

Invitation to tender for Habitats Regulation Assessments

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1. Introduction

The Broads Authority is a Special Statutory Authority established under the 1988 Norfolk and Suffolk Broads Act. Its general duty is to manage the Broads for the purposes of:

- (a) conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
- (b) promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
- (c) protecting the interests of navigation.

It must also consider the needs of agriculture and forestry, and the economic and social interests of those who live or work in the Broads. Although not a statutory duty the Authority works collaboratively with the Tourism sector to promote the area to visitors as part of its duties under the second purpose. The Sustainable Tourism Strategy combines the requirements of the first two purposes with the growing net zero agenda.

In respect of Habitats Regulation Assessment (HRA), the Broads is one of Europe's finest and most important wetlands for biodiversity and nature conservation. 28 sites lying wholly or partly within the executive area covering 7,555 hectares have been identified as being of Special Scientific Interest (SSSI) under the Wildlife and Countryside Act 1981. Several of these SSSIs are National Nature Reserves and many of them are included within European Designations such as Special Protection Areas (SPAs) and Special Areas of Conservation (SAC).

The Broads Authority ('the Authority') is seeking a suitably qualified and experienced contractor to supply HRAs for four of its key documents: The Broads Plan, Local Plan for the Broads, the Waterways Management Strategy, and the Broads Sustainable Tourism Strategy.

The contract will be for a 3-year term with the option to extend for up to a further 24 months. It is expected that the contract under which these services will be delivered will commence on **6 December 2021**.

2. Potential changes to the HRA requirement

You will be aware that the Government proposed changes to the Habitats Regulation Assessment requirement in the Planning White Paper. While the need to undertake a Habitats Regulation Assessment is still required, there is a possibility that the need or scope may change during the course of this contract. Going by the timings set out in this tender document, any changes may probably affect in particular the Local Plan, as the timeline for producing that Plan is longer.

As a result of the uncertainty, but reflecting that there may be fundamental changes to the production of an HRA or indeed, an HRA may not be required, there will be a break clause in the contract. That is to say the following:

- If the Government make changes to the HRA process/content, but still require the HRA to be undertaken (although it may be called something else) or the equivalent tests that an HRA undertakes to be continued, then there will need to be renegotiation about the remaining work as part of this contract with cost adjusted accordingly.
- If the Government ends the requirement for HRA, and/or replaces it with another form of assessment that either the appointed consultant does not undertake or the Broads Authority does not need a consultant to do, then the commission will end and any monies owed up to that point will be paid. But the total cost as quoted will not be paid.

3. General requirements

Tenderers must comply with these instructions. They are designed to ensure that all tenders are treated equally and fairly and to comply with all legal requirements for public sector procurement. Failure to comply with these instructions and conditions may invalidate your tender.

The Tender documents are and shall be the property of the Authority and will not be copied or reproduced in whole or in part, save as is necessary to enable you to complete the Tender and must be returned to the Authority when requested to do so.

4. Insurance requirements

The Authority expects the successful tenderer to hold adequate insurance. For this contract it is expected that this will include:

Insurance Type	Minimum level of indemnity
Public Liability	£5,000,000
Employee Liability	£5,000,000
Professional indemnity	£5,000,000

Where a tenderer does not currently hold the requested level of insurance, the cost of this can be added to your tender. If the contract is awarded on this basis, confirmation will be required that it has been put in place for the duration of the contact.

5. Procurement process and tender procedures

5.1. Tenderers' responsibilities

All Tenderers are required to read these instructions before submitting a tender as referred to below. The Authority will assume that Tenderers are fully aware of the contents of these instructions and that unless queries are raised by Tenderers they are fully satisfied and have no queries upon them. The Authority will not entertain any claims for compensation arising from the neglect or failure of any Tenderer to comply.

Information supplied to Tenderers by the Authority is supplied for general guidance only. Tenderers must satisfy themselves by their own investigations about the accuracy of such information, and no responsibility is accepted by the Authority for any inaccurate information obtained or for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tender. All works of investigation and preparation of tenders shall be carried out at the Tenderers' cost.

