater Management Plan
  - Historical Flood Records – available from Environment Agency, the council, United Utilities and IDBs, Canal and Rivers Trust and the LLFA Flood Investigation Reports (Section 19), LLFA Flood Risk Asset Register and other LLFA data, Highway Authority record
  - Information and advice from flood risk management authorities
  - Parish/Town Councils and Local Flood Action groups
  - Geological and soil maps
  - BGS data for ground water
  - Guidance on mining and groundwater constraints for developments.
  - DrWPAs, SPZa, SgZa and WPZs
  - Existing SRFAs
  - The Flood Hub
  - The Green and Blue Infrastructure Strategy

- e) Identify the latest climate change allowances and guidance. This should be applied to the SFRA to determine the impacts on the district and the vulnerability of development.
- f) Identify and provide GIS (e.g. shapefile/geodatabase) based maps to annotate flood risk from all sources. Flood risk mapping shall include as a minimum:
- The issues identified in the government guidance on ‘How to Prepare a Strategic Flood Risk Assessment’.
  - All watercourses (including centre lines and extent), including information available through the LLFA Asset Register.
  - Updated modelled outputs for fluvial/tidal flood risk zones 2, 3a and 3b using the most up to date climate change allowance (see appendix A for draft list of models), including defended and undefended scenarios. Prior to commencement of the climate change modelling, a methodology shall be agreed with the council and the Environment Agency and LLFA. A cost per model should be provided.
  - The new Environment Agency National Flood Modelling may be available during the later stages of the project. It has been agreed that existing available data will be used for the project. New national data is to be added to the SFRA mapping when available but it is not anticipated that climate change modelling etc. will need to be updated.
  - Coastal Change – modelled tidal sea level rise and tidal extremes using the most up-to-date climate change allowances and in accordance with national guidance for FCERM. Prior to commencement of the climate change modelling, a methodology shall be agreed with the council and the Environment Agency.
  - Coastal erosion risks using the Shoreline Management Plan data.
  - Shoreline management policies within the Shoreline Management Plan.
  - Canal risks.
  - Areas benefiting from defences (formal and informal) and flood warning systems.
  - Culverted watercourses, including potential blockages and tide locking due to sea rise.
  - Risks from all sources including localised and ephemeral flooding, flooding resulting from a combination of events and sources, using all available evidence including anecdotal information received through engagement with stakeholders.
  - Recommended flood risk and climate change designations, particularly in relation to those from tidal, watercourses, surface water and ground water, which are most responsive to changes in local conditions) e.g., High Risk Catchments, Critical Drainage Areas and coastal designations such as Coastal Change Management Areas, Coastal Vulnerability Designations.
  - Opportunities to reduce the causes and impacts of flooding, including land for safeguarding, storage and opportunities for natural flood risk management.
  - The maps shall be labelled as outlined in the government guidance on ‘How to Prepare a Strategic Flood Risk Assessment’ and include additional labelling to address the above points.
  - A methodology and explanation of the maps and models should be provided.

The council may put together the SFRA GIS map using shapefiles it has available and supplement this with the additional GIS shapefiles provided by the consultant (for example climate change allowances). Where the council and/or LLFA has shapefiles available, these will be provided to the consultant for use in preparing the SFRA assessment and report. Separate costs should therefore be provided for each item on the basis that the shapefiles may or may not be provided.

- g) The SFRA report shall address the issues outlined in the ‘How to Prepare a Strategic Flood Risk Assessment’ including providing data, evidence, research, modelling and assessment and recommendations to inform the maps/issues raised at 5f and include:

