



Homes  
England

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## Homes England Property Services Panel

### Further Competition Invitation to Tender (Stage 3)

### Agency and Appraisal advice relating to City Hospital Birmingham

Issue Date: June 2021

ProContract Identification Number: DN538699

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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. Commission Background

City hospital has the potential to deliver c. 825 new homes commencing in 2023/24. This commission seeks to appoint a property services team to support the masterplanning and planning stages of the project to ensure the process results in a viable, market facing planning approval and to prepare and implement a marketing strategy.

City Hospital occupies a highly sustainable location 2.5km west of Birmingham City Centre on the A457 (Dudley Road), a key transport route into the city centre from the wider West Midlands conurbation, as well as from the national strategic road network.

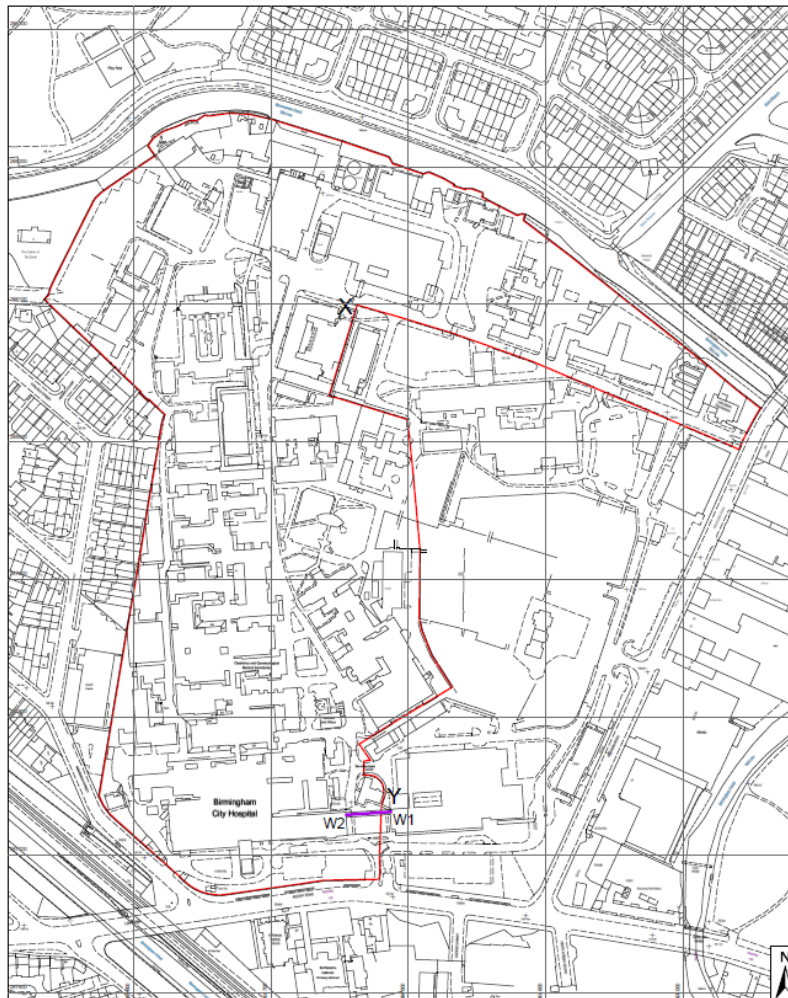


Figure 1 - Site Plan

Land at Birmingham City Hospital (edged red on the Site Plan) was transferred to Homes England from Sandwell and West Birmingham NHS Trust ('the Trust') in August 2017.

The site comprises c. 13.4ha and currently operates on a leaseback arrangement to the Trust to continue its operations until such time as services can decant to the new Midland Metropolitan Hospital that is currently under construction. The Trust is due to vacate at the end of 2022.