The Invitation to Tender and any other information issued by the Authority relating to the services shall be treated by you as confidential and shall not be disclosed in whole or in part to any third party without the prior consent of the Authority other than for obtaining sureties, guarantees or quotations.

5.2. Basis of the Tender

All prices quoted in the tender and any supporting documents must be in pounds sterling and must be exclusive of VAT and must include the cost of meetings, presentations, report drafting, and any additional related costs necessary to the delivery of the services specified by the Authority. If requested the Authority will return packaging at the Tenderer's expense.

The tender price must reflect any costs associated with Coronavirus mitigation measure needed for the safe delivery and other related items needed for the HRA contract to be fully compliant with current Government guidelines.

Tenderers are required to keep tenders and prices valid for acceptance for a period of 60 days from the closing date for receipt of tenders. A Tender with a shorter validity period may be rejected.

The Tenderer shall bear all costs expenses and liabilities incurred in connection with the preparation and submission of the Tender.

5.3. Arithmetic accuracy of the Tender

If the Authority suspects that there has been an error in the pricing of the Tender it reserves the right to seek such clarification as it considers necessary from the Tenderer only.

It is the responsibility of the supplier to check that all unit rates and other information entered in the cost templates are accurate. If any errors in the unit rates or in the totals are detected the tenderer will be afforded the opportunity to either:

- to confirm in writing and accept the error if it is in the Authority's favour; or
- to correct the error(s) and to revise the tender downwards. Any revisions must be confirmed in writing; or
- to withdraw the tender. This must be confirmed in writing.

Any item for which no unit rate is entered in the appropriate column will be treated as if it is free of charge.

5.4. The Tender

The Tender shall be submitted in accordance with these Instructions to Tenderers. The Authority may reject any tender not complying in any particular matter and its decision in that regard shall be final.

All relevant forms for completion in Appendix A shall be signed and submitted with all other documents comprising the Tenderers Tender.

The Authority reserves the right to amend any information or the Specification contained within the invitation to tender at any point prior to the award of contract. Such amendments will be notified to the contractor within a period of 5 days.

The Authority reserves the right not to award a contract subsequent to this tender and may accept or reject the whole or any part of a tender. The Authority does not bind itself to accept any tender and will not accept responsibility for any expense or loss which may be incurred by any potential supplier in the preparation of the tender.

The Authority reserves the right to make all or any bids received available for inspection by the Office of Fair Trading or any other regulatory body.

Any Tenderer who:

- fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than the Authority or, as applicable, relevant other commercial body, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or
- enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
- offers or agrees to pay or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission,
- may (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified from this procurement exercise.

5.5. Contact details

Any questions regarding these documents and the specific requirements of the Authority must be made in writing by email to marie-pierre.tighe@broads-authority.gov.uk.

5.6. Tender submission

All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than **10 November 2021**. Tenderers should note that the questions and responses raised during the clarification period will be anonymised and shared with other Tenderers on the Authority's website.

Contact by any person acting in the name of the prospective contractor with any employee of the Authority other than those mentioned in this ITT will be grounds for the Authority to terminate the tender process for that supplier.

Tenders must be returned to: tenders@broads-authority.gov.uk

Email subject must read **"Tender HRA"**

Do not copy in the person named in section 4.5 as this will invalidate your tender.

Please note that this mailbox is not monitored and will only be reviewed after the closing date. Suppliers will receive an automatic notification to confirm receipt.

No extensions to the closing date for Tenders can be granted. However, the Authority may at its discretion extend the closing date and time specified.

The Authority will not accept any responsibility if any tender is unable to be submitted by the deadline unless it can be evidenced that there is a problem with the Authority's IT system.

Qualified tenders or tenders bearing any unauthorised alteration or addition to the form of tender or any other tender documents may be rejected by the Authority.

