



Epping Forest District Council

NORTH WEALD AIRFIELD AND ASSET MANAGEMENT CABINET COMMITTEE

Monday, 29th October, 2012

Place: Civic Offices, High Street, Epping

Room: Committee Room 1

Time: 7.00 pm

Democratic Services Officer Gary Woodhall
The Office of the Chief Executive
Tel: 01992 564470
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors Mrs A Grigg (Chairman), R Bassett, Ms S Stavrou, Mrs E Webster and C Whitbread

1. MINUTES

To confirm the minutes of the last meeting of the Sub-Committee (previously circulated).

2. APOLOGIES FOR ABSENCE

(Assistant to the Chief Executive) To be declared at the meeting.

3. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

4. STRATEGIC REVIEW OF NORTH WEALD AIRFIELD (Pages 5 - 30)

(Director of Environment & Street Scene) To consider the attached report (NWA-005-2012/13).

5. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

6. EXCLUSION OF PUBLIC AND PRESS

Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers

Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

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Report to the North Weald Airfield and Asset Management Cabinet Committee



Report reference: **NWA-005-2012/13**
Date of meeting: **29 October 2012**

**Epping Forest
District Council**

Portfolio: **Asset Management and Economic Development**

Subject: **Strategic Review of North Weald Airfield**

Responsible Officer: **John Gilbert** (01992 564062)

Democratic Services Officer: **Gary Woodhall** (01992 564470)

Recommendations/Decisions Required:

- (1) To consider and agree the brief to be issued to consultants on the Government Procurement Service “Multi-Discipline Consultancy Framework Agreement (RM353) for the strategic review of North Weald Airfield;**
- (2) To note that this strategic review will form an intrinsic part of the ongoing Local Plan preparation process; and**
- (3) That the Members of this Cabinet Committee should form the Member interview panel for the appointment of the preferred consultant.**

Executive Summary:

Following consideration of the Ernst and Young review of the Halcrow Report by Cabinet at its meeting in September, a brief has been drawn up for appropriate consultants to bid against for undertaking the strategic review of North Weald Airfield. Some changes have been made to the consultation requirements in view of the receipt of Counsel’s advice about ensuring there was no conflict between consultation undertaken as part of this review and that which is required as part of the preparation of the Local Plan, in effect ensuring that this strategic overview forms part of the Local Plan preparation process

Reasons for Proposed Decision:

To enable the strategic review of the Airfield to be undertaken as part of the Local Plan preparation process.

Other Options for Action:

To undertake the strategic review entirely separately from the Local Plan preparation process. This cannot be recommended since it runs the risk of the final Local Plan being considered to be unsound following Examination in Public.

Report:

1. Cabinet at its meeting on 10 September 2012 considered the outcome of the review of the Halcrow report on aviation intensification at North Weald Airfield and resolved that:

“(1) That the Ernst and Young overview of North Weald Airfield be noted;

(2) That the comments of the North Weald Airfield & Asset Management Cabinet Committee be noted, including the extension of the minimum terms for leases at the Airfield to April 2015;

(3) That work package 1 and 2 recommended by Ernst & Young be agreed for implementation, with work package 1 to include consultation with local residents;

(4) That the appointment of consultants to advise on the future potential development of the Airfield be agreed;

(5) That a supplementary District Development Fund estimate in the sum of £150,000 be recommended to the Council for approval, to enable the consultancy exercise to be undertaken; and

(6) That the use of the Government Procurement Service Framework Agreement, or similar suitable framework, for the appointment of consultants be approved.

2. Recommendation 1 makes reference to package 1, which includes the following key tasks:

- define the Council’s commercial objectives;
- define potential options for managing the site;
- assess these options against the Council’s stated commercial objectives on a qualitative basis;
- establish an option shortlist based upon that qualitative assessment; and
- a detailed qualitative assessment of the short listed options.

3. Ernst & Young considered the second point above to be very important, in that at this stage all options, whether aviation based or not, should be freely considered, to establish what type of development would generate best value.

4. At Cabinet, concerns were raised in regard to ensuring that any consultation undertaken as part of the Airfield strategic review did not cause a conflict with that being undertaken as part of the Local Plan preparation, such that at a later Examination in Public, the Local Plan might be found, by a Government Inspector, to be unsound.

