

BRIEF FOR CONSEQUENCES STUDY

Tender Invitation

Brief for the Appointment of Consultants to Undertake a 'Consequences Study of Sefton's Local Plan Options' for Sefton Council to Inform the Emerging Local Plan Process

1. Background

- 1.1 Sefton Council is seeking to appoint suitably qualified and experienced consultants to undertake a '**Consequences Study of Sefton's Local Plan Options**' for the local authority area of Sefton and for surrounding local authority areas. The purpose of the Study is to advise upon the likely effects in social, demographic and economic terms as to the consequences of the Council adopting the range of options presently under consideration as part of its local plan preparation work. The study will henceforth be known as the '**Consequences Study**'.
- 1.2 The 'Consequences Study' is required to inform the preparation of Sefton's Local Plan in terms of assessing the consequences of pursuing different development options both for Sefton Council and for neighbouring local authorities. In this regard, in part it fulfils the Duty to Co-operate requirement, as set out in the 2011 Localism Act.
- 1.3 The 'Consequences Study' will review and analyse the wide range of background evidence that has been assembled by Sefton Council and neighbouring local authorities (see section 5 and Appendix A for full details of all relevant studies by topic and date).
- 1.4 It is not anticipated that any further original research will need to be undertaken as part of this commission and any findings should be derived from existing studies and evidence and the consultants' best professional judgement. However, if tenderers consider that further research is absolutely necessary because of essential evidence or data gaps etc, they should set out in their tender submission what is required, and why, and what the cost of such work would be.
- 1.5 Given the wide range of topics to be risk assessed and evaluated, it is essential that tenderers consider how they intend to approach the complexity of the work and how they would intend to resource the Study, as well as providing a structure for the final report.

2. Purpose of the Study

- 2.1 The purpose of this study is to comprehensively assess the **key social, economic and environmental consequences** for Sefton Council and for neighbouring authorities of choosing to pursue one of a number of specified Local Plan options [see section 4].
- 2.2 The study should be consistent with current government guidance including the National Planning Policy Framework and best practice advice where available.
- 2.3 The study findings are required to be robust, transparent and capable of defence at subsequent public examinations or other public inquiries.

3. The Study Area

3.1 In addition to assessing the consequences for Sefton Council the study should also thoroughly assess the implications for Sefton's neighbouring local authorities:

- The Borough of Knowsley
- Liverpool City
- West Lancashire Borough; and
- Wirral Metropolitan Borough
- and any other local authority area which the consultants consider may be affected by the decision Sefton Council might make on any of the proposed options for its Local Plan.

3.2 A plan [to be added] showing the boundary of the borough of Sefton (outlined in red) and how it relates to other authorities in the Liverpool City Region is below.

4. Local Plan Options to be considered

4.1 **[Explanation of the Local Plan Options will be included here. These will include two of the three options consulted on during 2011, and a third based on updated housing and employment requirements and capacities]**

4.2 In addition to the three options which consider the **level** of development in Sefton, the Consequences Study should also assess the potential options for the **location** of development in Sefton. If development is proposed in the Green Belt we will need to determine the most suitable locations. The draft Green Belt Study identified land in the Green Belt which has potential for development. Further work is required to enable us to decide whether some of those sites should be ruled out because of various constraints. This will not form part of the Consequences Study.

4.3 As the draft Green Belt Study identified only a relatively small number of potential sites for development, the choice is limited. Our view is that the only realistic **locational options** are either:

- Sites are chosen by how suitable they are regardless of where they may be. It is likely that this will mean that development will be clustered in the central area of Sefton, concentrated around the Maghull/ Lydiate area; or
- Sites are distributed as much as possible across Sefton to meet local needs, even if this means choosing some sites with more constraints; or
- Or a combination of both

5. Key Components of the 'Consequences Study'

5.1 As indicated above the 'Consequences Study', in undertaking an assessment of the social, economic, and environmental consequences, must at the very least include an appraisal of all the implications set out in this section.