**NOTE: City Hospital is an active health facility and under no circumstances should any potential Supplier attempt to enter or gain access to the buildings.**

## Planning overview

The site is allocated in the Birmingham Development Plan (adopted February 2017) for a mix of living and local shopping facilities and forms part of the wider Greater Icknield masterplan area. This comprises c.324ha of land to deliver 3,000 new homes, local facilities and employment opportunities to create a new sustainable neighbourhood to the west of the city centre.

The Greater Icknield Masterplan sets out proposals for the area and identifies the site as "... a significant opportunity for a new residential community for up to 750 new homes ...". It also identifies the potential for development on the Dudley Road to include commercial/community uses, and that ancillary retail uses may be appropriate.

A previous planning application for the redevelopment of the site was submitted by the NHS Trust in 2017 for 700 dwellings but was subsequently withdrawn to enable discussions on the wider redevelopment of the site to progress (LPA reference number 2017/01081/PA).

Homes England intends to make an efficient use of this sustainably located brownfield site and will seek to maximise the yield of new homes. Notwithstanding the indicative figure of 750 homes in the Greater Icknield Masterplan it is considered that a higher yield of dwellings could be accommodated on the site comprising a mix of houses and apartments. There may also be some ancillary development. The proposed development will be policy compliant in respect of the provision of affordable housing, should deliver a proportion of family homes and must comply with the principles of Building for a Healthy Life.

At this stage it is envisaged that it will be a hybrid planning application however this will be subject to discussions with BCC as the local planning authority as there are several buildings of potential historical interest. The planning strategy will be confirmed at the pre-application stage.

## Site constraints and considerations

The site and provides an opportunity for regeneration in line with the LPA's policy, whilst ensuring a viable and deliverable site is proposed.

High level master planning work undertaken as part of the due diligence for the land transfer from the NHS to Homes England, indicated that a higher density of development could be achieved across the site than was proposed in the Trust's outline application. This estimated that approximately 825 homes could be accommodated including apartments and some non-residential uses. Some fixed clinical facilities are to be retained on the adjacent NHS site so the boundary will require an appropriate approach. There may be an opportunity to revise ownership between points X and Y

A full suite of technical work will be required to inform the planning application. Due diligence undertaken to date has identified the main issues relate to heritage assets within the site and demolition and remediation

### 2. Objectives

The project's key objectives are:

To develop a residential-led masterplan that is market facing and which is consistent with local Planning policy and good design principles, optimises the delivery of homes on the site and is commercially viable resulting in a planning approval.

To develop and implement a marketing strategy for the site.

### 3. The Services

To de-risk the site and deliver it to the market, Homes England is assembling a multi-disciplinary team including:

- Design team responsible for securing planning, submission by Spring 2022
- Engineers responsible for design and management of demolition and remediation
- Asbestos surveyors responsible for managing the safe removal of asbestos

The scope for this commission includes the full services to test masterplan assumptions, undertake planning viability and prepare and implement a phased disposal strategy. The list of services is not exhaustive and includes:

- Assessment of market demand
- Acquisition/disposal advice relating to revised boundaries
- Property input into masterplanning (including typology and phasing)
- Viability testing of masterplan (including cost assessment)
- Detailed viability appraisal of retention of heritage building(s) (including cost assessment)
- Planning viability assessment and negotiation with the LPA
- Disposal strategy including phasing plan
- Implementation of disposal strategy (currently limited to an initial phase). The client reserves the right to extend this to include later phases

Please note the heritage appraisal will be limited to the infirmary, nurses' home and sisters' home that may require assessment. However, BCC previously accepted that the nurses' home and sisters' homes could be demolished.

It is currently envisaged that Homes England will dispose of the site through the Dynamic Purchasing System on a phased basis, with the selected partner(s) responsible for the discharge of planning conditions/obligations in s.106 agreements and obtaining Reserved Matters approvals.

