



Homes
England

Making homes happen

Multidisciplinary Services Framework 2019 - 2023

Further Competition Invitation to Tender (Stage 3 Over FTS Threshold)

Sandon Road/MoD Site 4 Stafford, ST16 3HQ

Masterplanning, Outline Planning Application Preparation & Marketing Support

Issue Date: 02/06/2021

ProContract Identification Number: DN534605

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Appendices

Appendix 1 – Location Plan

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Introduction

- 1.1 The purpose of this Further Competition Invitation to Tender (ITT) is to award the call-off contract for the above commission.
- 1.2 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. Please use the response form at the end of this document and not your company branded templates.
- 1.3 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

- 1.1 Homes England is seeking to appoint a multidisciplinary team to provide elements of the following core Framework Services: Technical and Site Investigation; Engineering Design; Architecture and Landscape Design; Planning; Consultation; Masterplanning and Urban Design; and General Services.
- 1.2 MoD Site 4 Stafford has been identified as being surplus to defence requirements. Homes England has acquired the freehold interest from the Defence Infrastructure Organisation (DIO) subject to a short-term lease back arrangement. Homes England is proposing the redevelopment of the site for residential purposes together with open space, ancillary facilities and associated infrastructure.
- 1.3 MoD Site 4 Stafford is to be combined with a neighbouring site, land adjacent to Sandon Road, which has also been purchased by Homes England. This site will provide the frontage and main access to the site and the two parcels of land will combine to provide a development of circa 420 new homes.

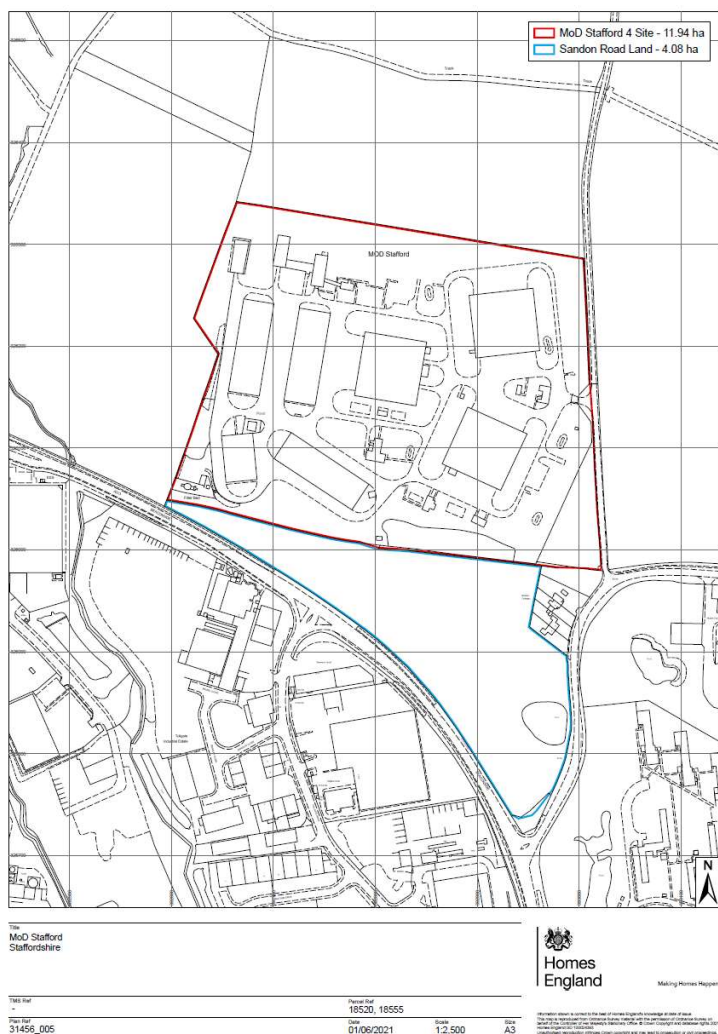


Figure A: Location Plan for Sandon Road and MoD Site 4

- 1.4 The commission will appoint a professional services team to provide advice on whether the two sites can be brought forward independently. This advice will consider both the feasibility and viability of delivering the sites as stand-alone or combined proposals.
- 1.5 This commission will also need to consider the proposals in the context of the wider North of Stafford Strategic Development Location (SDL). The professional services team will be required to identify an appropriate highways strategy which considers the feasibility and deliverability of vehicular connections between the proposals and the SDL.
- 1.6 The professional services team will create a commercially viable and deliverable strategic masterplan encompassing both sites. This work will inform the preparation and submission of the outline planning application including a site wide masterplan, as well as a detailed planning application for the primary access road to service both parcels.
- 1.7 These submissions will provide 'planning' certainty in relation to the development of the scheme and the extant local planning context. The commission will also require the preparation of a phasing and delivery strategy (with all constraints fully identified).

2. Objectives

- 2.1 Homes England is seeking to appoint a professional services team from the multi-disciplinary framework panel to provide planning and technical services in order to deliver circa 420 new homes.
- 2.2 A key output of this commission will be the creation of a well-designed, high quality and market-facing masterplan that is informed by and embeds the principles of Building for a Healthy Life and also responds to the National Design Guide. The masterplan will be expected to enable an implementable planning permission to be secured that is consistent with local and national planning policy and high-quality urban design principles.
- 2.3 The planning applications will comprise of an outline planning application including a site wide masterplan, as well as a detailed planning application for the primary access road to service both parcels.
- 2.4 This project is to be achieved through the following objectives:
 - To develop a robust planning and enabling strategy in terms of the application submission, site promotion through the Local Plan and other planning considerations. This is to ensure the scheme is ready for delivery as soon as possible and will need to consider the potential for phased delivery;
 - To prepare a high quality, well designed, sustainable and commercially viable masterplan for the site based on a robust and sound technical basis, which facilitates the phasing of development, potentially by multiple parties;

