



Homes
England

Making homes happen

Multi-Disciplinary Technical Services Framework

Further Competition Invitation to Tender

(Stage 1 Under FTS Threshold)

Cottingwood, Morpeth, Northumberland

Highways Technical Approval - Assessment

Issue Date: 11/01/2022

ProContract :DN590654

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Introduction

The purpose of this Further Competition Invitation to Tender (ITT) is to award the call-off contract for the above commission.

We ask you to respond to the questions detailed in Part 2, Section 6 (Evaluation Criteria) using the Response Form and to return the Response Form and Resource and Pricing Schedule in Part 3 with your tender.

This Further Competition ITT is divided into 3 parts:

Part 1 – Commission Requirement

- Details the commission requirements.
- Details additional terms and conditions for the Further Competition. The successful Supplier will be subject to both the terms and conditions of this Further Competition and the Framework Contract. Unless otherwise defined in these instructions, terms used shall have the meaning given to them in the Framework Contract.

Part 2 – Instructions for Submitting a Response

- Contains important information and instructions on preparing and submitting a tender response. Please read these instructions carefully prior to submitting your tender response.
- Outlines the evaluation criteria which will be used for assessment. It is important that Suppliers familiarise themselves with the criteria and ensure they are considered when compiling their tender response.

Part 3 – Standard Forms

- Contains the standard forms required to be completed and returned by the Supplier when submitting a tender response.

Part 1 - Commission Requirements

1. Objectives

Homes England is seeking to deliver the advance infrastructure to unlock its housing site at the former St George's hospital in Morpeth which includes the construction of a new spine road, associated SUDS and utility services to facilitate its phased development. Dialogue has been on-going with Northumberland County Council regarding the design specification for technical approval and adoption under S38 and S278 Agreements as appropriate. The technical designs are currently being finalised to be submitted to the local highway authority for Technical Approval.

Northumberland County Council has advised it does not have the resource capacity to undertake the technical assessment and has requested that the Agency directly appoint a consultant engineer to undertake this task on behalf of the highway authority (along with the subsequent site inspections for certification of the works).

The approval of the technical designs will remain with the highway authority.

Homes England has agreed to this approach in order to expedite the process and mitigate delays to the infrastructure work starting on site and moreover delays to commencing the phase 1 residential development.

A call-off from the multi-disciplinary panel will be undertaken to procure these services and appoint a third party independent of the current design team of Gleeds and Cundall.

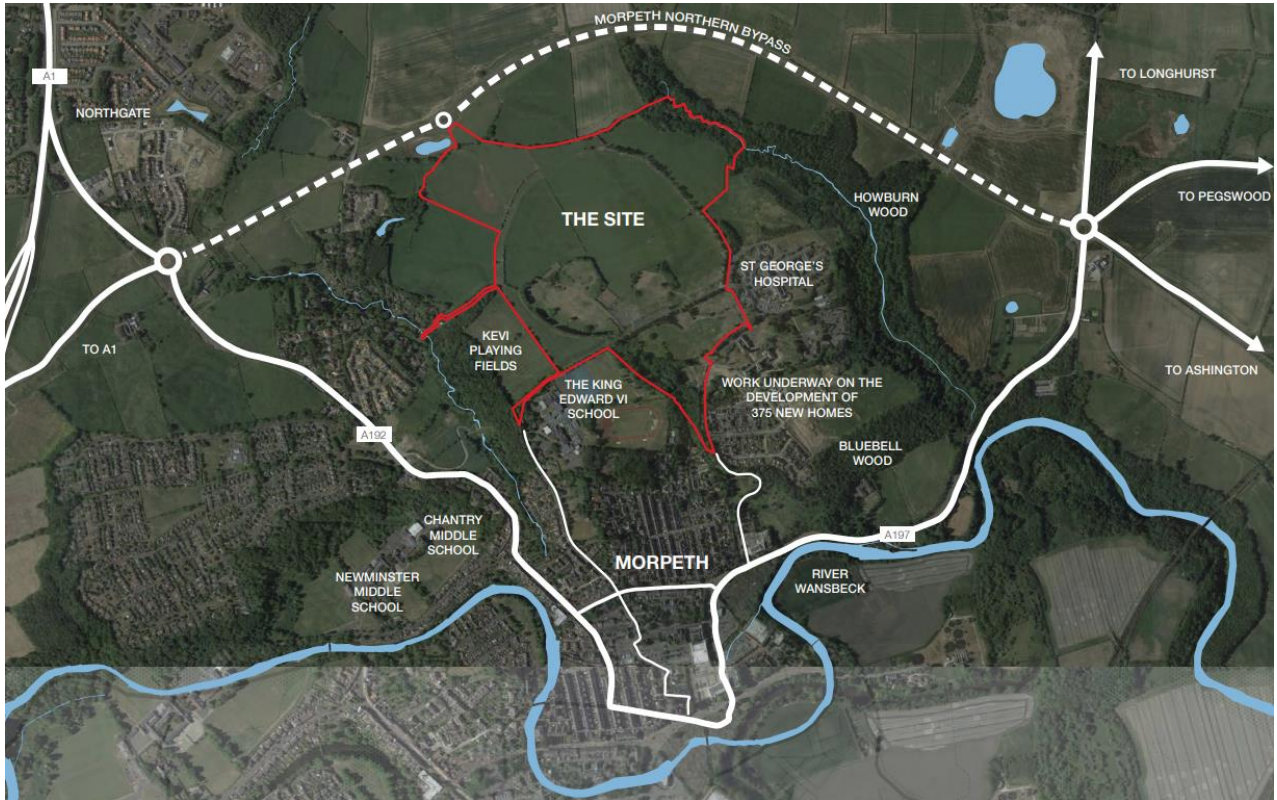
Bidders should note the timeframe in which to complete the initial assessment in order for Homes England to maintain its procurement programme for the works. The successful consultant engineer will be required to commence the commission on the 07 February '22.