5. Counsel’s opinion was therefore sought on this matter (alongside similar advice relating to the St John’s Road development brief). Counsel, in his advice, expressed a similar concern, and strongly advised that any widespread public consultation on the outcomes of the Airfield strategic review should not be undertaken separately but as part of the Local Plan preparation process, and specifically at the time of consultation upon the “Preferred Options”. However, the Council remains committed to ensuring that relevant views are taken into account through this review and therefore the consultants will, as part of the strategic review, be expected to consult with all relevant stakeholders as part of their consideration of options. A district wide public consultation will be then undertaken as part of the “Preferred Options” consultation process anticipated to take place in the summer of 2013. This also avoids consultations on separate documents that overlap or duplicate one another.

6. A brief for the strategic review has been drafted and is attached as Appendix 1. The brief is based upon the tasks identified within the Ernst & Young report (package 1) but also includes specific reference to the Local Plan preparation process, particularly:

(a) the need to consider any reasonable options arising from the “Issues and Options” consultation; and

(b) the need to coordinate wider public consultation with the Local Plan process (see paragraph 5 above).

6. The Cabinet recommendation (6) refers to procuring appropriate consultants using a government (or similar) procurement framework. Having discussed this approach with the Essex Procurement Hub, it has been decided to make use of the Government Procurement Service “Multi-Discipline Consultancy Framework Agreement (RM353). This agreement has 10 consultants included within it, and includes all of the major consultants who will have the ability and experience to act as lead consultant and bring into the process the necessary additional skills required to deliver upon the brief.

7. In order to meet the very tight timescale, the procurement exercise will need to be completed and the consultant appointed by the end of this calendar year. This will enable the strategic review to be undertaken and completed by the end of March 2013 with a view to reporting to Cabinet in April 2013. This should enable the outcomes of the strategic review to be fully incorporated into the “Preferred Options” consultation.

8. It is also considered sensible, again to ensure meeting the tight timescale, that a decision be made at this meeting in respect of the establishment of a Member panel to consider the appointment of the preferred consultant. It is suggested that the members of this Cabinet Committee should constitute the appointment panel.

9. In paragraph 2 above, the first of the identified key tasks refers to the Council setting its commercial objectives for the Airfield. Whilst the establishment of these will be an important element of the assessment of potential development options, they are not required ahead of the procurement exercise or as part of the initial brief. Cabinet will however be requested to consider the establishment of commercial objectives at its December meeting.

Resource Implications:

Council agreed a supplementary DDF estimate in the sum of £150,000 at its meeting on 27 September 2012. That estimate is to cover packages 1 and 2 of the Ernst & Young recommendations, but this report deals only with the tasks identified in package 1. However, the actual cost of this phase of the strategic review will not be known until the procurement exercise has been completed.

Legal and Governance Implications:

The procurement exercise will be made with the assistance of the Essex Procurement Hub and will make use of government framework agreements. This will avoid the need for a costly full EU procurement exercise since the consultants have already been through a competitive procurement exercise to be within the frameworks. This approach is in accordance with the Council’s contract standing orders and will also enable the tight timescale to be achieved.

Safer, Cleaner and Greener Implications:

There are no significant implications at this time, but any decisions made in the future clearly have the potential to impact upon the local environment, and these would have to be considered at that time

Consultation Undertaken:

Consultation with the Essex Procurement Hub on the most appropriate government framework agreement to utilise for this commission.

Background Papers:

- Drivers Jonas Report
- Halcrow report (publicly available parts only)
- Ernst & Young Report
- Publicly accessible reports to the North Weald Cabinet Committee and Cabinet in March 2011
- Minutes of Cabinet meeting on the 10th of September 2012

Impact Assessments:

Risk Management

As the Council's largest landholding, the future management of the site is key. It is essential that well informed decisions are made, supported by professional consultancy advice where that is considered appropriate. Any decisions made have also to dovetail into the revisions of the Local Plan which are currently underway.

The Airfield is not supported financially by aviation, and if it were not for other non aviation income sources, the Airfield would not generate a surplus. A significant element of the non aviation financial support arises from just one Airfield user, the Saturday and Bank Holiday market operator. This reliance upon one major income source presents a significant risk to the Council's income streams.

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?
N/A.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A.



Epping Forest District Council

REQUEST FOR QUOTE

for

NORTH WEALD AIRFIELD STRATEGIC REVIEW AGAINST GPS FRAMEWORK RM353

Issued By:

Dominic Warren
The Essex Procurement Hub
Braintree District Council
Causeway House
Braintree
Essex
CM7 9HB

Telephone: 01376 551414

North Weald Airfield Strategic Review

Request for Quote

SUMMARY

The Council has made provision to engage specialist consultancy support to undertake a strategic review of the Airfield, to consider all possible uses and mixes of uses in order to ensure that the Airfield provides an economically viable long term return on the asset.

