

Preparing a Local Plan for Pendle



Pendle Strategic Flood Risk Assessment Invitation to Tender

January 2020



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document phone 01282 661330



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1. Introduction

- 1.1 Pendle Borough Council [“the Council”] is looking to appoint consultants to update the Pendle Strategic Flood Risk Assessment [“SFRA”] to bring it into line with current planning policy.
- 1.2 The SFRA will form a key part of the evidence base supporting the preparation of the Pendle Local Plan (Part 2): Site Allocations and Development Policies. [“the Local Plan”].
- 1.3 Tenders are invited from suitably qualified consultancies with relevant experience. The team responsible for carrying out the commission must demonstrate sufficient skills and capacity necessary to carry out the research and survey work for an SFRA.
- 1.4 The SFRA must address the requirements of the [National Planning Policy Framework](#) [“NPPF”]; and current government [guidance on planning and flood risk](#) and [strategic flood risk assessment](#) (see paragraph 3.12).
- 1.5 This project brief outlines any other matters that the Council wishes to see addressed.
- 1.6 The SFRA will be used to inform new planning policy and the assessments of sites considered for allocation in the Local Plan. In particular it will ensure that site allocations for various uses are realistic and deliverable.
- 1.7 Tenders are invited for the survey and study work required to produce an SFRA in accordance with the details set out in this Invitation to Tender [“ITT”] and the accompanying Standard Assessment Questionnaire [“SAQ”].
- 1.8 The ITT and SAQ set out the proposed scope of the study together with the requirements of the tendering process. To summarise:
 - The Council is procuring this contract following a quotation process.
 - The duration of the contract is anticipated to be 18 weeks.
 - It is anticipated that the contract will commence on 6 March 2020
 - The Council intends to award the contract to one organisation.

2. Background

The Study Area

- 2.1 Pendle is one of 12 district councils in the county of Lancashire. Together with Blackburn-with-Darwen, Burnley, Hyndburn, Ribble Valley and Rossendale, it also forms part of the East Lancashire sub-region.
- 2.2 To the south and west Pendle shares a border with the Lancashire districts of Burnley and Ribble Valley. To the north and east lies Craven, which is part of North Yorkshire, whilst to the south-east Bradford and Calderdale are both part of West Yorkshire.



- 2.3 The latest population estimates for the borough indicate that the population in 2017 was 90,700 (ONS, 2018 Mid-Year Population Estimates).
- 2.4 Retail and commercial activity is focussed on the town centres in Nelson, Colne and Barnoldswick and the local shopping centres in Brierfield, Barrowford and Earby.

- 2.5 Barnoldswick and Earby primarily cater for the needs of residents in rural West Craven, in the north of the borough, whereas the four remaining centres principally serve the needs of over 60,000 people living in the densely populated M65 Corridor to the south.
- 2.6 Pendle sits astride the Pennine watershed. The rivers and streams in the borough form part of four catchments, as detailed below:

Catchment		Flow / Outfall	Area(s) drained
1	River Calder (Lancashire)	West → Irish Sea	• West of borough
2	River Ribble	West → Irish Sea	• Barnoldswick and Brogden
3	River Aire	East → North Sea	• Foulridge, Kelbrook and Earby • Emmott Moor / Watersheddles
4	River Calder (Yorkshire)	East → North Sea	• Boulsworth Hill (southern slopes)

Ambitions for Future Growth

- 2.7 The [Core Strategy](#) (2015) has already set out the role of towns and villages within the borough. It has also allocated growth targets for housing and employment.
- 2.8 The [Scoping Report and Methodology for the Part 2 Local Plan](#) (2016) has apportioned these requirements by individual settlement.
- 2.9 To ensure the regeneration ambitions of the Council can be met, development is needed on previously developed [“Brownfield”] land across Pendle over the short, medium and long term. The national growth agenda for housing will also require development on Greenfield sites in order to meet demand.
- 2.10 Concerns about the viability of Brownfield land may make development on Greenfield sites more attractive to the market. Regeneration of our inner urban areas is essential if we are to promote sustainable lifestyles by creating attractive places where people want to live, work and learn.