2. Commission Background

- 2.1 The former St Georges Hospital site, now known as Cottingwood, is located on the northern outskirts of Morpeth in Northumberland. The site has a gross area of 47.7 ha and a net development area of 30.1 ha. The site is substantially 'greenfield' with the northern half of the site, including 'Cottingwood Common' currently used as farmland. The extensive grounds of the former Victorian, St George's Hospital occupied the southern part of the site together with the later C20th ward buildings which have since been demolished.

2.2 King Edwards VI School is located to the south west and the new St. George’s Park Hospital to the south east. The former Victorian St. George’s hospital complex lies to the south which is currently being re-developed by Vistry Partnerships under the Linden Homes brand. The majority of the Victorian buildings have been demolished although the old water tower is to be retained as a key local landmark.

Location Plan



2.3 The adjacent woodlands along the Cotting Burn to the west and the How Burn to the east are both designated Semi Natural, Ancient Woodlands. A network of Public Rights of Way run around Cottingwood Common along the route of the former C18th horse racing-course and along Cottingwood Lane between the new hospital and school. Vehicle access to the Cottingwood site will be provided from the north via the existing roundabout junction on the Morpeth Northern Bypass.

2.4 Homes England secured outline planning permission for 875 dwellings in May 2018 (ref: 16/00994/FULES) along with detailed consent for the spine road running through the site from the roundabout on the Northern Bypass connecting to the Vistry development to the south.

2.5 In September 2018, the Agency approved investment to fund the construction of the spine road, associated SUDS and utility services to facilitate the phased disposal and development of individual parcels. Following completion of the detailed designs the intention was to commence an OJEU open tender to procure these infrastructure works in the Spring with a view to awarding the contract in September '19. This tender

exercise was however deferred pending a review of the masterplan and highway design and was ultimately abandoned.

