**TENDER FOR MONITORING SURVEYOR**

Homes England (HE) T/A The Homes and Communities Agency (‘HCA’) is seeking to appoint an Independent Monitoring Surveying (IMS) Firm from Multidisciplinary Panel. The appointed Surveyor’s role will include providing initial due diligence and on-going monitoring of the development works in respect of HCA’s loan investment at under the Home Building Fund programme, under the standard terms of the respective HCA Panel.

Your firm is invited to participate in a mini-tender process to fulfil the attached Scope of Works required by HCA for Details relating to the scheme are as follows:

|  |  |
| --- | --- |
| **Item** | **Value/ Details** |
| Site Location: |  |
| Infrastructure Works funded by HE | Infrastructure works required to deliver scheme being:* Land remediation
* Construction of spine road
* Landscaping and site wide drainage
* Utilities
 |
| Borrower: |  |
|  |  |
|  |  |
| Form of Contract | Infrastructure contract: TBCProfessional Appointment: TBC |
| Construction Period funded by HCA: | 16 month period from draw down. Loan to be repaid from sale of completed land parcels  |
| Loan Term / Final Repayment Date: | 30th September 2029\*anticipated repayment 30th September 2028  |
| Main Contractor: | TBC |

The instructions will be a joint instruction on behalf of Homes England and Department for Education who will both require reliance on the contents of your reports and individual reliance on your PI cover.

The appointment for the IMS is for the above identified infrastructure works to be delivered using HE funding facility, Department of Education capital funding, borrower cash equity and recycled sales receipts.

The main objective of the commission is for the Monitoring Surveyor to provide regular reports on progress of the scheme to ensure delivery of the project and repayment of the HE loan.

The Surveyor will work with both the Borrower and HE and will need to attend site progress meetings and quarterly meetings with HE (or as otherwise deemed appropriate). The HE’s Transaction Manager will be the initial point of contact against each Investment Transaction.  On current forecasts, the initial draft report will be required by **16th December 2021**, with monthly reports required until completion of infrastructure works and quarterly reports thereafter until final repayment.

You are invited to respond to this mini-tender to the undersigned specifying the following:

1. Confirmation that the attached “Scope of Services MS (HCA Appointment)” is understood and accepted;
2. Details of the firms experience which is most relevant to this commission;
3. CVs for the key personnel who will deliver this commission;
4. Any Conflicts of interest acknowledgements;
5. Fixed fee proposals for completing,
	1. The Initial Technical Report
	2. Each Monthly Drawdown Report (16 monthly reports based on current cashflow/timings)
	3. Each Quarterly Report (21 based on current cashflow)

Responses are required by **12noon on Wednesday 10th November 2021**. Tenders will be assessed on a 60% price and 40% quality ratio.