



GOSPORT
Borough Council

**PROJECT INFORMATION
& INSTRUCTION TO APPLICANTS**

**Gosport Borough Council
New Build Housing Development
Consultants**

March 2021

1. Introduction

Gosport Borough Council (the Council) is inviting expressions of interest for the provision of Multi-Disciplinary Lead Consultancy Services associated with the design and delivery of new build affordable housing in the borough.

The Council have identified 7no. sites that they wish to develop to provide c.36no. new dwellings over the next 3 years. The purpose of this procurement exercise is to appoint a lead consultant to oversee the design and delivery of the dwellings. It is anticipated that consultants would either be multi-disciplinary in nature or submit a consortium bid to cover the various work disciplines with a lead consultant nominated.

The Council is committed to developing dwellings that are of high quality design and sustainable. As a minimum it is the Council's aspiration is that the dwellings are designed to a Zero Carbon Ready standard, however we wish to explore the viability of developing the sites to full Passivhaus Standards.

Application is via completion of a project specific Supplier Selection Questionnaire (SSQ) and associated documentation. Following assessment of submissions the top 5 ranked consultants will be invited to tender for the work.

The Council anticipates the construction cost of the 7 sites will be in the region of £5.3m and will be procured on the basis of a traditional single stage competitive tender route with fully designed schemes being provided by the Consultant.

The Council is targeting to have awarded the contract by 21st September 2021 with commencement of consultancy services from 25th October 2021. Whilst the length of the contract and completion of the service will be governed by the consultants programme it is anticipated that works to the first sites would commence on site before the end of 2022.

2. Development Sites - Project Overview & Scope

The 7no. Development sites are as detailed below. Please note that for some sites they consist of a number of small parcels of land on the same road. A high level space planning exercise has been undertaken in order to determine approximate development size however it is expected that the consultant would review this further.

Site No.	Name	Type of Properties	No. of Dwellings	Estimated Construction Value	Address
1	Stoners Close	8no. 2 bed houses	8	£1.2m	Former garage site to the north of Stoners Close Accessed via Tukes Avenue Gosport PO13 0SA
2	Russell Street	3no. 3 bedroom houses	3	£600k	Land to south of 43 Russell Street Junction of Russell Street and Donnelly Street Gosport

					PO13 OSE
3	Glebe Drive	3no. 2 bed houses	3	£430k	Land to the south of flat 42/48 Glebe Drive Glebe Drive Gosport PO13 OHN
4	Wheeler Close	6no. 2 bed houses 2no. 2 bed bungalows	8	£1.1m	Land surrounding and adjacent to 1-4 Wheeler Close Wheeler Close Gosport PO12 4SH
5	Stanley Close	1no. 1 bed bungalow 1no. 1 bed bungalow 2no. 2 bed houses	4	£560k	<u>Site 1</u> Land to the south of 39 Stanley Close Stanley Close Gosport PO12 4AJ <u>Site 2</u> Land to the west of 28 Stanley Close Stanley Close Gosport PO12 4AJ <u>Site 3</u> Land to the south of 15 Stanley Close Stanley Close Gosport PO12 4AJ
6	Shamrock Close	4no. 2 bed houses	4	£560k	Land to east of 8 Shamrock Close Gosport PO12 1NE
7	Bridgemary Road	2no. 2 bed houses 4no. 2 bed houses	6	£850k	<u>Site 1</u> Land adjacent to 61 Bridgemary Road Gosport PO13 OUH <u>Site 2</u> Land adjacent to 43 Bridgemary Road Gosport PO13 OUH
TOTAL			36 units	£5.3m	

The Lead Consultant would be expected to form a Consultant team to deliver the projects. It is expected that the overall project team will need to cover a range of disciplines required for delivery of the services that might include but isn't limited to team of;

- Lead Consultant / Project Manager
- Architect / Design Consultant
- Quantity Surveyors / Cost Consultant
- Structural Engineers
- Mechanical and Electrical Design Engineers
- Planning consultant
- Sustainability consultant / Passivhaus Designer
- Principal Designer
- BIM Co-ordinator

Additional consultancy services and/or investigation may be required on a site by site basis. The Lead Consultant will be expected to arrange quotes for these services/works with the costs being billed through the consultant (with agreed OHP % applied). The Lead Consultant and all other consultants appointed on a sub-consultant basis will be expected to work in a spirit of partnership and collaboration.