Revised Masterplan Framework

- 2.6 With the Agency's renewed focus on place-making, a preliminary review of the infrastructure design and masterplan was undertaken in mid-2019 before committing this new investment. Whilst the initial masterplan served a useful purpose in helping secure the outline planning consent, there was considered a need to put in place a more ambitious and robust development framework to ensure the desired design quality is achieved in delivering this new, sustainable neighbourhood.
- 2.7 There was a necessity to review the initial masterplan vision and to allow an approach that exploits the special landscape character of the locality more in line with Building for Life 12. The overly engineered design of the spine road was no longer considered appropriate and consistent with the renewed place-making aspirations. This led to the appointment of a new consultancy team from the Multi-disciplinary framework in March 2020 comprising, Gleeds as lead project manager with Ryder Architecture as design lead and Cundall as engineering consultant.
- 2.8 A new Masterplan Framework document has now been finalised. The number of roads has been reduced with a greater emphasis on shared surface tertiary streets with priority for pedestrians and cyclists. The engineered swales have been removed from the spine road and redesigned as an integral part of the public open space to create green, landscaped streets connecting the character areas across the neighbourhood, along with enhancing the route of the former race-course as key leisure and amenity facility. The alignment of the spine road remains largely un-changed but the buildings and spaces have been redesigned so as you travel along the road there is with a series of spaces and experiences from the rural arrival, a green gateway and along front street to the village green and neighbourhood centre.
- 2.9 The surface water basins are now also integral to the public spaces with one transformed into a retention, 'duck pond' in a landscape setting forming an attractive gateway to the site. The overall drainage strategy has been modified with changes to the catchment areas and size and location of basins with the benefit of discharging greater volumes to the eastern Howburn water course which connects to the River Wansbeck downstream of the town helping manage its overall flood defences. The new masterplan layout is shown below:

Masterplan Layout



Planning update

- 2.10 This new Masterplan Framework Document forms the basis of the package of variations to the extant planning permission and underpins the Reserved Matters application for the advanced infrastructure (comprising the new spine road, four SUDS ponds and associated swales and primary utilities).
- 2.11 These applications were validated on the 21st April '21 (ref: 21/01625/REM (Infrastructure), 21/01619/VARYCO (Approved Plans), 21/01623/VARYCO, 21/01618/DISCON (Phasing Plan) and the Agency has entered into a planning performance agreement with the local authority.
- 2.12 Further technical work led to the submission of a revised drainage design in September '21 comprising further remodelling of the surface water catchment areas and basins to support the development phasing. It also included some value engineering by connecting basins 1 & 2 to a single outfall avoiding the need for a second outfall into the Cotting Burn overcoming a number of ownership and ecology constraints.
- 2.13 The Reserved Matters application for the advanced infrastructure along with the variations to the extant outline permission was approved at the Council's Strategic Planning Committee on 04 January 2022.

Advanced Infrastructure & Development Phasing

2.14 The extent of the advanced infrastructure to be procured by Homes England is shown in green on the plan below. These works comprise:

- Spine Road 1.1km long consisting of a 6.75m wide carriageway serving as a bus route with a 3m wide shared cycle & pedestrian path either side;
- Embankment of the spine road to connect to the Northern By-pass creating the access into the site with culverting of the Cotting Burn and incorporation of a mammal tunnel;
- Strategic landscaping consisting of additional tree and hedgerow planting to provide a noise and visual barrier to the By-pass and to create a green arrival along the spine road into the site together with ecological enhancements to the Cotting Burn and wildlife corridor;
- A bus gate to the southern gateway to prevent private vehicle movements through the Vistry development and the town centre due to the capacity of the road network in this locality (and which is a condition of the outline planning consent);
- A SUDS and drainage network consisting of four basins including a retention basin - or 'duck pond' – as a key amenity and ecology asset as part of the strategic landscaping at the northern arrival and foul rising main connections; and
- Installation of utilities into the site consisting of high voltage electricity mains and sub-station, medium pressure gas mains and governor, potable water mains and communication network.



2.15 The procurement of the works contractor is programmed to start February '22 with the issue of the invitation to tender documents following expressions of interest from the CWAS framework Suppliers. Works are set to commence in July 2022 for an estimated period of 12 months with completion forecast the following summer of 2023.

3. The Services

The primary services required as per the Multi-Disciplinary Technical Services Framework Scope of Services is Engineering Design.

4. Key Deliverables

The scope of services is set out below which are to be delivered in two separate phases:

1. An independent technical assessment of Homes England's highway designs to support its application to the local highway authority for Technical Approval pursuant to securing S38 & S278 Agreements for the adoption of the proposed works; and
2. Site inspections during the construction period to ensure the works conform to the approved plans and final certification for adoption by the local highway authority.