The Council is commissioning this study as part of the preparation of its Local Plan which is currently at the “Issues and Options” stage. It is envisaged that the outcomes of this commission will form a key component of the next stage of public consultation, following the publication of what the Council considers to be its “Preferred Options” for the future of the District. For this to be achieved this commission needs to be undertaken and reported back to elected Members by the end of March 2013. The successful bidder should satisfy themselves that they can complete the commission within that time limit.

BACKGROUND INFORMATION & CONSULTANTS COMMISSION

1. THE AIRFIELD

North Weald Airfield (‘the Airfield’) was first established as a military facility during the First World War. It continued to be used for military purposes in the years leading up to the Second World War, when it formed part of the network of Royal Air Force Fighter Command airfields and played a prominent part in the “Battle of Britain”.

Post war, and with the advent of jet aircraft, the RAF determined that the Airfield was unsuitable for use, and withdrew it from active use in the late 1950s. It remained as a standby base until the Ministry of Defence decided that the Airfield was surplus to its requirements. Epping Forest District Council (‘the Council’) purchased the Airfield in 1980 for £660,000. It was purchased, in part at least, to avoid its development as an expansion of Harlow.

At 384 acres, the Airfield is the largest individual landholding in the Council’s property portfolio. It is located adjacent to the village of North Weald Bassett, and is situated between the M11 motorway to the west, the A414 to the north and the B181 to the south and east. Access to the Airfield is generally via the A414, although an access also exists via North Weald Bassett village which is not encouraged. (see location plan at appendix A)

The Airfield is around 3 miles from the town of Epping, which has direct links with London through the Central Line (LUL Underground). The nearest mainline railway station is in Harlow, around 5 miles to the northwest. This line provides a route to London Liverpool Street.

Stansted Airport is located just under 20 miles to the north of the Airfield, and Stapleford Aerodrome around 5 miles to the south of the Airfield. Stansted is a busy commercial airport predominantly utilised by low cost carriers and cargo handling operations. Stapleford is a small but busy airfield with predominantly general aviation in the form of flight training, air taxi etc.

2. CURRENT USES

The Airfield has two main hard runways, 02/20 (north east/south west) which is 1,920 metres in length and 13/31 (east/west) which is 827 metres in length. There is also a grass runway oriented alongside runway 02/20. The Airfield can best be described as being in mixed use, there being a mix of aviation, warehousing and industrial use. Part of the Airfield is also utilised for use as an outdoor market on Saturdays and Bank Holidays. The operator claims that the market is the largest of its type in Europe, but its scale is in decline. The Airfield is also used for various leisure activities such as football, archery and model aircraft flying and also by driving schools and clubs (e.g. skid control training, HGV training, speed trials etc).

Most of the non aviation activities are confined to the southern end of the Airfield to prevent conflicts between their operations and the main 02/20 runway. However, there are also warehousing activities on the 'live side' of the Airfield.

The Airfield has maintained much of its historical infrastructure including hangars and revetments and is home to a number of private collections of historic aircraft from the 1940s through to the present day. The Airfield is also currently home to the Herts & Essex Air Ambulance Service.

The Council also owns land which is technically outside of the operational boundaries of the Airfield, to the east of Merlin Way, the uses of which include a firing range and a gymnasium. A considerable amount of this land is currently unoccupied and unused.

The broad categories of use are identified on the plan set out as appendix B.

3. AVIATION ACTIVITIES

The Airfield is unlicensed and consequently public air transport operations are not permitted. Although recent changes in the Civil Aviation Authority (CAA) regulations would enable limited pilot training, none currently takes place (with the exception of microlight aircraft). Flying is permitted from 08.30 until 19.00 (or sunset + 30 mins) each day. Night operations are not permitted and the Airfield has no navigational aids or lighting.

The Airfield has a control tower which is manned during operational hours by Council Operational Officers who are trained to provide a ground to air information service. The operational officers also provide limited fire protection services.

The Airfield lies within the controlled airspace for Stansted Airport, with the result that aircraft visiting the Airfield or transiting through are constrained laterally and vertically. Circuits are arranged to reduce the effects of noise on the surrounding community and to prevent conflict with the nearby Stapleford Aerodrome.

