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| **Development & Regeneration Technical Servies (DARTS) Framework (2023-2027)** |

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| Further Competition Invitation to Tender 31145 – Demolition PM Services – Riverside House

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| Issue Date: 22/05/2024ProContract Identification Number: DN689025 |

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**The Housing and Regeneration Agency**

**The Housing and Regeneration Agency**

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](#_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. **Commission Background**

Homes England (HE) conditionally acquired Riverside House (the Site) from Warwick District Council (WDC) in 2023 subject to securing planning consent for the Site’s residential redevelopment. HE submitted a Hybrid Planning Application in May 2024 which is undergoing determination by WDC as planning authority with Warwickshire County Council dealing with County Matters. A demolition notice was also submitted for Riverside House (validated on 01/05/2024) and a further application to secure approval for works to protected trees is due to be submitted shortly.

HE is seeking to procure project Management Services (the Services) for the delivery of a package of demolition for Riverside House, Leamington Spa (the Works), the Services will commence in June for a period of 5-6 months.

The purpose of this commission is to ensure that the Works are tendered effectively, delivered efficiently and well managed to meet the project requirements to provide a cleared site for a future developer but also maintain HE’s reputation as a central government agency.

The scope of the Works is broadly summarised as follows;

1. ​**Enabling Works**
* ​Undertake pruning and felling on existing trees to enable demolition
* Undertake background monitoring of nuisances during site establishment
* ​Undertake environmental sweep of the site to remove sharps and any other deleterious materials
* ​Undertake dilapidation survey to roads and infrastructure and provide report to the client team
* ​Secure the site boundary
* ​Provide temporary protection to stop ingress of slurry to surface water drainage system
* ​Establish a wheel wash area to ensure vehicles leaving site do not track mud or demolition slurry onto the local road network
* ​Locate, mark out and protect the combined and stormwater sewers which cross the site (refer to demolition constraints plan included in the appendices of this Method Statement)
* ​Install access gate
* ​Establish site welfare facilities
1. ​**Site Clearance, Asbestos Removal and Soft Stripping**
* ​Undertake general site clearance within the site boundary
* ​Identify and install root protection zones to retained trees on site
* ​The removal and proper disposal of all asbestos containing materials
* ​The removal and proper disposal of all other hazardous containing materials such as refrigerant gases from redundant air conditioning systems
* ​Soft stripping of the building
* ​The segregation of any gypsum-based materials (plasterboard) from other wastes for recycling/reuse or proper disposal at landfill
1. ​**Works to HV Substation**
* ​Disconnection works from the site to the HV substation
* ​HV substation to be retained
1. ​**Demolition Work**
* ​Carry out dust, noise and vibration monitoring throughout the contract works
* ​Protect areas of hardstanding outside of the site boundary if needed during demolition works
* ​Retention of existing brick boundary wall to site
* ​Demolition of building(s) to ground slab level
* ​Removal of floor slab, foundations to 3m and any retaining structures under the whole of the site to full depth, located on the constraints drawing in the appendices of this method statement
1. ​**Post Demolition Works and Boundary Treatment**
* ​Processing and separation of all demolition arisings. Tarmac from removal of the car park must not be mixed with brick and concrete arisings
* ​Crushing of all clean brickwork and concrete to 6F2 in accordance with WRAP Protocol
* ​Stockpiles of demolition arisings must not be higher than 3 meters from ground level and must be stored in an area of the site outside of Flood Zone 3
* ​Excess crushed demolition arisings will be removed from site or retained for reuse in the new development

The commission is intended to last between 5-6 months. The Demolition Method Statement has been prepared by Tetra Tech with HE also supported by Stantec on all work supporting the submitted planning application. Arcadis have recently been appointed to undertake inventory of the building and enhance the ability of the Works to deliver on carbon savings through reuse of materials won through demolition.

The Works are subject to a contract variation with WDC to allow HE to commence, the Services being secured are subject to said variation being completed. In the event that the variation is not complete, HE would reimburse the Supplier for activities completed/partially completed and reasonable expenses incurred.

1. **Objectives**

The commission seeks to procure project management services to deliver the completed Works by the end of 2024. Success will be measured on the ability to complete the works on time and to budget through efficient project management.