The successful consultant engineer will be required to provide a duty of care to Northumberland County Council as the local highway authority in the performance of its duties and obligations by means of the Collateral Warranty in the form set out in the Framework contract. See section 10 below for further details.

Phase 1: Technical Assessment

The consultant engineer will need to undertake an assessment of Homes England's highway designs for the proposed, new Cottingwood Spine Road prepared by Cundall. A folder containing the draft technical design package is included within the Pro-Contract attachments.

The consultant engineer will be required to undertake the following tasks:

- An assessment of the technical Design Package against the prevailing Northumberland County Council Specification for Highway Works [Highway Specification v1.1](#).
- Prepare a comprehensive report setting out its assessment of the design and as to whether the designs are in accordance with these standards. Departures from the standards should be clearly identified along with commentary as to whether these deviations may or may not be acceptable on the basis of the reasoned justification for any departure.
- Any departures or deviations from the standards that are identified should be notified to the project engineer Cundall in the first instance to seek any potential resolution or rationale for the departure along with any other matters of clarification.
- A draft report should be submitted to the project engineer and client for review before it is finalised and issued to the County Council (along with a copy to the project engineer and the client, Homes England).
- The consultant engineer should also seek any clarification from the local highway authority on the application or interpretation of the standards if this is unclear in any particular circumstance.
- Following submission of the Technical Approval Assessment Report to the County Council, the consultant engineer will be required to respond to any queries or clarifications requested by the County Council.

For the purposes of this tender, the consultant engineer should assume the following time requirements and make provision within its Resource and Pricing schedule.

- 1 x 3 hour meeting to present the findings of the report to the County Council; and
- 8 days to address and respond to any queries and clarifications and issue revised final report.

Any additional time over and above these allowances within the tendered sum will be treated on a time charge basis additional fee with the time allocation to be agreed in advance. Hourly rates to be submitted within Pricing & Resource Schedule.

Phase 2: Site Inspections & Certification of Works

The Agency intends to procure the Infrastructure Works, including the Spine Road through the Crown Commercial Services CWAS Framework with a programmed start on site in July '22. The construction programme is assumed to be 12 months with practical completion the following July '23. It is further assumed there will be an additional 18 months before the Spine Road is placed on maintenance for adoption following a 12 month defects period post completion and any necessary remedial works.

The intended form of works contract is NEC4 ECC (Option A). Gleeds will be appointed as the NEC Project Manager and Cost Consultant with Cundall as Planning Supervisor and Principal Designer.

The consultant engineer will be required to undertake the following tasks:

- **Inspection of Works:** To undertake regular site visits (at a frequency and/or milestone events to be agreed with the County Council) to monitor progress and inspect the works on behalf of the County Council to ensure that these works are being constructed in accordance with the approved S38 [& S278] designs and specifications. Where the works are not in accordance with the approved plans, the consultant engineer will be required to raise these matters with the NEC Project Manager to secure resolution.
- **Certification:** To carry out a detailed inspection of the works with the contractor prior to Practical Completion to identify all remedial works/snagging that need to be undertaken. All defects/snags must be corrected and re-inspected before certification that the works have been satisfactorily completed in accordance with the s38 [& S278] approved plans and the Completion Certificates issued.

- Maintenance Period: A Final Inspection of the Works shall be carried out before the end of the Maintenance Period. Any outstanding remedial works identified at the inspection shall be agreed in writing and completed to the satisfaction of the consultant engineer on behalf of the highway authority before the issue of the Final Certification.

For the purposes of this tender, the consultant engineer should assume the following time requirements and make provision within its Resource and Pricing schedule.

- 0.5 day per week for 50 weeks to attend site and undertake the necessary inspections and to issue all necessary reports and certifications up to practical completion of the works; and
- 0.5 day per week for 20 weeks to attend site and undertake the necessary inspections and to issue all necessary reports and certifications during the works contract defects period and thereafter the Maintenance period up to and including adoption of the Spine Road.

Any additional time over and above these allowances within the tendered sum will be treated on a time charge basis additional fee with the time allocation to be agreed in advance. Hourly rates to be submitted within Pricing & Resource Schedule.

It should be noted that the Phase 2 services for this commission will be subject of a separate instruction and purchase order dependent on the satisfactory progression of the overall Infrastructure project and award of the works contract for the Spine Road.

