

Lancaster City Council

Local Plan Review

Lancaster District

Site Screening to Identify Flood Risk

and

Strategic Flood Risk Assessment Part 2 (Detailed Site Assessments)

Project Brief

July 2024

Contents

| | |
|---------------------------------------|----|
| 1. INTRODUCTION | 3 |
| 2. THE CLIENT | 3 |
| 3. BACKGROUND | 4 |
| 4. THE PROJECT | 5 |
| 5. OUTPUTS | 6 |
| 6. COSTS | 8 |
| 7. TIMESCALES | 9 |
| 8. SELECTION PROCESS..... | 10 |
| 9. ASSESSMENT CRITERIA | 11 |
| 10. FURTHER INFORMATION | 11 |
| 11. CONTACT DETAILS | 12 |
| APPENDIX 1: EVALUATION CRITERIA | 13 |

1. INTRODUCTION

- 1.1 Lancaster City Council [the Council] adopted its current Local Plan in July 2020. The new Local Plan consisted of a Strategic Policies & Land Allocations DPD 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 an evolving suite of planning policies to guide new development.
- 1.2 On the adoption of the Local Plan in 2020, the Council immediately committed to a Partial Review of the Plan; its specific focus being the strengthening of policies to address the implications of Climate Change at a local level and the ambitions of the Council's declared Climate Emergency of 2019. The Partial Review remains ongoing albeit in its latter stages, with a Public Examination undertaken in late 2022 and adoption anticipated later in 2024.
- 1.3 In 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 circumstance which have taken place since its original adoption. The Council still intend to complete the Climate Emergency Partial Review of the Local Plan and the preparation of the Full Review will run alongside this process and, in due course, supersede the Partial Review.
- 1.4 As part of preparing the evidence base for the Local Plan Review, the Council seeks to commission consultants to undertake the preparation of various evidence-based studies which together will provide the Council with a robust understanding of flood risk and mitigation requirements for the district. The Strategic Flood Risk Assessment Part 1 (SFRA1) has been commissioned and the work is well underway. The Council is now looking to commission Site Screening to Identify Flood Risk (Site Screening) and a Strategic Flood Risk Assessment Part 2 (Detailed Site Assessments) (SFRA2) for specific sites to consider the potential for allocation within the Local Plan.
- 1.7 The Site Screening and SFRA2 will give the Council a understanding of flood risks associated with potential sites and the potential for mitigation. This evidence will form a critical part of the Council's new evidence base for the Local Plan Review and will assist in sequential testing, the determination of land allocations and detailed planning policy.
- 1.8 The successful consultants will be procured on a retained basis to undertake the preparation of the relevant study (or studies) with the need for potential attendance at the future public examination of the Local Plan. The potential attendance and giving evidence should be included within any submission. Whilst the ability to be participate in the future public examination will be considered within this submission, should it be required, will be subject to a separate future commission. Hourly costings for key personnel should be provided as part of this commission for future reference.

2. THE CLIENT

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

Planning and Housing Strategy Team

3. BACKGROUND

Background

- 3.1 Lancaster City Council is the local planning authority for Lancaster District. Within this role the Council is charged with producing a Local Plan for the District. The Local Plan for the District currently consists of several Development Plan Documents:
- Strategic Policies & Land Allocations DPD and accompanying Local Plan Policies Map (SPLA DPD).
 - Development Management DPD (DM DPD).
 - Central Morecambe Area Action Plan DPD.
 - Arnside and Silverdale Area of Outstanding Natural Beauty (AONB) DPD.
- 3.2 Together these documents provide the planning policy framework for the district. There are also a number of areas which have been designated for the purposes of neighbourhood planning, with a number of plans now either adopted or remain under preparation. On adoption of the Local Plan currently under Partial Review to address climate change matters, the SPLA DPD and DM DPD will be replaced with revised DPDs.
- 3.5 The decision to undertake a full Local Plan review is not an insignificant undertaking. It will involve the reconsideration of all the strategic components of the adopted Local Plan, including (but is not limited to) matters relating to housing, employment, transport, flood risk and climate change, design and the natural environment.
- 3.6 Whilst undoubtedly a challenge, the full plan review also represents a positive opportunity to re-visit the content of the currently adopted Local Plan, in light of changing circumstances, new information and updated evidence. This includes the opportunity to take account of changes in national, regional and local circumstances to ensure that the new plan reflects the Council's ambitions as well as its obligations as a local planning authority.
- 3.7 The preparation of the Full Plan Review comes at a challenging time, particularly with the uncertainty over the implementation of proposed changes to national plan-making approaches. The Government consulted on reforms to the plan-making system in later 2022 and in 2023 and maintains that it intends to formalise these reforms with greatly revised plan preparation process from Autumn 2024.
- 3.8 Should these reforms be formalised then there will be time pressures on the local planning authorities who are advancing local plans under the existing plan-making system. The Government has proposed that local plans being prepared under the existing system must be submitted by 30 June 2025 and adopted by 31 December 2026. If a local planning authority does not submit a plan that it is currently preparing under the existing system by 30 June 2025, then it will have to formally recommence preparation in accordance with the new system.

