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Tender

Community Engagement Services for the Groundwater Resilience and Community Engagement Programme (GRACE)

Buckinghamshire Council

F02: Contract notice

Notice identifier: 2022/S 000-012171

Procurement identifier (OCID): ocds-h6vhtk-033628

Published 10 May 2022, 3:59pm

Section I: Contracting authority

I.1) Name and addresses

Buckinghamshire Council

Walton Street Offices

Aylesbury

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Contact

Mrs Ann Spence

Email

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Telephone

+44 1296382934

Country

United Kingdom

NUTS code

UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Internet address(es)

Main address

<https://www.buckinghamshire.gov.uk/>

Buyer's address

<https://www.supplybucksbusiness.org.uk>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.supplybucksbusiness.org.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.supplybucksbusiness.org.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Community Engagement Services for the Groundwater Resilience and Community Engagement Programme (GRACE)

Reference number

DN608879

II.1.2) Main CPV code

- 90710000 - Environmental management

II.1.3) Type of contract

Services

II.1.4) Short description

Buckinghamshire Council is seeking to appoint a provider, or providers, experienced in engaging with the community to deliver community engagement over 4.5 years for the Groundwater Resilience and Community Engagement Programme (GRACE).

Interested organisations should be experienced in engagement with local communities. This can be unrelated to flooding.

This project is funded by Defra as part of the £150 million Flood and Coastal Resilience Innovation Programme which is managed by the Environment Agency to develop and test new approaches to help communities become more resilient to the effects of flooding and climate change.

The aim of the GRACE Programme is, through innovative solutions and stakeholder engagement, to build resilience to groundwater flooding for communities, focusing particularly on 10 at risk geographical areas.

The provider(s) shall devise and carry out effective and true engagement with stakeholders and local communities to help collaborate on, and co-produce, innovative solutions to groundwater flood risk. They will work closely with the Engagement and communications workstream.

The contract term is 4.5 years (4 years and 6 months) with the option to extend for 1 year. The work shall be undertaken in 4 phases, with each phase dependent on the council first issuing formal written instructions at its discretion for the relevant work to be undertaken.

The service is divided into 10 geographical areas referred to as Lots. The potential provider(s) can bid for any number of Lots. The 10th area has not yet been agreed and therefore only 9 Lots will be covered by this tender process.

The lots are defined by the pilot communities that the GRACE Programme is focussing upon, namely:

- Lot 1 Bramingham, Bedfordshire
- Lot 2 Chalfont St Peter, Buckinghamshire
- Lot 3 Chesham, Buckinghamshire
- Lot 4 Colnbrook Poyle, Slough
- Lot 5 Kimpton, Hertfordshire
- Lot 6 Lambourn, West Berkshire
- Lot 7 Marlow, Buckinghamshire
- Lot 8 New Hinksey, Oxfordshire
- Lot 9 Pang Valley, Berkshire

A budget of approximately £15,000 per area has been allocated for Phase 1. Budget will be allocated for each subsequent phase based on outcome, performance and future plan. The estimated maximum contract value per area is £75,000. The total contract value for the 4.5 year period including any extension for the 10 pilot areas is estimated to be £750,000.

II.1.5) Estimated total value

Value excluding VAT: £750,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 9

II.2) Description

II.2.1) Title

Bramingham, Bedfordshire

Lot No

1

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKH25 - Central Bedfordshire

II.2.4) Description of the procurement

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workstream.

The service specification includes an outline of the Engagement Strategy. The engagement will follow the principles laid out in this strategy: transparency, collaboration, early, evidence based, inclusive and innovative.

The contract term is 4.5 years (4 years and 6 months) with the option to extend for 1 year. The work shall be undertaken in 4 phases, with each phase dependent on the council first issuing formal written instructions at its discretion for the relevant work to be undertaken.

Phase 1 Scoping

Phase 2 Awareness raising and initial engagement

Phase 3 Collaborative engagement

Phase 4 Focused Engagement

An indicative task list is likely to include the following:

- Regular liaison with the Engagement and Communications leads regarding the Community Engagement and Communications workstream.
- Liaison with the workstreams as to the topics that need to be engaged on.
- Aligning engagement activities with those of the Thames Water River Chess Smarter Water Catchment Plan, which is a partner project of the GRACE programme and will be running engagement activities on similar topics, in similar areas with similar stakeholders.
- Attendance at quarterly Community Engagement and Communications Group meetings.
- Developing and maintaining relationships with stakeholders and local communities relevant to chosen Lot.
- Carrying out engagement activities as the need arises and as stakeholders dictate (within reason). These activities could include:
 - o sharing and collaborating on flood risk mapping;
 - o listening to communities and feeding back their thoughts;
 - o eliciting feedback to shape further development of flood maps;
 - o developing and testing of property flood resilience measures;