5. Site Information

A folder containing the draft technical design package is included within the Pro-Contract attachments.

The Geotechnical Interpretative Note (Arup, 04 May 2018) and site investigation factual report (Dunelm, 17 April 2018) relating to surveys for the alignment of the Spine Road is also included within the Pro-Contract attachments.

6. Programme

Suppliers should note the following programme dates when preparing their Programme information in the tender Response Form.

Key Delivery Milestones	Date
Issue Invitation to Tender (ITT)	12 January 2022
Deadline for submission of tenders	28 January 2022
Notification of successful bidder	01 February 2022
PHASE 1	
Homes England seek Expressions of Interest for Works Tender via CWAS Framework	24 January 2022
Services Commencement Date & Inception Meeting	07 February 2022
Issue Draft Assessment Report	18 February 2022
Progress Mtg Homes England to review Draft Assessment Report	22 February 2022
Homes England issue Works Tender via CWAS Framework	25 February 2022
Submit Final Draft Report to LHA	28 February 2022
Progress & Review Meeting	21 March 2022
Revised Final Report agreed with LHA	08 April 2022
LHA Technical Approval issued	29 April 2022
PHASE 2	
Homes England selection of Works Contractor	June 2022
Services Commencement Date	July 2022
Homes England Works Contractor Starts on Site	July 2022

Practical Completion of Works	July 2023
Services Completion Date	December 2024

7. Management

This commission will be managed by the Senior Planning & Enabling Manager (North Division) at Homes England with support from a Senior Technical Manager (Technical Services Division). This will be the same team leading the Gleeds commission for the design and procurement of the infrastructure works.

Although the Agency will be the client and will issue the work instructions, these services have been commissioned for the benefit and on behalf of the Northumberland County Council. The successful consultant will therefore also be required to work with senior representatives of the local highway authority in undertaking its services under each phase of this commission as set out in the scope of services above.

The successful consultant will also need to liaise with the Agency's appointed project manager, Gleeds and its project engineer, Cundall.

Phase 1 Meeting Requirements:

- **Start-up meeting**

An inception meeting with Homes England, Cundall and Northumberland County Council is provisionally scheduled for **07 February '22**.

- **Review meetings**

A meeting with Homes England to present the findings of the Draft Assessment Report is provisionally scheduled for **22 February '22**.

Other meeting may be required to address matters arising from the assessment.

- **Poor Performance Meeting**

These meetings will hopefully not be required. However, if poor performance is repeated following escalation to the Supplier's Key Personnel to resolve the issue, as required in the Framework Management Schedule of the Framework Contract, the Framework Manager must be notified, and Homes England may call for a Poor Performance Meeting. Beforehand, Homes England will present areas of concern so that the Supplier and Homes England can discuss what happened and why, what will be done to prevent it happening again and how matters will improve. The Supplier subject to such a meeting would be expected to outline in writing in a Rectification Plan afterwards what improvements/modifications they will be putting in place. There will be a maximum of two Poor Performance Meetings before termination of the commission.

8. Risks

It is critical that the Phase 1 milestones are delivered in line with the programme as set out in section xx above. Delays to completing a comprehensive and robust final assessment report could extend the County Council's determination of the Technical Approval and delay the Agency's award of the Work Contract. This will ultimately impact on slippage in achieving key business plan performance targets with delays to commencing the phase 1 residential development.

9. Payment

To be agreed with the successful consultant but Interim payments will normally be made on a monthly basis against services undertaken with final payment upon completion of each phase of the commission.

10. Collateral Warranty

As set out above, this commission is to provide the specified services for the benefit and on behalf of Northumberland County Council as local highway authority to support its determination of Homes England application for Technical Approval of the Infrastructure Works. The successful consultant engineer will be required to provide a duty of care to Northumberland County Council as the local highway authority in the performance of its duties and obligations under the appointment for this commission.

The successful consultant will be required to provide a Collateral Warranty to Northumberland County Council prior to commencement of this commission and which will be in the form set out in Schedule 13 of the Multi-Disciplinary Technical Services Framework contract.

11. Limitation of Liability

Consultant liability levels in relation to this instruction shall be as set out in the Multi-Disciplinary Technical Services Framework Contract. This liability shall also apply in respect of the Collateral Warranty to Northumberland County Council as set out in section 10 above.