3.9 The Council intends to make rapid progress on the preparation of the Local Plan and will be looking to submit a full plan for examination by the June 2025 deadline, thus allowing it to be prepared and assessed under the existing system. A proposed timetable for this is shown below. Further details on this can be found in the published Local Development Scheme for the District.

| Key Local Plan Stage | Anticipated Timetable |
|---|-----------------------|
| Scoping, Issues and Opportunities | Spring / Summer 2024 |
| Publication of Draft Local Plan (Regulation 18) | Winter 2024/25 |
| Publication of Finalised Local Plan (Regulation 19) | Spring 2025 |
| Submission of Plan to Government | Prior to 30 June 2025 |
| Public Examination | Autumn 2025 |
| Adoption | Spring 2026 |

Table 3.1: Anticipated Timetable for Local Plan Delivery 2024 – 2026

3.10 The Council is aware that this represents a very ambitious timeframe for plan preparation. There are several challenges to meeting this timescale including uncertainty about the implementation of the new system, an ever-evolving national planning policy position, changing environmental regulation regimes, the prospect of challenge from the community and stakeholders, and the unavoidable challenge of compiling a robust, adequate and proportionate evidence base.

3.11 Notwithstanding this, the Council is committed to the preparation of a new Local Plan and will be looking to prepare this under the existing Local Plan preparation system. Consultants are being commissioned on this basis with this brief prepared in this context. The Council must however be mindful of the potential that exists for this not to be achieved and as such must ensure that work undertaken is future proofed with a view to being transferrable to the new system of plan preparation should this become necessary. With this in mind the Council requests that tenders reflect this uncertainty and ensure that they are again future proofed with the potential for both a new environmental assessment regime and plan preparation process. This is particularly important in regard of the application of the standard methodology.

3.12 The Council is in the early stages of preparing the necessary evidence in order to underpin the Local Plan Review, both in terms of land allocations made and policy positions provided. It is well recognised that a robust and thorough understanding of the housing and employment need and demand position within the district will be critical to understand strategic elements of the plan.

3.13 This brief seeks to set out how the Council wish to explore the issues around securing a robust understanding of housing and employment needs in the district which is consistent with national planning policy, reflective of local needs and cognisant with the need for futureproofing in the context of the challenges already identified.

4. THE PROJECT

4.1 The project subject to this brief relates to the procurement of:

- Site Screening to Identify Flood Risks
- SFRA2 (Detailed Site Assessments)

- 4.2 Work on the SFRA1 is well underway and the outcomes, particularly the modelling and mapping, will feed into the Site Screening and SFRA2. The council is aware of the potential changes to Environment Agency Flood Maps expected in the Autumn, it is therefore important that work on site assessments and the SFRA2 makes significant progress before the revised maps are available to minimise the requirement for further modelling. The methodologies must include measures to reflect potential changes and potential requirements for site specific updates.

Site Screening to Identify Flood Risks

- 4.3 The Site Screening is expected to identify the flood risks from all sources, the extent of flood risk and the severity for sites. The Site Screening will contribute to the councils understanding of sites suitability and achievability for development and completion of Sequential Testing. The Site Screening should include:
- Identification of flood risks, watercourses, category of flood risk, the extent of flood risk and severity of flood risk from all sources including fluvial, tidal, surface water, ground water, sewers, artificial sources (e.g. canals/reservoirs) etc.
 - Identification of coastal erosion risks.
 - Identification of flood risk arising from climate change projections (fluvial and surface water using: Peak River Flow, Peak Rainfall Intensity and Sea Level Rise).
 - Identification of flood risk policy constraints recommended by the SFRA 1

SFRA2 - Detailed Site Assessments

- 4.4 The Detailed Site Assessments shall provide an assessment of site characteristic, all potential flood risks, emergency planning measures, flood risk mitigation and potential drainage solutions, guidance for exception tests and site specific flood risk assessments and maps identifying flood risks.
- 4.5 The Detailed Assessment will inform the councils approach to sequential and exception tests, allocation of sites and the detailed site policies which will be aimed at ensuring sites are located in areas at the lowest possible flood risk, addressing flood risk mitigation and resilience and ensuring opportunities to reduce flood risk are taken.