#### 4. Key Deliverables

Stage	Key deliverable
1 Inception	Project brief
2 Assessment of market demand	Housing Market Assessment Report
3 Advice relating to revised boundaries (including road improvement line)	Acquisition and disposal advice resulting in red book valuation and agreed Heads of Terms/agreed contract. This advice is to be priced separately
4 Property input into masterplanning	Market facing viable masterplan
5 Viability testing of masterplan	Included in 4 above
6 Detailed viability appraisal for retention of heritage building(s)	Standalone Viability report for each building to be retained including detailed cost plan and appraisal including indicative use and market appetite (design by masterplan team)
7 Planning viability assessment	Negotiated and agreed s.106 contribution including policy compliant housing with an appropriate marketable tenure split and advice on infrastructure requirements/delivery.
8 Disposal strategy	Report detailing optimal strategy to deliver housing in line with Homes England objectives

9 Implementation of disposal strategy ph 1. (We reserve the right to extend this to include later phases)	Completion of a conditional contract with a developer and satisfaction of conditions
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Figure 2 – Key deliverables

Tender Opportunity	Scope of Services
Planning	This commission seeks multidisciplinary advice to prepare a robust and deliverable planning application which is market facing and delivers planning certainty. In addition, the commission will require the preparation of a delivery strategy and timetable, with constraints fully identified.
Asbestos	This commission seeks specific advice, project management, guidance and technical services related to asbestos to support demolition and remediation across Homes England’s ownership at City Hospital.
Demolition	This commission seeks engineering design, advice and management in relation to Demolition, Ground Investigation, Land Remediation and Civil Engineering across Homes England’s ownership as a component of the project team.
Ecology	The purpose of this tender is to engage an ecological consultant to assist in carrying out all the necessary ecology survey work to support a planning application for the redevelopment of City Hospital, Birmingham.

Table 3 – services being procured under other tenders

## 5. Indicative Programme

Suppliers should note the indicative programme dates when preparing their response.

Key Delivery Milestones	Anticipated Date
Commencement Date	August 21
Market assessment	Summer 21
Acquisition/disposal advice	Ongoing
Testing masterplan assumptions	Autumn 21
Detailed viability appraisal of retention of heritage building(s)	Autumn 21
Planning viability assessment	Autumn 21
Disposal strategy	Autumn 21
Planning application submission	January 21
Implementation of disposal strategy (initial phase)	Spring 22
ITT for phase 1 disposal at or around the time of planning approval	Summer 22

## 6. Management

The Supplier will work with the core project team to deliver this project and on a day to day basis the Supplier will liaise with Homes England's project manager within the Disposals team.

### Meeting Requirements:

- **Project review meetings**

The supplier will update the Homes England team regularly. Masterplanning and planning meetings are proposed to be fortnightly.

- **Start-up meeting**

We will expect a start up meeting to be held within two weeks of the appointment so that an immediate start on this commission can be made. This will be attended by the core team of Homes England along with representatives from the masterplanning team. Confirmation that the named resource is available for an immediate start is required.

- **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.

## 7. Payment

The successful bidder will be expected to provide a plan at the inception stage to show when fees will be payable including a forecast of fees and costs. This will be reviewed and updated monthly.

## 8. Limitation of Liability

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

## 9. 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. Award of this commission does not commit Homes England to continuing all services with the appointed consultant.

## 10. 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

## **11. 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.

## **12. 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 set out on ProContract 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](mailto:ProContractSuppliers@proactis.com).  
  
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.
- 1.2 **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.**
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 Tender responses must be written in English.

- 1.8 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.
- 1.9 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.

Phase	% marks available	Fee
Phase 1, 2, 4, 5, 6, 7, 8 & 9	100%	Lump sum fee to be submitted broken down each phase. For ph 6 assume one building. Each additional building will attract a corresponding increase
Phase 3 if required	Outside of the assessment	Standard Framework Rates with any discount explicitly outlined in proposal

The pricing approach for this Further Competition is: a lump sum fee broken down for each phase of work. Suppliers should submit day rates in addition to the Resource and Pricing Schedule, with the Framework Rates as the maximum for each grade that will be applied to phase 3. The day rates are required for management of the further phases rather than for tender assessment.

