

Development and Regeneration Technical Services (DARTS) Framework

Further Competition Invitation to Tender (Stage 1 Under FTS Threshold)

Upton Lodge, Northampton, NN5 4UU Issue Date: 29/02/2024 ProContract Identification Number: DN707965



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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 8 (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

A PROJECT BRIEF

1. Commission background

1.1. A resolution to grant outline planning permission for the development of the site (as shown in Figure 1 below) was received in 2019 and updated in 2021. The development proposed under application reference N/2017/0091 is as follows: -

"Residential development of up to 1,400 no. units, a mixed use local centre including appropriate retail, healthcare and community facilities, a new primary school, areas of public open space, play provision and structured landscaping, internal roads and all associated infrastructure, and demolition of existing shed at Upton Lodge Farm (outline planning application with matters of layout, appearance, landscaping and scale being reserved for subsequent approval)."

1.2. The resolution to grant the outline planning permission is currently subject to 36 conditions and a S106 Agreement

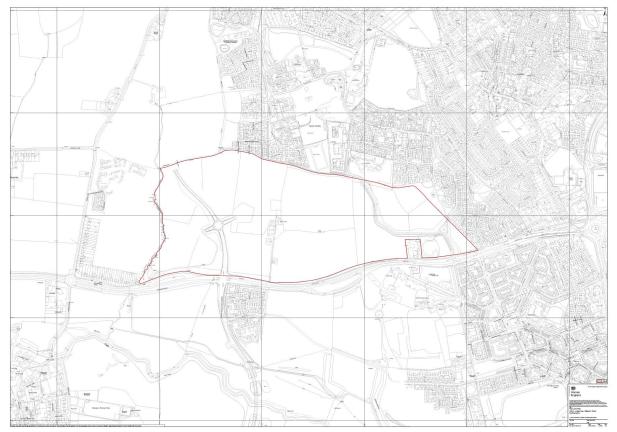


Figure 1: Site Boundary

1.3. As part of the outline application, a suite of technical documents were provided in line with the Local Planning Authorities requirements.

1.4. This commission is to appoint a professional team which will carry out an updated to the site wide Technical Due Diligence.

We have undertaken a gap analysis of the suite of technical information that has already been obtained for the site. The purpose of this contract is to undertake various technical works to provide an up-to-date, comprehensive pack of information that will be suitable to support disposal of the site. We envisage that the following services are required.

- Ecology Services.
- Civil Engineering Services.
- Transport Services.
- Mechanical and Electrical Services.
- 1.5. The purpose of this Invitation to Tender is to award the call-off contract for the above project resolution to grant the outline planning permission is subject to 36 conditions and a S106 Agreement

2. Delivery strategy

2.1. The current disposal strategy is to dispose of the site to one lead developer via a Building Lease. We ask that you respond to the questions detailed in the Evaluation section below using the Response Form and to submit your price using the Resource/Pricing Schedule provided.

NB. this strategy is provisional and may change as the project progresses.

3. High level objectives

- 3.1. The Agency is seeking to appoint a professional services team from the Multi-disciplinary panel to assist with the projects key objectives as follows:
 - To maximise the value of the site
 - To provide factual data which is inclusive of historical information which details geotechnical parameters and contamination/land quality which will form part of the marketing pack for disposal
 - To retain, or be handed back a number of serviced parcels of land which the Agency could then sell to SME developers
 - To require the developer to provide a policy compliant 35% affordable housing contribution, which is above the 15% s106 requirement.

4. Quality standards

4.1. During the ITT process to assess development partners, any interested developer will have their scheme assessed using the Building for a Healthy Life quality standards. The successful developer(s) will be required by the Build Lease(s) to complete their build to these standards.