- o trialling, using and feeding back on new mapping tools/software;
 - o assisting with the establishment of a flood group if none existent;
 - o developing new flood plans / improving existing plans;
 - o assessment of facilities and response capabilities to flooding and identifying routes to improve;
 - o collaborating to develop natural flood management or sustainable drainage responses to groundwater flooding;
 - o collaborating in the development of an improved flood warning system for groundwater flooding;
 - o evaluating the benefits of the programme and working with researchers to measure the improvement to resilience.
- Preparing engagement material that may be required for engagement activities in collaboration with the Communications and Engagement leads.
 - Using a variety of online and in person engagement approaches, such as workshop facilitation, citizen juries, telephone interviews, etc
 - Identifying engagement opportunities due to local knowledge and local relationships.
 - Assisting the engagement lead to identify local stakeholders and community groups that may have been missed during mapping exercises or are hard to reach.
 - Logging engagement activities and assessing what worked well or what could have been improved. A system for logging engagement is currently being decided upon by the programme team.
 - Liaison with community funding specialist regarding potential fundraising opportunities that have been identified for communities.

Each community has been impacted or is impacted by groundwater flooding. However, each community is unique in their demographics, their flooding situation, their response to flooding, their location, their geography and their circumstances. A strategic approach to engagement has been developed and can be found in the Engagement Strategy, however unique and individual approaches to engagement with the communities is required and expected to reflect the differences and the ethos of the GRACE Programme.

A budget of approximately £15,000 per area has been allocated for Phase 1. Budget will be

allocated for each subsequent phase based on outcome, performance and future plan. The estimated maximum contract value per area is £75,000.

Should no proposal or no suitable proposal be submitted for one or more of the Lots, the Council reserves the right to undertake a negotiated procedure without prior publication to provide the services in that Lot but is not committed to doing so. In these circumstances, the initial conditions of contract, including the scope of any such Lot, will not be substantially altered.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £75,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 October 2022

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year after initial 4.5 year contract term

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Chalfont St Peter, Buckinghamshire

Lot No

2

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKJ13 - Buckinghamshire CC

II.2.4) Description of the procurement

Buckinghamshire Council is seeking to appoint a provider, or providers, experienced in engaging with the community to deliver community engagement over 4.5 years for the Groundwater Resilience and Community Engagement Programme (GRACE).

Interested organisations should be experienced in engagement with local communities. This can be unrelated to flooding.

This project is funded by Defra as part of the £150 million Flood and Coastal Resilience Innovation Programme which is managed by the Environment Agency to develop and test new approaches to help communities become more resilient to the effects of flooding and climate change.

The aim of the GRACE Programme is, through innovative solutions and stakeholder engagement, to build resilience to groundwater flooding for communities, focusing

particularly on 10 at risk geographical areas.

The provider(s) shall devise and carry out effective and true engagement with stakeholders and local communities to help collaborate on, and co-produce, innovative solutions to groundwater flood risk. They will work closely with the Engagement and Communications workstream.

The service specification includes an outline of the Engagement Strategy. The engagement will follow the principles laid out in this strategy: transparency, collaboration, early, evidence based, inclusive and innovative.

The contract term is 4.5 years (4 years and 6 months) with the option to extend for 1 year. The work shall be undertaken in 4 phases, with each phase dependent on the council first issuing formal written instructions at its discretion for the relevant work to be undertaken.

Phase 1 Scoping

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Phase 3 Collaborative engagement

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- Attendance at quarterly Community Engagement and Communications Group meetings.
- Developing and maintaining relationships with stakeholders and local communities relevant to chosen Lot.
- Carrying out engagement activities as the need arises and as stakeholders dictate (within reason). These activities could include:
 - o sharing and collaborating on flood risk mapping;

- o listening to communities and feeding back their thoughts;
 - o eliciting feedback to shape further development of flood maps;
 - o developing and testing of property flood resilience measures;
 - o trialling, using and feeding back on new mapping tools/software;
 - o assisting with the establishment of a flood group if none existent;
 - o developing new flood plans / improving existing plans;
 - o assessment of facilities and response capabilities to flooding and identifying routes to improve;
 - o collaborating to develop natural flood management or sustainable drainage responses to groundwater flooding;
 - o collaborating in the development of an improved flood warning system for groundwater flooding;
 - o evaluating the benefits of the programme and working with researchers to measure the improvement to resilience.
- Preparing engagement material that may be required for engagement activities in collaboration with the Communications and Engagement leads.
 - Using a variety of online and in person engagement approaches, such as workshop facilitation, citizen juries, telephone interviews, etc
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flooding, their location, their geography and their circumstances. A strategic approach to engagement has been developed and can be found in the Engagement Strategy, however unique and individual approaches to engagement with the communities is required and expected to reflect the differences and the ethos of the GRACE Programme.

A budget of approximately £15,000 per area has been allocated for Phase 1. Budget will be allocated for each subsequent phase based on outcome, performance and future plan. The estimated maximum contract value per area is £75,000.

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II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £75,000

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Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Chesham, Buckinghamshire

Lot No

3

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKJ13 - Buckinghamshire CC

II.2.4) Description of the procurement

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Interested organisations should be experienced in engagement with local communities. This can be unrelated to flooding.