5.7. Tender timetable

The following dates are applicable to this tender:

Activity	Estimated Dates
Publication of Invitation to Tender	8 October 2021
Clarification period starts	11 October 2021
Clarification period closes	22 October 2021
Deadline for the Authority to publicise responses to Tender Clarification questions	29 October 2021
Deadline for submission of Tender	10 November 2021
Notification of successful/unsuccessful tenders	22 November 2021
Start of standstill period	3 December 2021

Activity	Estimated Dates
Contract Commencement	6 December 2021

This timetable is indicative only. The Authority may amend at its discretion.

5.8. Site Information

This Tender invite does not require a site visit.

5.9. Evaluation of Tenders

Tenders will be evaluated using a method known as MEAT (most economically advantageous tender). A panel of the Authority's Officers will undertake the evaluation process. The Authority will consider both quality and price in the evaluation of tenders. These reflect the relative importance and are scored as follows:

Criteria	Maximum Score Available
Price (excluding VAT)	50
Experience and knowledge of individuals to deliver	20
Project management	20
Trade references	10
Total	100

The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out below.

Price - The calculation that will be used is as follows:

Score = Lowest Tender Price/Tender Price x 50 (maximum mark available)

Experience and knowledge of individuals to deliver – We need to ensure that the team working on this project have the required skills and experience to deliver it. We have detailed the requirements relating to experience and knowledge required to support this project (see Section 6 Specification) that we expect the successful Consultant(s) to have. To demonstrate this, we are asking for you tell us how you will meet these requirements. Please provide CV(s) for each individual who will be working on the project to support your response.

The score will be awarded according to the scoring matrix below. The mark awarded using the scoring matrix will be multiplied by 4. For example, if the mark awarded is 5, this would give the highest score of 20.

Project Management – Please outline your project management plan to deliver this contract on time and to budget, with an explanation of how you would deal with potential delays in the production of the separate Plans. This should include a the workplan and tools for delivering the project outputs, what quality control system will be in place, details of any contingency plans you have for delivering the services, as well as the strategy for meeting

the different timelines of the four Plans. Responses should include a breakdown of stages with their costs, up to the adoption of the Plans.

Please also include a Gantt chart with key dates, and the level of input that the contractor would expect from Broads Authority staff.

The score will be awarded according to the scoring matrix below. The mark awarded using the scoring matrix will be multiplied by 4. For example, if the mark awarded is 5, this would give the highest score of 20.

Trade references – Where both trade references are received and relevant, the maximum score will be awarded. Where only one relevant reference is received the score will reduce to 5.

Scoring matrix	
The mark to be awarded is that for which the descriptors most closely match the tenderer's response	Mark awarded
<p>An excellent response that is realistic, appropriately detailed and specific. There is no material weakness and:</p> <ul style="list-style-type: none"> • the approach embodies accepted good practice in all material respects and offers excellent levels of (as appropriate) functionality, performance, environmental performance, ease of use and other relevant characteristics; • the response is tailored to the requirement wherever relevant and, where relevant, to specific circumstances; • all material aspects of the question are fully answered, and the approach described fully meets all material aspects of the requirement; • where relevant the proposal is ambitious in terms of outcomes, and sets out a convincing, coherent and evidence-based approach to achieving the outcomes claimed; and • where relevant, the organisation, qualification and experience of staff assigned to performing the contract are excellent. 	5