- To prepare relevant supporting evidence, documents and statements for a masterplan for around 420 homes;
- To identify key considerations necessary for unlocking delivery of the site and be a source of advice on any technical matters that may subsequently arise during the tender, pre contract, conditional contract or unconditional contract stages of the project;
- To submit the outline and detailed applications for the proposal;
- To ensure a commercial, ambitious and collaborative approach is taken to the delivery of the project (working with local partners and stakeholders as well as the wider community);
- To undertake a comprehensive community engagement programme;
- To manage and negotiate the applications post submission in order to secure a resolution to grant consent and conclude the associated Section 106 agreement in collaboration with the client;
- To prepare a phasing and delivery strategy that is responsive to market indicators, ensuring key items of infrastructure can be robustly costed and delivered at the appropriate stages of the project; and
- To prepare technical information to support the marketing and disposal of the site(s) via either Homes England's Dynamic Purchasing System or an open-market disposal. This would include any additional technical services required to de-risk the site over and above the planning process; the preparation of a Planning & Disposal Brief; and the provision of technical support during developer tender evaluation.

The Masterplan

2.5 The masterplan and associated work must:

- Maximise the qualitative and quantitative development opportunity;
- Maximise net residential land commensurate with other land uses;
- Anticipate house/apartment typology;
- Anticipate car parking arrangements;
- Create efficient residential sub parcels;
- Reduce risks associated with the Outline Planning Consent including; phasing, primary infrastructure, drainage, access, inefficient sub parcelling/ dwelling number;.
- Drive high standards of design quality across the site, within both the built environment and the landscape/green infrastructure setting;
- Take onboard comments from Stafford Borough Council's design officers, where appropriate;

- Retain maximum flexibility for future development options within a strong and robust design framework;
- Maximise the site's value through optimising the development potential of the site and appropriate cost value engineering;
- Ensure that diversity objectives (for both future residents and users of the site) are met;
- Demonstrate compliance with Building for Healthy Life, National Design Guide, Building with Nature and other associated documentation; and
- Be designed to provide a reliable technical and design base facilitating the accelerated delivery of the site(s) (relative to phasing, primary infrastructure, drainage and access).

3. The Services

- 3.1 Homes England intend to act in a 'master developer' role to support the delivery of development on these sites. Accordingly, there is a requirement for the appointed professional services team to facilitate three phases of work; firstly, a feasibility and strategy review; second facilitate the successful delivery of a viable and implementable planning permission and thirdly prepare a Disposal and Phasing Strategy for a second stage of capital investment that will de-risk and ready the site for release.
- 3.2 Homes England is mindful that one consultancy may not have access to all the expertise needed to fulfil this brief. Should this be the case, Homes England encourages consultants to collaborate as needed to ensure the highest level of advice can be provided in each of the areas set out below. It is anticipated that the lead consultant will oversee the appointed project team and utilise specialist sub-consultants as required. However, the appointment of any sub-consultants will need to be approved by Homes England.
- 3.3 In terms of eventual outcomes, it is currently envisaged that Homes England will dispose of the site either via their recently launched Dynamic Purchasing System or sell the site(s) on the open market.
- 3.4 The commission requires the delivery of a comprehensive masterplan that would allow the sites to be brought forward independently with the selected partner(s) responsible for discharge of planning conditions/obligations resulting from any signed Section 106 agreements (subject to there being no change in legislation at the point that the Section 106 agreement is signed; if this is the case the new legislation will take precedent) and obtaining Reserved Matters (or similar) approvals for each phase.

DELIVERY REQUIREMENTS FOR STAGE 1 COMMISSION

- 3.5 The lead consultant will need to work with Homes England to assist in the project management of this project, ensuring its progression to completion. This service will be required across all the phases of work on this project.

1. Project Management of the Commission.

3.6 There are three phases of work to be undertaken in this Stage 1 commission.

Phase 1

2. Review of Baseline Data;
3. Land Survey and Site Investigation;
4. Engineering Design;
5. Masterplan Development; and,
6. Property Advisory Services.

Phase 2

7. Masterplanning, Architecture and Landscape Design;
8. Planning; and,
9. Consultation.

Phase 3

10. Property Services; and,
11. De-risking Strategy.

3.7 Bidders will be scored against each element of Stage 1.

3.8 The lead consultant may be asked to undertake further de-risking work, related to Stage 2 of the commission, however, Homes England reserves the right to tender this work. This work could include the detailed design and specification of demolition and remediation works, and highway and infrastructure works; preparation of contract documents, project management and contract administration of works contracts.

1. PROJECT MANAGEMENT OF THE COMMISSION

3.9 The lead consultant will need to work with Homes England to assist in the project management of project, ensuring its progression to completion. This will include the management of multi-disciplinary services, project and cost management and risk management through the specified services as set out below.

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the below basis:

Act as lead consultant, manage sub-consultants and other consultants appointed directly by the client where instructed.
Provide a single point of contact to report to the client.
Liaise as necessary with client, consultant(s), legal and project teams and advise as necessary.

Assemble and coordinate the project team, arrange meetings and reporting structure. The approach to coordination of regular project team meetings will be expected to be set out and subject to an invoicing schedule.
Provide a single point of contact with responsibility for coordinating access to MoD Site 4 with the DIO.
Undertake a risk assessment and prepare/maintain a risk register.
Directly employ and manage relevant third-party companies and contractors as required to undertake the discharge of any of this service.
Define project objectives and outcomes with the client and stakeholders.
Prepare, monitor and manage a project programme.
Provide necessary project cost estimates, cost plans and cost advice, cost management reports and information.
Adhere to all policies of Homes England and any issued ways of working and protocols.