The Lead Consultant would be appointed to cover RIBA Workstages 2 through to 7. Below is a summary of the key tasks that the Lead Consultant together with the consultant team would be expected to undertake, including, but not limited to;

RIBA Stage 2 - Concept Design

- Feasibility assessing the viability of developing each site to full Passivhaus standards versus Zero Carbon ready developments
- Outline design
- Cost plan
- Project programme

RIBA Stage 3 - Spatial Coordination

- Planning application
- Design development

RIBA Stage 4 - Technical Design

- Building Regulations application
- Production of final specification and tender package
- Procurement of contactor

RIBA Stage 5 - Construction*

- Contract administration
- Clerk of works services

RIBA Stage 6 - Handover

- Handover and commissioning
- Initial occupancy evaluation

RIBA Stage 7 - In Use

- Monitoring of building in use
- Evaluation of sustainability outcomes

*The Council may commission works supervision and contract administration either via the successful Lead Consultant, via alternative consultants or directly via its own staff.

3. Procurement Timetable

Set out below is the procurement timetable.

Task	Deadline
Procurement documents including SSQ published	Wednesday 31 st March 2021
FTS Contract Notice submission	Wednesday 31 st March 2021
SSQ submission deadline	Thursday 13 th May 2021 12:00
SSQ evaluation / consultant shortlist complete	Tuesday 15 th June 2021
Consultant Invitation to Tender Period starts	Monday 21 st June 2021
Request for clarification deadline	Friday 16 th July 2021 12:00
Tender submission deadline	Friday 30 th July 2021 12:00
Interviews	w/c 9 th August 2021
Preferred Bidder Notice issued	Monday 13 th September 2021
Standstill period	Tuesday 14 th September 2021 - Midnight Friday 24 th September 2021
Contract award	w/c Monday 27 th September 2021
Works commencement	Monday 25 th October 2021
Works complete	TBC - Aim for works to start on site by end of 2022

4. SSQ Documentation

The following documentation has been issued via Proactis:

- SSQ - Project Information & Instructions to Applicants (this document)
- SSQ - Questionnaire
- Appendix 1 - Contract Case Study Template

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- Appendix 2 - Case Study Reference Questionnaire
 - Site Plans
 - Site 1 - 1057 - Stoners Close - SK01
 - Site 1 - 1057 - Stones Close - SK11
 - Site 1 - 1057 - Stoners Close - SK21

 - Site 2 - 1201 - Russell Street - SK01B

 - Site 3 - 1067 - Glebe Drive SK01
 - Site 3 - 1067 - Glebe Drive SK11
 - Site 3 - 1067 - Glebe Drive SK21

 - Site 4 - Wheeler Close

 - Site 5 - 1080 - Stanley Close Site 1 SK11
 - Site 5 - 1080 - Stanley Close Site 1 SK21
 - Site 5 - 1078 - Stanley Close Site 2 SK11
 - Site 5 - 1078 - Stanley Close Site 2 SK21
 - Site 5 - 1079 - Stanley Close Site 3 SK11
 - Site 5 - 1079 - Stanley Close Site 3 SK21

 - Site 6 - 1070 - Shamrock Close SK01
 - Site 6 - 1070 - Shamrock Close SK11
 - Site 6 - 1070 - Shamrock Close SK21

 - Site 7 - 1076 - Bridgemark Road Site 1 SK11
 - Site 7 - 1076 - Bridgemark Road Site 1 SK21
 - Site 7 - 1077 - Bridgemark Road Site 2 SK11
 - Site 7 - 1077 - Bridgemark Road Site 2 SK21

5. Return Requirements

The following documents must be completed in full and returned directly to the Council via Proactis by the deadline stated within Section 4 above:

- SSQ - Questionnaire
- *Appendix 1 - Contract Case Study Template

*A separate Contract Case Study Template must be completed and returned for each of the contracts used to demonstrate relevant experience in accordance with the instructions set out within the SSQ - Questionnaire and within the Contract Case Study Template.

Consultants may submit additional information / appendices to support their Case Study however they must ensure that a completed Contract Case Study Template is submitted for each case study as a minimum.

In addition to the above a Case Study Reference Questionnaire must be issued to each of the Client referees relevant to the Contract Case Study it will support. The Client referee must then complete

and return the document directly to the Council via email to the addresses below, preferably by the SSQ return deadline stated within Section 4 above.

Please be aware should the Council not receive a returned client reference questionnaire to accompany the relevant contract case study this may result in a score of 0, which would be deemed as not meeting the minimum requirements for this procurement project. If the client referee requires an extension of time to complete the questionnaire, please inform the Council using the email address below.

purchasingandprocurement@gosport.gov.uk

6. SSQ Assessment Criteria & Shortlisting Methodology

The following evaluation criteria will be applied to SSQ submissions. The top 5 ranked Contractors will then be invited to tender.

The evaluation of the SSQ will be split into two phases:

- A check on whether the Supplier has satisfied the minimum requirements set out within the SSQ
- Evaluation of Technical and Professional Ability scored elements through review of submitted Case Studies

Where a contractor fails to pass the first stage of the assessment their SSQ submission may be set aside and not assessed any further.