Current position and need for consultants

- 2.11 The Council is currently preparing [Part 2 of its new Local Plan](#) [“LP2”], which will:
- allocate sites for housing, employment and other uses;
 - designate sites for protection from inappropriate development; and
 - establish policies to guide and manage development in the borough up to 2030.
- 2.12 It is important that the Council has the appropriate evidence base to formulate these policies and to allocate sites in the most sustainable locations.

- 2.13 In 2008 the Council engaged consultants to produce a [Strategic Flood Risk Assessment](#) to inform the preparation of Pendle Local Plan (Part 1): Core Strategy [“the Core Strategy”]. The Core Strategy was found sound at examination and was adopted by the Council on 17 December 2015.
- 2.14 In July 2017 the Part 1 SFRA was subsequently updated “in-house” with assistance from the Environment Agency. This document was not formally adopted by the Council and its review forms part of the requirements of this brief.

Policy Position

- 2.15 Policy ENV7 in the Core Strategy addresses water management. Adopted in December 2015 this pre-dates the latest policy and guidance set out in the NPPF and PPG, both of which were updated in 2019.
- 2.16 The NPPF sets out the government’s planning policies for England and how these are expected to be applied. It outlines the matters that need to be taken into account when producing Local Plans.
- 2.17 Trying to reduce and minimise how vulnerable new development is to flooding is a major aim of the NPPF. Section 14 is titled ‘Meeting the challenge of climate change, flooding and coastal change.’
- 2.18 The NPPF makes clear that a proactive approach focused on mitigating and adapting to climate change is required. This takes into account the long-term implications for flood risk, in-line with the objectives and provisions of the [Climate Change Act 2008](#).
- 2.19 All development should be made safe for its lifetime without increasing flood risk elsewhere. And mitigating the cumulative impact of development is an essential consideration.
- 2.20 [River flows and their relation to climate change](#) influence the vulnerability of a development within various flood zones. They also affect the mitigation measures required to support the development. Different types of development have varying flows applied to the watercourse influencing the flood extents that could affect the development.
- 2.21 Paragraph 43 of the NPPF emphasises the importance of having the right information to inform good decision making. It highlights that a flood risk assessment is one of the many documents required to inform policy and decision making, in order to assess whether a development is viable.
- 2.22 Paragraph 155 identifies that inappropriate developments in areas at risk of flooding should be avoided. New development should be directed away from areas at highest risk (whether existing or future). To help prevent development in high risk areas, the Sequential Test (paragraphs 157-158) steers development to areas with the lowest risk of flooding.

- 2.23 In effect the Sequential Test operates as a justification of why a proposed site allocation or development is considered to be acceptable. Exemptions to the Sequential Test are identified in paragraph 162 and the footnote to paragraph 164.
- 2.24 When it is not possible for development to be located in zones at lower risk of flooding (considering wider sustainable objectives) the Exception Test may have to be applied (paragraphs 160 and 161).
- 2.25 Paragraph 157 introduces the requirement for new development “to reduce the causes and impacts of flooding (where appropriate through the use of natural flood management techniques.” These techniques have the potential to benefit both the proposed development and the wider community.
- 2.26 Finally paragraphs 163 and 165 make clear that sustainable drainage systems can be used to mitigate surface water flooding, but not normally fluvial floodwater.
- 2.27 PPG offers further context on the NPPF. It provides additional information on how to implement national planning policy. The PPG on [Flood Risk and Coastal Change](#) advises how to take account of and address the risks associated with flooding and coastal change in the planning process.

3. Specification

Purpose of the Study

- 3.1 The purpose of the work is to provide a robust evidence base for the plan making process.
- 3.2 The SFRA will form a key element of the evidence base supporting the site allocations and policies in the Local Plan. It will also inform a partial review the Infrastructure Delivery Schedule (Appendix A of the Core Strategy).
- 3.3 The study should be based on a robust and credible methodology, capable of withstanding scrutiny and challenge at Examination.
- 3.4 There is a requirement for expert witnesses to be made available to explain and support the findings of the SFRA at Examination.