Phase 1 – Feasibility and Strategy Review

- 3.10 The first phase of works to be instructed will be a review of the proposed strategy for the development. This work is required to consider the interdependencies of the two development proposals, the feasibility of current infrastructure proposals and the level of infrastructure required.

2. REVIEW OF BASELINE DATA

- 3.11 Consultants will be asked to review the existing information related to the project and provide a summary of the current position. They will then be asked to identify which reports need updating and any gaps in the evidence base required for both planning and marketing of the development. A fixed cost is to be provided to address this point.

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the below basis:

Undertake a 'gap analysis' of the existing information.
Identify the cost for providing the additional information identified (list each element separately).

3. LAND SURVEY, UTILITIES AND SITE INVESTIGATION

- 3.12 Consultants will be asked to provide a range of site survey services and advice in relation to development and construction of this project through the specified services as set out below. A fixed cost is to be provided to address this point.

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the below basis:

Undertake a topographic survey of the site within the red line boundary and sufficiently beyond the boundary to map road, services and all necessary features and connections to the site (to include areas of the potential site access points from the public highway). The survey shall include levels of roofs/eaves for all buildings.

The topographic survey should be drawn up at 1:500 and 1:200 scale and finished data shall be supplied in 2D and 3D AutoCAD formats.

Undertake measured building surveys including floor plans, elevations, cross sections and roof plans. Finished data to be supplied in 2D and 3D AutoCAD formats.

Undertake the detection, verification and mapping of underground utilities and services.

The consultant shall carry out a PAS 128 Survey Category Type B survey to map the location of existing underground utilities/services and drainage.

Finished data to be supplied in 2D and 3D AutoCAD formats.

The consultant shall obtain new utilities enquiries, together with records of existing site services from the DIO and use these as a basis for the PAS 128 survey. The survey shall include areas of the public highway adjacent to the site, to inform the design of the site access(es) and associated drainage.

A Utilities Assessment is required to update existing surveys in relation to on-site infrastructure and associated easements. This information would allow for an Existing Utilities Plan to be developed. It will be prepared in conjunction with an analysis of the existing network capacity within the local area. This will set out the requirements for the site to connect to the wider network and identify any network reinforcements or diversions required, including budget costs. Consultants should be cognisant of the potential impacts of Future Buildings Standard and any likely requirements for Electric Vehicle Charging Points within the development.

Undertake the setting out and checking of site boundaries, landscaping and small works against current Land Registry information.

A Geoenvironmental desk study shall be carried out to support the project. The desk study shall include a Preliminary Conceptual Site Model, which will inform the scope of intrusive Ground Investigation (GI). As the site has been identified as a bomb target during the Second World War, a detailed UXO desk study shall also be carried out.

The consultant shall carry out the design, procurement and supervision of a Ground Investigation (GI), including both factual and interpretative reports to form the GI information pack to inform the bidders for the site. The GI shall provide information to inform a geo-environmental assessment and to provide geotechnical information to inform a preliminary engineering assessment, including choice of foundation type and an outline Foundation Zoning Plan.

The appointed consultant shall directly employ a ground investigation contractor(s) and shall identify the proposed GI works costs separately from the consultant's fees. Details of the scope of the proposed ground investigation works shall be provided, including type and depth of exploratory holes, field testing, gas/groundwater monitoring and laboratory testing. It is anticipated that the GI will comprise a combination of cable percussion boreholes, window sample holes and machine dug trial pits (in non-sensitive areas). A GI was previously carried out on the Sandon Road site in 2016 for which Homes England has reliance. It is expected that the appointed consultant shall carry out sufficient supplementary work to verify the findings of this previous GI. A GI was also carried out on MoD Site 4 in 2003, however this only comprised six shallow window sample holes and provides very limited information. It is expected that the GI on Site 4 shall provide full new coverage of the site (accepting the constraints of existing buildings and infrastructure).

The appointed consultant is to provide details of procurement scope to appoint the GI Contractor. The consultant shall include in their fees for undertaking all Principal Designer duties associated with the GI, in accordance with The Construction (Design and Management) Regulations 2015.

4. ENGINEERING DESIGN

- 3.13 Consultants will be asked to advise on the engineering design of the scheme. This will be required to guide the development strategy – whether the project could be developed independently across the two landholdings or whether there are interdependencies.
- 3.14 Homes England expects the procurement/contracting to implement any agreed engineering solution will form part of a separate commission.
- 3.15 A fixed cost is to be provided to address this point

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the below basis:

Review the existing identified highways access options and complete a feasibility study to clarify the highways access strategy.

This will require further liaison with Staffordshire County Council Highways.

Advise on the preferred highways access solution, considering the costing and phasing of the required infrastructure.

Advise on the sewage and drainage infrastructure required, including budget costs and phasing.

Prepare the engineering design for the preferred access option to support the outline planning application, including detailed application for the access.

The design shall be taken to a sufficient level to support the planning application and obtain approval from the Highway Authority. The appointed consultant shall arrange for an independent Stage 1 Road Safety Audit of the highway access and take pertinent findings of the audit into account in the final drawings for planning submission.

As the preferred access option has not yet been agreed, consultants shall allow for a 4-arm roundabout at the junction of A513 Beaconside and Tollgate Drive for pricing purposes.

5. MASTERPLAN DEVELOPMENT

- 3.16 Consultants will be asked to provide the following services, required to inform and produce a deliverable, market facing masterplan. A fixed cost is to be provided to address this point.