1. **The Services**

The Services sought are to project manage delivery of the Works comprising of;

* Preparation of contract documents
* Production of a method statement and guidance note for the removal of asbestos containing materials (in line with the Asbestos Demolition Survey provided in Annex I) as part of the tender specifications.
* Contract management of NEC3 Short Contract Option A
* Progress meetings/reporting
* Valuation/assessment of application for payment
* Liaising with technical consultants
* Undertake the role of NEC3 contract administration delegated under employer duties for the short contract dealing with early warning, compensation events, programme acceptance, risk register, valuations, etc. as requested by the contract.
* Site inspections
* Site monitoring
* Review of post-completion documents and health and safety file.
* Others:
* A risk register to be produced, which must be regularly updated (at least monthly) throughout the commission, and co-ordination of regular risk management workshops.
* A detailed project programme, in MS Project or similar, to be produced, which must be regularly updated (at least monthly) throughout the commission. This shall include, as a minimum, critical path, key dates, third party inputs, procurement, demolition, and delivery outputs with a record of any key assumptions.
* Observance of Homes England standard procedures (e.g. Health and Safety, Asbestos, Tendering and Procurement). Further details available on these if necessary.

Suppliers should assume that technical matters such as Requests for Information (RFI) will be dealt with by Tetra Tech but bids that demonstrate technical knowledge/experience of the Works will be preferable.

Please be aware that there are elements of the Works that may change.

1. **Key Deliverables**
	1. Contract Preparation

The supplier will be responsible for the preparation of the contract to accompany the tender and eventually be executed. This is a priority task upon appointment. Homes England has standard Z clauses for use with the NEC suite of contracts and these Z clauses must be incorporated with the contract and issued with the tender pack and included in the final contract.

* 1. ITT Preparation

HE will be responsible for preparation/publication of the ITT however the Supplier will be required to input into the ITT from time to time.

* 1. Tender Support

The supplier will be responsible for the evaluation of quality and price elements of the bids received; this will be an open contract procurement based on a short duration which may reduce the number of bids. The supplier will also be required to provide input to support preparation of board approval papers should it be required. Homes England will undertake all ProContract administration.

* 1. Contract Administration

Liaise with the employer on decision making matters but deal with all communication with the contractor and administrate the contract under employer delegated duties. This includes employer notifications or instructions, programme review, risk register, applications for Payment (AfP) to include valuations/assessments, completion and defects certificates. The supplier will also be responsible for the coordination of technical queries with the Project Team.

* 1. Start Up Meeting

The supplier will need to arrange a start-up meeting with the contractor and Project Team to set out the requirements and ensure all H&S/welfare is in order.

* 1. Site Inspections

The supplier should allow for weekly site visits to review the site work, review relevant H&S/welfare requirements and ensure compliance with relevant method statements and management plans.

This shall include visits to enable signing off of the defects certificate based on the Supplier’s judgement.

The supplier will also be responsible for the coordination of technical sign off during the Works with the Project Team.

* 1. Circularity

To achieve carbon reduction through the demolition of Riverside House, Homes England are providing an inventory of the building to accompany the demolition tender documents. Contractors will be scored on their ability to reuse materials and items from the building, the supplier will be responsible for the verification of the contractor activities to complete this.

* 1. Project Team Meetings

The supplier will be responsible for the organisation of Project Team meetings on a fortnightly basis either on Microsoft Teams or on site (if there is a specific issue) to update on schedule, activities and issues. The Supplier will ensure provision of a monthly report on the works throughout the contract period, including as a minimum, progress to date, cost control, project risks, contractual matters, programme, forecast/look ahead.

* 1. Completion Walkover

The supplier will sign off the works and will report anomalies/issues organising the contractor to undertake any necessary remedial or site work to ensure the works are completed to specification in discussion with the Project Team.

* 1. Verification of Post-Completion Documents

Review and sign off the post-completion documents issued by the contractor against the requirements of the Works ITT which will include;

* As-built drawings;
* MMP verification report (waste transfer and consignment notes)
* As-built-verification report
* Verification of works to trees
* Verification of circularity
* Health and safety file
1. **Site Information**

The Site comprises 1.85 ha gross currently owned freehold by and in use by Warwick District Council. It is shown edged in red on the 1:1250 Red Line Plan provided in Annex G and shown in Figure 5-1 below.