In the event scores from contractors are tied when trying to establish the supplier shortlist, the Council reserves the right to contact contractors for additional information relating to their case study portfolios after the SSQ return deadline to help distinguish relevant levels of experience.

Question Ref	Score / Weighting
Part 1 - Supplier Information	No score – for information only
Part 2 - Exclusion Grounds	Pass/Fail
Part 3 - Selection Questions	
Part 3 - Section 4 – Economic & Financial Standing	<p>*Pass / Fail - MEDIUM RISK option. Creditsafe assessment (or similar) plus turnover x 2 of estimated consultant contract value = circa £600k - £1M turnover.</p> <p>The Consultant's current balance sheet will also be requested to determine current cash position as well as cash flow forecast.</p> <p>The Council also reserves the right to request further financial information from the Lead Consultant and key sub-consultant partners during the tender stage in order to satisfy due diligence requirements.</p>

Question Ref	Score / Weighting
Part 3 Section 5 – Technical & Professional Ability	
<p>5.1 - Contract Case Studies & References</p>	<p>Pass / Fail and scored - 100% (33.3% per case study)</p> <p>3 case studies relating to completed projects or those currently being undertaken within the past 5 years must be submitted using the template provided.</p> <p>All case studies are to be backed up by a reference questionnaire completed and returned by the Client.</p> <p>Where the Consultant has undertaken projects of a similar nature for Gosport Borough Council or Portsmouth City Council within the last 5 years, at least one of these projects must be submitted as a case study.</p> <p>Multiple case studies that apply to the same client organisation are permitted as long as each example relates to a discreet package of works. The case studies will be scored holistically and must demonstrate evidence of the following as a minimum to pass:</p> <ul style="list-style-type: none"> • All case studies must demonstrate the consultant acting as Lead Consultant or Lead Designer. • All case studies submitted must be in relation to new build housing development. • All case studies must outline the Sustainability Design Standards of the development • At least one of the case studies must be of a similar contract value / size of development to the proposed developments. • At least two case studies must be for schemes where the Lead Consultant has fully designed and quantified the works (i.e. not Design and Build). <p>The case studies which pass the requirements set out above will achieve a base score of 1. Additional marks up to a maximum of 3 in intervals of 0.5 may then be allocated subject to demonstration of the following:</p> <ul style="list-style-type: none"> • Higher levels of essential pass / fail experience requirements stated above.

Question Ref	Score / Weighting
	<ul style="list-style-type: none"> • Case study developments relate specifically to affordable or social housing. • Case study developments relating specifically to infill sites. • Proximity of development case studies to Gosport / Southern region • Confirmation for each case study that the key personnel are still employed by the Consultant and would be available for the project. If they are no longer employed then the consultant is able to provide evidence that the proposed personnel have at least the same level of experience in delivering similar schemes. • Being able to demonstrate that case studies have been designed to higher Sustainable Design Standards such as Passivhaus. • Exceeding client requirements verified by client reference, covering for example: quality, design, technical requirements, programme, cost, etc. • Receipt of awards or market recognition for scheme <p>Consultants can include additional criteria with rationale within their case study portfolio where they feel this will provide the Council with additional assurances of their capability deliver the Councils outlined schemes.</p>
Part 3 Section 6 – Requirements under Modern Slavery Act 2015	Pass / Fail
Part 3 Section 7 - Insurance	<p>Pass / Fail - Possession or evidence of access to:</p> <ul style="list-style-type: none"> • £10M Public Liability insurance for each & every claim (This will also include the Products Liability element) • £5M Employers Liability insurance for each & every claim. • £2M Professional Indemnity insurance for each and every claim (cover is for "any one claim" and not in the aggregate)
Part 3 Section 8 - Health and Safety	Pass/ Fail
Part 3 Section 9 - Equal Opportunities	Pass/ Fail
Part 3 Section 10 - GDPR	Pass/ Fail

Question Ref	Score / Weighting
Part 3 Section 11 - Tender Declaration	Pass/ Fail

In assessing the responses to the assessment of scored elements a normalised scoring methodology will be applied, with each Case Study being given a score from 0-3 in line with the criteria set out within the table below. Where assessment of a response falls between the criteria definitions below the *Client* may increase or decrease scores by 0.5 accordingly.

0	Unacceptable	The response indicates significant shortcomings with insufficient or missing information available to enable a score to be allocated.
1	Satisfactory	The response generally meets state minimum requirements / provides a reasonable level of delivery confidence.
2	Good	The response meets stated minimum requirements to a high degree and may exceed in places / provides a good level of delivery confidence.
3	Excellent	The response fully meets all stated minimum requirements to a high degree and exceeds in a number of places / provides a high level of delivery confidence.

Where a Consultant fails to achieve a minimum score of 1 in relation to any of the criteria, the *Client* reserves the right to set the SSQ aside and not assess it any further.