<p>A good response that is realistic, appropriately detailed and specific and with only minor weaknesses, where:</p> <ul style="list-style-type: none"> • the approach generally embodies accepted good practice and offers good levels of (as appropriate) functionality, performance, environmental performance, outcomes, ease of use and other relevant characteristics; • the response is generally tailored to the requirement where relevant and, where relevant, to specific circumstances; • all material aspects of the question are fully answered, and the approach described meets the material aspects of the requirement, with no or minor exceptions; • where relevant the proposal seeks to deliver a good level of outcome, and sets out a convincing, coherent and evidence-based approach to achieving the outcomes claimed; and • where relevant, the organisation, qualification and experience of staff assigned to performing the contract are good, with only minor deficiencies 	4
<p>A satisfactory response that is realistic in all material respects, and that is at least sufficiently detailed and specific to give general clarity about what is to be delivered and how. There are some weaknesses, but:</p> <ul style="list-style-type: none"> • the approach does not materially conflict with accepted good practice and generally offers acceptable levels of (as appropriate) functionality, performance, environmental performance, ease of use and other relevant characteristics; • most material aspects of the question are fully answered, and the approach described meets the material aspects of the requirement, with no or minor exceptions; • while the response may be somewhat generic, it is not inappropriate to the specific circumstances or too high-level to give reasonable clarity and confidence; • where relevant the proposal seeks to deliver acceptable outcomes, and sets out a reasonably convincing, coherent and evidence-based approach to achieving the outcomes claimed; and • where relevant, the organisation, qualification and experience of staff assigned to performing the contract are generally acceptable. 	3

<p>A rather deficient response where:</p> <ul style="list-style-type: none"> • there is insufficient detail or specificity to be clear, wholly or for material aspects of the requirement, what is to be delivered and how; • material parts of the question are not answered or material parts of the response are unrealistic or the approach described, in some material respects, appears not to meet the requirement; • the approach described appears, in some material respects, not to deliver expected levels of (as appropriate) functionality, performance, environmental performance, ease of use or other relevant characteristics; • the approach conflicts with accepted good practice in some material respects; • the approach is in material part inappropriately generic or a poor fit with the specific circumstances or context; • the approach is rather unambitious in terms of outcomes or the approach to achieving the claimed outcomes is somewhat unconvincing; and/or • where relevant, the organisation, qualification and experience of staff assigned to performing the contract do not reach the expected levels in some material respects. 	2
<p>An inadequate response that is in part or in aggregate sufficiently unrealistic as to cast serious doubts over deliverability or efficacy or very materially lacking in detail or specificity or where, individually or in aggregate, there are very material weaknesses.</p>	1
<p>No response or a response with insufficient content to allow meaningful evaluation or a fundamentally unrealistic response or a clearly unacceptable response where the weaknesses, individually or in aggregate, are fundamental.</p> <p>If any question receives a score of '0', the entire submission will be rejected.</p>	0

The Potential Provider that achieves the highest total score will be awarded the Contract.

If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the Price element will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of 70.

No tender will be considered unless the potential supplier has submitted a full proposal including the completed forms in Appendix 1 within this tender document.

The Authority will advise each Tenderer whether its tender has been successful or not. Once the standstill period has passed the successful tender will be recorded on Contracts Finder.

5.10. Freedom of Information Act

The Authority is bound by the provisions of the Freedom of Information Act ("FOI") 2000. All information submitted to the Authority may therefore need to be disclosed and / or

published by the Authority in compliance with the Act. Any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Information Commissioner).

If you consider that any of the information included in your Tender should not be disclosed by the Authority please identify it and explain (in broad terms) why. Please also indicate how long you think the information should be covered by a non-disclosure provision. Please include this information in the "Freedom of Information" Schedule included in these ITT Documents and return with your Tender.

In terms of FOI information may be exempt from disclosure if it is:

- A trade secret
- Information which is likely to prejudice someone's commercial interests if disclosed (this could be your interests or the Authority's)
- Personal data where disclosure cannot be justified in terms of the Data Protection Act 1998
- Subject to an enforceable obligation of confidentiality. (This means that the information should be recognisable as confidential in nature and must not be in the public domain already; it must have been received in circumstances which impose an obligation to maintain confidentiality on the person receiving it; and any unauthorised disclosure would cause you harm.)

You should therefore seek to ensure that those parts of the Tender which you would prefer not to be disclosed fall within these broad categories. The Authority is more likely to resist disclosure and be able to justify non-disclosure of information in response to an FOI request if the suggested non-disclosure items are restricted to these categories. Please note that the Authority reserve the right to disclose if it is satisfied (acting reasonably) that it is in the public interest for the information to be disclosed.