Although there are two operational runways, the use of 13/31 is limited. Powered fixed wing operations consist mainly of light aircraft movements, made up of single and twin propeller powered aircraft. Some of these are however high performance, often ex military aircraft such as the Spitfire, Hurricane and Mustang. There are also a number of jet aircraft operating from the Airfield, including ex military aircraft. Aircraft are limited in weight through tenants leases and/or the Airfield Operations Manual (AOM) and are generally less than 5,700 kg (12,500 lbs) in weight.

The Airfield is also used by the Herts and Essex Air Ambulance Service operating a MD 902 Explorer helicopter. Although night operations are not permitted, the helicopter is allowed to return to its location on the Airfield after the normal hours of operation.

The aviation tenants comprise a mixture of private aircraft owners (with or without hangars), maintenance and hangar space providers and a club known as "The Squadron".

Aviation tenants on the Airfield have leases which may provide for a fixed number of aircraft movements. In this context a movement is defined as a take off and landing (paired as one movement) in contrast to the normal definition of either a take off or a landing. It is known that a number of tenants are currently operating in excess of their permitted movements and the Council is considering how best to negotiate this issue with tenants. The Council does not operate a system of landing and / or parking fees (although it did do so during the period of the Olympic Games).

4. NON AVIATION ACTIVITY

There is a range of non aviation activities undertaken at the Airfield. The major non aviation related activity is the use of part of the Airfield for Saturday and Bank Holiday Markets. The market is very large, with the operator claiming it to be the largest of its type in the UK/Europe.

The main other non aviation activities include warehousing, driver training (car, HGV and PSV), weekend football, archery, advertising filming shoots, Christmas parties and outdoor exhibitions / shows / entertainment events.

Most of this activity is confined to the eastern side of the main runway and does not affect aviation activities. However, there are a number of occasions throughout the year where flying activities are suspended to allow events to proceed. In a similar vein, the Market operates throughout the year, but the agreement with the operator allows for 4 occasions where the nature of aviation activity taking place requires that the market be suspended.

5. LAND OUTSIDE OF THE AIRFIELD BOUNDARY

The Council also owns significant landholdings immediately adjacent to but outside of the fenced area of the Airfield. This land lies to the east of the Airfield boundary and runs alongside Merlin Way, which is the main access road to the Airfield. Much of this land is unoccupied and partially 'derelict' whilst some, opposite the gatehouse and entrance to the Airfield, remains developed and in use as a gymnasium and a firing range, both used by local associated clubs.

This land is set out as appendix C.

6. PLANNING HISTORY AND CONTEXT

The Airfield is located wholly within the Metropolitan Green Belt (MGB) although parts of the Airfield have been designated for commercial and industrial use. The Council has policies in place covering potential uses / developments of the Airfield which are set out as appendix D.

The Council is currently in the process of renewing its Local Plan in accordance with the legislative requirements. This process is currently at the "Issues and Options" stage of consultation and the Airfield is specifically referenced through pages 135 to 138 of the "Issues and Options" consultation paper. The consultation document puts forward for consideration four potential options for the future of the Airfield, namely:

- (1) maintain existing policies and approach to the use of the Airfield, allowing existing Airfield users to expand their businesses and small new aviation operators to start businesses with existing policy constraints;
- (2) moderate expansion of commercial activity with the retention of current levels of aviation activity;
- (3) pursue aviation intensification, to include licensed commercial aviation activities; and
- (4) cease all aviation activity and pursue alternative uses for the Airfield

The “Issues and Options” consultation may bring forward additional or amended options.

There have been three previous ‘reviews’ of the Airfield, the first by Drivers Jonas in 1999, the second by Halcrow in 2011 and the third by Ernst and Young also in 2011. The Drivers Jonas commission looked at a range of potential uses, including aviation and other development, the Halcrow commission looked almost exclusively at the options for aviation intensification whilst the Ernst and Young commission reviewed the work of Halcrow in terms of how its recommendations might actually be delivered.

The Council is aware that as its largest land holding and asset, the Airfield has an important part to play in the Council’s review of its planning policies for the next 20 years or so. In formulating its policies the Council has to consider the role of the Airfield both in terms of planning policy and ensuring that the Airfield, as an asset, provides an effective rate of return to the Council and the residents of the District.

The Council has therefore concluded that, as part of its Local Plan review process, the future uses of the Airfield and the Council owned land adjoining it should be reviewed, with the intention that any recommendations coming forward will be included for consideration as part of the “Preferred Options” consultation which will follow the completion of the “Issues and Options” exercise. In broad terms it is anticipated that the initial review of options for the Airfield should be completed by mid-April 2013 with the outcomes being fed into the “Preferred Options” process in the summer of 2013.