Scope of the Study

- 3.5 This is a borough-wide study.
- 3.6 The SFRA should build upon the existing body of work addressing flood risk issues in the borough. It should explore and build upon any suggestions and provide detailed solutions for flood management in Pendle.
- 3.7 The work will need to be informed by an understanding of any published information, which considers the potential for flooding in Pendle (see Section 9).
- 3.8 It should also explore the possibility of any strategic cross boundary issues for flooding, by considering any significant issues highlighted in the most recent SFRAs published by our five neighbouring local authorities – Burnley, Ribble Valley, Craven, Bradford and Calderdale.
- 3.9 The Part 1 SFRA should consider the potential for fluvial and surface water flooding in Pendle. As noted previously this was last updated in July 2017. The successful consultants will be expected to review this document and amend it as necessary to ensure that it continues to be fit for purpose in light of new planning guidance on SFRAs.
- 3.10 The Part 2 SFRA should consider and, where necessary, model the potential for flood risk, for the proposed site allocations and any reasonable alternatives. The work will investigate flood mitigation options with direct reference to potential re-development opportunities assessed alongside further strategic solutions such as floodwater retention.

Key Objectives

- 3.11 In order to realise these aims, the SFRA should support the achievement of the following objectives:
- Provide a plan-wide assessment of flood risk management options addressing;
 - strategic flood risk management
 - a site based appraisal of flood management opportunities
 - opportunities to introduce sustainable (urban) drainage systems (SuDS) within new developments
 - opportunities to introduce natural flood risk management, particularly in the upper reaches of river catchments
 - the designation of areas within Flood Zone 3b
 - the estimated cost of implementation
 - Carry out site specific options appraisal, highlighting potential development solutions based on:
 - a number of detailed site specific appraisals (80 sites)
 - an assessment of impacts and a variety of costed solutions
 - a preferred option based on an options appraisal matrix
 - Consider opportunities to link flood management measures with the management of surface water flooding in high risk areas identified in the SFRA
 - Identify opportunities for linking river amenity use and flood management
 - Identify the respective roles and responsibilities of those implementing the adopted strategy
 - Identifying possible flood defence / maintenance funding streams
- 3.12 The final report must meet the requirements outlined in the following documents:
- [National Planning Policy Framework](#) (February 2019) [“the NPPF”];
 - current Planning Practice Guidance [“PPG”] on [Flood Risk and Coastal Change](#); and
 - Guidance on [How to Prepare a Strategic Flood Risk Assessment](#) (August 2019).

Methodology

- 3.13 The methodology should follow the advice in the PPG and the DEFRA/EA guide.
- 3.14 Any deviation from this methodology must be fully explained and justified in the tender process, to a level that could be submitted as justification to the Examination in Public for the Local Plan.

Duty to Cooperate

- 3.15 The NPPF expects collaborative work on strategic cross boundary issues. Your tender should set out on how this will be achieved in compiling the SFRA.
- 3.16 The SFRA must be clearly set out any assumptions that are made.
- 3.17 Inputs must be realistic and where possible sense checked against empirical data.

Key Outputs

Study Report

- 3.18 The findings from the data collection and analysis should be set out in a detailed report.
- 3.19 Maps and graphics should be used to support understanding of the issues and to illustrate recommendations. The use of mapping overlays to illustrate the findings of the review is preferred.
- 3.20 A comprehensive bibliography should be provided.
- 3.21 The report should be presented in a format that can be easily and readily updated as required.
- 3.22 As far as practicable, the report should be written in plain English. It should also be presented in a format that is accessible (see below).

Accessibility Requirements for Documents

- 3.23 It is mandatory for all local authority websites to meet [accessibility legislation](#) for their design and content. Any new documents to be added to our website must also meet these criteria.
- 3.24 Contractors must provide their final report in a format that meets these requirements. Guidance on how to make documents as accessible as possible is provided below.