- 3.2 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.
- 3.3 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 under 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

Interviews may be used in the evaluation stage but only in exceptional circumstances where a project is particularly complex and **for clarification purposes only**. Scoring may be revisited to reflect the information provided. Details will be provided at a later date if these are required.

but please seek advice from the [Frameworks team](#) / [Central Procurement](#) if including interviews in the evaluation process. If interviews are being used details **must** be included in this ITT.

## 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 demonstrating relevant experience and the role the individual undertook in relation to the scoring criteria (no more than 2 pages each)

## 6 EVALUATION CRITERIA

Quality will account for 60% 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. Font to be no larger than corbel 11, pages assuming standard A4.

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	<b>Technical Merit of Proposal</b> <b>PAGE LIMIT: 4</b>	<p>Statement detailing method and approach to deliver the brief demonstrating your understanding of our requirements and your experience in delivering similar commissions to include as a minimum:</p> <p>A detailed schedule of all services to be delivered</p> <p>Other commentary on the brief</p> <p>Supported by relevant examples, where applicable, demonstrating how they are relevant to your proposal and the role played by your firm and by your relevant team member</p> <p><i>Confirmation that all services required to deliver the brief are provided. Any or all exclusions/assumptions must be included in your response</i></p>	30%
2	<b>Resources and management</b> <b>PAGE LIMIT: 3</b>	<p>Describe how you will resource and manage this commission to deliver each of the stages.</p> <p>Identify the consultant who would be responsible for managing the commission, co-ordinating each stage and collaborating with the team</p> <p>Confirm which team member would undertake each of the stages, clearly identifying their relevant skills and experience to successfully deliver the commission supported by CVs (which will be outside the word count)</p> <p>This should be supported with information provided in the Resource and Pricing Schedule identifying the time allocation for each team member</p>	20%
3	<b>Key Factors</b> <b>PAGE LIMIT: 1.5</b>	<p>Provide an overview of the key factors you consider important to create a well-designed and successful scheme at City Hospital</p> <p>Your response should consider Homes England's key objectives and the key challenges and opportunities presented with this site</p>	5%

4	<p><b>Development appraisals</b></p> <p><b>PAGE LIMIT: 1.5</b></p>	<p>Set out your team’s understanding and experience of using development appraisals to influence and shape masterplans and planning viability appraisals to support negotiation of s.106 agreements.</p> <p>Through use of comparable examples, demonstrate:</p> <p>working as part of a multi disciplinary team to fully consider constraints, opportunities and phasing in order to shape market facing masterplans</p> <p>approach to preparing development appraisals and assessing financial viability and use of software models</p>	5%
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Limits assume A4 pages, 11-point Corbel font

Price will account for 40% 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	40%

## 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	30%	6	18	39
	2	4	20%	4	16	
	3	3	5%	1	3	

	4	2	5%	1	2	
Supplier B	1	5	30%	6	30	53
	2	4	20%	4	16	
	3	4	5%	1	4	
	4	3	5%	1	3	
Supplier C	1	2	30%	6	12	n/a (fail)*
	2	1	20%	4	n/a	
	3	2	5%	1	2	
	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 40)
Supplier A	350	$350/350 = 100\%$	$100\% * 40 = 40$
Supplier B	700	$350/700 = 50\%$	$50\% * 40 = 20$
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	39	40	79	1
Supplier B	53	20	73	2
Supplier C	n/a	n/a	n/a	n/a



## Part 3

### 3.1 RESPONSE FORM

<b>Framework:</b>	
<b>Project Title:</b>	
<b>ProContract Identification Number:</b>	
<b>Supplier:</b>	
<b>Date:</b>	

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.

<b>1 - Technical Merit of proposal:</b>	
<b>2 - Resource and management:</b>	
<b>3 – Key Factors:</b>	
<b>4 – Development appraisals:</b>	

### 3.2 RESOURCE AND PRICING SCHEDULE

Excel spreadsheet to be embedded by Supplier in response

[enquiries@homesengland.gov.uk](mailto:enquiries@homesengland.gov.uk)

0300 1234 500

[gov.uk/homes-england](https://gov.uk/homes-england)