London Borough of Brent (LBBC)

Find a Tender Service Technical Consultancy Framework

Selection Questionnaire (SQ) Client Brief All Lots 502309

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1. Client Brief

1.1 Background

The Council is The Mayor and Burgesses of the London Borough of Brent (LBBC) who are responsible through Brent Property Services for approximately 9,000 tenant's properties and 4,000 leasehold properties.

LBBC is delivering an ongoing major works programme covering major refurbishment works together with planned works and some new build projects and in-fill schemes. The planned programme of works include cyclical maintenance and re-roofing. Some major ECO projects are also planned. This lot is to be used for large scale works or larger programmes of planned works.

LBBC has an annual £10m reactive maintenance budget, and a £50m planned maintenance and capital works budget over the 4 years of the framework.

This 6 lot technical consultancy framework will include the following disciplines to facilitate the delivery of LBBC's refurbishment and planned works schemes, with the possibility of some new build works over the framework's 4-year term:

- Lot 1 – Multi-Disciplinary Consultancy Services– Major Works
- Lot 2 – Multi-Disciplinary Consultancy Services– Minor Works
- Lot 3 – Structural Engineering
- Lot 4 – Energy Efficiency and Retrofit Consultancy
- Lot 5 – Fire Safety Management
- Lot 6 – Mechanical and Electrical Engineering

Please note that potential suppliers can apply to all lots on the framework.

Reference to project values via the framework over the 4-year period (indicative only) is shown in the table 1.1 below:

Table 1.1

Lot	Consultancy Type	Annual Value From	Annual Value To	Award
1	Multi-disciplinary Consultancy Services - Major Works	£300,000	£1,000,000	4
2	Multi-disciplinary Consultancy Services - Minor Works	£100,000	£400,000	4
3	Structural Engineering	£50,000	£200,000	3
4	Energy Design and Retrofit Consultancy	£50,000	£250,000	3
5	Fire Engineering	£50,000	£250,000	3
6	Mechanical and Electrical Engineering	£100,000	£300,000	3

Although entirely independent of it, this framework is designed to complement a new constructors' framework LBBC are planning to set up. Further details on the constructors framework will be made available to the market.

1.2 Scope of Requirements

A specification for each lot of the framework can be found in **Appendix D Lot Specific Specification (Schedule of Services)** of the **Invitation to Tender**.

The appointed suppliers to each lot must be able to demonstrate their **lot-specific** understanding and experience specifically of design appropriate to residential housing stock and be able to produce specifications and design management in accordance with the appropriate industry and British standard.

We are seeking suppliers experienced in consultancy projects that cover a comprehensive range of works, but not limited to:

- Individual dwellings - houses and flats including within Tower/Tall Blocks.
- Residential blocks - low, medium and high rise.
- Residential housing including those for vulnerable persons (i.e. temporary homeless accommodation).
- Converted street properties.
- Houses.
- Commercial properties linked with residential properties.

Suppliers must be able to provide Residential and Commercial property design.

The successful Consultants are to provide the quality and continuity of expert professional services required under each lot as ordered by LBBC under this Framework. The successful Consultants shall appoint a Framework Manager to liaise with LBBC for this Framework.

It should be noted that LBBC reserves the right to not award any work via this lot and this is subject to budget availability and other relevant factors.

In relation to the works, LBBC is unlikely to award any new build works via this lot but has included provisions for such works for its future convenience.

Additionally for **Lot 1 Multi-Disciplinary, Major Works** and **Lot 2 Multi-Disciplinary, Minor Works** the following applies.

The supplier will be required to provide any of the professional or specific services covered by the call-off contract from the framework. The supplier must therefore have fully qualified and experienced personnel to be able to undertake and deliver the services for either **Lot 1 Multi-Disciplinary, Major Works** or **Lot 2 Multi-Disciplinary, Minor Works** directly or with assistance provided by named sub-consultants proposed by the supplier. The professional services are to be provided and delivered at various locations within the contract area on a call-off basis.

Contracts will be called off for either **Lot 1 Multi-Disciplinary, Major Works** or **Lot 2 Multi-Disciplinary, Minor Works** as and when required and it should be noted that not all specialisms will be used during the term of this framework. It should be also noted that there is no guarantee of any or a volume of work from this framework.