This project is funded by Defra as part of the £150 million Flood and Coastal Resilience

Innovation Programme which is managed by the Environment Agency to develop and test new approaches to help communities become more resilient to the effects of flooding and climate change.

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II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Colnbrook Poyle, Slough

Lot No

4

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKJ11 - Berkshire

II.2.4) Description of the procurement

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Option to extend for 1 year after initial 4.5 year contract term

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Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Kimpton, Hertfordshire

Lot No

5

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

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Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Lambourn, West Berkshire

Lot No

6

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKJ11 - Berkshire

II.2.4) Description of the procurement

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The contract term is 4.5 years (4 years and 6 months) with the option to extend for 1 year. The work shall be undertaken in 4 phases, with each phase dependent on the council first issuing formal written instructions at its discretion for the relevant work to be undertaken.

Phase 1 Scoping

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Phase 3 Collaborative engagement

Phase 4 Focused Engagement

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- Attendance at quarterly Community Engagement and Communications Group meetings.
- Developing and maintaining relationships with stakeholders and local communities relevant to chosen Lot.
- Carrying out engagement activities as the need arises and as stakeholders dictate (within reason). These activities could include:
 - o sharing and collaborating on flood risk mapping;
 - o listening to communities and feeding back their thoughts;
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 - o trialling, using and feeding back on new mapping tools/software;
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 - o assessment of facilities and response capabilities to flooding and identifying routes to improve;
 - o collaborating to develop natural flood management or sustainable drainage responses to groundwater flooding;
 - o collaborating in the development of an improved flood warning system for groundwater flooding;
 - o evaluating the benefits of the programme and working with researchers to measure the improvement to resilience.
- Preparing engagement material that may be required for engagement activities in

collaboration with the Communications and Engagement leads.

- Using a variety of online and in person engagement approaches, such as workshop facilitation, citizen juries, telephone interviews, etc
- Identifying engagement opportunities due to local knowledge and local relationships.
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- Logging engagement activities and assessing what worked well or what could have been improved. A system for logging engagement is currently being decided upon by the programme team.
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Each community has been impacted or is impacted by groundwater flooding. However, each community is unique in their demographics, their flooding situation, their response to flooding, their location, their geography and their circumstances. A strategic approach to engagement has been developed and can be found in the Engagement Strategy, however unique and individual approaches to engagement with the communities is required and expected to reflect the differences and the ethos of the GRACE Programme.

A budget of approximately £15,000 per area has been allocated for Phase 1. Budget will be allocated for each subsequent phase based on outcome, performance and future plan. The estimated maximum contract value per area is £75,000.

Should no proposal or no suitable proposal be submitted for one or more of the Lots, the Council reserves the right to undertake a negotiated procedure without prior publication to provide the services in that Lot but is not committed to doing so. In these circumstances, the initial conditions of contract, including the scope of any such Lot, will not be substantially altered.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £75,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 October 2022

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year after initial 4.5 year contract term

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Marlow, Buckinghamshire

Lot No

7

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKJ13 - Buckinghamshire CC

II.2.4) Description of the procurement

Buckinghamshire Council is seeking to appoint a provider, or providers, experienced in engaging with the community to deliver community engagement over 4.5 years for the Groundwater Resilience and Community Engagement Programme (GRACE).

Interested organisations should be experienced in engagement with local communities. This can be unrelated to flooding.

This project is funded by Defra as part of the £150 million Flood and Coastal Resilience Innovation Programme which is managed by the Environment Agency to develop and test new approaches to help communities become more resilient to the effects of flooding and climate change.

The aim of the GRACE Programme is, through innovative solutions and stakeholder engagement, to build resilience to groundwater flooding for communities, focusing particularly on 10 at risk geographical areas.

The provider(s) shall devise and carry out effective and true engagement with stakeholders and local communities to help collaborate on, and co-produce, innovative solutions to groundwater flood risk. They will work closely with the Engagement and Communications workstream.

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 - o collaborating to develop natural flood management or sustainable drainage responses to groundwater flooding;
 - o collaborating in the development of an improved flood warning system for groundwater

flooding;

o evaluating the benefits of the programme and working with researchers to measure the improvement to resilience.

- Preparing engagement material that may be required for engagement activities in collaboration with the Communications and Engagement leads.
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Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

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II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

New Hinksey, Oxfordshire

Lot No

8

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKJ14 - Oxfordshire

II.2.4) Description of the procurement

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- o collaborating in the development of an improved flood warning system for groundwater flooding;

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- Preparing engagement material that may be required for engagement activities in collaboration with the Communications and Engagement leads.

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II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Pang Valley, Berkshire

Lot No

9

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services

II.2.3) Place of performance

NUTS codes

- UKJ11 - Berkshire

II.2.4) Description of the procurement

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Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union

funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

All criteria are stated in the procurement documents accessed via
<https://www.supplybucksbusiness.org.uk>

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

4 July 2022

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

4 July 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The High Court

The Royal Courts of Justice

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Council will incorporate a standstill period at the point when information on the award of the contract is communicated to tenderers. The standstill period will be for a minimum of 10 calendar days and provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for the aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)