

SPECIALIST PROFESSIONAL SERVICES QUOTATION

DELIVERY OF A DERBYSHIRE DALES BIODIVERSITY ACTION PLAN

1. INTRODUCTION

At its meeting on 26th January 2023, Derbyshire Dales District Council resolved to support the recovery of nature across the Derbyshire Dales. The Council agreed to:

1. Develop and implement a Derbyshire Dales Nature Recovery Strategy and ensure it underpins all planning, development, and land management decisions, including the Local Plan
2. Improve access to nature by following the Natural England 'Nature Nearby' Accessible Natural Greenspace Guidance
3. Embed nature's recovery into all strategic plans, including the Local Plan, and all policy areas, not just those directly related to the environment. Ensure the Local Nature Recovery Strategy (LRNS) is well understood across the authority and complements other relevant plans and strategies
4. Integrate the targets, objectives, and outcomes of this motion, i.e. the biodiversity strategy and action plan, with those outlined in the Derbyshire Dales Carbon Reduction Plan, to ensure measures to tackle climate issues do not contravene the principles of enhancing biodiversity. Wherever possible, the council will invest in nature-based solutions to climate change to tackle the nature crisis and climate emergency together
5. Provide training and resources for councillors and council employees about the ecological emergency
6. Identify a council employee as the designated lead for coordinating council operations in relation to the ecological emergency

A report of the Working Group to Council in March 2023 reported the current activities the Council undertakes in relation to biodiversity summarised as an action plan – Annex One.

The Council subsequently set up a cross-party Biodiversity Sub-Committee to agree actions the Council should be taking to meet these commitments. An officer Working Group has also been formed with membership from service areas across the Council.

In May 2023 DEFRA [guidance](#) was published to support local authorities in understanding their responsibilities under the biodiversity duty as enhanced by Section 102 of the Environment Act 2021.

DEFRA has identified Derbyshire County Council as the responsible authority for delivering the Local Nature Recovery Strategy (LNRS) – points 1 and 3 above. The County Council intends to begin development of this strategy later in 2023.

The County Council prepared a Natural Capital strategy for Derbyshire in February 2023. The strategy 'describes the current status of the natural assets in the county and identifies where the natural capital is resilient and performing well in supporting the population. It identifies opportunities to adjust land management to increase the benefits felt from nature in Derbyshire'

This Council now wishes to prepare:

A Biodiversity Action Plan which identifies a series of clear and measurable actions that the Council should undertake to comply with the Biodiversity Duty. The plan should take into account existing and emerging local strategies but focus on the actions that the Council can take in the short to medium term. It is intended that the plan will build on the workstreams that are currently underway, identifying opportunities to enhance these and seeking new opportunities particularly where partnership working is possible. The plan should clearly set out the resource implications of continuing and new workstreams, identifying opportunities for funding. The term of the plan is proposed as 3 years (2024-27) to align with the current Council term.

The expectation is that a draft action plan will be developed from late December 2023 for approval by the Council in Spring 2024.

2. DETAILED REQUIREMENTS

The Council wishes to appoint consultants (a single firm or consortium headed by a single practice acting as lead consultant) to prepare a Biodiversity Action Plan:

The specific work that is required is as follows:

1. Initial advice and discussion around the scope and content of the Action Plan document. It is envisaged that this is by way of a meeting with senior officers.
2. Initial meeting with the Council's Biodiversity Sub-committee to gain an understanding of their approach to addressing the issue.
3. Guidance as to how the Council can most effectively meet our biodiversity duty considering current levels of activity, expertise and resource.
4. Recommendations on how the Council can communicate the value of biodiversity to our residents and businesses.
5. Consider how the Council can best influence the development of the LNRS, ensuring that the Action Plan complements the emerging strategy and relevant existing strategies.
6. Advice as to how the Council can embed nature recovery into all strategic plans, including the Local Plan, and policy areas.
7. Guidance as to what options are available to the Council in developing an approach to Biodiversity Net Gain (BNG) including a recommendation for how to evaluate land in Council ownership that may be appropriate for BNG or land that could be acquired.
8. Identification of opportunities to integrate work on biodiversity with the Councils Climate Change Strategy and Action Plan.
9. Identification of opportunities for internal training to ensure that there is a sound understanding of biodiversity across the Council.
10. Recommendation of an approach to meet the reporting requirements of the duty and how to positively communicate what the Council is doing.
11. Prioritisation, costing (to achieve/implement), resource estimation and advice on achieving the actions.
12. Identification and advice around appropriate community leadership actions relating to the activities of the Council, which are capable of contributing to the achievement of enhanced biodiversity across the district.
13. Prioritisation, costing and advice on achieving these community actions.
14. Amalgamation of the above into a clear and realistic Action Plan with measurable targets.
15. Presentation of the Action Plan to the relevant Sub-Committee

3. COSTS

Submissions should indicate the TOTAL price to complete the work, inclusive of all development time and materials. Please include all expenses such as travel, accommodation and subsistence in this price.

4. TIMESCALE FOR PROJECT COMPLETION

Twelve weeks from appointment - TBA

5. EVALUATION APPROACH

Bids will be evaluated on the basis of price and quality (to determine the most economically advantageous submission).

In assessing the answers to the following questions, the Council will be seeking evidence of the Potential Provider's suitability to deliver the requirements of the contract.

Responses to the specification will be evaluated in accordance with the Evaluation Approach detailed below. In the event that none of the responses are deemed satisfactory, the Council reserves the right to consider alternative procurement options.

The provision of false information will disqualify organisations from further consideration.

Scoring Principles

0	Unacceptable	Fails to meet the standard required - Response significantly deficient or no response.
1	Poor	Significantly fails to meet the standard required - Inadequate details provided and/or requirement/question not addressed or answered and/or proposals not directly relevant to stated requirement/question.
2	Limited	Fails to meet the standard required in most aspects - Limited or inadequate information provided in most areas. Only partially addressing the stated requirement/question.
3	Satisfactory	Meets the standard required in most aspects - Limited information provided in some areas. Only partially addressing the stated requirement/question.
4	Good	Meets the standard required - Information provided addresses the stated requirement/question.
5	Excellent	Meets the standard required - Comprehensive response provided in terms of the details and relevance to the stated requirement/question. Detailed evidence/ information provided to support the proposal/answer.

Scoring

Factor	Weighting
A clear understanding and interpretation of the tasks identified within this brief.	20
Robustness and suitability of the proposed approach/methodology.	15
Relevant knowledge, skills and experience of the team and experience within the team of undertaking (successfully) similar commissions.	15
Proven track record in delivering high quality work that corresponds with the requirements of the brief.	10
Price	40

The Council is not bound to accept the lowest submission. The assessment of the submissions will be undertaken by Officers from the Council.

6. DOCUMENTATION

Quotations should include an executive summary which should include:

- Narrative outlining your understanding of the tasks set out in the Brief and your timeline for completion;

- Proposed approach/methodology and detailed work programme;
- Breakdown of days and attendant costs for each consultant set against the principal tasks identified;
- Details of how any sub-contracted work will be managed;
- Experience, skills, team CVs;
- Details of appropriate referees who may be contacted, ideally these will be similar local authorities to Derbyshire Dales District Council and will include a summary of the work undertaken; and
- Evidence of appropriate insurance including a minimum of £1M professional indemnity and £10M public liability.

7. DEADLINE FOR SUBMISSIONS

A written proposal addressing the requirements above should be submitted to Tim Braund, Director of Regulatory Services by (date to be inserted), Any enquiries or clarifications about this contract opportunity should also be submitted via this route.

8. TERMS AND CONDITIONS

The successful consultants will be obliged to adhere to the Council's terms and conditions of contract.

The fee will be exclusive of VAT. No price fluctuations will be allowed unless agreed in advance by the Council's Client Officer.

9. ANNEXES

[Annex One](#) – current action plan

Annex Two – draft contract for information