



## **REQUEST for QUOTATION**

### **Noise Action Plans Review**

**Contract reference number 3540**

The Civil Aviation Authority (CAA) invites you to quote for the provision of the requirements detailed below.

#### **GENERAL CONDITIONS**

1. This contract is being tendered using Lot 9 of CCS Framework Management Consultancy 3 RM6187. These core terms can be found on the CCS website.
2. We are not bound to accept the lowest or any quote or to accept you as a sole supplier.
3. The prices you quote are to remain fixed for the duration of the agreement.
4. We reserve the right to extend or cancel the quotation process at any point. We are not liable for any costs resulting from any cancellation of the quotation process or any other costs incurred by those quoting for this requirement.
5. The contents of this document and any other documentation sent to you in respect of this RFQ are provided on the basis that they remain the property of the CAA and must be treated as confidential.
6. You may not undertake any publicity activities with any part of the media or another third party in relation to this RFQ or any subsequent contract without any prior written agreement from the CAA.
7. Any contract award will be subject to acceptable credit checks.
8. CAA payment terms are 30 days from date of receipt of the invoice.
9. Should you be awarded the work CAA will provide you with a Purchase Order number which must be quoted on all invoices and correspondence.
10. Invoices for work completed must be submitted to CAA Accounts Payable using the email address: [accounts.payable@caa.co.uk](mailto:accounts.payable@caa.co.uk).

11. The Contract is not open for negotiation. Tenders must be submitted on the basis that the contract is accepted. Hedged or qualified Tenders will be rejected.

## **FURTHER INFORMATION & CLARIFICATION QUESTIONS**

If you have any questions or need further information, you must contact CAA via the Portal.

Only questions submitted via the Portal will be answered so that a full audit trail of the IPP can be maintained for audit purposes.

All communication with CAA must quote in the message heading the specific section and question number for which you require information or clarification.

Please note it is our policy to publish all queries and our responses for the benefit of all other Organizations, any questions deemed to be commercially confidential must therefore be clearly marked.

Further information about Civil Aviation Authority can be found at:

<http://www.caa.co.uk/>

## **DEADLINE FOR SUBMISSION**

- a) Your quotation must be submitted via the eSourcing portal no later than the return date detailed the timetable below.

### Timetable:

1. Deadline for return of quotation: **09/08/2024 13:00pm.**

### Contract Award Timetable:

2. A Contract will be awarded by **30/08/2024.**

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## OVERVIEW OF THE CIVIL AVIATION AUTHORITY

- 1.1 We are a public corporation established by Parliament in 1972 and now constituted under the Civil Aviation Act 1982 (as amended). Our functions are set out in legislation that includes the Civil Aviation Act 1982, the Aviation Security Act 1982, the Airports Act 1986, the Transport Act 2000 and the Civil Aviation Act 2012, the 2018 Space Industry Act and the UK Basic Regulation, and in secondary legislation made under those Acts, principally the Air Navigation Order and Implementing Regulations. The Secretary of State for Transport is the sponsor of the CAA.
- 1.2 As the United Kingdom's aviation regulator our objectives are to make sure that:
- the aviation and aerospace industry meets the highest safety standards.
  - consumers have choice, value for money, are protected and treated fairly when they fly;
  - through efficient use of airspace, the environmental impact of aviation is effectively managed, and emissions are reduced; and
  - the aviation industry manages security risks effectively.
- 1.3 Through its skills and expertise, the CAA is recognised as a world leader in its field. Its specific responsibilities include Aviation Safety and Airspace Regulation, Economic Regulation, Consumer Protection, Aviation Security Regulation and Space Regulation. These areas provide the main groupings in CAA with the following responsibilities:
- Safety and Airspace Regulation Group (SARG) – Ensuring UK civil aviation safety standards are set and achieved; and the planning and regulation of all UK airspace to support safe and efficient operations;
  - Consumers and Markets Group (CMG) – Regulating airlines', airports and Air Traffic Services' economic activities and encouraging a diverse and competitive industry. Managing the UK's principal travel protection scheme; the Air Travel Organisers' Licensing (ATOL) scheme; licensing UK airlines and managing consumer issues.
  - Aviation Security (Avsec) – Overseeing how the aviation industry meets UK and international legal security requirements.
  - UK Space Regulatory function – undertaking all Space Industry Act 2018 functions in addition to regulating in orbit activities under the Outer Space Act 1986.
- 1.4 The aviation industry has always been innovative and at the forefront of technological development, but recent years have seen a step change in

areas such as remotely piloted vehicles, commercial space activity and the rapid development of electric vertical take-off and landing aircraft. We will work to make sure these additions, and the infrastructure that will be required to enable this new activity, can be safely introduced into the existing aviation system.

