



The Planning Inspectorate

Development of Options for the West Midlands RSS in response to the initial NHPAU Report

Statement of Requirements

Contract Number 17/11/16/1

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1 Introduction

Purpose of This Document

- 1 This document is the Statement of Requirements for an assignment to identify options for the Government Office for the West Midlands (GOWM) for higher housing numbers in the draft West Midlands Phase 2 Regional Spatial Strategy Revision in response to the initial National Housing Planning Advice Unit (NHPAU) report¹.

Introduction

- 2 The West Midlands Regional Spatial Strategy (RSS) was published as Regional Planning Guidance (RPG) in June 2004. It is being revised in three phases; the first covering the Black Country has been finalised and was issued by the Secretary of State (SoS) on 15 January 2008; the second covering housing, employment, waste, and some transport issues has recently been submitted by the West Midlands Regional Assembly (WMRA); the third covers environmental issues, gypsies and travellers, and rural services and consultation on a draft project plan for this revision closed on 18 January 2008. Each of the phases is considered to be a revision which develops the RSS rather than a review of the fundamental principles.
- 3 The Phase 2 Revision is the most complex. It was formally submitted to the SoS on 21 December 2007, with consultation started on 7 January 2008. The submission document "West Midlands Regional Spatial Strategy Phase Two Revision – Draft, Preferred Option December 2007" is available on the WMRA website. It updates the housing allocations, providing district level numbers in shire areas. It also provides guidance on the provision of employment land at district level.

Background to the Requirement

- 4 The WMRA has considered the latest household projections and sought advice from local authorities in preparing the housing allocations. The 2004 based household projections suggest the region should provide 382,000 new homes over the twenty years from 2006. The Phase 2 submission falls short of this target, with allocations totalling 365,000. The annual allocations are phased, 19,000 to 2016 and 17,800 to 2026.
- 5 In the Housing Green Paper the Government committed to reviews of RSSs by 2011 to reflect plans for 240,000 homes a year by 2016. Government is to issue formal guidance on the ranges of

¹ NHPAU (October 2007) Developing a target range for the supply of new homes across England

housing provision required over a 15 to 20 year time period. This guidance is to be based on independent advice from the NHPAU. The initial report from them suggests that to impact on affordability the West Midlands region needs to deliver annual allocations of 20,400 to 23,000 (compared with the 19,000 identified by the WMRA). This suggests a sustained step-change in housing delivery would be required beyond 2016 (compared with 17,800 identified by the WMRA to 2026).

- 6 In preparing the Phase 2 submission the WMRA received advice from local authorities which reflected the principles of the RSS, which has a strong focus on urban renaissance. However, where authorities have sought to reconsider some elements (e.g. Coventry, which applied the policy on urban extensions more flexibly) there have been significant benefits in terms of delivering additional housing numbers.
- 7 Expressions of interest have been received for a number of Ecotowns and additional Growth Points in the region and they will need to be considered through the RSS process.
- 8 Whilst it is recognised that the principles of the RSS are important to ensure urban renaissance in the region it is equally important that the region makes an appropriate contribution to addressing affordability issues and the Government's objectives set out in PPS3² and the Housing Green Paper.

² See Planning Policy Statement 3 *Housing* (CLG, 2006), especially paragraphs 9-10. See <http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps3/>

2 The Requirement

Scope

- 9 The scope of the requirement is to develop and appraise alternative options for accommodating housing and associated growth above the levels in the submitted draft Phase 2 RSS Revision. The options should be capable of delivering the levels of housing suggested in the initial NHPAU Report but should maintain as many of the key principles of the RSS as possible.

Assignment Elements

- 10 It is envisaged that the work to be covered by the assignment will be carried out in five distinct elements.

Element 1

To review and provide an initial report on:

- the available evidence relating to housing provision;
- the principles underlying the allocation of housing numbers within the Phase 2 submission, and
- those principles of the RSS which could be applied more flexibly to deliver higher housing allocations.

To assist in this process, at or soon after the inception meeting, the GOWM would provide the appointed consultants with:

- relevant background documents and technical work related to the review of the Phase 2 submission;
- access to relevant datasets relating to housing provision, and
- a list of key contacts relevant to the study

Element 2

Starting from the draft RSS Phase 2 Revision (Table 1), generate housing options which define the broad locations for accommodating additional housing development across the region to cover the range identified in the NHPAU report, maintained to 2026. The GOWM would expect the options to be PPS3-compliant, and that housing numbers should be allocated both to District and Housing Market Area levels.