5. Site Information

Planning summary

- 5.1. The site is allocated for residential development within the West Northamptonshire Joint Core Strategy (2014). It forms part of one of a number of large sustainable urban extensions to Northampton.
- 5.2. An outline planning application (planning ref. N/2017/0091)was submitted in 2017 for the development of 1,400 dwelling, a mixed use local centre including appropriate retail, healthcare and community facilities, a new primary school, areas of public open space, play provision and structured landscaping, etc.
- 5.3. As detailed above a resolution to grant an outline planning permission was received in 2019 and updated in 2021.
- 5.4. We are hoping to sign off on the S106 Agreement in the coming months and are discussing the final points with the LPA.

Technical Summary

- 5.5. The is an existing suite of technical documents completed for the outline planning application. These documents are available to be viewed on the <u>Planning Portal</u> - https://wnc.planningregister.co.uk/Planning/Display/N/2017/0091 (Planning Ref. N/2017/0091).
- 5.6. Further technical documents that have previously been completed at the site can be supplied once the technical consultant is appointed.
- 5.7. The Agency has completed an internal gap analysis and have identified the following as the areas that will need to be updated / reviewed: -
 - Updated utilities appraisal, including commentary on current position regarding electrical capacity.
 - Updated ecological walkover survey further works TBC following outcome of this.
 - Existing highways.
 - Adoption position review.
 - Road cores site investigation factual and interpretative report.
 - Underground utilities survey.
 - CCTV survey of drainage, which we believe will need to be extended to include the strategic drainage infrastructure that is already in place such as the outfalls to culverts.
 - Due to the historic nature of the information, we would also like the respondents to include a fee for providing a review note which covers the key areas of the outline planning permission (i.e. FRA, drainage strategy, including an update on strategy considering the connections into the infrastructure to the south which has been constructed by Morris Homes (New Pond 4 culvert connection), transport & highways, utilities).

B CONSULTANT BRIEF

1 Indicative Programme

- 1.1 Suppliers will need to provide as part of their submission a comprehensive programme that identifies tasks, timescales/dates of how they will meet these time critical milestones. The following indicative Key Milestones should be used as the basis for creating a comprehensive programme. If required, your submission should identify risks to achieving the below milestones and provide a programme which is considered to meet all the key deliverables.
- 1.2 These dates are indicative only to illustrate the period of the commission envisaged. Suppliers should note the indicative programme dates when preparing their Delivery Methodology in the Response Form.

Key Delivery Milestones	Anticipated Date
Issue ITT	29 th February 2024
Return ITT	5 th April 2024 (1 pm)
Evaluation of ITT Completed	12 th April 2024
Notification of Preferred Bidder (assuming	15 th April 2024
no interviews)	
Standstill Letters End (10 days)	25 th April 2024
Appointment of Multi-Disciplinary	26 th April 2024
Consultant Team	
Meeting on site prior to the	Before Friday 3 rd April 2024
commencement of works if required	
Completion Date	30 th August 2024

2 Construction, Design, and Management and Health & Safety Services

- 2.1 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

3 Principal Contractor role

- 3.1 Where the site investigation works are considered construction works (as defined within the Construction (Design and Management) Regulations 2015), and where there is more than one contractor working on the project during the construction phase, the Multi-Disciplinary consultant will be expected to undertake the roles of Principal Designer (in accordance with brief) and Principal Contractor.
- 3.2 Where there is only one contractor working on the project during the site investigation works, the Principal Designer will assist Homes England in discharging its client duties e.g. confirming the contractor has got the skills, knowledge, experience and organisational capability and welfare facilities are provided and suitable prior to the start of work, and monitoring the H&S performance of the contractor.

4 Ecology Services

4.1 Advise on, write a brief for and undertake an Extended Phase 1 Habitat Survey and Preliminary Ecological Appraisal (PEA). Having reviewed survey outcomes, advise on and create an ecological strategy including required further surveys, likely development impacts and required mitigation strategies.