5.2 For the avoidance of doubt it must specifically identify, assess the risks and evaluate the key consequences of each Local Plan option set out in section 4 above i.e. the three options for the level of development, and the two options for the location of development. The tenderers' proposed methodology for undertaking the risk assessment should be outlined in the Expression of Interest.

Social

- (i) Implications for future housing provision (including choice and price) and the related implications for whether meeting housing demand and need across tenures is achievable, including (but not exclusively), for single people, families and the elderly, together with meeting needs for affordable housing and for specialist households.
- (ii) Population and demographic implications for the borough and beyond, including possible future change and the impact on migration
- (iii) Implications for viability and access to local services. This should include an assessment of the impact a changing population would have on local schools, health services, local shopping facilities, public transport, leisure and other Council and local services.

Relevant Background Studies/Evidence

Strategic Housing Market Assessment 2008 [Fordham Research, June 2009]
Housing Needs in Sefton – Further details on the Sefton Strategic Housing Market Assessment 2008 [Fordham Research, August 2010]
Housing Search and Expectations Study [August 2010]
Liverpool City Region Movers Survey [Fordham Research, 2010]
Sefton Movers Additional Analysis [Mott McDonald, February 2010]
The Scope for Affordable Rent in Sefton [Richard Fordham and Company and Fordham Research, November 2011]
Strategic Housing Land Availability Assessment [Sefton, 2010] and Annual Updates
Sefton Older People's Housing Strategy [Peter Fletcher Associates, 2005]
Review of RSS Housing Requirement for Sefton [NLP, March 2011]
Review of RSS Housing Requirement for Sefton [NLP, October 2012]
Housing and Economic Development Evidence – Overview Study [GVA, March 2011]
Housing Technical Paper [Sefton Council, June 2011]
Draft Sefton Infrastructure Plan [Sefton Council, 2011]
Retail Strategy Review and Sefton District, Local Centres and Shopping Parades Study [WYG, 2012]
School Admission Data [Sefton Council, 2012]

Economic

- (i) Impact on the local economy - including the ability to attract new businesses and the retention and growth of existing businesses
- (ii) Implications for jobs created and quality and nature of the labour force, including travel to work implications
- (iii) Council tax/New Homes Bonus consequences
- (iv) Implications for physical infrastructure including opportunities to provide new and enhance existing infrastructure.

Relevant Background Studies/Evidence

Joint Employment Land and Premises Study [BE Group, 2010]
Employment Land and Premises Refresh [BE Group, 2012]
Housing and Economic Development Base – Overview Study [GVA, March 2011]
Sefton Economic Strategy [Sefton Council, 2012]

Liverpool City Region Transport Plan – LTP3 and Supporting Evidence [Merseytravel, date?]
Draft Sefton Infrastructure Plan [Sefton Council, 2011]
Port Masterplan, 2011

Environmental

- (i) Implications for agricultural land quality, food production and security, and the rural economy.
- (ii) Implications in terms of the potential for loss, enhancement or creation of ecological sites and networks (biodiversity, habitats and species).
- (iii) Traffic and highway congestion implications [linked to travel to work implications – see above]
- (iv) The flood risk implications, in terms of the likely amount of development in Flood Zone 3a or Flood Zone 2, and the magnitude of infrastructure and other costs required to allow this.
- (v) Implications for other environmental assets, including heritage, water resources, landscape, open space.

5.4 For each of the environmental consequences, an assessment of how climate change will impact further on these issues should be provided.

Agricultural Land Study [ADAS, 2011]
Draft Green Belt Study [Sefton, 2011]
Merseyside Ecological Framework [MEAS, 2012]
Sefton East Traffic Modelling Study [Atkins/Mott McDonald, 2012]
Liverpool City Region Transport Plan – LTP3 and Supporting Evidence [Merseytravel, date?]
Sefton Strategic Flood Risk Assessment [2012]
Flood Risk Maps [XXX]
Surface Water Management Plan [XXX]
Draft Urban Greenspace Study [Sefton Council, date]
Green Space Strategy for Sefton [Sefton Council, 2009]

Sub-regional Implications

5.5 In addition to assessing the consequences for Sefton, consultants should also assess the key consequences for our neighbours who make-up the Liverpool City Region. This part of the assessment should concentrate on those issues that are truly sub-regional in nature and where the choice of option will have a demonstrable impact on one or more of our neighbouring authorities. The strategic issues set out in paragraph 156 of the Framework should provide a starting point of the issues that would have cross-boundary implications.