7. THE COMMISSION

The Strategic Review

The Council wishes to commission a strategic review of the potential future use(s) of North Weald Airfield and the land adjoining the Airfield in its ownership. For the purposes of the brief which follows, the term “Airfield” includes the main site plus the adjoining land described in part 5 above. Whilst the Council is prepared to consider all options brought forward, whether including aviation uses or not, it requires that the following be included in the strategic review process:

- **Assessment of solely aviation based options**
 - identify development options
 - identify additional aviation related revenue streams to support aviation options
 - develop detailed cost and pricing assumptions to support the options
 - soft market testing to assess market appetite for potential options
 - assess planning constraints and cost implications of remedial works and any development required to support the aviation use
 - assess feasibility of aviation options based upon likely commercial returns
- **Assessment of solely non-aviation options**
 - identify development options
 - develop detailed cost and pricing assumptions to support the options
 - soft market testing to assess market appetite for potential options
 - assess planning constraints and cost implications of remedial works
 - assess feasibility of options based upon likely commercial returns
- **Assessment of mixed use options**
 - identify development options which include a continued aviation presence
 - develop detailed cost and pricing assumptions to support the options
 - soft market testing to assess market appetite for potential options
 - assess planning constraints and cost implications of remedial works
 - assess feasibility of options based upon likely commercial returns

Notwithstanding the required elements set out above, it is important to note that the Council is prepared to consider a full range of development options, either including or excluding aviation, based upon what provides best value for the Council and meets the Councils objectives for the Airfield.

- **Assessment of all options against the Council’s objectives**
 - refine and agree the Council’s objectives
 - assess options against those objectives and identify the preferred option(s)
 - undertake formal market sounding of preferred option(s) to assess deliverability
 - develop suitable structures for the delivery of the preferred option(s)
 - assess funding options for the preferred option(s) including forms of local government support (such as business rate support, Enterprise Zones etc.)

- **Linkage with the Local Plan preparation process**
 - ensure that throughout the strategic review process that the options identified with the “Issues & Options” consultation are considered, namely:
 - maintain existing policies and approach to the use of the Airfield, allowing existing Airfield users to expand their businesses and small new aviation operators to start businesses with existing policy constraints
 - moderate expansion of commercial activity with the retention of current levels of aviation activity
 - pursue aviation intensification, to include licensed commercial aviation activities
 - cease all aviation activity and pursue alternative uses for the Airfield
 - subject to the timing of its completion, any other option arising out of the “Issues & Options” exercise which is considered reasonable

- **Consultation**
 - whilst a formal public consultation will not be required as part of this strategic review, this being undertaken once the preferred option(s) has(ve) been agreed by Council, consultants are expected to engage with aviation, non-aviation tenants, Airfield Management, the North Weald Basset Parish Council and other relevant stakeholders in bringing forward options for consideration. The Council will provide details of relevant stakeholders.

Supplementary Information

As set out in the background information, the Airfield has a significant heritage having been formally used by the armed forces in two world wars and thereafter, before its sale to this Council. Therefore, the Airfield has historic buildings and artefacts and potential contamination. Furthermore, it is likely that there are wildlife habitats and other natural interests.

The main runway is currently subject to an assessment of its condition, the results of which will be supplied to all bidders once the Council is in receipt.

Information held by the Council relating to these supplementary items will be made available upon request.

Timescales

In view of the need to retain a close linkage between the Local Plan review process and the strategic review of the Airfield, it will be necessary for this exercise to be complete by the end of March 2013.

Process

In view of the complexity of the strategic review, it is envisaged that the Council will appoint a lead consultant who will then be expected to commission the required specialist consultancies to deliver the overall commission. The lead consultant will be required to accept full responsibility for the commission as a whole and all the specialist sub appointments to ensure adherence to the timescales required and the maintenance of professional standards.

The Council recognises that there will be a further stage of consultancy required once this phase of the exercise is complete, the recommendations arising have been the subject of consultation through the “Preferred Options” element of the Local Plan review and have been finally adopted following an Examination in Public. It is anticipated this entire process will not be completed until the end of 2014 and therefore any consultancy commission to take the Preferred Option(s) forward for the Airfield will be procured separately to this commission.

Bidder Information

The Request to Quote is issued in accordance with the requirements and processes of the Government procurement Service and has been issued to all Consultants whose name appears on the Multi-Disciplinary Consultancy Framework Agreement – Contract ID: RM353

Due to the importance of this commission, the Council’s North Weald Airfield and Asset Management Cabinet Committee will oversee the study and then make recommendations to the Cabinet.. The Consultant’s commission will be deemed to be completed following a satisfactory presentation of their findings to the Cabinet.