- 1.5 A central Corporate Centre group provides Finance, Human Resources, Information Services, Information Management, Procurement, Estates, Legal and other corporate functions. In addition, CAA has two subsidiaries:
- Air Safety Support International Ltd (“ASSI”), a not-for-profit organisation, which provides a cohesive system of civil aviation safety and security regulation in the UK’s Overseas Territories; and
  - CAA International Ltd (“CAAI”), a registered UK Social Enterprise, and is the CAA commercial subsidiary, which provides technical advice and training to Civil Aviation Authorities and aviation industry worldwide, as well as examinations for pilots, engineers, etc.

#### Funding of CAA

- 1.6 CAA’s operating costs are mainly recovered from those it regulates. This contrasts with many other Aviation Authorities in other countries, which are mainly funded by their respective governments. The main mechanism for cost recovery is by way of Statutory Schemes of Charges, which set out, for each of the regulatory functions, charges that are to be paid to the CAA in respect of those functions.
- 1.7 Further information about The Civil Aviation Authority can be found at: <https://www.caa.co.uk>.

## **BACKGROUND TO THE PROJECT REQUIREMENT**

- 2.1 Noise Action Plans (‘Action Plans’) are a legal requirement for relevant airport operators to submit to the Department for the Environment, Food and Rural Affairs (Defra) for adoption, under the Environmental Noise (England) Regulations 2006 (the ‘Regulations’)<sup>1</sup>. The Regulations were originally derived from the Environmental Noise Directive<sup>2</sup>, or ‘END’. Noise Action Plans provide a framework to support the Government’s noise policy which is set out in the Aviation Policy Framework<sup>3</sup> (APF). The current noise policy

<sup>1</sup> The Environmental Noise (England) Regulations (2006)

<sup>2</sup> Directive 2002/49/EC of the European Parliament and of the Council of June 2002 relating to the assessment and management of environmental noise (Official Journal of the European Communities, 2002). The requirements of the END are transposed in the Regulations.

<sup>3</sup> The Aviation Policy framework was published in 2013 as Government’s policy on aviation, available at <https://assets.publishing.service.gov.uk/media/5a7aa94b40f0b66eab99bc3e/aviation-policy-framework.pdf>. One of the objectives to manage aviation’s environmental impact, set out in this document is:

*‘To limit and where possible reduce the number of people in the UK significantly affected by aircraft noise.’*

includes an overarching aviation noise policy statement<sup>4</sup> which has recently been revised. Defra has developed Guidance for Airport Operators (the Defra Guidance) to produce Noise Action Plans under the terms of the Regulations.<sup>5</sup>

- 2.2 The first round of Noise Action Plans were developed and published in response to the Round 1 noise mapping undertaken in 2007 based on 2006 data. The current round, designated as 'Round 4', is expected to be published in 2024.
- 2.3 The Department for Transport (DfT), which has responsibility for aviation noise policy, has commissioned the CAA to conduct a critical review of the following:
- The process of developing and implementing Noise Action Plans.
  - The clarity of the Defra Guidance in assisting the relevant airport operators in the development of their Noise Action Plans.
  - The effectiveness of Noise Action Plans as a tool in managing aviation noise and its effects around the airports.
- 2.4 The review is expected to identify potential areas for improvement and provide recommendations to Defra and DfT on possible revisions within the three aspects of the review. The output of this study will include recommendations to Defra to inform their Guidance to Airport operators for producing airport Noise Action Plans for future rounds. Due to the timeframes required for the CAA to carry out the study and DfT and Defra to assess how to take forward the recommendations, any potential changes to the Defra Guidance will not affect the Noise Action Plans developed for Round 4 but will be aimed towards the development of the next round of Noise Action Plans ('Round 5', due to be adopted in 2029) and future rounds. However, the methods of monitoring and evaluation currently conducted by the airports could be improved by incorporating insights from the feedback and recommendations. This could help compliance with the commitments made in Round 4.