12. Termination

Should performance during the period of this appointment prove unsatisfactory following the Poor Performance meeting provisions set out in the Management section above, Homes England will exercise its

right under the Termination and Suspension of the Contract clause in the Framework Contract to give notice to terminate the arrangement with immediate effect.

If the services are no longer required, for whatever reason, then Homes England reserves the right to terminate the appointment and pay for services completed at that point.

13. Conflict of Interest

Homes England will exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Homes England, detailing the conflict in a separate Appendix.

14. Confidentiality

This Further Competition ITT and associated information is confidential and shall not be disclosed to any third party without the prior written consent of Homes England. Copyright in this Further Competition ITT is vested in Homes England and may not be reproduced, copied or stored on any medium without Homes England's prior written consent.

Suppliers shall not undertake, cause or permit to be undertaken at any time any publicity in respect of this Further Competition process in any media without the prior written consent of Homes England.

15. Health and Safety (if applicable)

Homes England takes health and safety very seriously and expects all Suppliers to do the same. All Suppliers must adhere to the Health and Safety obligations in the Framework Contract and the following Homes England policies where applicable:

- Homes England Safety, Health and Environment Policy
- Homes England Asbestos Policy
- Homes England CDM Policy

Part 2 - Instructions for Submitting a Response

1. General

- 1.1 The Further Competition deadline is **13:00 hours on 28 January 2022** and tender responses **must** be submitted on ProContract. Please regularly check ProContract for any amendments to the Further Competition deadline. For all ProContract portal issues contact ProContractSuppliers@proactis.com.
- 1.2 Suppliers **must** ensure that suitable provision is made to ensure that the submission is made on time. Any tender responses received after the Further Competition deadline shall not be opened or considered unless Homes England, exercising its absolute discretion, considers it reasonable to do so. Homes England, may, however, at its own absolute discretion extend the Further Competition deadline and shall notify all Suppliers of any change via ProContract.
- 1.3 **Please note all communications during the tender period will be via the ProContract website. All Suppliers that have registered their interest for the Procurement will receive a direct email notification from ProContract on any updates via the Suppliers registered email address. No approach of any kind should be made to any other person within, or associated with, Homes England. It is the Suppliers responsibility to check the ProContract website for any updates to the Procurement process. No claim on the grounds of lack of knowledge of the above mentioned item will be entertained.**
- 1.4 The Supplier should check the Further Competition ITT for obvious errors and missing information. Should any such errors or omissions be discovered the Supplier must send a message via the messaging function on ProContract. No alteration may be made to any of the documents attached thereto without the written authorisation of Homes England. If any alterations are made, or if these instructions are not fully complied with, the tender response may be rejected.
- 1.5 All clarification requests must be sent using ProContract no later than 5 working days before the Further Competition deadline shown on ProContract. Any queries submitted after this may not be answered. Homes England will respond to clarifications as soon as practicable.
- 1.6 Suppliers should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and Homes England. Homes England will consider any such request and will either respond on a confidential basis or give the Supplier the right to withdraw the clarification question. If the Supplier does not elect to withdraw the question and Homes England considers any clarification question to be of material significance, both the question and the answer will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded. If Suppliers consider that page limits set

out in Section 20 (Evaluation Criteria) are insufficient to provide the information required by the question then a clarification request should be raised. No guarantee can be given that the page limit will be increased.

1.7 Tender responses must not be accompanied by statements that could be construed as rendering the tender response equivocal and/or placing it on a different footing from other Suppliers. Only tender responses submitted without qualification strictly in accordance with the Further Competition ITT (or subsequently amended by Homes England) will be accepted for consideration. Homes England's decision on whether or not a tender response is acceptable will be final.

1.8 Tender responses must be written in English.

1.9 Under no circumstances shall Homes England incur any liability in respect of this Further Competition or any supporting documentation. Homes England will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their tender response to this Further Competition.

1.10 Homes England reserves the right to cancel this Further Competition process at any time.

2. Quality

2.1 A Response Form template has been provided in Part 2 to respond to the Quality questions detailed in Section 20 (Evaluation Criteria). The Response Form must be **completed and returned** as part of the tender response.