- Assessment of main rivers and associated catchments to include hydrology, geology and topography (Base Flow Index derived using Hydrology of Soil Types classification) and Standard Percentage Runoff derived using Hydrology of Soil Types classification), and average Drainage Path Slope).
- Assessment of flood risk from all sources, including risk from combinations of sources (eg. hydraulic locking of outfalls that are tidally influenced) and events), throughout the district (including localised sources and ephemeral flood risk identified through engagement).
- Assessment of the implications of climate change for flood risk throughout the district for all sources of flood risk over 75 and 100 year timeframes.
- Assessment of coastal erosion, climate change and coastal flood risk.
- Assessment of flood risk management measures and flood warning areas and systems.
- Cumulative impacts assessment.
- Cross boundary assessment.
- Assessment, recommendations and supporting evidence for the designation of and policies in relation to locations where development should be avoided due to current and future flood risk arising from climate change e.g. Critical Drainage Areas, High Risk Catchments, Coastal Flood Risk Areas.
- Assessment, recommendations and supporting evidence for the designation of and policies in relation to locations where development has the potential to exacerbate flood risk elsewhere e.g. Critical Drainage Areas, High Risk Catchments.
- Assessment, recommendations and supporting evidence for the designation of and policies in relation to Coastal Change Management Areas, Coastal Vulnerability Designations, Coastal Change Exclusion Zones and policies.
- Assessment, recommendations and supporting evidence for the designation of and policies in relation to locations where catchments are sensitive to cumulative impact of development e.g. Critical Drainage Areas, High Risk Catchments.
- Recommendations and supporting evidence for addressing the impacts of climate change on flood risk from all sources in the district when considering allocation of sites and development proposals.
- Assessment of the effect of existing, planned new or upgraded flood defences and other features or structures which help to reduce flood risk. The report should make clear the level of certainty that available that these improvements will be delivered.
- Assessment, recommendations and supporting evidence for the designation of land and policies relating to opportunities to reduce the causes and impacts of existing and future flood risk including identification of land that should be safeguarded from development to help manage flood risk, future flood management and infrastructure, future land management practices and natural flood risk management and other potential measures. This will require engagement with the EA, LLFA and Local River Trusts. The assessment should include consideration of how schemes could be funded and taken forward.
- Assessment, recommendations and guidance for an appropriate response for addressing flood risk for locations at risk from the different sources and levels of risks identified.
- Assessment of the variation of risk within flood zones benefiting from flood defence infrastructure and make recommendations for the affected areas.
- Recommendations for addressing watercourses which do not have flood zone mapping therefore appear in flood zone 1 for both local plan purposes and when applications are being submitted.
- Guidance on where and when developers should contribute financially towards the capital costs and/or long-term maintenance of flood defences and Natural Flood Risk Management (existing and proposed).

- Guidance to advise and inform applicants and the Council of their obligations under the latest planning guidance for the preparation of Flood Risk Assessments, Sequential Tests and Exception Tests to comply with the NPPF and the relative assessment of differing risks.
- Guidance on the likely applicability of different Sustainable Urban Drainage Systems (SuDS) techniques, designs and layouts for managing flood risk, with an emphasis on above ground multi-functional SuDS and the amount/proportion of sites required to provide these features.
- Guidance on the use of climate change allowances.
- SFRA User Guide.
- Any other relevant evidence, information, assessment or recommendations at the request of the council or that the consultant considers necessary.

h. The above should be supported by evidence and a methodology.

## **5. PROJECT OUTPUTS**

- 5.1 A written Level 1 SFRA report which is expected to provide a detailed evidence base and assessment of the nature of flood risk throughout the district and the associated catchments and coast, together with recommendations to address the matters required by legislation, policy and guidance and the matters identified at 5g.
- 5.2 Maps should be:
- a. Made available in GIS form (shapefile/geodatabase), with a summary layer plus more layers for technical details
  - b. In a high enough resolution to let the user pan and zoom to site scale (if this is appropriate for the information being shown)
  - c. Labelled, showing any relevant features such as flood embankments and pumps
  - d. Clear about what each map shows - including magnitude of event, source of risk, mechanism of flooding, defence assumptions and climate change allowances
  - e. Referenced – give sources for the information shown on each map, for example, a particular modelling study
  - f. As indicated at 5f and in accordance with government guidance.
- 5.3 The modelled outputs including all model data and relevant model logs as well as relevant report and technical notes.
- 5.4 The draft and final report should be submitted in electronic format using digital interactive tools and apps where necessary. Paragraphs should be numbered and where tabulations are included, a written interpretation of the tabulations is required. The report should be clear, succinct, digitally compatible, easy to understand to a non-specialist and include a non-technical summary. All recommendations and guidance should be clear and as specific as possible, justified and be supported by evidence, which is explained, identifying responsible agencies and actions where appropriate, in order for the council to be able to implement them effectively.
- 5.5 The council wishes to present the SFRA report and maps in a visual easy to navigate interactive GIS map and story map format. The report should also be made available in an easy to navigate, digitised interactive format linking the text to maps.