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<sup>4</sup> The government's revised overarching aviation noise policy statement as published on March 2023 can be found here - <https://www.gov.uk/government/publications/aviation-noise-policy-statement/overarching-aviation-noise-policy>. This states that:

*'The impact of aviation noise must be mitigated as much as is practicable and realistic to do so, limiting, and where possible reducing, the total adverse impacts on health and quality of life from aviation noise.'* It must also be noted that there is a possibility that the government policies could change again over the course of time. The bases for this change are the Aviation 2050 Green Paper, the 2020 consultation on night flight restrictions and the UK air navigation guidance 2017. The noise policy issued in March 2023 takes precedence over the noise policy section outlined in APF.

<sup>5</sup> Defra, 2013, Guidance for Airport Operators to produce Noise Action Plans under the terms of the Environmental Noise (England) Regulations 2006 (as amended). Available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/276226/noise-action-plan-airport-operators-guidance-201401.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/276226/noise-action-plan-airport-operators-guidance-201401.pdf)

2.5 The following diagram shows the stages in the development of a Noise Action Plan in a 5-year cycle and some of the factors that could potentially affect a Round.

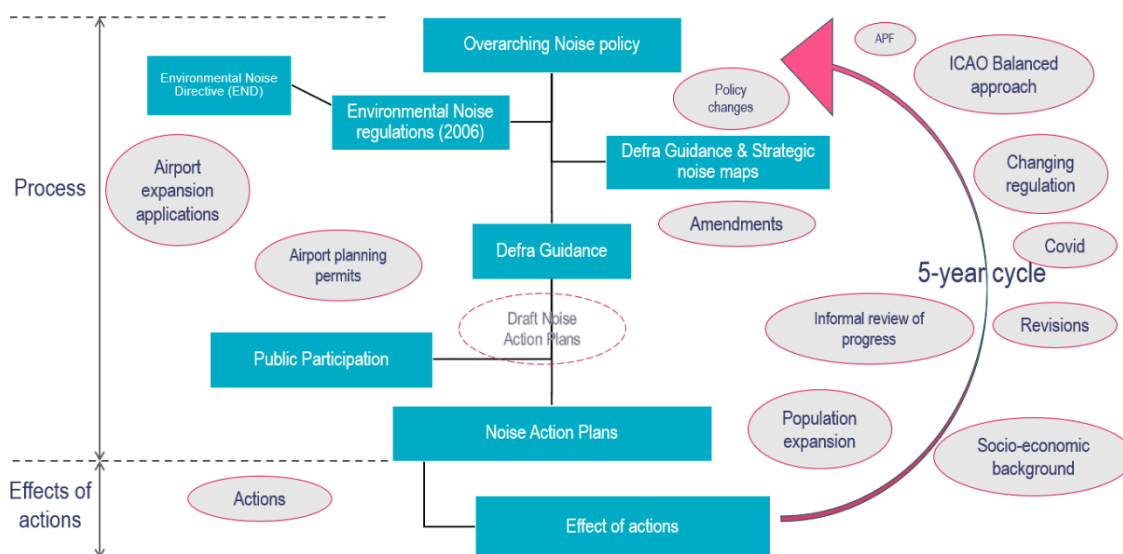


Figure 1: Development stages and some of the factors affecting a Noise Action Plan round.

2.6 The UK Government establishes the overarching noise policy, which is outlined in the APF. The Regulations mandate that relevant airport operators produce strategic noise maps. The noise maps provide a snapshot of the noise impact that arises from the relevant airport. Following on from making noise maps, the Regulations require the competent authorities (i.e., the airports in the case of aviation noise) draw up an action plan for places near the airport. Minimum requirements for Noise Action Plans are set out in Schedule 4 of the Regulations.

2.7 Action plans are required to be drawn up by the airport operators as the competent authority in relation to:

- Major airports; and
- Other airports that were mapped.