Element 3

Complete a sustainability appraisal (SA) of the proposed options. This should take into account the requirements of the Habitats Directive and build on the SA already completed for the Phase 2 submission.

Element 4

Consider the deliverability, infrastructure, and implementation issues and risk for each of the options and make recommendations on the phasing of development in the RSS.

This will involve engaging with other ongoing evidence base work to identify any 'showstoppers' in terms of the housing options presented. For example, transport is considered to be a key issue, and the appointed consultants will be expected to engage with a current study being undertaken by the Highways Agency which is looking at the impact of the Phase 2 revision and its implications for transportation.

Element 5

Explicit consideration of the potential impact of each of the housing options identified on:

- the RSS key principles and objectives; and
- meeting the Government's objectives for housing, as set out in PPS3 and the Housing Green Paper.

Whilst the focus should be on housing development, the impacts on other aspects of the RSS should be considered where these may be significant.

3 Outputs

Deliverables

- 11 Deliverables, in the form of reports and key meetings, are indicated below. A key element to this work is to ensure that the study is robust and based upon credible evidence in order to withstand scrutiny at Examination in Public. All findings, potential housing options and assumptions must be set out in a clear and transparent manner.
- 12 Any tender for this work should set out a proposed timetable for producing the key outputs as set out below. A key priority is to ensure this work is completed as quickly as possible in order to avoid any unnecessary delays to the Examination in Public of the RSS Phase 2 revision. An indicative timetable for completion of the work is between 3 and 6 months, and consultants are asked to set out what they consider to be an appropriate timescale in order to meet the requirements of the project.
- 13 Senior representation on behalf of GOWM may be required at the public examination and at any preliminary housing seminars as requested by the Panel to consider the evidence to support the findings of the study.

Date	Event	Output
Week commencing 7 April 2008 <i>Date to be agreed by both parties on award of contract</i>	Inception Meeting	Agreed detailed program of work to achieve the specified outputs. <ul style="list-style-type: none"> • Agree the scope of the work • The number of days effort and costs required to complete Elements 1-5 of the assignment (based on the firm daily rates proposed) • Supplier Proposal <ul style="list-style-type: none"> Detail scope of work Number of days effort Costs PINS variation to contract
<i>Date to be agreed by both parties at the inception meeting</i>	Initial Report	Initial report on the evidence and the potential relaxations to the principles (element 1 above) – to be presented as a seminar for regional stakeholders and made available electronically
<i>Date to be agreed by both parties at the inception meeting</i>	Draft Final Report	Draft final report identifying the options and an appraisal of them, covering elements 2-4 above – a further seminar.
<i>Date to be agreed by both parties at the inception meeting</i>	Technical Reports	Background technical reports as necessary to support the analysis
<i>Date to be agreed by both parties at the inception meeting</i>	Consultation Report	Detailing the consultations with interested parties and the discussions at the seminars
<i>Date to be agreed by both parties at the inception meeting</i>	Final Report	Final report – as above, incorporates any changes following the seminar.
<p>NOTES</p> <p>1. Presentation of results</p> <p>Outputs should be presented in plain English (few acronyms) and be clear and easy to follow. Outputs should be available in multi-media, i.e. hard copy, electronic and suitable for website use. These need to be compatible with Word 2003.</p> <p>2. Timescales</p> <p>The study should commence with an inception meeting as soon as possible after the award of contract (target date 7 April 2008). Consultants should submit a detailed programme of work to be completed to achieve the specified outputs. Key milestones should be defined for progress reviews and payments.</p>		

4 Other matters

Skills & experience required

- 14 The team undertaking this study will be required to demonstrate their ability to carry out this work and any relevant previous experience. It is essential to address these above points clearly within your proposal.

Location

- 15 The successful contractor will work from their own premises, although attendance at GOWM, Birmingham and other locations may be required to report progress. The contractor will be expected to travel as necessary in order to complete the contract.

Duration of the appointment

- 16 It is anticipated that the overall duration of the appointment will be from award of contract until completion of the final report (the date of which to be agreed by both parties at the inception meeting) with an agreement for subsequent input at a senior level beyond that date in order to accommodate any requirements to participate at Examination in Public.