**Figure 5-1 – Riverside House, Red Line Boundary Extract**

The Site is adjacent to Milverton Hill in the north. To the east are existing residential properties (off Portland Place West) and various commercial uses including the Adelaide Bridge public car park. Riverside Walk, which provides public access to the River Leam forms the southern boundary of the Site and to the west are a series of residential apartments. Opposite the site to the south, on the other side of the River Leam, is Victoria Park, a prominent public park and a key destination in central Leamington Spa.

Access into the Site is provided for vehicles and pedestrians via an existing one-way junction between the site and Milverton Hill. The car park which is now closed previously operated a one-way system, and egress was provided by another junction between the Site and Milverton Hill to the east.

Gated access into the Site also exists from the Adelaide Road car park to the southeast.

The Site consists of a 5,620m2 office building and associated staff parking for approximately 194 cars. There is a substantial variation in topography between Milverton Hill and Riverside Walk (1:7 decline) meaning that the office building ranges between 2- and 4-storeys in height. There are significant mature trees within the Site, in a bank just south of the Site and along the western boundary. The Site has been vacant since 27th March 2024.

There are several constraints across the Site which are summarised in text below:

* Steep topography which extends to approximately 12m from north to south;
* Approximately 110 trees within the Site, some of which are subject to Tree Preservation Orders (TPOs). There are a mix of trees comprising both native and non-native species as well as evergreen, conifer, and deciduous broadleaf varieties. The trees have a range of ages from early mature to mature. There are also several trees outside of the Site boundary along Milverton Hill which are considered to add to the overall amenity of the area;
* An existing storm water drain/foul sewer is located within the eastern half of the Site and runs from Milverton Hill in the north to the River Leam in the south. The combined easements of the storm water and foul sewers effectively create a ‘no build’ area;
* Although located outside the Leamington Spa Conservation Area, the conservation area effectively wraps around the application site. There are several listed buildings within the vicinity. The Spa Gardens Registered Historic Park and Garden (Grade II) is located on the south side of the River Leam. The nearest listed building is Feldon House, which is grade II listed, and is situated within 4 Portland Place immediately adjacent to the site; and
* According to the Environment Agency’s flood mapping, the northern part of the site is located in Flood Zone 1 as defined in Planning Practice Guidance (PPG) Table 1. This is an area with a less than 1 in 1,000 (<0.1%) annual probability of fluvial flooding. The southern part of the site is located in Flood Zones 2 and 3 with some areas having a greater than 1 in 20 year (>5%) annual probability of flooding.
1. **Indicative Programme**

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

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| --- | --- |
| Key Delivery Milestones | Anticipated Date |
|  Supplier Commencement Date | 12/06/2024 |
| Completion of contract documentation & review of tender information | 21/06/2024 |
| Commencement of tender  | 24/06/2024 |
| Tender Evaluation | 05/08/2024 |
| Contract Award | 23/08/2024 |
| Start on Site  | 02/09/2024 |
| Works Completion Date | 31/12/2024 |

1. **Management**

The successful Supplier will be managed day to day by members of the Capital Projects, Planning & Enabling and Technical Team.

The Supplier will need to work with the Contractor, Homes England with support from their existing consultant team (Tetra Tech, Stantec and Arcadis) along with Warwick District Council as landowner.

Supplier will be required to undertake site inspections accompanied by a written report on a weekly basis or otherwise agreed subject to the contract duration (if in excess of 4 months). The supplier shall provide a template post-appointment to be agreed in writing by Homes England.

**Meeting Requirements:**

* **Start-up meeting**

There will be a start-up meeting for the commission with Homes England to introduce the Project Team and go through the contractor’s scope of works.

At this time, the preferred contractor (Contractor) will be identified and the requirement for landscaping oversight will be clarified along with elements of value engineering for the project that may need to be considered.

The supplier will also need to attend the start-up meeting with the Contractor.

* **Review meetings**
1. Site meetings with the Principal Contractor will be required on a weekly basis on site.
2. Site inspections with the Project Team/Principal Contractor are expected to be combined with the above weekly meetings.
3. Project meetings will be required on a fortnightly basis as per section 7.

The supplier will coordinate Project Team attendance invitations and meeting notes.

* **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.

1. **Key staff**

Whilst no specific roles are identified, bids will need to demonstrate that the appointed team is qualified and has the experience to deliver the Services for the works, suppliers should also demonstrate the presence of qualified personnel with technical knowledge of the Works to enhance liaison with the contractor and the Project Team.

Bids should identify members of staff, CV’s, office location, relevant experience and qualifications. How much time will be devoted to the project.