Microsoft Word

- 3.25 If you are creating your original documents in Microsoft Word, the following link provides useful guidance on making your documents accessible:

- <https://support.office.com/en-gb/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>

Portable Document format (PDF)

- 3.26 All PDF documents will be run through the Adobe Accessibility Checker. This identifies where a document is likely to fail the accessibility criteria.
- 3.27 The link below provides information on how to create and verify accessible PDF documents using Acrobat Pro:
- <https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>

Further Guidance

- 3.28 Additional information on the Government's accessibility legislation can be found here:
- <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>
- 3.29 In broad terms, all local authorities must, as a minimum, meet Level AA of the Web Content Accessibility Guidelines 2.1:
- <https://www.w3.org/TR/WCAG21/>

Other Requirements

- 3.30 In addition the commission will require the organisation of, or attendance at:
- client meetings
 - stakeholder workshop(s)
 - examination hearings for the Local Plan (separate fee)

4. Management Arrangements

Project Supervision

- 4.1 The Council has set up a Project Team, who will be the key contacts for this commission (see below).

Lead Officer:	John Halton Principal Planning Officer (Policy)	T: 01282 661330 E: john.halton@pendle.gov.uk
Alternative contact:	Neil Watson Planning, Economic Development & Regulatory Services Manager	T: 01282 661706 E: neil.watson@pendle.gov.uk

- 4.2 The successful consultants will be expected to work closely with the Project Team. They should identify a single point of contact and ensure that all communications are recorded. The lead officer should be copied in on all correspondence.

Project Timescales

- 4.3 The duration of the contract is anticipated to be 16 weeks.
- 4.4 The proposed timescale, over which the work is to be carried out, will form part of the decision making process for the selection of the preferred tender. The timetable for the work set out below is intended as a guide. The final timetable will be confirmed with the consultants at the Inception Meeting.

Week	Description of Activity	Date
-	Publication of ITT by Pendle Council	14 February 2020
-	Receipt of quotations from consultants	20 March 2020
-	Interviews with shortlisted candidates	31 March 2020
1	Appointment of consultants	3 April 2020
2	Inception meeting	9 April 2020
10	Progress meeting To discuss the outcome of the analysis and assessment undertaken and implications for the final Report.	9 June 2020
14	Submission of Draft Report (and presentation of findings to the Council if necessary)	7 July 2020
16	Submission of Final Report	21 July 2020

- 4.5 Excluding any interviews, at least two face-to-face meetings will be required:
- Inception Meeting (Week 2),
 - Progress Meeting (Week 10) to discuss and evaluate the findings of the data collection work with the Project Team

- 4.6 To avoid slippage against the agreed timetable, the lead officer should be kept fully informed throughout the process by providing a regular flow of information outlining progress, identifying any issues or difficulties that may arise and recommending proposals for their resolution; including details of their impact on the timetable and any contingency measures that may be required.
- 4.7 Whilst the Council does not intend to depart from any agreed timetable it reserves the right to do so at any stage. Tenderers will be notified accordingly where there is a change in the timetable.

Project Management

- 4.8 The successful consultancy must be able to demonstrate the following experience and skills to the satisfaction of the Council:
- Ability to propose cost effective flood management solutions as part of a complex strategy
 - Experience of producing flood risk assessments, with integrated solutions across a number of sites
 - In-depth understanding of sustainable drainage systems and an ability to analyse their suitability for a range of site
 - Ability to apply principles of sustainability and innovation to the commission
 - Ability to draw upon a wider team to ensure a value added, multidisciplinary approach
 - Ability to undertake GIS based flood modelling to support conclusions
 - Effective stakeholder engagement, including independent liaison with members of the project team as appropriate
 - Ability to manage the commission effectively and deliver the SFRA within the timescale agreed with the Council
- 4.9 It should also provide evidence of how the company's previous work has met the highest standards of rigor, objectivity and professionalism. Where an SFRA published by your company has been tested at Examination details should be provided.
- 4.10 An inception meeting will establish relationships with the Council officers leading the commission and, if applicable, those representing different service areas.
- 4.11 Council data and information will be made available promptly; where this is necessary for compiling the SFRA.
- 4.12 Officers of the Council are generally available from 9:00am to 5:00pm Monday to Friday.