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the following basis:

Produce a Combined Opportunities and Constraints Plan, compiling contributions from all consultants to include:

- i. Topographical base
- ii. Drainage and flood risk including existing watercourses / ditches and Indicative SuDS strategy
- iii. Access
- iv. Existing services
- v. Ecology

<ul style="list-style-type: none"> vi. Landscape including key views, public rights of way, vii. Adjoining land uses and conditions viii. Land Title constraints including easements, covenants etc ix. Red line reconciliation against topographic survey and Title Plan <p>The preparation of the Combined Opportunities and Constraints Plan should also include a review of local planning policy pertinent to housing and urban design to include requirements for POS and other non-residential uses.</p>
<p>Produce a first draft housing testing layout to determine approximate plot numbers for viability purposes and to support the production of an informed masterplan. This should be drawn up at 1:500 scale.</p> <p>The testing layout should include an accommodation schedule indicating:</p> <ul style="list-style-type: none"> i. Nett/gross development area ii. Schedule of Accommodation <ul style="list-style-type: none"> a. Mix/type/size of units b. Dpha/dpa & m²/sqft coverage based on nett development area c. Location of affordable homes in line with policy
<p>Produce Master Measurement Plan suited with testing layout.</p> <p>Further drafts of the testing layout can be produced to address developments with the disposal strategy and planning process.</p>
<p>Develop a practical, deliverable Masterplan. The production of this Masterplan will follow an iterative process with input from Homes England and from other relevant stakeholders. The production of this masterplan may also be supported by an external independent design review.</p>
<p>Advise on and ensure proposals meet all regulatory requirements, incorporating Government requirements, policy and standards where necessary.</p> <p>This includes, but is not limited to, the National Design Guide, Building for Healthy Life and any other relevant design guidance (including Planning for the Future).</p>

6. PROPERTY ADVISORY SERVICES

3.17 Consultants will be asked to provide property advice in relation to the development. A fixed cost is to be provided to address this point.

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the following basis:

Review national, regional and local markets to identify appropriate strategies for adding value to the project.
Undertake comprehensive market research and provide marketing advice generally and specifically related to the level of de-risking work required to be attractive to the market and to inform the development of the masterplan.
Review any development, strategies or programmes to ensure that the client's objectives and financial targets are achieved.
Prepare a Development Viability Appraisal. This appraisal will take into account the technical information and masterplan/testing layouts provided in order to develop options and advise on the most viable scheme. The report should include the potential scenarios for development of the site, which will be delivering as one or two phases (where the two sites are developed independently as two phases and where the sites are

combined) and include the development appraisals and detail on the assumptions which have been made about costs and values.

Phase 2 – Planning Application Preparation and Submission

- 3.18 The second stage of the instruction will be work required to support an application submission. It is anticipated that an outline planning application will be prepared for submission which will secure planning permission for the whole development site. There will also be a separate application for the detailed access proposals.

7. MASTERPLANNING, ARCHITECTURE AND LANDSCAPE DESIGN

- 3.19 Consultants will be asked to provide a full range of architectural and landscape design services in compliance with the RIBA Plan of Work 2. A fixed cost is to be provided to address this point.

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the following basis:

Act as lead designer and lead on design coordination.

Provide advice and reports to facilitate development, namely:

- Design and Access Statement
- Parameter Plans - including a Land Use Framework, Movement Framework, Landscape and Public Realm Framework (including green and blue infrastructure), Building Heights Framework, Density Framework and Sustainability Framework

Provide Landscape Design services and advice.

8. PLANNING

- 3.20 Consultants will be asked to provide a broad range of planning advice to support the delivery of this project. This includes services to coordinate, prepare and submit the planning applications.

- 3.21 A fixed cost is to be provided to address this point.

This element will be scored qualitatively and is incorporated within the Resource and Pricing Schedule on the following basis:

Liaise with Local Authorities, Statutory Stakeholders and other interested parties, as required to secure a deliverable planning consent that is capable of approval at Planning Committee, or at appeal if so required.

Prepare and submit representations to Local Plan consultations (if considered necessary) and include provision to attend Examination (if appropriate).

Prepare and submit representations to the Neighbourhood Plan consultations (if considered necessary) and include provision to attend Examination (if appropriate).

Be responsible for the preparation, co-ordination and management of all documents and technical reports required to be submitted to achieve a valid planning application in line with the Councils validation checklist.

Consultants shall detail all documents / reports in their submission.
Prepare and submit request for EIA screening opinion.
If EIA Screening Opinion confirms the requirement to prepare an Environmental Statement, the successful bidder will prepare and submit an EIA Scoping Opinion.
If EIA Screening Opinion confirms the requirement to prepare an Environmental Statement, the successful bidder will be responsible for the preparation, co-ordination and management of all documents and technical reports related to the Environmental Impact Assessment.
Coordination, preparation and submission of an outline planning application that will allow for swift validation by the LPA.
Coordination, preparation and submission of a full planning application for the access proposals to the Council that will allow for swift validation by the LPA.
Negotiation of the applications through their consideration by the LPA including negotiation and preparation of the section 106 Heads of Terms and advice on CIL or other tariffs, etc.
Review LPA committee report(s) and working with the LPA to prepare appropriate conditions.
Prepare for and attend planning committee meetings, including presentation to Members.
Provide advice and assist Homes England in relation to negotiating and agreeing market facing, deliverable planning conditions, the Community Infrastructure Levy payments and concluding the Section 106 agreement.
Provide advice and assistance to Homes England in the consideration of the wider Strategic Development Location proposals and the strategy for delivering a comprehensive and co-ordinated development strategy.