2.8 The Regulations set out requirements for public participation in the Noise Action planning process.

2.9 Once adopted, the Noise Action Plan should be published by the airport operator as a public document in an electronic format.

### Project Objectives

2.10 The project has three main objectives:

1. To evaluate the process for developing Noise Action Plans to manage noise around the relevant airports.

2. To assess the clarity of the Defra Guidance in assisting the competent authorities in the development of their Noise Action Plans.
3. To assess the effectiveness of Noise Action Plans in managing noise and its effects around airports.

## OUR REQUIREMENTS

2.11 We require an external consultant to design a methodology and conduct a study of the Noise Action Plans of 10 airports, including Rounds 2, 3 of Noise Action Plans and the latest round (Round 4) to be published in 2024. The study needs to be conducted in a robust and credible manner and the potential provider must be able to manage the sensitivities surrounding the topic of 'noise'. The list of ten selected airports is given below:

No.	Country	Airport
1	England	East Midlands
2	England	London Gatwick
3	England	London Heathrow
4	England	Manchester International
5	England	Southend
6	England	Leeds Bradford Airport
7	Scotland	Edinburgh Airport
8	Northern Ireland	George Best Belfast City Airport
9	Germany	Frankfurt
10	Netherlands	Amsterdam Schiphol airport

*Table 1: List of selected airports for study*

- 2.12 The external provider shall
- a) Design the methodology for study by
    - i. Identifying a method for qualitative evaluation of the process of producing Noise Action Plans (Objective 1)
    - ii. Identifying measures to evaluate the clarity of Defra guidance in assisting the development of Action plans (Objective 2)
    - iii. Identifying measures to evaluate the effectiveness of Noise Action plans as a noise management tool (Objective 3)
  - b) Using the agreed methodology, conduct a study of 3 rounds of Noise Action plans from 10 selected airports, including the 4<sup>th</sup> round to achieve the project objectives.
- 2.13 During the evaluation, individual plans need to be evaluated against the relevant noise policy and overarching noise objectives, which are/were applicable for the timeframe of the Action plan round.



- 2.14 The list below shows some sample questions developed for this review and the understanding of effectiveness. Please note that this is a non-exhaustive list and is merely a compilation of initial thoughts aimed at steering the methodology expectations.

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**Evaluation of the process**

Is there consistency in the way information is provided in the Noise Action Plans amongst the various airports? Is consistency relevant in this scenario?

What are the stakeholder views on information accessibility, such as community, airlines, local authorities?

What are the stakeholder views on the ease of responding to consultations, such as community, airlines, local authorities?

What is the quality of consultations and the level of inputs received?

Is the timeframe of Rounds realistic and useful?

**Evaluation of Defra guidance**

Is the language in the Defra guidance clear and unambiguous? Is it interpreted consistently by different airports?

Any consistency between guidance of the different countries being studied? If so, what is working well/not working well in comparison?

**Effectiveness of Noise Action Plans as a noise management tool**

How does the use of different metrics help achieve the intended objectives of the Regulations?

Have the Noise Action Plans help preserved environmental noise quality where it is good, as set out in Environmental Noise Regulations [15(1) (aa)]?

How are any airport planning, expansion applications considered during Noise Action Plans?

Preparation stage: How are actions considered with respect to the socio-economic aspect of aviation?

What is the counterfactual if no Action plans have been done? Did having a Noise Action Plan make a difference, and how?

How do they compare with previous actions?

Have the noise policy objective been interpreted consistently by the different competent authorities?

Have Noise Action Plans helped in increasing awareness about noise impacts?

Has implementation led to better outcomes on noise and other effects?

How do airports check for compliance with their actions, and track their progress?

What are some good examples?

How have non-UK airports conducted monitoring, evaluation, and compliance, if any?

How would the Noise Action Plans test against the 4 pillars of the ICAO 'Balanced Approach to noise management' for the previously published Action plans?