Reporting

- 4.13 A first draft of the final report should be submitted to the lead officer for fact checking and agreement. A revised draft of this report should then be submitted, where necessary.
- 4.14 This revised draft will be subject to public consultation. As part of this commission the appointed consultants will be required to prepare a response to any comments submitted to this consultation and then make any necessary changes to the document before issuing a final report.
- 4.15 A non-technical Executive Summary, suitable for a non-specialist audience to understand, should accompany the Final Report.
- 4.16 Any mapping should be provided electronically in a format that can be updated by the Councils; and is compatible with Mapinfo, ArcGIS and GGP Geographical Information Systems (i.e. MapInfo tab files and/or shape files).
- 4.17 Consultants should be available to attend Hearing Sessions for the Examination of the Local Plan, to address any matters relating to flood risk. The costings for this should be provided separately.

5. Tender Proposals

- 5.1 It is essential to comply with the following instructions in the preparation and submission of your tender. The Council reserves the right to reject any tender that does not fully comply with these instructions.

Format of Submission

- 5.2 Your tender must be completed in English.
- 5.3 The Council would prefer to receive tenders electronically via “The Chest”, the North West's local authority procurement portal, which can be accessed at.
- <https://www.the-chest.org.uk/>
- 5.4 Alternatively if you prefer to submit your tender by post it must include:
- one (1) bound paper copy of the tender submission in A4 format, together with any supporting documentation in a suitable format; and
 - one (1) electronic copy of the tender submission in pdf format on a CD-Rom.

Closing Date

- 5.5 In accordance with the Public Contracts Regulations 2015 a minimum period of 35 (calendar) days is being allowed for the return of your tender. This should allow sufficient time to assemble an appropriate consultancy team.
- 5.6 Your tender must be received by no later than **12:00 noon on Friday 20 March 2020.**

Submission

- 5.7 Any tender submitted by post will only be considered if it is in a plain sealed envelope or parcel bearing the words “Tender for Pendle Strategic Flood Risk Assessment – NOT TO BE OPENED” with no other identifying mark, addressed to:

Philip Mousdale
Corporate Director
Pendle Borough Council
Town Hall
Market Street
Nelson
Lancashire
BB9 7LG

- 5.8 Your tender must be completed in full, in accordance with the instructions provided in this invitation, signed and dated. Failure to return a fully completed tender will invalidate your submission.

- 5.9 Any tender submitted will be deemed to remain open for acceptance for a period of 90 days from the closing date stipulated above. The Council may accept the quotation at any time within this prescribed period.
- 5.10 The terms and conditions set out in Section 10 and the accompanying Suitability Assessment Questionnaire will apply to any orders placed as a consequence of this process.
- 5.11 If for any reason you are unable to submit your tender by the deadline, or you need clarification on any of the information contained in this document, the Council officer named below should be contacted in writing:

Name: Neil Watson, Planning, Economic Development and Regulatory Services Manager

Address: Pendle Borough Council, Planning, Economic Development & Regulatory Services, Town Hall, Market Street, Nelson, Lancashire, BB9 7LG

Email: neil.watson@pendle.gov.uk

Tel: 01282 661706

Fax: 01282 661630

6. Terms & Conditions

Written Submissions

- 6.1 The tender should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.
- 6.2 Should the response be found to be erroneous or in any other way incorrect, the Council reserves the right to require the Tenderer to return the tender documents which will be deemed void.
- 6.3 In the case where the error or misrepresentation is not discovered until after a Contract is awarded the Council reserves the right to determine the Contract and all costs incurred by the Council as a result of the determination and to recover those costs from the Consultant(s).
- 6.4 Your written submission should include the following, as a minimum:
- A brief outline of your proposed methodology.
 - Details of your proposals for engaging with key stakeholders.
 - An outline work programme, including the identification of key stages.
 - An outline of the proposed format of your report.
 - Details of any sub-contractors you intend to employ to carry out parts of the study.
 - Details of all personnel, including those within any sub-contractors, working on the commission; including:
 - Name and position within the company
 - A brief outline of their role(s) on the project
 - A curriculum vitae illustrating their personal qualifications and a summary of their skills experience to undertake the tasks identified.
 - An indication of the time they will work on the project and their cost per hour (£)
 - A commitment to carry out all research and report preparation within the expected timeframe.
 - Any risks to completion should also be identified along with an assessment of the potential impact they could have on the work being carried out.
 - Evidence of previous work of a similar nature, including a minimum of two contacts / references.
 - Particulars of professional indemnity, public liability and employer insurances.