9. CONSULTATION

- 3.22 Consultants will be asked to work closely with Homes England to help shape a bespoke approach to pre-application consultation.
- 3.23 Bidders should provide details of approach for community/stakeholder engagement including types of involvement, events, meetings, (in line with COVID restrictions applicable at the time of the event), responsibilities, etc. The successful bidder will then ensure this work is further developed and refined with the Homes England Team.
- 3.24 Bidders should state clearly how they will be pro-active in achieving buy-in of the local community/stakeholders to achieve the successful delivery of the masterplan and the planning application submissions. Innovative methods of consultation will be encouraged.
- 3.25 A fixed cost is to be provided to address this point.

This element will be scored Qualitatively and is incorporated within the Resource & Pricing Schedule on the below basis:

Provide a full range of services and advice regarding stakeholder communication and consultation.
Set out principles of community/stakeholder engagement and communications strategy.

Development of a community/stakeholder engagement and communications strategy for the successful delivery of the Masterplan and outline planning approval.

Analyse feedback from community engagement processes. Work to embed the findings in the site development strategy and Masterplan and combine this information into a Statement of Community Involvement.

Resource and implement the community/stakeholder engagement and communications strategy.

Phase 3 – Enabling Works and Disposal

3.26 The third phase of the instruction will be work required to support the enabling works and disposal of the site. Some of these elements may be requested to run concurrently with phase 2 items.

10. PROPERTY SERVICES

3.27 Once the masterplan has been established and key risks/constraints are known, the professional services team will be required to prepare a detailed Phasing and Disposal Strategy. This will need to be market facing to make the site attractive to potential developers and reflect Homes England’s Disposal Policy, whilst also protecting Homes England’s commercial position in terms of generating a capital receipt for the site.

3.28 As part of this process, all opportunities to incorporate Modern Methods of Construction (MMC) should be considered within the development mix on site, subject to Homes England’s viability and deliverability requirements being met. In addition, there will be a need to assess how the potential to involve small and medium housebuilders (SME) can be maximised to bring forward the residential development on site.

3.29 A fixed cost is to be provided to address this point.

This element will be scored Qualitatively and is incorporated within the Resource & Pricing Schedule on the below basis:

Undertake soft-market testing of property and investment assets and delivery options with prospective delivery/investment partners and members of Homes England’s Delivery Partner Framework.

Based on market intelligence, prepare marketing strategies, assessing sale and rental values in order to achieve sales and minimise rental voids.

Prepare marketing materials, due diligence information, Development and Planning Briefs for development opportunities, including pre-sale valuation (where required).

Advise and make recommendations to the client through disposal process including:

- provide guidance on the basis of disposal, respond to queries, appraise bids, prepare scoring matrices, provide feedback to bidders,
- review the ability of prospective partners to deliver the proposed project / programme, the operational capacity of partners and financial programming,
- verify the identity and creditworthiness of bidders for fraud prevention and provide an Agency compliant franking valuation supporting the market value of the proposed transaction

Support the legal process of disposal through due diligence up to legal completion working with the appointed legal team.

Provide support in undertaking commercial/legal negotiations with prospective partners.

Provide advice on marketing, affordability and service charge issues.

11. DE-RISKING STRATEGY INCLUDING INFRASTRUCTURE, DEMOLITION AND REMEDIATION

3.30 As part of this commission, there will be a requirement to produce a report setting out potential enabling and de-risking works, along with indicative costs and timescales for the different elements in order to assist Homes England in devising a brief for the Stage 2 works.

3.31 Items within this scope as a minimum will include:

- Engineering scoping and costing for any infrastructure requirements identified to deliver the site, either as a result of planning obligations and/or recommendations to de-risk the site and make it more attractive to the market;
- Examination of alternatives; and
- A high-level demolition and remediation strategy.

3.32 A fixed cost is to be provided to address this point.

This element will be scored Qualitatively and is incorporated within the Resource & Pricing Schedule on the below basis:

Provision of a De-risking Strategy Report including Demolition & Remediation and Infrastructure (to inform Stage 2 scope of works).

Further Work (not to be scored as part of this procurement process)

3.33 Should additional pieces of work be required, then the appointed consultant will be required to provide a separate fee quotation at the appropriate time.

3.34 Consultants may be asked to undertake further de-risking work, however Homes England reserves the right to tender this work. This work could include the detailed design and specification of demolition and remediation works, and highway and infrastructure works; preparation of contract documents, project management and contract administration of works contracts.

3.35 We would welcome comments on the above scope of works and if tenderers consider further tasks should be included.

4. Site Information

SITE OVERVIEW

- 4.1 MoD Site 4 is approximately 11.94 hectares in size and is rectangular in shape. The Sandon Road site is a triangular shaped parcel of agricultural land of approximately 4.07 hectares in size. Both are located due north of the junction of Beaconside and Sandon Road.