2.2 Suppliers must provide information on proposed staff in the Response Form and Resource and Pricing Schedule provided in Part 2. If the Supplier is a consortium or intends to sub-contract the Services, in whole or in part, then it should specify precisely in the Resource and Pricing Schedule which economic operator shall perform the Services (or parts thereof).

3. Pricing

3.1 A **Resource and Pricing schedule** has been provided with this Further Competition ITT which must be completed and returned as part of the tender response.

3.2 The pricing approach for this Further Competition is a lump sum fixed fee for each phase. Although the Commission is split into two distinct phases the price evaluation will be based on the aggregate of the fee proposal for each of the two phases (based on the stipulated assumptions). As set out in section 4, any additional time over and above these stipulated allowances within the tendered sum will be treated on a

time charge basis additional fee with the time allocation to be agreed in advance. Hourly rates to be submitted within Pricing & Resource Schedule. It is expected these rates will be no greater than those used to calculate the lump sum fee proposal.

- 3.3 The list of activities in the Resource and Pricing Schedule is not exhaustive and there may be additional duties/services required that will emerge as work is undertaken. This commission may be extended on client instruction to cover such matters as arise, based on a time charged fee schedule completed in the tender response. The commission will only be extended if the services relate to the original objective of the overall call off contract.
- 3.4 Suppliers are reminded that day rates for all individuals must be the agreed Framework Contract rates unless discounted rates are offered and will be used for all of the services.

4 Evaluation

- 4.1 Tender responses will be evaluated on the basis of the overall most economically advantageous Tender (MEAT) submitted to Homes England. The evaluation criteria (and relative weightings) that Homes England will use to determine the most economically advantageous Tender are set out in Section 20 (Evaluation Criteria) below and the scoring approach is detailed in Section 25 (Worked Example). Scores will be rounded to two decimal places.
- 4.2 Evaluators will initially work independently. Once they have completed their independent evaluation they will meet to discuss, understand and moderate any differences they have via a consensus meeting, where a single consensus score for each question will be agreed.
- 4.3 Award decisions will be subject to the standstill period if over the EU Services threshold. Unsuccessful Framework Suppliers will be provided with their scores and feedback to explain the award decision

5 Documents to be Returned

Suppliers are expected to provide the following information in response to this Further Competition ITT:

- Completed Response Form
- Completed Resource and Pricing Schedule
- Supporting CV's for staff proposed to undertake this commission (no more than 2 pages each)

6 EVALUATION CRITERIA

Quality will account for **40% of the Overall Score**. The following scoring methodology will apply:

5 – Excellent Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

4 – Good Satisfies the requirement with minor additional benefits. Above average demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.

3 – Acceptable Satisfies the requirement. Demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services.

2 - Minor Reservations Some minor reservations of the Supplier's understanding and proposed methodology, with limited evidence to support the response.

1 – Major Reservations/Non-compliant Major reservations of the Supplier's understanding and proposed methodology, with little or no evidence to support the response.

0 - Unacceptable/Non-compliant Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the understanding or suitable methodology, with little or no evidence to support the response.

PLEASE NOTE:

If your response scores 0 or 1 for any one question your overall submission will be deemed as a fail.

Any text beyond the specified page limits below will be ignored and will not be evaluated.

Homes England will not cross-reference to other answers when assessing quality responses.

Evaluators will initially work independently. Once they have completed their independent evaluation they will meet to discuss, understand and moderate any differences they have via a consensus meeting, where a single consensus score for each question will be agreed.

Number	Criteria	Demonstrated by	Weighting
1	<p>Technical Merit of Proposal</p> <p><i>Describe your methodology and approach to undertaking the tasks set out in the scope of services for both phase 1 and phase 2 of the commission, including approach to quality assurance, programme and risk management and supported by relevant examples of similar work.</i></p> <p>PAGE LIMIT: Maximum 3 x A4 page, 11-point Corbel font</p>	<ul style="list-style-type: none"> ○ Statement outlining method and approach explaining how the commission will be undertaken ○ Understanding of services and tasks required ○ Understanding of the purpose of the Commission and role to support the local highway authority with its statutory responsibilities ○ Identified quality assurance measures ○ Schedule of services to be delivered ○ Identification of other information that may be required ○ Identify risks which may affect the programme, what impact they may have, and any mitigation. ○ Supported by relevant examples, where applicable, demonstrating how they are relevant to the approach proposed. 	15%
2	<p>Staff and other Resources</p> <p><i>Identify the key personnel who will delivering these services and identify their key skills and relevant experience to successfully deliver this commission.</i></p>	<ul style="list-style-type: none"> ○ Who will undertake the commission and why have they been chosen? ○ Identify key members of staff and allocation to the required services ○ Supported by resourcing information provided in Resource and Pricing Schedule ○ Supported by CVs for key personnel 	15%