It should be remembered that, even where you have indicated that certain information ought not to be disclosed, the Authority reserve the right to disagree. Even when the Authority agree that the information has been correctly identified, it may nonetheless be required to disclose it or elect to do so in the public interest. Receipt by the Authority of any material marked 'confidential' or equivalent should not be taken to mean that the Authority accept any duty of confidence.

In all cases, the Authority may publish (either proactively or in response to a request) the following information:

- The identity of all tenderers
- Overall value of the Contract awarded (or a general indication of the rates applicable under the Contract)

- The value of all tenders received (not necessarily correlated to the identity of the tenderers)
- General performance standards to be achieved under the Contract
- Performance and progress monitoring arrangements; and early completion incentives and penalties for failure to meet targets.

Tenderers should not mark anything as confidential which falls into the above categories.

6. Inclusion in the Tender response

The following documentation must be returned to the Authority as part of your Tender:

1. Tendered price for the provision of Habitats Regulation Assessments with breakdown (as an appendix)
2. Details as to referees
3. Insurance Certification Form
4. Signed and completed Certificate as to canvassing
5. Signed and completed Certificate as to collusive tendering

6.1. Pricing

Tenderers shall provide fixed price annual rates in relation to the production of Habitats Regulation Assessments. Prices are to include all necessary activities for the full and proper completion of the contract obligations as described. All overheads and profit charged to this contract to be included in these prices. Prices are to be exclusive of VAT.

6.2. Rates for ad-hoc work

These rates are those that will be charged for works over and above the specified standard servicing or ad-hoc work, only requested by the Authority.

The Tenderer is to complete this section of the pricing schedule to give an inclusive rate per hour.

The labour rates will be fixed for the duration of the contract period. Travelling and accommodation costs are deemed as included within the tendered rates and shall not be chargeable at any time. Only time spent on site shall be chargeable. Mileage rates are deemed as included within the tendered rates and shall not be chargeable at any time.

There is no guarantee that this type of work will be commissioned on a regular basis and the Authority reserves the right to go out to quote from other suppliers for this work, where it is deemed beneficial to do so.

Here are examples of Ad hoc work: attendance at the examination in public for the local plan, presentation to Broads Authority committee.

7. Specification

The work programme for the HRA is tied to the milestones for producing the four Plans as published by the Authority.

7.1. Broads Plan 2022

The Act places a requirement on the Authority to produce a Management Plan for the Broads and to review it at least once in every five years. The existing Broads Plan was adopted in 2017 and covers the period up to 2022. The Plan can be found on the Authority's website at [Broads-Plan-2017.pdf \(broads-authority.gov.uk\)](#)

The next version of the Broads Plan will be mainly a light touch revision and updating of the Plan, where most strategic actions will remain unchanged or with relatively minor changes. The reasons for this are set out in the minutes at item 9, starting on page 7: [Broads Authority minutes - 29 January 2021 \(broads-authority.gov.uk\)](#)

The Broads Plan is a primary document of the Authority and a key influence on other strategic plans (e.g. the Local Plan for the Broads, and specific topic strategies (e.g. Integrated Access Strategy, Biodiversity and Water Strategy). It is subject to the provisions of Sustainability Appraisal and Strategic Environmental Assessment, which is being conducted in house.

7.2. Local Plan for the Broads

The Broads Authority is the Local Planning Authority for the Broads and has adopted in 2019 its Local Plan with a plan period up to 2036. [Local-Plan-for-the-Broads.pdf \(broads-authority.gov.uk\)](#) The planning policies are contained in the Local Plan for the Broads 2019. The preparation for the next version of the Local Plan has started. This is a statutory plan and is also subject to the provisions of Sustainability Appraisal and Strategic Environmental Assessment which will also be conducted in house.