- 5.6 Background data to the report, with its sources, should be provided to the council in electronic format. The Study will form part of the Evidence Base for the Local Plan of the council and will be made available to the public.
- 5.7 The Council intends to actively manage and influence the SFRA and will expect to comment upon drafts of the report, maps and digital compatibility throughout the process and on a copy of the entire report and maps before it is finalised. The data gathering, assessment, mapping, outputs and report will also be subject to consultation throughout the process with various stakeholders and amendments will be required where necessary before the report is finalised.

## **6. FUTURE WORK (LEVEL 2 SFRA)**

- 6.1 The SFRA will be used to inform the choice of potential allocation sites and the Level 2 SFRA. Once the potential sites are available, there will be a separate tender process for a Level 2 SFRA.

## **7. COSTS**

- 7.1 Submitted proposals should provide a written explanation of the approach and a quotation for the preparation of the SFRA, including any additional costs in its preparation, for example the securing of relevant data, the carrying out of surveys, meetings with council officers. The brief identifies the full range of issues that the council wishes the SFRA 1 to cover. However, it may be decided to omit or revise sections. If the consultant considers there have been omissions, details and costs for these should also be provided. Where appropriate, the submission should include various options for the extent and methodology for the element's sections 6 and 7. A schedule of works including costs should be submitted. Where preparation would include duplication of work for differing bullet points, these should be clearly identified and costs provided for each bullet point and combined elements. Following the COVID Pandemic and shifts in working practices, it is acknowledged that most meetings can be now held virtually, particularly in the case of project update meetings which should be included within the proposal.
- 7.2 Payments should be made at specific trigger points through the course of the project and following the receipt of an invoice with a purchase order provided by the Council. These trigger points can be finalised and agreed prior to appointment but will need to follow on from the receipt of work (for instance a draft report). In the context of this commission the City Council would suggest the following triggers:

### **GIS Maps and modelling**

- 50% of the costs associated with the GIS mapping upon receipt of the draft GIS mapping, to the satisfaction of the council, for all the elements identified at 6f and 7.2 of this brief or in accordance with a revised list defined at the time of the contract.
- 50 % of the costs associated with the modelling upon receipt of the draft modelling data, relevant model logs as well as relevant report and technical notes required for 6f.
- 50% of the costs associated with the GIS mapping upon receipt of the final GIS mapping, to the satisfaction of the council, for all the elements identified at 6f and 7.2 of this brief or in accordance with a revised list outlined at the time of the contract.
- 50% of the costs associated with the modelling upon receipt of the final model data, relevant model logs as well as relevant report and technical notes to the satisfaction of the council.

### **SFRA Report**



- 30% of the costs associated with the SFRA Report, upon receipt of the draft report which addresses all the elements identified, 6g, 7.4 and 7.5, to the satisfaction of the council.
- 70% of the costs associated with the SFRA Report, upon receipt of the final report which addresses all the elements identified, 6g, 7.4 and 7.5, to the satisfaction of the council.

7.3 Please note that whilst looking to obtain the best value for the council, the council is not bound to accept the lowest cost with quality and output of the work being an important consideration. Details of the selection and assessment process are set out in Section 8 and Appendix 2 of this brief.

## **8. SELECTION PROCESS**

8.1 Tenderers must first submit a written proposal in the form set out below. Up to three best scoring tenderers may then be invited forward for an interview at the Council's discretion. Written proposals will be scored upon the full criteria set out below, with performance at interview further scored against the criteria below.

### **Submission Requirements**

8.2 Submitted proposals should provide a quotation for the preparation of each part of the project including any additional costs, for example Inception Meeting and any additional meeting requirements. Where desirable, the Council would expect meetings to be virtual although some face-to-face meetings can be included where it is felt necessary for the project. Regular progress update meetings should also be included within the proposal, again these update meetings can be held on a virtual basis.

8.2 Submitted proposals should contain the following information:

- A descriptive account of appropriate relevant and recent experience. Contact details should be provided for authorities previously worked with.
- The proposed methodology for undertaking the project.
- The submitted proposals should identify why you see yourselves as the most appropriate contractor for the project.
- Proposed staff with CV's appended. It is important that details of the actual project team are provided. If progressed to stage 2 of the selection process the City Council would expect to meet this project team at interview.
- Fee costing for each stage and output, including daily rates of project team.
- Indicative timetable for undertaking the project. Timeframes for completion of each stage should be included.
- Provide details of the registered company number and registered office address.
- Signed and dated returnable forms.