The supplier who will provide the multi-disciplinary services under for **either Lot 1 Multi-Disciplinary, Major Works** or **Lot 2 Multi-Disciplinary, Minor Works** shall include for the appropriate level of resources for all the management and other duties specified in the contract documents to provide the most the effective, efficient and high-quality delivery of the services under for either **Lot 1 Multi-Disciplinary, Major Works** or **Lot 2 Multi-Disciplinary, Minor Works** and also works to be carried out by works contractors. The supplier shall ensure that all staff and sub-

consultants have a proven high level of competency and comply with the skills requirements of the various professional bodies and also with legislation and guidance in such legislation.

The successful suppliers may be responsible for the management and procurement of works contractors for specific projects and must be able to support LBBC to meet the requirements of the call-off procedure and mini-competition procedure from the works framework.

The successful suppliers are to provide the quality and continuity of services required by LBBC and should manage the framework when allocated work. The supplier is to arrange for skilled, experienced and fully qualified professionals to provide the required services.

The supplier should note that all call-offs for either **Lot 1 Multi-Disciplinary, Major Works** or **Lot 2 Multi-Disciplinary, Minor Works** will include the requirements of services of a principal designer and a clerk of works.

1.3 Framework Agreement

The framework agreement to be used will be Brent Consultancy Framework Agreement (see **Appendix E** of the Invitation to Tender).

Please note that LBBC will seek to use the JCT Consultancy Agreement and Brent Model Consultancy Agreement for call offs (see **Appendix F** of the Invitation to Tender).

Please note suppliers must be aware and take account of the LBBC Policies provided within **Appendix H** of the Invitation to Tender when responding to this opportunity.

1.4 Shortlisting Process

A shortlist of the 8 highest scoring suppliers for each lot at SQ stage will be drawn up and invited to tender.

For lot 1 and lot 2, it is anticipated that a maximum of 4 suppliers will be appointed to the framework.

For lot 3, lot 4, lot 5, and lot 6, it is anticipated that a maximum of 3 suppliers will be appointed to the framework.

1.5 Framework users

LBBC intend the framework to be used by LBBC.

1.6 Framework call-off

LBBC intend to call off framework suppliers to perform contracts via the following call-off process.

Lot	Consultancy Type	Call Off Competed Services Threshold	Preferred Call Off T&Cs
1	Multi-disciplinary Consultancy Services - Major Works	£100,000	JCT Consultancy Agreement
2	Multi-disciplinary Consultancy Services - Minor Works	£100,000	
3	Structural Engineering	£50,000	
4	Energy Design and Retrofit Consultancy	£50,000	

Lot	Consultancy Type	Call Off Competed Services Threshold	Preferred Call Off T&Cs
5	Fire Engineering	£50,000	
6	Mechanical and Electrical Engineering	£50,000	

'Direct Award' i.e. requirements under the *Call-Off Competed Services Threshold*

a. For instructions below Call Off Further Competition Threshold suppliers can be approached directly and single sourced.
b. It is LBBC's intention that direct awards be offered to the highest ranked contractor in this lot; should the contractor be unable to resource, unable to meet the project requirements or timeframe to LBBC's satisfaction, LBBC will approach the next highest scoring contractor.
c. The Order Form is to be completed by both LBBC's representative and the supplier.
d. The Supplier is to provide a project / quote reference number which is to be used to identify the contract reference number.
e. Once the completed Order Form has been received, it will need to be attached to the Purchase Order when the requisition is raised.

'Further Competition' i.e. requirements over the *Call Off Competed Services Threshold*

a. Further competitions will be undertaken primarily on a price and social value basis i.e. 90% price / 10% social value.
b. However, under the following circumstances, the assessment for a further competition will revert to Price 50%, Quality 40%, and Social Values 10%:
   - Where the scope of the contract is significantly different from the normal works undertaken in the specific Lot.
   - Where the value of the contract is significantly different from the published cost value parameters.
   - Where the scope of the contract is complex or poses additional risks, e.g., underpinning, major structural works, hidden works, daywork, and the like.
   - Where LBBC wishes to achieve greater value-for-money.
c. The procurement representative will advise on the tendering documentation to be utilised for this process.

Please note that appointment to the framework is not a guarantee of work.

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