Terms & Conditions of contract

- 17 This award of this contract will be subject to (The Planning Inspectorate) General Conditions of Contract for Services (1-45)

Selection Criteria

- 18 This decision will be arrived at by evaluating using selection criteria which will include:
- level of understanding of the issues demonstrated;
 - how well the proposal addresses the objectives in this specification, including the level of innovation demonstrated, and the timetable submitted with the tender to fully complete the requirement;
 - the robustness and suitability of the proposed methodology for meeting the study requirements;
 - their ability to explain clearly their proposed approach
 - relevant experience of the individuals in the team;

- the adequacy of the proposed project management arrangements, including availability of key members of the team throughout the project, arrangements for managing this project alongside other commitments that team members may have and arrangements for avoiding slippage by employing stand-by resources;
- a proven track record of delivering high quality outputs to schedule and budget;
- ability to deliver high quality, user-friendly outputs (as indicated by quality of written communication in the proposal);
- capacity of the individual/team to undertake the assignment within the desired timescale; and
- firm daily rates proposed and indicative fee for Assignment Elements (1 & 5 inclusive of expenses but excluding vat).

19 Interviews with suppliers may be held. It is important that those personnel mentioned in the proposal to undertake the assignment attend the interview.

5

Submission of Response

Contents of response

As a minimum your response should include the following information:

- 20 Contact point for your organisation including name, address, telephone/mobile numbers and email address;
- 21 Details of the proposed approach and methodology, including:
- a full justification of the methodology recommended;
 - an outline of the key tasks associated with each element of the proposed research; and
 - details of your proposed team including the names, CVs, relevant qualifications, specific skills and experience and the role of each individual who will work on the assignment.

PLEASE NOTE: CVs for individual team members must be no longer than 4 pages, whilst 2 pages is preferred.

- 22 Quality control and project management details including an organisation chart of the team. It must be demonstrated within your proposal that staff working on the assignment have a proven track record of carrying out projects to time and budget.
- 23 Details of any proposed partners and/or sub-contractors and a description of how any partnership/sub-contracting arrangement between contractors will operate. For the avoidance of doubt the selected contractor will be the Prime contractor responsible for service delivery under the contract.
- 24 Your charges for the assignment:
- a completed price schedule (attached at Annex A) which includes the following;
 - firm daily rates for the Key Personnel you propose; and indicative cost for Assignment Elements 1 & 5
 - any other costs or additional charges not covered in the price schedule.

(PLEASE NOTE: Prices should include expenses but exclude VAT.)

- 25 The firm daily rates proposed in your tender for this work are to be used as the basis for pricing for any future commissioned work.

- 26 For both your timetable and cost proposals you ensure you have included allowances for the following:
- attendance at GO-West Midlands, Birmingham and any other location required to report progress.
- to refine all final reports as necessary in line with GO-West Midlands final revisions.

Where to send your response

- 27 Responses should be sent to Sally Martin at the address given below by **11:00hrs on 27 March** stated on the letter accompanying this requirement.

Sally Martin
The Purchasing Contracts Unit
The Planning Inspectorate
4/06 Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

6 Further Information

Procurement timetable

28 The current planned timetable for this procurement is:

DATE	EVENT
29 February 2008	Invitations Issued
27 March 2008	Submission of Bids
3 April 2008	Interviews(if required)
7 April 2008	Award of contract

Contract Management

- 29 The contract will be project managed by a member of GOWM staff, who will monitor progress and provide advice. The contractor will be expected to provide a named member of staff as project manager. The contractor will also be expected to provide a named author for the report and provide a named member of staff to provide Quality Control.
- 30 The study will be overseen by a steering group comprising representatives from GOWM and CLG. The contractor should propose dates for steering group meetings to allow them to make any strategic decisions relating to the study.

Reporting and dissemination

- 31 The draft final report for discussion and comment by the Steering Group will be made available one week in advance of the meeting to discuss it. Two seminars presenting the research findings will be made to an invited audience on dates to be agreed (see outputs table).
- 32 Up to 30 hard copies of the final report will be provided, along with copy in electronic format to the agreed timescale.

7 Contacts

33 For enquiries on contractual matters, please contact:

Sally Martin
The Purchasing Contracts Unit
The Planning Inspectorate
4/06 Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

☎ 0117 372 8517

✉ sally.martin@pins.gsi.gov.uk

For enquiries relating to the requirement itself, please contact:

Rachael Pipkin
Regional Spatial Strategy Team
Government Office for the West Midlands
5th Floor
5 St Philip's Place
Colmore Row
Birmingham
B3 2PW

☎ 0121 352 5049

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