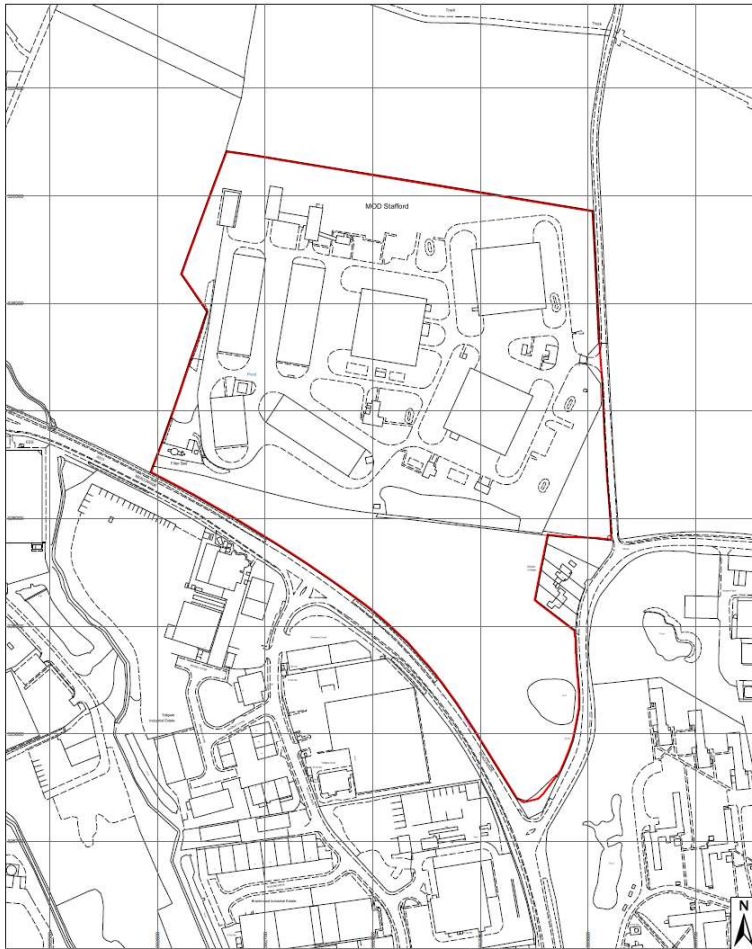


Figure B – Location Plan

- 4.2 A larger copy of the location plan can be found in Appendix 1.
- 4.3 There are no buildings on the Sandon Road part of the site, however, the MoD land includes several large square warehouses and smaller auxiliary buildings. There are also large areas of hardstanding and roadways. There are also grassed areas around the buildings. Several small underground bunkers (thought to be former air raid shelters) are located across the MoD site.
- 4.4 In addition, there is an on-site sewage treatment plant in the south west corner and a sub-station is in the heart of the site, which is believed to power the main RAF Stafford site and Site 2 (the main DIO site located to the east of the site).

- 4.5 A large area of disturbed ground was present in the north of the site (currently grassed over) and it is understood that this corresponds with the removal of former fuel tanks, a building and associated foundations.
- 4.6 A Control of Substances Hazardous to Human Health store (COSHH) store comprising of three small secure metal storage units lies adjacent to the boundary road in the south west of the MOD site.
- 4.7 The Sandon Road site has previously been granted outline planning permission for 120 homes (application ref: 14/20816/OUT). This application was submitted by St Phillips. This permission was granted by Committee in May 2017 and has now lapsed.
- 4.8 A reserved matters application (application ref: 18/29161/REM) was submitted in September 2018 but was subsequently refused on design grounds in April 2019.
- 4.9 Relevant information pertaining to these applications can be found on the Local Planning Authority's website.

SURROUNDING DEVELOPMENT

- 4.10 The sites lie on the northern settlement boundary of Stafford. To the south of Beaconside is the Tollgate Industrial Estate, which incorporates a variety of commercial uses and building forms. Further to the west is new residential development and, to the south east, is the main MoD site in Stafford.
- 4.11 The land directly to the north of the site is currently open countryside. However, it is optioned to Maximus Strategic Stafford LLP. They have submitted an outline application for a mixed-use development including the erection of up to 2,000 dwellings, 2 Local Centres, a Health Centre, Primary School and Secondary School.
- 4.12 This application was submitted in December 2016, has been approved subject to a S106 agreement being agreed and is currently still pending a decision. The application is reference 16/25450/OUT.
- 4.13 This site forms a significant part of the proposed North of Stafford Strategic Development Location (SDL). This is an allocation for 3,100 homes and 36 hectares of employment, set out within Policy Stafford 2 of the adopted Plan for Stafford Borough (2014).

4.14 There are several developers active within the SDL with planning permission granted for circa 1,275 homes as follows;

Location	Application Reference	Applicant	Number of Homes
Land north of Beaconside	10/13362/OUT	Taylor Wimpey	409
	13/18533/REM		257
	14/20781/REM		152
Land north of Beaconside	14/21007/FUL	Taylor Wimpey	66
Land north of Beaconside	16/24595/OUT	Azko Nobel Barratt and Bovis	700
	20/32039/REM		
Land north of Beaconside	16/25260/OUT	Richborough Homes Miller Homes	100
	18/28182/REM		
Land north of Beaconside	16/25450/OUT (pending)	Maximus	2,000

4.15 Relevant information pertaining to these planning applications can be found on the Local Planning Authority's website.

DISCUSSION WITH KEY STAKEHOLDERS

4.16 Homes England has been working closely with both Stafford Borough Council and Staffordshire County Council under a formal pre-application process to secure their support for a scheme which meets their policy standards.

4.17 Contrary to the preference of both Councils, the permitted scheme on the Sandon Road parcel was disconnected from the SDL, with a self-contained access onto the minor Sandon Road (B5066). In recent discussions, connectivity between the sites and the wider SDL has been highlighted as a key point for consideration.

4.18 The County Council's preference would be for the Homes England ownership to have a vehicular connection linking to the proposed link road across the SDL and wish this to be an option explored in detail. The indicative Movement and Access Plan from the SDL Masterplan document showing the proposed link road is included in Appendix 2 on page 80.

4.19 The work in this commission will need to consider whether it is feasible for Homes England to do this and what the risks of such an approach will entail. The appointed consultant will need to review the SDL planning application, permission and associated documents to determine whether it is even possible to achieve this, given what has already been considered by committee who have given their resolution to grant planning permission (subject to S106). The appointed consultant will also need to consider the outcomes of further discussions with Maximus in this regard and consider the implications for the proposal. At present, there is no detailed highways design for the Maximus proposal, so there are no fixed connection locations identified.