- A **total fixed cost** for the commission, with VAT charges shown separately, together with a full breakdown of the pricing structure applicable to this contract, which should identify:
 - (a) the cost for each stage of the study, together with a schedule showing the names, hourly rate and hours to be worked by each individual (including any sub-contractors); and
 - (b) any limits to be applied to expenses.
- A completed Suitability Assessment Questionnaire

Data Protection

- 6.5 The Contracted Firm must comply in all respects with the Council's notification under the Data Protection Act 2018 and all subsequent and supporting legislation – see www.pendle.gov.uk/privacy
- 6.6 The Contracted Firm must indemnify the Council against all actions, costs, expenses, claims, proceedings and demands which may be brought or made against them for breach of duty under the Act, which arise from the use, disclosure, or transfer of personal data by the Contracted Firm.

Freedom of Information

- 6.7 The Council is under a statutory duty which may require the release of information under the Freedom of Information Act 2000. Such information may include matters relating to the contracted firm and/or this commission. You agree that the Council may disclose such information if they receive a request to do so. If you feel that any information is particularly sensitive and should not be disclosed, you must advise the Council in writing, **before disclosing that information to them**. The Council still reserve the right to disclose such information, if they consider it appropriate to do so, but we will inform the Contracted Firm in writing of their intentions before doing so.

Copyright

- 6.8 The copyright of the final report and any appendices or supporting information prepared by the Contracted Firm shall, unless otherwise agreed, reside with the Council, who will be entitled to use all documents prepared by the Contracted Firm without additional payment.
- 6.9 Should the Contracted Firm wish to retain full copyright of any document these should be identified, and the written agreement of the Council sought, prior to the commencement of the commission.

Liability

- 6.10 The relationship of the Council to the Contracted Firm is as contractors only, not as partners, or as principal and agent. Nothing in this document imposes any liability on the Council in respect of any liability incurred by the Contracted Firm to any other person, except where such a liability arises directly from a breach of any terms by us.

Termination

- 6.11 The Council may suspend performance of, or cancel, or suspend and then at any subsequent time cancel, the contract without any liability if the Contracted Firm breaches any terms set-out in this tender brief, or if their business fails. A business is considered to have failed if:
- (a) it makes any voluntary arrangement with its creditors;
 - (b) it becomes bankrupt, subject to an administration order or goes into liquidation;
 - (c) a third party takes possession of, or enforces rights over, any of its property or assets under any form of security;
 - (d) it stops, or threatens to stop, carrying on business; or
 - (e) it is reasonably believed that any of the events mentioned above is about to occur and appropriate notification is provided in writing.
- 6.12 Any written notification under these Terms and Conditions will be deemed to have been sufficiently served if posted by pre-paid official postal service, or if sent by fax upon receipt of a successful answerback, or if sent by email on evidence of successful transmission, but only if the parties have previously communicated on contract matters by email.
- 6.13 Any right of cancellation or suspension under this section is additional to any rights available under the law of any relevant jurisdiction.

7. Evaluation & Selection

7.1 The Council is required to seek the best value for money, but the contract will not necessarily be awarded on the basis of the lowest price.

7.2 Tenders will be assessed on both quality and price and the Council is not bound to accept any quotation or tender.

7.3 All submissions will be carefully assessed against the following criteria:

Issue for consideration		Proportion of Score
1	Price <i>The prices quoted must be competitive and offer value for money, but be realistic for the task.</i>	30%
2	Clarity & Methodology <i>Demonstrate an effective understanding of the requirements of the key tasks and a robust methodology showing how they are to be achieved.</i>	20%
3	Timescale & Resources <i>These should be realistic in order to meet the proposed timetable.</i>	20%
4	Quality Assurance & Project Management <i>Evidence of relevant experience within the consultancy team, including the seniority of officers leading on key tasks, and a clear demonstration of the processes and procedures to be followed.</i>	30%

7.4 To ensure fairness and transparency the assessment will be scored against an appraisal matrix, which will take account of the specific weightings identified above.