	PAGE LIMIT: Maximum 1 x A4 page, 11-point Corbel font plus CVs		
3	<p>Management and Communication</p> <p><i>Describe how you will manage this commission and in particular set out how you will establish and maintain effective communication with both:</i></p> <ul style="list-style-type: none"> ○ <i>Homes England and its project engineer; and</i> ○ <i>Northumberland County Council.</i> <p>PAGE LIMIT: Maximum 1 x A4 page, 11-point Corbel font</p>	<ul style="list-style-type: none"> ○ Identification of who will be responsible for the overall management of the Commission and ensure delivery of the services ○ How will the commission be managed? ○ Who will be responsible for reporting to the Client? ○ Supported by relevant examples, where applicable, demonstrating how they are relevant to the approach proposed ○ Recognition of different roles, responsibilities, and interests of each party. ○ Maintaining independence & impartiality. 	10%

Price will account for 60% of the Overall Score. The lowest price will gain the maximum marks with other prices expressed as a proportion of the best score using the maths explained in the worked example below.

Criteria	Demonstrated by	Weighting
Price	Completed Resource and Pricing Schedule	60%

7 Worked Example

How your quality scoring will be used to give a weighted score

Bidder	Question	Score out of 5	Weighting	Weighting Multiplier	Weighted Score	Total Weighted Score
Supplier A	1	3	15%	3	9	27
	2	4	15%	3	12	
	3	3	10%	2	6	
Supplier B	1	5	15%	3	15	35
	2	4	15%	3	12	
	3	4	10%	2	8	
Supplier C	1	2	15%	3	6	n/a (fail)*
	2	1	15%	3	n/a	
	3	2	10%	2	4	

* in the example above Supplier C's pricing will not be scored

Worked example of how your price will be used to calculate a score

Bidder	Form of Tender price	Lowest price/Supplier's price (as %)	Price Score (out of 60)
Supplier A	350	$350/350 = 100\%$	$100\% * 60 = 60$
Supplier B	700	$350/700 = 50\%$	$50\% * 60 = 30$
Supplier C	250	n/a	n/a

Worked example of Overall Score and Ranking

Bidder	Total Quality Score	Price Score	Total Score	Ranked Position
Supplier A	27	60	87	1
Supplier B	35	30	65	2
Supplier C	n/a	n/a	n/a	n/a

Part 3

3.1 RESPONSE FORM

Framework:	Multi-Disciplinary Technical Services Framework
Project Title:	Cottingwood, Morpeth, Northumberland Highways Technical Approval - Assessment
ProContract Identification Number:	DN 590654
Supplier:	[insert]
Date:	[insert]

To enable Homes England to evaluate your tender, we require Suppliers to respond to the questions below whilst making reference to the evaluation section above.

Please refer to the evaluation section for page limits for each question. Any text beyond this will be ignored and will not be evaluated.

1. Technical Merit of Proposal

Describe your methodology and approach to undertaking the tasks set out in the scope of services for both phase 1 and phase 2 of the commission, including approach to quality assurance, programme and risk management and supported by relevant examples of similar work.

2. Staff and other Resources

Identify the key personnel who will delivering these services and identify their key skills and relevant experience to successfully deliver this commission.

3. Management and Communication

Describe how you will manage this commission and in particular set out how you will establish and maintain effective communication with both:

- *Homes England and its project engineer; and*
- *Northumberland County Council.*

3.2 RESOURCE AND PRICING SCHEDULE

Please complete Appendix F Pricing & Resource Schedule
Excel spreadsheet to be embedded by Supplier in response

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