Site Visit

It is the intention of the Council to provide an opportunity for bidders to come and view the site on Friday 23rd November at 10.30am.

Please contact Mr John Gilbert, Director of Environment and Street Scene, on 01992 564062 if you wish to attend.

REQUIREMENTS

The quote submitted is to be based on the following requirements:

- (i) Bidders are to provide a method statement consisting of no more than four sides of A4 text clearly detailing how they propose to undertake the commission;
- (ii) Bids are invited on a fixed fee basis including all reasonable travelling and other expenses;
- (iii) The Terms and Conditions of Appointment will be set out in the Contract between the Council and its Consultant which shall be under seal;
- (iv) Consultants will be required to submit comprehensive reports and attend meetings on a regular basis at a frequency to be agreed. As an extra duty Consultants may be required to attend evening meetings in order to present reports and respond to questions from Members. A separate fee, inclusive of all reasonable travelling and other expenses should be quoted on the basis of a rate per meeting for each evening meeting, for all attendees, required to attend;
- (v) The Council does not bind itself to accept the lowest or indeed any bid as a result of this invitation and any appointment offer will be made following a decision by the interview panel as to the firm who has submitted the most economically advantageous offer in terms of price, relevant experience & method statement and presentation;
- (vi) Consultants should:
 - Name the lead consultant(s) and the members of their team and provide CVs for all who will be engaged in the commission
 - If the appointed Consultants intend to appoint additional and/or specialist Consultants to assist in the delivery of the commission, those additional and/or specialist Consultants shall be identified along with their lead consultant(s) and support teams and relevant CVs be provided
 - In the event of being selected for interview, ensure that all relevant members of the lead Consultants and supporting Consultants are available to attend and take part in the interview process
- (vii) Consultants must be able to satisfy the Council that the Company is able to commit or engage sufficient, suitably experienced professional resources to meet all requirements of the brief and form a view on all activities currently undertaken on the site or likely to impact on the site.

CONFIDENTIALITY

The Consultant shall not without the written consent of the Council during the term of the contract or at any time thereafter make use for their own purposes or disclose to any person any information or any material provided to the Consultant by the Council pursuant to the Contract, or any information acquired by the Council or in connection with the provision of the Services, all of which information shall be deemed to be confidential save as may be otherwise required by the general law.

The findings and final report of the Study, along with the supporting research shall be the sole property of the Council and shall not be disclosed to any other parties without the written consent of the Council.

AWARD & EVALUATION OF CONTRACT

The Contract will be awarded on the basis of the most economically advantageous tender by applying the following weightings:

Evaluation Criteria	Weighting (%)
Relevant Experience & Proposed Approach: Bids must demonstrate attention to brief, ability to meet the project requirements, clarity of submission and demonstration of relevant expertise and experience of the team / sub contractors.	50
Presentation: Consultants must be able to satisfy the Council that the Company is able to commit or engage sufficient, suitably experienced professional resources to meet all requirements of the brief and form a view on all activities currently undertaken on the site or likely to impact on the site.	30
Price:	20
<p><i>Please note that it is the intention of the Council to invite only the top five (5) scoring Consultants to present to the Council – this will be determined based on the scores obtained from both the ‘Relevant Experience & Proposed Approach’ and ‘Price’ stages of the evaluation.</i></p> <p><i>For those invited to present, scores will be carried across from their ‘Relevant Experience & Proposed Approach’ and ‘Price’ sections and subsequently added to their score obtained at the Presentation stage.</i></p> <p><i>It is anticipated that Presentations will take place during January 2013. Please note that those bidders that are being asked to present will be notified of the specific date once the evaluation has been completed of both the ‘Relevant Experience & Proposed Approach’ and ‘Price’ stages of the evaluation.</i></p> <p><i>Please note that it is expected that the lead consultant that you have nominated to work on this project will be in attendance as part of your presentation party.</i></p> <p><i>Presentations are to last no longer than 30 minutes followed by a 30 minute Q&A session.</i></p>	

The overall top scoring submission based on all three evaluation elements will be awarded the contract.

The Council will not be obliged to select the lowest or any tender.