8.3 Whilst not forming part of this commission submitted proposals should highlight relevant experience in giving evidence and attending Examination in Public Hearing sessions.

- 8.4 Payments should be made at specific trigger points within the project and following the receipt of an invoice with a purchase order provided by the Council. These trigger points can be finalised and agreed prior to appointment but must relate to tangible outputs (i.e. the production of a report or the undertaking of workshops etc).

## 9. ASSESSMENT CRITERIA

- 9.1 Consultants will be selected for informal interview based on the following factors (the proportion of the assessment score is also identified):

### Quality Criteria:

- 1. Capability (20%):** The submission should clearly demonstrate the skills and experience of the staff and project team, including relevant specialised technical knowledge.
- 2. Experience and Track Record (20%):** The submission should include past experience and case studies which should clearly demonstrate that the consultant has the ability to provide the outputs required within the brief.
- 3. Capacity to Undertake the Work (15%):** The submission should clearly demonstrate how the project will be managed to ensure that the outputs identified are delivered to a measurable and appropriate timeframe. The availability of staff from within the project team should be clearly identified within the submission.
- 4. Methodology (20%):** The submission should clearly demonstrate a robust, clear and logical method for undertaking the project and achieving the outputs identified. This should take account of the consultant's own views on why they are the most appropriate contractor for the project.

### Cost Criteria:

- 9.2 Please note that whilst looking to obtain the best value for the Council, the Council is not bound to accept the lowest cost with the quality and output of the work being an important consideration. In terms of assessment, best value will be scored at 25%.
- 9.3 For example, the lowest price (LP) is awarded the maximum weighted score, each subsequent submission will be scored by taking the additional cost over and above the LP as a percentage of the LP, then deducted from the score of 100, then nominalised to the weighting score (WS).
- 9.4 Further detail on the evaluation criteria are contained in Appendix 2 of this Brief.
- 9.5 Please note the Council reserves the right to reject any incomplete tender response, but may at its discretion seek clarification where there is a clear and manifest error in the response.

## 10. OUTLINE TIMETABLE

- 10.1 The deadline for submitting tenders is noon on Monday 19<sup>th</sup> February 2024.
- 10.2 Consultants proposing to submit proposals are advised to ensure that they are fully familiar with the procedures, requirements and obligations of the council's contractual processes for the

appointment of external consultants. **It should be noted that the terms and conditions which accompany this tender are not negotiable.**

- 10.3 As outlined above, based on the information returned the council will seek to interview a maximum of three consultancies. Interviews are currently scheduled to take place on the week commencing week commencing 26<sup>th</sup> February 2024.

Target Date	Activity
Monday 29 <sup>th</sup> January 2024	Issues Invitation to Tender Documents
Monday 19 <sup>th</sup> February 2024 @ noon	Return of Tender Documents
W/c 26 <sup>th</sup> February 2024	Interview Date (via Microsoft Teams)
W/c 26 <sup>th</sup> February 2024	Notification of Intention to Award Contract
W/c 4 <sup>th</sup> March 2024	Inception Meeting and Project Commencement
May 2024	Completion of Draft Modelling and Mapping
June 2024	Completion of Draft SFRA Report
July 2024	Completion & Delivery of Modelling and Mapping
September 2024	Completion of Finalised Strategy Report

- 10.4 The table above provides an anticipated timeframe which the Council considers to be reasonable and appropriate for the work required. However, if you feel that the timeframe is not appropriate please state within your submission why this is the case, supported by an alternative timeframe

## 11. CONTACT DETAILS

- 11.1 **Please note: all questions raised and responses to any questions posed by interested parties MUST be posted on the council's CHEST Procurement system.**