5 Structural and Civil Engineering Services

- 5.1 Advise on, write a brief for, and undertake road core site investigations of all highways within the site. Review of investigation outcomes, advise on and create a strategy for appropriate remediation to enable adoption (if required). For the purpose of this ITT please assume that road core samples will be taken every 10m and provide a cost breakdown per borehole.
- 5.2 Advise on, write a brief for, and undertake a topographical survey extending beyond the red line to adjoining infrastructure, drainage outfalls, service connections etc.
- 5.3 Advise on, write a brief for, and undertake a CCTV survey of all existing on-site drainage. Having reviewed survey outcomes, advise on and create a strategy for appropriate remedial and/or management provisions, including if emergency works are required.
- 5.4 Undertake reviews of drainage strategies, drainage capacities and demand, points of connection (including depths and levels) of both foul and storm water as well as upgrading and reinforcement requirements. Advise on robust strategies given the historic nature of prior related approvals and current regulatory requirements.

6 Transport and Traffic Services

6.1 Advise on any upgrade requirements of any site-based infrastructure for adoption.

7 Mechanical and Electrical Services

7.1 Determine future demand (based on a high-level energy strategy) and existing capacity for all services including likely point of connection, any upgrading and reinforcement requirements, any diversions of existing infrastructure and any required phasing of works.

- 7.2 Advise on opportunities to include a site-wide utilities supply option with an inset appointment.
- 7.3 Advise on, write a brief for and undertake a PAS128 Survey Category B M4 to infrastructure (i.e. highways & footpaths) tracing and detection survey to determine the location and depth of all underground and above ground cables/pipes for electricity, gas, potable water, sewerage, telecommunications (telephone, cable and fibre-optics) and other relevant services associated with the existing onsite highways and, M1 to remainder of the site.
- 7.4 Undertake reviews of approved planning strategies for air quality mitigation and acoustic mitigation, advising on any required amends given the historic nature of prior related approvals and current building regulation requirements.

8 Sub-contractors/ sub-consultants

8.1 If additional sub-contractors/sub-consultants are required to fulfil the services from this brief, please can you confirm would these 3rd parties are and the cost that have been associated with their element of the work.

9 Meeting Requirements

• Start-up meeting

9.1 It is anticipated that the inception meeting will be held within a week of the appointment of the Supplier. This meeting should be attended by all key members of the appointed consultant team. This shall detail the aims, requirements and timescales for the project. Key milestones and delivery targets will be agreed at the inception stage with the appointment of the consultant, and staged fee approvals will be made on the satisfactory completion of these milestones.

• Review meetings

- 9.2 Review dates /break clauses will be incorporated into the appointment to ensure project requirements and client expectations are met. If required, these review points may be amended by Homes England.
- 9.3 At each review point the appointed consultant will be required to demonstrate how they have delivered against projected requirements in line with forecast spend and the milestones and delivery targets that have been agreed with the successful consultant during inception.
- 9.4 Review meetings must include an agenda item to discuss the supplier's progress against the action plan and metrics committed to in response to the social value question set out in this instruction.
- Poor Performance Meeting

- 9.5 If there is identified (in Homes England's' judgement) poor performance and this 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.
- 9.6 Beforehand, Homes England would 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 would be a maximum of two Poor Performance Meetings before termination of the commission.

C CONTRACT MATTERS

1 Payment

- 1.1 A Resource and Pricing Schedule will be required, and it is anticipated that fees will be paid on satisfactory completion of specific milestones/tasks/packs of work. Suppliers are expected to break down each element of the Key Deliverables into a specific Milestone/Task/Pack of Work including team members and fixed fees: this is to ensure that both quality and timescales are maintained at all times.
- 1.2 Fees will be paid monthly.

2 Collateral Warranty

- 2.1 This site may be disposed of in phases, especially with the sale of parcels to SME developers and therefore multiple Collateral Warranties may be required.
- 2.2 There will not be any opportunity to amend the provisions of the Collateral Warranty documentation.

3 Termination

- 3.1 Should performance during the period of this appointment prove unsatisfactory following the Poor Performance meeting provisions set out in the Meeting Requirements 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.
- 3.2 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.