7.3. Sustainable Tourism Strategy

The previous version of this document, the Sustainable Tourism Strategy (2016-2020) was extended to 2023 in order to allow the sector to engage fully with the preparation of the new strategy. It sets out the overall strategic direction for tourism in the Broads and is written to be in line with the requirements of the European Charter for Sustainable Tourism in Protected areas. It is not a statutory plan. The current Strategy can be found on the Authority's website at : [Microsoft Word - Sustainable Tourism in the Broads 2016-20 May 2016.docx \(broads-authority.gov.uk\)](#)

7.4. Waterways Management Strategy

The purpose of this strategy and five-year action plan is to provide a framework for sustainable and cost-effective management of the Broads navigable waterways from 2022/23 to 2026/27. The character and usage of the different parts of these publicly accessible waterways varies considerably. This means that a fixed management approach would not give the best outcome for recreational users, environmental considerations or allow efficient deployment of Broads Authority resources. Developments in legislation and

varied stakeholder interests also means that the Authority's approach needs to be flexible, based on sound evidence and be transparent in decision-making and communication.

To help focus the Authority's work to meet waterway management objectives, a set of guiding principles have been developed when considering if, where and how operational activities are carried out. Through following these principles, this strategy and action plan sets out the evidence used, management actions required, natural processes to consider and multiple objectives to be gained, through all of the waterways management activities.

The Waterways Management Strategy builds upon the 2007 Sediment Management Strategy, which went through an HRA and Appropriate Assessment process. The summary of findings for the appropriate Assessment are documented in the report presented to the Broads Authority Navigation Committee on 24/4/2008 (the report needs to be attached separately for reference, as no public weblink is available). The conclusion was that following an extensive impact assessment and consultation with Natural England and other interested parties, Natural England provided representation on in-combination impact from the Sediment Management Strategy of changes in hydrology and saline penetration. Natural England and the Broads Authority were of the opinion that, on both issues, the scheme of maintenance dredging outlined would not result in adverse effect to the integrity of the Broads SAC, Broadland SPA and Ramsar site. Given that the scope and specifications of sediment management in the 2021 Waterways Management Strategy are either the same or less invasive than the 2007 strategy, no increase in "likely significant impact" to Protected Sites is predicted.

However, it is noted that during the delivery of the Waterways Management Strategy there will invariably be a requirement for specific channel maintenance activities (particularly individual dredging projects), locations within the water plant management and riverside tree management programmes, will have to have a site-specific impact assessment due to the possibility of 'local' impacts to designated sites. The requirement for these site specific impact assessments will be officer level discussions between Authority ecologists and Natural England advisers. Such discussions and the potential assessments that may follow will become a routine part of Authority maintenance project feasibility and planning.

The document is available at: [Waterways Management Strategy \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk/waterways-management-strategy)

7.5. Timeline

The contractor will work alongside the Broads Authority as it prepares each of the Plans by undertaking all necessary tasks for HRAs. The work programme for the HRAs is tied to the milestones for producing the four Plans, the production dates for which are estimated below. It is anticipated that the Broads Plan and the Sustainable Tourism Plan will follow the same process and broadly the same timetable over a 12-month period. The Local Plan will follow the statutory process as set out in Government Guidance and may take up to 12 to 24 months longer. The final Waterways Management Strategy is ready for its HRA assessment.

Key Milestones for the Broads Plan		
1.	Engagement with key partners and stakeholders and preparation of draft Plan	June to Nov 2021
2.	Consult on Draft Plan	Estimated Jan 2022
3.	Consult on revised Plan	Spring 2022
4.	Adopt Plan	15 July 2022 at the earliest

Key Milestones for the Local Plan for the Broads		
1.	Issues and Options Consultation	Estimated to commence around March 2022.
2.	Preferred Options Consultation	Estimated to commence around November 2022.
3.	Publication	This could be around November 2023
4.	Submission	This could be around summer 2024
5.	Examination	Unknown
6.	Modifications consultation	Unknown
7.	Inspector's Report	Unknown
8.	Adoption	Unknown