[emerging] Local Plans/Core Strategies of neighbouring authorities
Liverpool City Region Movers Survey [Fordham Research, date]
Housing and Economic Development Evidence – Overview Study [GVA, March 2011]
Latest Strategic Housing Land Availability Assessments, Strategic Housing Market Assessments and Employment Land and Premises Studies of neighbouring authorities

- 5.6 In assessing the sub-regional consequences of Sefton’s proposed Local Plan options, consideration should be given to the need for Sefton to comply with the Duty to Cooperate.
- 5.7 To assist in scoring tender submissions, consultants should in their tender document (a) provide a broad indication of the consequences that they perceive as likely to be relevant to neighbouring local authorities and, in general terms, how they would propose to assess them; and (b) provide an outline of how best they would engage neighbouring local authorities in the study.
- 5.8 Consultants should identify which issues, both in respect of Sefton and the sub-region, in their professional opinion are the most critical.

6. Study Output

- 6.1 The outputs of the study will comprise a report (in MS Word format) setting out the study methods, analysis, interpretation and findings, including an executive summary/ key findings at the front of the report.
- 6.2 The final study needs to be both concise and easy to read as it will be read thoroughly by many people with different levels of understanding of the issues. The Study is also likely to be scrutinised by a wide range of stakeholders. The report should therefore be in plain English and technical terms should either be explained as they occur in the report or by using a glossary.
- 6.3 Ten bound paper copies of the final study are also required.
- 6.4 Electronic versions of the final study should be accessible using the Microsoft Office suite of programmes.
- 6.5 Sefton Council uses MapInfo Professional as its principal desktop mapping application. Any geographical information should be provided in MapInfo (.tab) or ESRI Shapefile (.shp) formats.
- 6.6 It is anticipated that a structure of the final report will be provided at an early stage in the consultant’s work, to enable feedback upon the proposed format.

7. Information to be provided to the Consultants to Inform the Expressions of Interest Submission

- 7.1 Sefton Council has assembled a wide range of baseline information to inform the study. This list of relevant studies is included in section 5 above; web-links are set out in Appendix A1.
- 7.2 Similarly, neighbouring authorities have also assembled a wide range of baseline evidence. The list of relevant studies is set out in Appendix A2).

8. Timetable for Study Outputs

- 8.1 The appointed consultants will be required to conclude the study in a maximum of 14 weeks following the Inception Meeting, which will define the commencement of the study.
- 8.2 The study has considerable importance and urgency, and there is little scope to vary the overall programme. However, if consultants are of the opinion that this timetable is unrealistic they should

state why and propose an alternative timetable. The study timetable (i.e. Day 1, Week 1) will commence with the date of the formal Inception Meeting.

8.3 The key study deadlines will be as follows:

- Provision of an initial draft report to be submitted by consultants no later than the end of **Week 7**
- Comments on the initial draft report to be submitted to the consultants no later than the end of **Week 9**.
- Provisional final draft report to be submitted by consultants no later than the end of **Week 11**.
- Comments on the final draft report to be submitted to the consultants no later than the end of **Week 13**
- Report to be finalised and submitted by end of **Week 14**.

9. Essential Requirements

9.1 It is essential that the appointed consultancy is able to demonstrate as far as is practicable:

- (i) a proven track record of undertaking complex risk assessments, similar or related work for local authorities;
- ii) it has adequate specialist staff resources (including sub-contracted work) with relevant experience to undertake this work;
- iii) it has applied a rigorous and considered approach to addressing the requirements of the tender brief;
- iv) that there will be no conflict of interest with other clients who may be advised by the consultancy; and
- iv) that it has an equal opportunities policy in place and a commitment to its implementation, including providing a copy of the consultancy's Equal Opportunities Policy Statement.