All Consultants’ total prices will be added together and then divided by the number of returns received. This will create a ‘mean’ figure to which the Consultants’ bids will be scored against accordingly. The ‘mean’ figure will attract a score of 10% with Consultants’ bids then ranked in accordance to this figures. An example of this would be if your total fixed price bid is 20% lower than the mean then your bid would score 12% and conversely if your bid was 20% more than the ‘mean’ figure then your bid would score 8%. Ultimately a maximum score of 20% is achievable should any bid come in at a zero cost.

The resultant percentage scores will be transferred across to the overall evaluation model. Any bid received that is more than twice the lowest price will be scored as zero in accordance with the above methodology.

INSURANCE INFORMATION

Please note the Council requires the following Insurance cover levels for this contract. Please provide copies of your latest certificates with your submission.

Please note that should your submission be successful but you do not currently have the required levels there will be an expectation that you obtain them prior to award. Please use the comment box below to confirm your acceptance to this position. Failure to do so will result in your bid being rejected.

Professional Indemnity Insurance: £ (Limit of Cover)

Insurer: _____

Policy No: _____

Expiry Date: _____ (Please supply photocopy)

Please note Epping Forest District Council requires a minimum of £2million cover.

Public Liability Insurance: £ (Limit of Cover)

Insurer: _____

Policy No: _____

Expiry Date: _____ (Please supply photocopy)

Please note Epping Forest District Council requires a minimum of £5 million cover.

Employers Liability Insurance: £ (Limit of Cover)

Insurer: _____

Policy No: _____

Expiry Date: _____ (Please supply photocopy)

Please note that Epping Forest District Council requires a minimum £10 million cover.

Please note you will be required to prove that you are insured to the appropriate level prior to the commencement of contract should your bid be successful.

INSTRUCTIONS

Please complete the enclosed questionnaire in full. Supplementary information will only be accepted where it is properly referenced to the question to which it refers. Information provided but not properly referenced will not be taken into account and will not be scored.

The following sections will be scored: Proposed Approach, Contract Price, Presentation

Request to Quote Scoring Sheet	
Classification	Score
Exceptional - meets and exceeds all the requirements	5
Very good - meets all of the requirements	4
Good - meets most of the requirements	3
Poor - meets some of the requirements	2
Very poor - meets only a very few of the requirements	1
Unacceptable - meets none of the requirements / no information provided	0

Please return two hard copies of the questionnaire, including all supporting documentation clearly referenced to the particular questions by 3pm Wednesday 12 December 2012.

GUIDANCE NOTES

The information disclosed in response to this questionnaire will be used in the selection of Consultants for the Council's North Weald Airfield Strategic Review.

Please note that whenever used in this questionnaire, the term "company" refers to a sole practitioner, partnership, consortium, incorporated company, co-operative, charity or analogous entities operating outside the UK, as appropriate, and the term "officer" refers to any director, company secretary, partner, associate, trustee or other person occupying a position of authority or responsibility within the firm.

Unless instructed otherwise when answering the questions, please give details which specifically relate to your company, not to the whole of the group if your company forms part of a group.

Please include, where appropriate, any supporting documents, marking clearly on all enclosures the name of your company and the number of the question to which they refer. Where the space given for any answer is insufficient, please continue your answer on a separate page, again clearly marking your company's name and the question number to which it relates.

North Weald Airfield Strategic Review

Request for Quote

Please complete the following application and return by 3pm Wednesday 12 December 2012.

Enclose all documents and copy documents as requested.

Note: Where space is insufficient for any entry please continue on a separate sheet, quoting the appropriate question number.

RELEVANT EXPERIENCE & PROPOSED APPROACH

Please detail below the specific skills and relevant experience your Company can bring to the undertaking of the Study. Please also include comprehensive CVs for all staff to be engaged on the project. Where additional and/or specialist consultants are to be used CVs are to be provided for those engaged on the commission.

Please detail below your Company's proposed approach, clearly identifying how your Company intends to undertake the commission (no more than four sides of A4 text). This should include all details of additional or specialist consultancies to be used, and their specific role, in delivering the commission.

Your proposed approach should also clearly identify the indicative timescales (in calendar days) that you require in order to complete the strategic review.

Proposed Approach (cont.)

Proposed Approach (cont.)

Empty response area for the proposed approach.

Proposed Approach (cont.)