4.20 It is important that Homes England achieves an independently deliverable site (including no ransoms).

CONSTRAINTS & OPPORTUNITIES

- 4.21 **Please note that it is anticipated that all due diligence work undertaken by Homes England would be shared with the successful bidder(s).**
- 4.22 In preparing development proposals for the site, it will be important for the appointed consultants to give due regard to the site constraints, including, but not limited to:
- Access and Highways arrangements;
 - Services (public and private);
 - Ground Conditions;
 - Flooding, drainage and SuDS;
 - Ecology;
 - Arboriculture;
 - Noise and Vibration;
 - Air Quality;
 - Heritage;
 - Landscape and Visual Impact;
 - Relationship with North of Stafford SDL; and
 - Proposed HS2 line alignment, eg noise, vibration, etc.

Topography

- 4.23 Both parts of the site are generally flat, with local topography in the surrounding area falling gently to the south / south west. A topographical survey was carried out for the planning application for the Sandon Road site and adjacent highways in 2014. However, it is expected that the appointed consultant will carry out a new topographical survey for both sites.

Access Arrangements

- 4.24 The MoD site is currently accessed off Sandon Road, along an unnamed road leading to the site through adjacent farmland. This access is not suitable to serve the future development of the MoD site for housing, as capacity studies indicate that it could only potentially serve 100 new homes. Moreover, the MoD only have a right of access, which is limited to military use only.
- 4.25 The Sandon Road site has an existing agricultural access onto Sandon Road. It is considered that an appropriate access could be taken from Beaconside to provide for the combined site.

- 4.26 The St Phillips planning permission proposed a ghost island site access taken from Sandon Road, designed based on the speed limit of that section of Sandon Road reducing to 30mph.

Services

- 4.27 Several services are noted across the MoD site both below and above ground, a gas governor is recorded at the southern end of the MoD site and an electricity substation is present in the centre of the MoD site. A small water treatment works and filter beds are present in the south western corner of the MoD site. The service plans provided also show an oil/water interceptor located within the centre.
- 4.28 There is a potential easement for an intermediate pressure gas main that exists on the southern boundary of the MoD site. An easement of 6 metres might be required but further investigation is recommended.
- 4.29 It is understood that there are currently no services running across the Sandon Road site.

Historic Buildings

- 4.30 No buildings of historic importance are present.

Ground Conditions

- 4.31 It is anticipated that contamination is possible across the MoD site in the form of (but not limited to) asbestos, sewage, petrol and oil and lubricant (POL) waste. Due to its greenfield status no contamination is expected on the Sandon Road site and the previous geoenvironmental report supports this conclusion.

Ecology

- 4.32 Neither part of the site is covered or is adjacent to any sites of international, national or regional importance. However, the sites are located within 8 kilometres of the Cannock Chase Special Area of Conservation (SAC) meaning that any applicant will likely be requested to make a financial contribution via a Section 106 agreement to mitigate against any potential impact.
- 4.33 A phase 1 ecology survey and other relevant ecological survey work has been commissioned. It can be confirmed that there are currently no badger setts present, whilst the sites have limited suitability for bats. However, there might be some potential for Great Crested Newts (GCN) due to the presence of a small pond within the MoD site, but this has yet to be confirmed. Whilst there are 3 No. trees subject to tree preservation orders (TPO) within the land adjacent to Sandon Road.

Flooding/Drainage

- 4.34 The sites are entirely within Flood Zone 1. However, appropriate areas of land will need to be set aside on the masterplan to allow for the construction of a suitable attenuation features to manage runoff from the

development before discharge to Marston Brook / public sewers. The different options would be expected to be evaluated, assessed and indicatively costed.

Public Transport Links

- 4.35 There are currently no cycle facilities directly linking the sites with the wider area, however, National Cycle Route (NCR) 5 is located approximately 470m from the site access on the A513.
- 4.36 No bus stops are currently located within an acceptable walking distance to the site; the nearest are situated approximately 1100m south on the B5066 Sandon Road, 1600m east on Hopton Lane and 2000m west on Parkside Avenue. However, as part of the wider North Stafford SDL, new bus services are proposed. Once complete, this would enable access to bus services within a 400m catchment from the sites.
- 4.37 Stafford Rail Station is located approximately 3.8km to the south (approximately a 15-minute cycle journey using NCR 5).
- 4.38 The proposals should ensure sufficient connectivity with existing and proposed highways infrastructure.

Title

- 4.39 There are rights of way and rights to a water supply affecting the sites.

Ongoing Operations and Security

- 4.40 Bidders should be aware that the MoD Site 4 Stafford portion of the site, which is leased back to the MOD on a temporary basis, is an active military base. Bidders should not attempt to gain access to the site at this time. All visits will be managed to ensure minimum disruption for the base and evidence of how this will be managed by the appointed consultant will be required as part of the ITT submission.
- 4.41 There are specific security requirements the selected professional services team will have to comply with and on a practical level, Homes England will provide the selected professional services team with an initial point of contact within DIO/MoD to undertake inspection within the secure area.
- 4.42 It should be noted that one of the key requirements for access is that 6 weeks prior to any entry to the site, a written method statement detailing the works, tests, inspections and surveys would be need to be provided to the DIO. Consequently, the professional team will need to make arrangements that minimise their visits to the site and plan their visits to the site in advance to focus on minimising any possible disruption to the operation of the site. The appointed consultant shall allow for attending any initial Health and Safety Briefings that may be required by the DIO/MoD upon commencement of individual surveys on-site.
- 4.43 It is a requirement that all members of the team will have Government Baseline Personnel Security Standard (BPSS), (see <https://www.gov.uk/government/publications/government-baseline-personnel-security->

[standard](#)), if members of the appointed team are not already holding BPSS, they will be required to apply for this within 10 days of confirmation of appointment.