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*Table 2: List of non-exhaustive, prospective questions to inform methodology.*

## KEY MILESTONES

3.1 The potential provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Output	Deadline for delivery	Estimated number of days work
Agreement of project and milestone plans	A project plan in word/excel format	13 <sup>th</sup> September	2 weeks
Design the methodology	A Word document detailing the methodology to achieve the 3 objectives. A PowerPoint presentation outlining the methodology.	25 <sup>th</sup> October 2024	4-6 weeks
Conduct the study	Word document with regular updates and any other formats as required	02 <sup>nd</sup> February 2025	14 weeks
Results	Report – including any data sets in word document, spreadsheets and a PowerPoint presentation	16 <sup>th</sup> February 2025	2 weeks

## BASE LOCATION

3.2 The study can be conducted as desktop research. There may be a need for bilateral engagements with different stakeholders for the 10 airports, which may or may not be conducted online.

## STAFF VETTING, EXPERIENCE AND QUALIFICATIONS

3.3 We anticipate that this project will need people with strong understanding of research methodologies, experience in conducting desktop-based and in-person research, drafting skills, data analysis etc.

## REPORTING

3.4 The provider is expected to provide regular updates to the CAA team via meetings, emails etc as required.

3.5 A final report and presentation to key stakeholders from the CAA, detailing the methodology employed, and the results of the study including feedbacks from engagements, desktop research shall be provided.

## EVALUATION OVERVIEW

Section	Weighting	Sub Section	Sub Section Weighting
Technical	80%	Understanding of our requirements	20%
		Proposed approach	40%
		Experience of project team	20%
Commercial	20%	Price	20%
Total	100%		

## SCORING THE TECHNICAL RESPONSE

- 4.1 The technical responses will be evaluated in accordance with the evaluation criteria and in terms of the extent to which the response demonstrates and evidences a proposal that meets the requirements set out in the specification.
- 4.2 Each of the criteria has an overall weighting (expressed as a percentage) reflecting its relative importance to CAA (see table above). Technical responses will be scored in accordance with the Scoring Matrix below.
- 4.3 This Scoring Matrix Table is set out in order to inform Bidders how we will approach scoring each criterion, and to provide guidance as to what they must aim for in order to achieve full marks. Note that the best rated response for each criterion will not necessarily be awarded the full marks for the criteria.
- 4.4 To score a 5 Bidders, have to exceed CAA's requirements.
- 4.5 The score for each of the criteria will then have the appropriate weighting applied to it to produce the final weighted score.

## SCORING MATRIX

The scoring matrix outlined below will be used to assess the technical response.

SCORING SCALE		
Score	Classification	Commentary
0	No response or complete non-compliance	No response or complete non-compliance
1	Very Poor	Unacceptable, an unsatisfactory response.

2	Poor	Only some of the requirements met.
3	Acceptable	A satisfactory response which meets basic requirements.
4	Good	Good response which meets all the requirements and gives some confidence.
5	Excellent	Outstanding response, exceeds expectations, adds value, full of confidence and includes innovation.

### SCORING THE COMMERCIAL RESPONSE – PRICE

4.6 CAA will score each price submission on a comparative basis to the other submissions it receives and not against any predetermined costs or percentages. The lowest total cost will be awarded the maximum score and the remaining bids will be ‘normalised’ against this cost.

The “Price” score will be calculated using the following calculation:

$$(Lowest\ Score/Tendered\ score) \times 100$$

The price score is then converted to the overall commercial weighting of 20 %.

*Example: (£1000/£2000) x100 = 50 Price weighted at 30% therefore (50/100) x 30 = 15%.*

### TIE BREAKER

4.7 In the event of a tie, the Bidder with the best technical score will win.

### HOW TO RESPOND

4.8 Please complete your response to this RFQ by completing the online questionnaire on the Portal and submitting any documentation required.

### RESPONSE GUIDANCE

4.9 The **technical section (80%)** is completed by uploading a word document to the space provided for each question. If you need to upload more than one document, you can do this by placing the documents in a zipped folder. A summary of the questions has been provided below along with an indication relating to any maximum page limits which must be adhered to.