5. OUTPUTS

Site Screening to Identify Flood Risks

- 5.1 The site screening shall be set out in an excel spreadsheet. For each site, the spread sheet should include the:
- Site reference
 - Site address
 - Proposed use
 - Flood Risk Vulnerability Classification
 - Site area
 - Area and percentage of site within each type and category of flood risk referred to above, including climate change.

- Watercourses (main, ordinary and other) including where access for maintenance must be retained
- Coastal erosion risks
- Identification of flood risk policy constraints recommended by the SFRA1 (e.g. High Risk Catchments, Coastal Management Areas etc.)

SFRA 2 (Detailed Site Assessments)

- 5.2 The detailed site assessments should be carried out in accordance with the guidance in ‘How to Prepare a Strategic Flood Risk Assessment’ for SFRA Part 2.
- 5.3 The initial stage shall be to submit a scoping report to determine and agree with the council the SFRA2 requirements, methodology and the actual costs for assessment of each site.
- 5.4 The detailed site assessment shall consist of a written report and flood risk maps. Each site assessment shall include:
- Site reference
 - Site address
 - Current land use
 - Proposed land use
 - Flood risk vulnerability
 - Flood risk policy designations recommended by the SFRA1
 - An assessment of the sources of flood risk including:
 - Location and risks within the catchment.
 - History of flooding on site and immediate area.
 - Drainage/policy designations (e.g. flood warning areas, critical drainage area, coastal management area, high risk catchment).
 - Topography.
 - Existing drainage features.
 - Assessment of fluvial and tidal risks and characteristics including the extent and severity of flooding (e.g. flood hazard, depth and duration.
 - Assessment of surface water risks and characteristics, including extent and severity of flooding e.g. depth, velocity and flow paths.
 - Assessment of climate change implications for fluvial, sea and surface water risks.
 - Assessment of ground water risk.
 - Assessment of reservoir risk.
 - Assessment of canal risk.
 - Assessment of sewer risk.
 - Identification of any other potential risk.
 - Identification of watercourses and where access for maintenance must be retained.
 - Identification and assessment of flood risk management infrastructure, defences, natural flood risk management and residual risk (overland flow and exceedance routes).
 - Identification and assessment of emergency planning measures including access and egress and safe locations for evacuation.
 - Identification of areas within a site to be avoided for development, flood risk mitigation and resilience.
 - Identification of potential off-site risks from development of the site.

- Requirements for drainage control and impact mitigation including assessment of possible SuDS.
 - Assessment identification of natural flood risk management, integrated flood risk management and wider sustainability opportunities.
 - Identification of exception test requirements.
 - Requirements and guidance for site specific FRA.
 - Interactive and pdf maps showing all flood risks.
- 5.5 All accompanying data, surveys, analysis of the findings, mapping and forecasting data should be provided to the Council as part of the commission. Data, with its sources, should be provided to the council in electronic format.
- 5.6 The draft and final report should be submitted in electronic format using digital interactive tools and apps where appropriate. Paragraphs should be numbered and where tabulations are included, a written interpretation of the tabulations will be 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.
- 5.7 Any digital mapping data which is prepared as part of the commission should be supplied to the Council in a format which can be used within the Council's GIS mapping systems, which is a ESRI ArcGIS Pro system.
- 5.8 In undertaking this work the Council will expect the chosen consultants to provide regular updates on the progression of work. The Council would prefer this to be achieved through regular project meetings which can be undertaken virtually at regular points throughout the commission. The inclusion of project meetings should be factored into any submission for this work.

6. COSTS

- 6.1 Submitted proposals should provide a quotation for the preparation of:

Site Screening to Identify Flood Risks

- 6.2 Around 500 sites were assessed for the adopted Local Plan. Sites are likely to come forward over a period of time with the bulk early in the process. Costs should be provided for:

- Initial assessment model set up and first run of the assessment;
- Subsequent runs of the assessment.

- 6.3 The number of runs of the assessment required and the number of sites within each assessment will depend upon when sites are submitted throughout the call for sites process.

Detailed Site Assessments

- 6.4 The costs shall be provided based on indicative costs for:

- The scoping report;

- 10 simple sites (e.g. no complex flood risk interaction or additional modelling required);
- 10 complex sites (e.g. complex flood risk interaction and/or additional site specific modelling);
- 50 simple sites (e.g. no complex flood risk interaction or additional modelling required);
- 50 complex sites (e.g. complex flood risk interaction and/or additional site specific modelling);

6.5 The quotations should include costs in association with the preparation (for example the securing of relevant data, the carrying out of site survey work, and meetings with Council officers). It would be beneficial if each of the costs could be itemised as much as possible in relation to each of the tasks involved (i.e. provide an indication of costs for each engagement session).