The contractor will have Principal Designer Responsibility.

1. **Risks**

Aside risks associated with the works the main project risk is around budget overrun and the requirement to value engineer elements of the scheme if there are unforeseen circumstances arising around the delivery of the Works.

There are not considered to be substantive risks relating to project management given that the requisite planning permission has been achieved. The contractor will assume liability for the remaining on-site risks, diversion and traffic management requirements associated with the Works.

1. **Payment**

The supplier should set out their payment schedule for the services sought, payment by Homes England will be made monthly. The payment schedule will be agreed post-appointment.

**Other Requirements**

1. **Collateral Warranty**

Warrantied information will be provided by the contractor undertaking the works, the supplier will be responsible for verification of all information provided by the contractor.

Homes England would reserve the right to require a collateral warranty by the appointed Supplier to a developer or other party to cover any eligible project management instruction outside of the scope of the ITT set out for the Works.

1. **Limitation of Liability**

Consultant liability levels in relation to this instruction shall be as set out in the Framework.

1. **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

1. **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.

1. **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.

1. **Health and Safety**

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 on 10/06/24 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 please contact ProContractSuppliers@proactis.com.

* 1. 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.
	2. 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.
	3. 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.
	4. All clarification requests must be sent using ProContract no later than 10 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.
	5. 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.
	6. 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.
	7. Tender responses must be written in English.
	8. By submitting a Tender, each Supplier undertakes that, in the event of its Tender being accepted by Homes England, it will deliver the services and each individual instruction in accordance with the Framework Agreement Terms and Conditions without variation. The Framework Agreement Terms and Conditions shall not be amended in any way and any document submitted as part of the Tender which purports to do so shall have no effect and shall be disqualified. Homes England shall not engage in any negotiations over the terms of the contract either before or after Tender close nor in relation to each individual instruction. By submitting a Tender, a supplier is accepting the terms of the Framework Agreement without variation other than to put into effect details relating to the supplier and Tender specific information and in respect of each individual instruction made under the Framework Agreement. Suppliers shall be aware that persistent failure to accept the Framework Terms and Conditions in respect of individual instruction may cause the supplier to be suspended or removed from the Framework.
	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.
	10. Homes England reserves the right to cancel this Further Competition process at any time.
1. **Quality**
	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. 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).
2. **Pricing**
	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. Suppliers must follow the instructions contained in the Resource and Pricing schedule in relation to completing the schedule and raising clarifications on activities or assumptions during the tender period.
	2. The pricing approach for this Further Competition is:
	* lump sum fixed fee;

* 1. 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.
	2. 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.
1. **Evaluation**
	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.
	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.
	3. Award decisions will be subject to the standstill period if over the FTS Services threshold. Unsuccessful Framework Suppliers will be provided with their scores and feedback to explain the award decision
2. **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 CVs for staff proposed to undertake this commission (no more than 2 pages each)
1. EVALUATION CRITERIA

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| Quality will account for **30%** 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. Question 1 will be assessed on a pass/fail basis.Yes = PassNo = Fail |
| **Number** | **Criteria** | **Demonstrated by** | **Weighting** |
| 1 | **Terms and Conditions Acceptance**Please confirm acceptance of the Framework Agreement Terms and Conditions for appointment to the framework and for each individual instruction. By submitting a Tender, each Supplier undertakes that, in the event of its Tender being accepted by Homes England, it will deliver the services and each individual instruction in accordance with the Framework Agreement Terms and Conditions without variation. The Framework Agreement Terms and Conditions shall not be amended in any way and any document submitted as part of the Tender which purports to do so shall have no effect and shall be disqualified. Homes England shall not engage in any negotiations over the terms of the contract either before or after Tender close nor in relation to each individual instruction. By submitting a Tender, a supplier is accepting the terms of the Framework Agreement without variation other than to put into effect details relating to the supplier and Tender specific information and in respect of each individual instruction made under the Framework Agreement. Suppliers shall be aware that persistent failure to accept the Framework Terms and Conditions in respect of individual instruction may cause the supplier to be suspended or removed from the Framework.Suppliers will pass this question by accepting the Framework Agreement Terms and Conditions for appointment to the framework and for each individual instruction. If a supplier does not pass this question the supplier will be disqualified. | Yes = PassNo = Fail | Pass/Fail |
| 2 | **Understanding of Project Requirements**Set out your understanding of the;1. Scheme context;
2. Works to be managed; and
3. Your role within the Project Team
4. Risks associated with the project

**PAGE LIMIT:***Maximum 2 sides of A4, 11-point Corbel font* single line spacing. | Statement outlining method and approach explaining how the commission will be undertakenSummary of the scheme and works to be deliveredOther commentary on the brief | 10% |
| 3 | **Technical Merit of the Proposal**Please set out; 1. How you would deliver the scope of services;
2. Your assessment of the information and identification of further information required; and
3. How you would add value to the tasks involved.