## Appendix 1: Position on Background Data

Model	Has the model been updated since?
Back Lane (2017) - FM/TUFLOW model	No
Burrow Beck (2019) - FM/TUFLOW model	EA should be able to confirm the date when updated files are available. The Lentworth Drive Bund has now been constructed, confirmation will be given whether this is included in the model.
Dolphinholme (2018) - FM/TUFLOW model	No
Wray (2018) - FM/TUFLOW model	No
Caton (2019) - FM/TUFLOW Model	No
Lune (2011) - FM/TUFLOW Model	Update is on the programme to start the modelling project imminently.
Cote Beck (2011) - FM/TUFLOW Model	Update is on the programme to start the modelling project imminently.
Lune Tidal (2020) - TIDAL FM/TUFLOW model	No
Keer Tidal (2020) - TIDAL FM/TUFLOW model	No
Glasson (2009) - ESTRY/TUFLOW model	No
Conder (2020) - HEC-RAS model	No
Wenning (2020) - HEC-RAS model	No
Back lane (2020) - HEC-RAS model	No
Keer (2020) - HEC-RAS model	No

## Appendix 2: Evaluation Criteria

**Quality will account for 50% of the Overall Score.** The following scoring methodology will apply:

**5 – Excellent** Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

%

**4 – Good** Satisfies the requirement with minor additional benefits. Above average demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

**3 – Acceptable** Satisfies the requirement. Demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services.

**2 - Minor Reservations** Satisfies the requirement with minor reservations. Some minor reservations of the Supplier's understanding and proposed methodology, with limited evidence to support the response.

**1 - Serious Reservations/Non-compliant** Satisfies the requirement with major reservations. Major reservations of the Supplier's understanding and proposed methodology, with little or no evidence to support the response.

**0 - Unacceptable/Non-compliant** Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the understanding or suitable methodology, with little or no evidence to support the response.

Number	Criteria	Demonstrated by	Scoring
1	<p><b>Capability</b> The submission should clearly demonstrate the skills and experience of the staff and project team, including relevant specialised technical knowledge.</p>	<ul style="list-style-type: none"> <li>• Where relevant identification of areas of innovation you will deliver.</li> <li>• Identification of key members of the project team.</li> <li>• The provision of CVs for key members of the project team</li> </ul>	<b>20%</b>
2	<p><b>Experience and Track Record</b> The submission should include past experience and case studies which should clearly demonstrate that the consultant has the ability to provide the outputs required within the brief.</p>	<ul style="list-style-type: none"> <li>• Examples of previous work and track record to demonstrate experience in undertaking the brief.</li> <li>• Examples should be clearly linked to the project team undertaking the work.</li> <li>• References should be provided to endorse previous work when identified in the brief.</li> </ul>	<b>20%</b>
3	<p><b>Capacity</b> The submission should clearly demonstrate how the project will be managed to ensure that the outputs identified are delivered to a measurable and appropriate timeframe. The availability of staff from within the project team should be clearly identified within the submission.</p>	<ul style="list-style-type: none"> <li>• Identification of a project team which has a clear structure.</li> <li>• How much time will be devoted to undertaking the project.</li> <li>• Clarity and realism of resources provided and ability to complete the task.</li> <li>• Where there the proposal involves subcontracting, a clear outline of how this will be achieved and who will be involved.</li> </ul>	<b>15%</b>
4	<p><b>Methodology</b> The submission should clearly demonstrate a robust, clear and logical method for undertaking the project and achieving the outputs identified. This should take account of the consultant's own views on why they are the most appropriate contractor for the project. The submission should demonstrate that the report and GIS mapping will be digitally compatible and interactive.</p>	<ul style="list-style-type: none"> <li>• The proposal should include a clear statement outlining the method and approach to be achieved to secure the outputs.</li> <li>• Comprehensiveness and logic of the proposal.</li> <li>• Explanation of services to be delivered and evidenced justification this can achieve the required outcomes.</li> <li>• An explanation and demonstration/examples of your understanding of and the intended delivery of a digitised interactive report and GIS mapping.</li> </ul>	<b>20%</b>

<p>5</p>	<p><b>Best Value</b> In the context of the submission, the tender should seek to demonstrate value for money or, alternatively clearly demonstrate where added value is being achieved through their proposal.</p>	<ul style="list-style-type: none"><li>• The proposal should include a clear project cost and, where possible this should be itemised against the outputs identified.</li><li>• Where added value is being proposed, this should be clearly identified with costs against any additional outputs.</li><li>• Daily rates of the project team should be clearly identified.</li></ul>	<p>25%</p>
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