6.6 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 agreed and finalised prior to the appointment of the chosen consultant but will need to follow on from the receipt of work (for instance a draft report). The Council would suggest the following triggers:

- Payment on receipt of final agreed Site Screening for each run based upon the numbers of sites/runs in the tender.
- 50% of the fee on the receipt of the draft reports for each batch of SFRA2 based upon the fees agreed through the tender for the number within each batch;
- 50% of the fee on the receipt of the final reports for each batch of SFRA2 based upon the fees agreed through the tender for the number within each batch;

6.7 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 important considerations. Details of the selection and assessment process are set out in Section X and Appendix 1 of this brief.

7. TIMESCALES

7.1 The preparation of the Site Screening and SFRA2 represents a key part of the evidence base but is also a key component of other strands of evidence such as gaining a greater understanding of the housing requirement. This needs to be reflected in the timescales for this work.

7.2 Table 7.9.1 below sets out the anticipated timescales for work on the SHMA. This provides an anticipated timeframe which the Council considers to be reasonable and appropriate for the work required. However, if you feel that the timeframe identified is not appropriate then please state within your submission why this is the case, supported by an alternative timeframe.

| Target Date | Activity |
|--|---|
| Monday 29th July 2024 | Issues to Invitation for Tender Documents |
| Monday 26 th August 2024 @ Midday | Return of Tender Documents |
| W/c 9 th September 2024 | Interview Dates (via Microsoft Teams) |
| W/c 9 th September 2024 | Notification of Intention to Award Contract |
| W/c 16 th September 2024 | Inception Meeting & Commencement of Project |

| | |
|----------------------------------|---|
| End September/Early October 2024 | First batch of Site Screening for Identification of Flood Risks Submission/Agreement of SFRA2 Scoping Report |
| Mid October 2024 | First batch of SFRA 2 |
| Mid November 2024 | Completion of first batch of draft SFRA 2 Reports |
| Ongoing | Further Site Screening and SFRA2 as sites arise |

Table 7.1: Anticipated Timetable for preparation of the SHMA

- 7.3 The timeframe set out in Table 7.1 is cognisant of the need for progress to be made on the SFRA2 prior to the release of revised flood maps from the Environment Agency. Alternative timeframes suggested should be mindful of such.

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.
- 8.3 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.
- 8.4 Whilst not forming part of this commission submitted proposals should highlight relevant experience in giving evidence and attending Examination in Public Hearing sessions.
- 8.5 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.

Best Value 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 Further detail on the evaluation criteria are contained in Appendix 1 of this Brief.
- 9.4 Please note the Council reserves the right to reject any incomplete tender response, but it may at its discretion seek clarification where there is a clear and manifest error in the response.

10. FURTHER INFORMATION

- 10.1 The deadline for submitting tenders is noon on Monday 26th August 2024 at noon.
- 15.2 Consultants proposing to submit proposals are advised to ensure that they are fully familiar with the procedures, requirements and obligations of Lancaster City 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 City Council will seek to interview a maximum of three consultancies. Interviews are currently scheduled to take place on either the 9th or 12th September subject to availability.

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: EVALUATION CRITERIA

Quality will account for 75% 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>Capability</p> <p>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"> • Where relevant identification of areas of innovation you will deliver. • Identification of key members of the project team. • The provision of CVs for key members of the project team | 20% |
| 2 | <p>Experience and Track Record</p> <p>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"> • Examples of previous work and track record to demonstrate experience in undertaking the brief. • Examples should be clearly linked to the project team undertaking the work. • References should be provided to endorse previous work when identified in the brief. | 20% |
| 3 | <p>Capacity</p> <p>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"> • Identification of a project team which has a clear structure. • How much time will be devoted to undertaking the project. • Clarity and realism of resources provided and ability to complete the task. • Where there the proposal involves subcontracting, a clear outline of how this will be achieved and who will be involved. | 15% |
| 4 | <p>Methodology</p> <p>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.</p> | <ul style="list-style-type: none"> • The proposal should include a clear statement outlining the method and approach to be achieved to secure the outputs. • Comprehensiveness and logic of the proposal. • Explanation of services to be delivered and evidenced justification this can achieve the required outcomes. • An explanation and demonstration/examples of your understanding of and the intended delivery of a digitised interactive report and GIS mapping. | 20% |

| Number | Criteria | Demonstrated by | Scoring |
|--------|---|--|---------|
| | The submission should demonstrate that the report and GIS mapping will be digitally compatible and interactive. | | |
| 5 | <p>Best Value</p> <p>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"> • The proposal should include a clear project cost and, where possible this should be itemised against the outputs identified. • Where added value is being proposed, this should be clearly identified with costs against any additional outputs. • Daily rates of the project team should be clearly identified. | 25% |