**PAGE LIMIT:***Maximum 3 sides of A4, 11-point Corbel font* single line spacing. | Schedule of services to be deliveredInformation on other Supplier input that may be requiredWhere relevant identification of areas of innovationIdentification of other information requiredAreas where value engineering could be considered to achieve best value.Input into circularity and reuse of materialsCommentary and suggestions on the draft demolition scope of works | 15% |
| 4 | **Staffing, Management and Communication**Provide details of; 1. Your proposed team with organogram;
2. How you will manage the commission; and
3. How you would communicate with the main parties associated with the commission.

**PAGE LIMIT:***Maximum 1 sides of A4, 12-point Calibri font* single line spacing (excluding CVs). | Identify key members of staff and allocation to the required servicesSupported by resourcing information provided in Resource and Pricing ScheduleSupported by CVs for key members of staffHow will the commission be managed? Who will be responsible for reporting to the Client and who will attend site visits / client meetings?Communication strategy | 5% |

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| Price will account for **70%** 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 | **70%** |

**Conditionality will not be accepted, should clarification be required, please submit a query through ProContract.**

1. **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 | PASS | N/A | N/A | PASS | 20.00 |
| 2 | 3 | 10% | 2 | 6 |
| 3 | 4 | 15% | 3 | 12 |
| 4 | 3 | 5% | 1 | 2 |
| Supplier B | 1 | PASS | N/A | N/A | PASS | 26.00 |
| 2 | 5 | 10% | 2 | 10 |
| 3 | 4 | 15% | 3 | 12 |
| 4 | 4 | 5% | 1 | 4 |
| Supplier C | 1 | PASS | N/A | N/A | PASS | n/a (fail)\* |
| 2 | 2 | 10% | 2 | 4 |
| 3 | 1 | 15% | 3 | n/a |
| 4 | 2 | 5% | 1 | 2 |

\* 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 70) |
| Supplier A | 350.00 | 350.00/350.00 = 100% | 100%\*70 = 70.00 |
| Supplier B | 700.00 | 350.00/700.00 = 50% | 50%\*70 = 35.00 |
| Supplier C | 250.00 | n/a | n/a |

**Worked example of Overall Score and Ranking**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder | Total Quality Score | Price Score | Total Score | Ranked Position |
| Supplier A | 20.00 | 70.00 | 90.00 | 1 |
| Supplier B | 26.00 | 35.00 | 61.00 | 2 |
| Supplier C | n/a | n/a | n/a | n/a |

Part 3

* 1. RESPONSE FORM –

Please complete this form and submit as a PDF and DOC based on the A4 side limits and font sizes set out above.

|  |  |
| --- | --- |
| **Framework:** | Development & Regeneration Technical Servies (DARTS) Framework (2023-2027) |
| **Project Title:** | Homes England - DaRTS - Demolition PM Services - Riverside House, Leamington Spa |
| **ProContract Identification Number:** | DN 725034 |
| **Supplier:** | [insert] |
| **Date:** | [insert] |

1. **Terms and Conditions Acceptance**

|  |  |
| --- | --- |
| Please confirm acceptance of the Framework Agreement Terms and Conditions for appointment to the framework and for each individual instruction. | Click here to select Option… |

|  |
| --- |
| **2. Understanding of Project Requirements (2 sides A4)****3. Technical Merit of Proposal (3 sides A4)****4. Staffing, Management and Communication (1 side A4) + CVs** |
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| **Document Information**  |
| Document Owner  | Senior Commercial Manager |
| Document Author  | Commercial Officer |
| Issue Date  | July 2023 |
| Review Date  | July 2024 |

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| **Version History**  |
| Version  | Date  | Summary of changes  | Editor  |
| 1.0 | 31/07/2023 | New branding | Commercial Officer |
| 1.1 | 07/11/2023 | T&Cs wording inserted | Senior Commercial Manager |