Once the appointed consultants have been instructed by the Council, a Contractor Licence must be signed. Under the terms of the Contractor's Licence, the Council will then pass Ordnance Survey and Mapping Services Agreement data to the consultants. The draft agreement will be made available at the Inception Meeting.

10. Expressions of Interest Submissions

10.1 In addition to the requirements set out above, expressions of interest submissions should include the following (with the figures in bracket reflecting the scores to be attributed to each element):

- a) Full details of the consultancy's relevant experience in advising local authorities on similar planning matters. (mark = 25)

- b) Full details of how the consultancy would propose to address the requirements of this Expressions of Interest invitation (mark= 50)
- c) The names and CVs of the lead consultant and all other staff who will be responsible for undertaking the work, together with a statement of their seniority, skills and experience. (mark= 20)
- d) Full details of any work which is proposed to be sub contracted and to whom (mark will be scored as part of c)
- e) A detailed breakdown of who will actually carry out the work, what time they will attribute to it and when (mark = 25)
- f) Whether you can meet the proposed timetable (see out in paragraphs 8.1 - 8.3 above) or, if not, explain why and set out an alternative timetable
- g) Confirm that there will be no conflict of interest with other clients who may be advised by the consultancy (essential requirement but not scored = pass/fail)
- h) Set out what further information the consultancy would expect the Council to provide at the Inception Meeting (noted but not scored)
- i) The full postal address of the offices from which the consultancy will operate. (noted but not scored)
- j) The anticipated all inclusive fee basis for undertaking this work including all disbursements, and setting out the anticipated time contribution of key staff who will be involved in the study and a scale of day/hourly rates for all those involved. (mark= 80)
- k) The names, addresses and contact details of three local authorities willing to supply references. (essential requirement but not scored = pass/fail)
- l) Full details of professional indemnity insurance. (essential requirement but not scored= pass/fail)

NB All prices quoted should be stated as the price plus VAT at the prevailing rate.

All scoring provisional at this time. 200 points qualitative score = 60% of total score;
80 points price score = 40% of total score

10.2 Tenders will be scored on the basis set out in 10.1 above.

10.3 Ten paper copies and one electronic copy of the expression of interest tender submission should be submitted.

11. Informal Discussion

11.1 For an informal discussion about the commission, please contact:

Alan Young
Strategic Planning and Information Manager
Sefton Council
Magdalen House
Trinity Road
Bootle L20 3NJ
0151 934 3551
alan.young@sefton.gov.uk

12. Indicative Study Budget

12.1 The indicative study budget has been set at a maximum of £40,000. If any consultants proposing to tender for this work feel that such an amount is inadequate, they should indicate, as part of their submission, not only how much extra it would cost to complete the commission in full, but also what elements of the commission could not be carried out if the indicative budget of £40,000 is not increased. For comparative purposes, the quotation should be broken down into the cost of carrying out each part of the commission.

13. Application Procedure and Selection Process

13.1 Consultancies wishing to pursue their interest should apply in writing to

Mrs Jane Gowing
Head of Planning Services
Sefton MBC
Ground Floor
Magdalen House
30 Trinity Road
Bootle
Merseyside
L20 3NJ

13.2 Tenders should be submitted in an unmarked envelope except for the title:

'Tender Submission for a Consequences Study'

13.3 Consultancies short-listed will be interviewed during the week commencing XX Month 2013. It is anticipated that the successful consultancy will be notified during early in XX, Month 2013 and will commence their appointment with an Inception Meeting will be arranged soon thereafter (may specify date at a later time).

13.4 In selecting a successful consultancy Sefton Council will take into account all the factors set out in the brief. All tender submissions will be assessed on the basis of both price and quality with 60% of the total score (120 points) being attributed to quality and 40% to price. The Council will not necessarily appoint the lowest cost of any tender submitted. Furthermore, any appointment will be subject to the Council's standing orders regarding the appointment of consultants, a copy of which is attached as Appendix A

APPENDIX A

LIST OF RELEVANT STUDIES

[to be added]

APPENDIX B

**METROPOLITAN BOROUGH OF SEFTON
STANDARD CONDITIONS OF CONTRACT**

[to be added]