7.5 In addition all applicants will be expected to demonstrate compliance with the Council's requirements in terms of equality and diversity.

7.6 Should it be considered necessary, interviews may be held and/or references taken up to help commission the preferred consultant.

7.7 Any interviews will be held on **Tuesday 31 March 2020**.

7.8 Candidates attending an interview will once again be assessed against the scoring criteria identified above.

7.9 Unsuccessful applicants will receive feedback on their applications upon request.

8. Payment

- 8.1 The contract will be let on a **fixed fee** basis including all appropriate expenses and costs. The contract will be let in accordance with the Council's terms and conditions, which are outlined above.
- 8.2 Final payment will be made upon completion of the project, with any stage payments as outlined below:

Details of Payments	Amount
Attendance at inception meeting	10%
Attendance at progress meeting	30%
Receipt of Draft Final Report	30%
Receipt of Final Report	30%
Attendance at Examination	Separate negotiation

- 8.3 All work should be completed, invoiced and paid for by end of August 2020.

9. Background Documents

- 9.1 The following documents may be useful when drawing up the tender proposal. They provide background information relating to Flood Risk in Pendle.
- 9.2 Where a weblink is not provided a pdf or paper copy can be sent on request.

Water Management and Flood Risk – Pendle

- [Pendle Strategic Flood Risk Assessment](#) (Entec, 2006)
- Pendle Strategic Flood Risk Assessment Update (Pendle Council, 2017)
- [Flood Investigation Reports](#) (Lancashire County Council, Various Years)
- [Pendle District Flood Report – Recommended Actions](#) (Lancashire County Council, February 2017)
- Burnley, Nelson and Colne Flood Risk Management Strategy – Scoping Report (Environment Agency, 2004)
- [Burnley, Nelson and Colne Flood Risk Management Strategy – Appendix 4: Principal Flood Risk Reaches](#) (Environment Agency, 2004)
- Burnley, Nelson and Colne Draft Flood Risk Management Strategy (Environment Agency, 2010)
- [Lancashire and Blackpool Local Flood Risk Management Strategy 2014-2017](#) (Lancashire County Council and Blackpool Council, 2014)
- [Lancashire Flood Risk Management Asset Register](#) (Lancashire County Council, 2019)
- [Ribble Catchment Flood Management Plan](#) (Environment Agency, 2009)
- [North West River Basin District Flood Risk Management Plan](#) (Environment Agency, 2016)

Water Management and Flood Risk – Neighbouring Authorities

- [Burnley Strategic Flood Risk Assessment Levels 1 & 2](#) (Burnley Council, 2017)
- [Ribble Valley Strategic Flood Risk Assessment Level 1](#) (Ribble Valley BC, 2017)
- [Craven Strategic Flood Risk Assessment](#) (JBA Consulting, 2017)
- [Bradford Strategic Flood Risk Assessment Level 1](#) (JBA Consulting, 2019)
- [Calder Catchment Strategic Flood Risk Assessment Vol.1](#) (JBA Consulting, 2016)
- [Calder Catchment Strategic Flood Risk Assessment Vol.2](#) (JBA Consulting, 2018)

Planning Policy

- [Pendle Local Plan Part 1: Core Strategy 2011-2030](#) (Pendle Council, 2015)
- [Pendle Local Plan Part 2: Scoping Report & Methodology](#) (Pendle Council 2016)
- [Pendle Authority Monitoring Report](#) (various years)

Other

- [Pendle Infrastructure Strategy](#) (Pendle Council, 2014)

Pendle Council

Planning, Economic Development & Regulatory Services

Town Hall

Market Street

Nelson

Lancashire

BB9 7LG

Tel: 01282 661330

Email ldf@pendle.gov.uk

Website: www.pendle.gov.uk/planning



If you would like this information in a way which is better for you, please telephone us.

اگر آپ یہ معلومات کسی ایسی شکل میں چاہتے ہیں، جو کہ
آپ کے لئے زیادہ مفید ہو تو براۓ مہربانی ہمیں ٹیلیفون کریں۔



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