Part 2 - Instructions for Submitting a Response

1. General

- 1.1 Please refer to the ProContract Portal Advert for the Further Competition deadline. 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 <u>ProContractSuppliers@proactis.com</u>.
- 1.2 Suppliers **must** ensure that suitable provision is made to ensure that the submission is made on time. Any tender responses received after the Further Competition deadline shall not be opened or considered unless Homes England, exercising its absolute discretion, considers it reasonable to do so. Homes England, may, however, at its own absolute discretion extend the Further Competition deadline and shall notify all Suppliers of any change via ProContract.
- 1.3 Please note all communications during the tender period will be via the ProContract website. All Suppliers that have registered their interest for the Procurement will receive a direct email notification from ProContract on any updates via the Suppliers registered email address. No approach of any kind should be made to any other person within, or associated with, Homes England. It is the Suppliers responsibility to check the ProContract website for any updates to the Procurement process. No claim on the grounds of lack of knowledge of the above mentioned item will be entertained.
- 1.4 The Supplier must check the Further Competition ITT for obvious errors and missing information. Should any such errors or omissions be discovered the Supplier must send a message via the messaging function on ProContract. No alteration may be made to any of the documents attached thereto without the written authorisation of Homes England. If any alterations are made, or if these instructions are not fully complied with, the tender response may be rejected.
- 1.5 All clarification requests must be sent using ProContract no later than 5 working days before the Further Competition deadline shown on ProContract. Any queries submitted after this may not be answered. Homes England will respond to clarifications as soon as practicable.
- 1.6 Suppliers should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and Homes England. Homes England will consider any such request and will either respond on a confidential basis or give the Supplier the right to withdraw the clarification question. If the Supplier does not elect to withdraw the question and Homes England considers any clarification question to be of material significance, both the question and the answer will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded. If Suppliers consider that page limits set out in Section 20 (Evaluation Criteria) are insufficient to provide the information required by the question then a clarification request should be raised. No guarantee can be given that the page limit will be increased.
- 1.7 Tender responses must not be accompanied by statements that could be construed as rendering the tender response equivocal and/or placing it on a different footing from other Suppliers. Only tender responses submitted without qualification strictly in accordance with the Further Competition ITT (or subsequently amended by Homes England) will be accepted for consideration. Homes England's decision on whether or not a tender response is acceptable will be final.

- 1.8 Tender responses must be written in English.
- 1.9 Under no circumstances shall Homes England incur any liability in respect of this Further Competition or any supporting documentation. Homes England will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their tender response to this Further Competition.
- 1.10 Homes England reserves the right to cancel this Further Competition process at any time.

2. Conflict of Interest

- 2.1 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.
- 2.2 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.

3. Confidentiality

- 3.1 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.
- 3.2 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.

4. Quality

- 4.1 A Response Form template has been provided in Part 3 to respond to the Quality questions detailed in Section 8. The Response Form must be **completed and returned** as part of the tender response.
- 4.2 Quality will account for **60%** of the overall score.
- 4.3 Suppliers must provide information on proposed staff in the Response Form and Resource and Pricing Schedule provided in Part 3. 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).

5. Pricing

- 5.1 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.
- 5.2 Pricing will account for **40%** of the overall score.
- 5.3 The list of activities in the Resource and Pricing Schedule is not exhaustive and there may be additional duties/services required that will emerge as work is undertaken. This commission may be extended on client instruction to cover such matters as arise, based on a time charged

fee schedule completed in the tender response. The commission will only be extended if the services relate to the original objective of the overall call off contract.

5.4 Suppliers are reminded that day rates for all individuals must be the agreed Framework Contract rates unless discounted rates are offered and will be used for all of the services.

6. Evaluation

- 6.1 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 8 (Evaluation Criteria) below and the scoring approach is detailed in Section 8.3 (Worked Example). Scores will be rounded to two decimal places.
- 6.2 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.
- 6.3 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.
- 6.4 Interviews will not be required as part of this ITT process.

7. Documents to be returned

- 7.1 Suppliers are expected to provide the following information in response to this Further Competition ITT:
 - Completed Response Form
 - Completed Resource and Pricing Schedule
 - Supporting CV's for staff proposed to undertake this commission (no more than 2 pages each)

8. Evaluation criteria

8.1 Scoring method

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 <u>one</u> 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.