Key Milestones for the Sustainable Tourism Strategy		
1.	Engagement with key partners and stakeholders and preparation of draft Plan	January to March 2022
2.	Consult on Draft Plan	October 2022
3.	Adopt Plan	March 2023

Key Milestones for the Waterways Management Strategy		
1.	Engagement with key partners and stakeholders and preparation of draft Strategy	Done
3.	Final Strategy for adoption	Done

7.6. Specification

The successful tenderer will agree to meet the following specification:

Ref.	Requirement description
1.0	Experience in the production and implementation of HRA for Development Plan Documents or other primary strategic policy documents
1.1	Production of scoping reports/environmental reports/sustainability frameworks for strategic policy and/or planning policy documents
1.2	Experience of appraising conflicting objectives and advising on practical outcomes
1.3	Appreciation of and ability to work within protected landscapes
1.4	Detailed working knowledge of the Broads or similar wetland landscapes
1.5	Experience in appraisal of policies and strategies
1.6	Knowledge of legislation relating to European sites
1.7	Delivery of work to a high standard and to time
1.8	Demonstrable project management skills
1.9	Examples of previous or similar work

8. Contract management

In order to ensure that the contract operates in a successful and efficient way, as well as delivering all outcomes described in this specification to the correct standards, the contractor will be required to communicate on a regular basis with the Authority to monitor performance, reporting and consistency of the data.

Ref	Requirement description
1.0	The contractor will liaise with and report to Marie-Pierre Tighe, Director of Strategic Services, who may redirect the query to the relevant officer.
1.1	All work is to be undertaken according to a detailed programme to be agreed prior to each stage.

The template for the draft contract is available upon request.

Tender form 1

Name of Tenderer:

Tendered price for the provision of Habitats Regulation Assessments

To: Chief Executive, The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the specification and the draft Contract,

I/we of hereby offer, to provide Habitats Regulation Assessments in accordance with Tender Forms 1 to 5 attached. I/we offer to undertake and complete the work in the time period stated for the sum of £ (excluding VAT) and detailed in appendix 1.

I/We agree that this tender shall remain open to be accepted or not by you and shall not be withdrawn for a period of 6 months from the date for return of this tender.

I/we understand that you are not bound to accept the lowest or any tender you may receive.

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1) Status:

Signed (2) Status:

For and on behalf of:

Date:

Company registration number or equivalent:

VAT registration number:

Type of organisation: (delete as appropriate) Small and medium enterprise (SME) or Voluntary, community, social enterprise (VCSE)

Tender form 2

Name of Tenderer:

Referees

To the Broads Authority

You may seek references from my/our following trade/bank referees:

1. Bank

2. Trade

3. Trade

Tender form 3

Name of Tenderer:

Insurance Certification Form

Third Party Insurance covers to sum of not less than £5 million

Dear Sir

I/We certify and declare that I/we have already have in place with our Insurance Company policies in place for professional liability in the sum of £5m. I/We attach confirmation from our Insurance Company.

Or

I/We certify and declare that I/we have obtained quotations in order for us to obtain the necessary level of insurance for professional liability. The additional cost for this is .

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been affected:

Name:

Address:

Please note: Evidence must be included with this form to prove that such insurances as are required will be affected. Failure to do so will render this Tender invalid.

Tender form 4

Name of Tenderer:

Certificate as to Canvassing

(Invitation to Tender refers)

I/We certify that I/we have not canvassed or solicited any member, officer or employee of the Authority in connection with the award of the tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

Tender form 5

Certificate as to collusive quotation

(Invitation to Tender refers)

To:

The Broads Authority
(hereinafter called "the Authority")

The essence of selective tendering is that the Authority will receive bona fide competitive tenders from all persons tendering. In recognition of this principle,

I/we certify that this is a bona fide Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices tendered by or under or in accordance with the following acts:

- a) communicate to a person other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain tenders necessary for the preparation of the Tender for insurance); or
- b) enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; or
- c) offer or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender for the service any act or omission.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