CONTRACT PRICE

Please state below the total fixed price for the Study including all reasonable travelling and other expenses:

£ _____

Please provide a rate (per meeting) for each evening meeting that you may be required to attend. Fee to be inclusive of all reasonable travelling and other expenses for all attendees:

£ _____ Per meeting

CONTACT DETAILS

Please state the name and contact details of the person with whom regular communication will be made. This person will also be the person that will be expected to be in attendance at the presentation

Name	
Contact details	

CLARIFICATIONS & RETURN OF TENDERS

This quote process is being managed by The Essex Procurement Hub on behalf of Epping Forest District Council. All requests for additional information or clarifications should be directed by e-mail to: dominic.warren@braintree.gov.uk not later than 7 days before the due date for the return of the quotes. The Council will send any clarifications raised, together with replies given, to all bidders.

Please note that the return date for submissions is **3pm on Wednesday 12 December 2012**. Two copies of your submissions should be sent in hard copy format to the address below.

Return to: Dominic Warren
The Essex Procurement Hub
Braintree District Council
Causeway House
Braintree
Essex
CM7 9HB

Please mark the envelope: '**RFQ – NWA Strategic Review - EFDC.**' Please ensure no other markings bearing your company's name are on the outside of your submission as this could result in your bid being rejected.

Epping Forest and the Essex Procurement Hub are not bound to accept the lowest priced bid. Quotes will be evaluated in accordance with the criteria stated within the above specification.

For further Information: Dominic Warren

Tel: 01376 551414

E-mail: dominic.warren@braintree.gov.uk

FREEDOM OF INFORMATION

As part of our duty under the Act, when a Freedom of Information request is received, we may have to disclose information that forms part of your RFQ, tender, bid or associated documentation unless an exemption applies as defined by the Act.

There are, for example, exemptions:

- against disclosing information where that would constitute an actionable breach of confidence
- against disclosing trade secrets
- against disclosing information likely to prejudice any person's commercial interests (and this includes the Council's commercial interests).

The Council will be mindful of the potential commercial risks to you as a prospective Consultant and will comply with its obligations of confidentiality where they arise, subject to its legal obligations.

If you consider that any of the information you submit to the Council should not be disclosed because of its sensitivity, then this should be stated with the reason for believing it to be exempt in accordance with the Act. The Council will then, in future, seek to consult with you in considering any Freedom of Information request received, before replying to the request within the mandatory timescales.

It should be noted, however, that disclosure is assumed to be required under the law unless an exemption under the Act can be applied and, subject to the enforcement role of the Information Commissioned, the Council has to make a judgment as to the applicability of any exemption on the basis of all the facts in its possession, including its assessment as to whether there is a public interest in such disclosure.

CERTIFICATE THAT THE QUOTE IS A BONA FIDE QUOTE**WE CERTIFY THAT:**

1. The quote submitted herewith is a bona fide quote, intended to be competitive.
2. We have not fixed or adjusted the amount of the quote under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the quote any of the following acts:
 - (a) communicate to a person other than the person calling for this quote the amount or approximate amount of the proposed quote (except where the disclosure, in confidence, of the approximate amount of the quote was essential to obtain insurance premium quotations required for the preparation of the tender);
 - (b) enter into any agreement with any other person that he/she shall refrain from quoting or as to the amount of any quote to be submitted;
 - (c) offer or pay or give or agree to give any sum of money 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 quote or proposed quote any act or thing of the sort described above.

In this certificate:

- i). "person" includes any person and anybody or association corporate or incorporate.
- ii). "any agreement or arrangements" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

DATED this _____ **day of** _____ **2012**

SIGNED (as in quote)

**duly authorised to sign
for and on behalf of**

Name

Designation

DECLARATION**To: Epping Forest District Council**

I / We

of _____

undertake to execute and complete all the Service required to be performed in accordance with the Specification, Prices and Agreement contained therein and any other documents as submitted.

If my / our proposal is accepted I / we undertake forthwith to enter into the Agreement for the proper and complete fulfilments of the Service and further undertake to enter into a contract performance bond and provide a Guarantee (if required) by our holding company.

I / We agree that the proposal shall remain open to be accepted or not by the Authority and shall not be withdrawn before the Commencement Date of the Contract.

Signed _____

Status _____

For and on behalf of _____

Date _____

Signed _____

Status _____

For and on behalf of _____

Date _____

1. Where the Applicant is a limited company, the Quote must be signed on behalf of the company by two directors or a director, and/or the company secretary.
2. Where the Applicant is an individual, the Quote must be signed with the firm's name followed by the personal signature of the proprietor.
3. In the case of a partnership, two partners must sign the Quote on behalf of the partnership and the names and addresses of all partners must be provided on a separate sheet and attached to the Quote.

EFDC DRAFT AGREEMENT TO BE INCLUDED HERE TO REFERENCE GPS RM353 FRAMEWORK

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