8.2 Quality Questions

Number	Criteria	Tender requirement	Weighting	A4 limit
1	Resourcing, management and communication	 Provision of: Details of who will be involved in the commission including sub-consultants supported by CVs for all proposed staff members. CVs should include details of specific projects each staff member has worked on that would support this project/are comparable to this project. CVs can be included as an appendix outside of the word limit. 	5%	3 pages
		• Details of proposed time allocation of staff members to various elements of the scope and details of fees. Ensure clarity on who is leading on different thematic areas.		
		Task specific organogram for team structure		
		• Inclusion of organograms from previous project where the same team members have worked together, where relevant.		
		• Provision of details of how the project team will be managed including the sub- team and how the sub-team contracting arrangements will be managed.		
		Provision of details of how the client relationship will be managed including regularity of meetings, management of meetings and client reporting.		
2	Programme and risk	• Please include a detailed delivery programme based on the indicative programme provided in Part 1B of this Further Competition ITT showing key activities and dependencies.	20%	5 pages in total - 3 pages for approach
		• Explain where you see the key risks to programme and cost, and how you will mitigate these. These might include technical, planning, stakeholder or other risks.		plus 2 pages for programme

				(which can be A3)
3	Methodology	 Review the project brief and all due diligence information provided. Please explain how each required discipline will deliver their scope of services during the course of this programme. Demonstrate how you will ensure that proposals are technically deliverable and do not have internal conflicts, e.g. ecology, landscape and drainage proposals all work together. 	25%.	3 pages
4	Social value	 Please demonstrate how you will support the government's Social Value commitment throughout delivery of this project. Your response should demonstrate how you will support the Model Assessment Criteria (MAC) below: 	10%	4 pages in total - 3 pages for approach plus 1 page for Action
		MAC 3.4: Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract.		Plan
		MAC 4.1: Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.		
		For each Model Assessment Criterion chosen, please include in your response: Your 'Method Statement' stating how you will achieve the Model Assessment Criteria		
		A timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: timed action plan 		

 use of metrics tools/processes used to gather data reporting feedback and improvement transparency
How you will influence staff, suppliers, customers and communities through the delivery of the project to support the Policy Outcome,
Please see <u>Social-Value-Model-Edn-1.1-3-Dec-20.pdf (publishing.service.gov.uk) for</u> more information on the Model Assessment Criteria

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, inc. completed Bill of Quantities	40%

8.3 Worked example of weighting and scoring

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
	1	3	5%	1	3	
Supplier A	2	4	20%	4	16	38
Suppliel A	3	3	25%	5	15	_58
	4	2	10%	2	4	_
Supplier B	1	5	5%	1	5	
	2	4	20%	4	16	47
	3	4	25%	5	20	
	4	3	10%	2	6	_
Supplier C	1	2	5%	1	2	
	2	1	20%	4	N/A	N/A (fail)*
	3	2	25%	5	10	
	4	2	10%	2	4	

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

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

Bidder	Form of Tender price	Lowest price/Supplier's price (as %)	Price Score (out of 40)
Supplier A	350	350/350 = 100%	100%*40 = 40
Supplier B	700	350/700 = 50%	50%*40 = 20

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Supplier C 250	N/A	N/A	
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Worked example of Overall Score and Ranking

Bidder	Total Quality Score	Price Score	Total Score	Ranked Position
Supplier A	38	40	78	1
Supplier B	47	20	67	2
Supplier C	N/A	N/A	N/A	N/A

Part 3 – Response Form

Framework:	Development and Regeneration Technical Services (DART) Framework
Project Title:	Upton Lodge Northampton, NN5 4UU
ProContract Identification Number:	DN [insert]
Supplier:	[insert]
Date:	[insert]

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

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

1. Resourcing

2. Programme and Risk

3. Methodology

4. Social Value

Resource and Pricing Schedule

Excel spreadsheet to be embedded by Supplier in response.