Question Number	Question Heading	Question Details
1	Understanding of our requirements (10%)	<ul style="list-style-type: none"> <li>Summarise your understanding of the key issues to be addressed by the study.</li> <li>What do you consider to be the greatest challenges?</li> <li>How does your proposed approach/methodology address these challenges?</li> <li>Include a full description of any potential conflicts of interest (including, but not limited to, current or recent projects for</li> </ul>

Question Number	Question Heading	Question Details
		<p>similar pieces of work, and the proposed approach to managing such conflicts and ensuring the work is robust to potential challenges</p> <p>Maximum page limit is 6 pages</p>
2	Proposed approach (35%)	<p>Describe your approach to managing and conducting the project, to include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• A detailed description of your methodology;</li> <li>• A proposed timetable for each stage of the project;</li> <li>• A table summarising the main project risks and proposed mitigations;</li> <li>• Any information or data that the supplier will expect to be provided by the CAA;</li> <li>• Where you are using subcontractors, describe the role of each subcontractor and your proposed arrangements for managing the team as a whole.</li> </ul> <p>Maximum page limit is 20 pages</p>
3	Experience of project team (30%)	<p>Provide a full description of the proposed project team, and each team member's role in the project, to include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• A short summary of each project team member's relevant experience, with full CVs provided in an appendix;</li> <li>• A table showing, for each main phase of the project, the expected number of days input from each team member (but with no financial information)</li> </ul> <p>Maximum page limit is 5 pages</p>

4.10 The **commercial section (20%)** is completed by uploading to the Portal a word/excel document to the space provided for each question. If you need to upload more than one document, you can do this by placing the documents in a zipped folder. A summary of the questions has been provided below.

1) Price

4.11 Your price for delivering the Contract must be provided for excluding VAT. The price for this Contract shall be fixed and firm (i.e., shall not be subject to escalation) for the duration of the Contract, subject to any agreed variations to the Specification.

4.12 Fees shall be no greater than those agreed for the framework, but Bidders may propose lower rates for a specific piece of work if they wish to.

4.13 Your fixed price must be broken down to outline the following information and completed in the format provided below. Any price responses that do not provide the information as outlined below may not be considered and your bid may be rejected.

<b>Role</b>					
<b>Day rate £</b>					
<b>Number of Days</b>					
<b>Expenses £</b>					
<b>Description of work element</b>					
<b>Total Cost £</b>					
<b>Total Fixed Cost £</b>					

## PAYMENT

- 5.1 The CAA will provide the Supplier with a Purchase Order. The purchase order number must be quoted on all invoices sent to the CAA for payment or payment may be delayed or not made. The CAA operates a no Purchase Order no pay policy.
- 5.2 Subject to the proper performance of the Services, the Consultant's invoices shall be paid by the CAA within 30 days of receipt by the CAA's Accounts Payable Section.
- 5.3 Invoices for work completed must be submitted to CAA Accounts Payable using the email address: [accounts.payable@caa.co.uk](mailto:accounts.payable@caa.co.uk).
- 5.4 Should you require payment in milestones, you must outline your proposal for these. It should be noted that requests for payment upfront will not be accepted.

## CALL-OFF INCORPORATED TERMS

- 5.5 The core terms of CCS Framework Management Consultancy 3 RM6187 will apply to this contract. These core terms can be found on the CCS website.
- 5.6 The following documents may be incorporated alongside the core terms (version 3.0.10 v5) and all mandatory schedules into the Call-Off Contract awarded as a result of this RFQ.

## Joint Schedules

- o Joint Schedule 6 (Key Subcontractors)
- o Joint Schedule 7 (Financial Difficulties)
- o Joint Schedule 8 (Guarantee) - Optional

## Call-Off Schedules

- o Call-Off Schedule 5 (Pricing Details)
- o Call-Off Schedule 7 (Key Supplier Staff)
- o Call-Off Schedule 9 (Security)
- o Call-Off Schedule 15 (Call-Off Contract Management)
- o Call-Off Schedule 20 (Call-Off Specification)

5.7 In addition to Call-Off Special Terms 1 detailed in the Call-off Order Form the following Call-Off Special Terms will also be incorporated into the Call-Off Contract awarded as a result of this RFQ.

Special Term 2: *Not applicable*

Special Term 3: *Not applicable*

5.8 No other Supplier terms will be part of the Call-Off Contract awarded as a result of this RFQ.