- 4.44 In addition to Government BPSS, key personnel/members of the professional services team will either already have Government Security Check (SC) or, if not already holding SC clearance, will apply to Homes England Security Sponsor for clearance within 10 days of confirmation of appointment, in order to allow them to escort team members when on site. This includes any subconsultants / subcontractors that the appointed consultant includes in its team, and for which they will be responsible. If subconsultants / subcontractors do not have SC cleared staff, the appointed consultant will be required to provide a full time SC escort during any survey work on site. The detail of this will be covered at the inception meeting.
- 4.45 As part of the scoring, any submitted bid will be required to demonstrate an appreciation of how your approach to the commission will be delivered on an operational military base, and what additional steps/measures have been identified to take account of this aspect.

PANEL MEMBERS ITT SITE VISIT

- 4.46 An escorted site visit will be arranged. A morning or afternoon visit will be offered via the ProContract website. No alternative dates will be proposed.

5. Indicative Programme

- 5.1 Suppliers should note the indicative programme dates set out below when preparing their Programme information in the Response Form.
- 5.2 Bidders 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 milestones should be used as the basis for creating a comprehensive programme.

Key Delivery Milestones	Anticipated Date
Appointment of recommended Multi-Disciplinary Consultant team	July 2021
Masterplan Design 'Freeze'	September 2021
Outline Planning Submission	November 2021
Outline Planning consent received	June 2022

6. Management

- 6.1 On a day to day basis, the appointed supplier will be in contact with the Senior Planning and Enabling Manager who will be responsible for providing any further instructions to the supplier.
- 6.2 The supplier will be required to provide regular progress updates.

Meeting Requirements:

- Start-up meeting

6.3 The start-up meeting will be scheduled in late June/early July. The appointed supplier will be required to coordinate the full consultant team's attendance.

- Review meetings

6.4 The appointed supplier will be required to attend regular review meetings. These will be held on a monthly basis and will discuss the latest progress with the preparation of the application, the submission of the application and any response to the application proposals.

- Poor Performance Meeting

6.5 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. Fees & Payment

7.1 Please quote a fixed fee for each of the tasks listed in Section 3. These fees should exclude VAT.

7.2 A breakdown of hours needs to be provided against agreed framework rates to indicate how the quotation has been determined. As part of their submission, bidders should provide a schedule of the proposed work hours allocated to each task together with an indication of the level of staff providing these inputs, using the Resource and Pricing Schedule. Please provide the Resource and Pricing Schedule in both PDF and Excel formats to assist our tender assessment.

7.3 Travel costs and other expenses including venue hire and all costs associated with running consultation event/s, any web-based resources/social media including monitoring/recording should also be included within your fixed fee proposal and will not be chargeable separately.

7.4 Homes England will pay the planning application submission fees separately.

7.5 Review dates/break clauses will be incorporated into the appointment to ensure project requirements and expectations are met. Each workstream should include appropriate milestones and suitable breaks for review.

- 7.6 The consultant's fees will be paid at staged intervals to be agreed before commencement. Homes England reserves the right to review the timetable at any stage. This is to ensure that both quality and timescales are always maintained.
- 7.7 In addition, an itemised cost for reports required to be purchased to inform the project should be provided together with costs for additional work considered necessary and which is not set out in the ITT. Additionally, any Third-Party disbursements for provision of data and information should be identified. Where exact figures are unknown at this stage, a budget estimate based on the consultant's experience shall be provided. This information is to be included separately to the consultant's fees in the Resource and Pricing Schedule.
- 7.8 Following instruction, any increase in the overall fee will only be accepted where this is an additional commission of tasks and not due to an underestimation of work hours made by the bidders
- 7.9 If any of the anticipated work is ultimately not required, then Homes England reserves the right to amend or terminate the contract or any part of it. It also reserves the right to defer elements of the instruction.
- 7.10 It is recognised that as the commission progresses, other currently unforeseen services may be required by Homes England in connection with the project. Further fee proposals may therefore be requested from the appointed consultant to extend the scope of the commission either through supplementing existing or adding new work stages.

Other Requirements

8. Collateral Warranty

- 8.1 Collateral warranties, as detailed in the Multi-Disciplinary Consultancy Framework documentation, will need to be provided by the appointed consultant to purchasers, funders or other parties acquiring a legal interest in the site. Warranties shall be provided on a per phase basis (i.e. multiple warranties could be required dependent on how the site is parcelled up for disposal).
- 8.2 Required insurance levels will be in accordance with those required by the Multi-Disciplinary Consultancy Framework documentation.

9. Limitation of Liability

- 9.1 The liability limitation is as noted in the Multi-Disciplinary Consultancy Framework documentation.

10. Termination

- 10.1 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.

10.2 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.

11. Conflict of Interest

11.1 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.

11.2 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.

12. Confidentiality

12.1 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.

12.2 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.

13. Health and Safety

13.1 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

Part 2 - Instructions for Submitting a Response

1. General

1.1 The Further Competition deadline is 12:00 on 02/07/2021 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.

1.2 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.

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 the 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, in size 11 font Corbel.
- 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 the 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.
- 3.2 The pricing approach for this Further Competition is through a lump sum fixed fee.
- 3.3 The fee submitted should be a fixed fee and should include for the scope included within this brief and to deliver the objectives set out within this brief. The list of activities in the Resource and Pricing Schedule is not exhaustive and there may be additional services required that will emerge as work is undertaken. Should additional pieces of work be required, the appointed consultant will be required to provide a separate fee quotation when instructed to do so by the client. The commission will only be extended if the services relate to the original objective of the overall call off contract.
- 3.4 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.

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 below and the scoring approach is detailed in a 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

5. Documents to be Returned

- 5.1 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 1 page 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.

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	<p>Proposal</p> <p>Maximum page limit: 10 A4 pages, 11-point Corbel font</p>	<p>Please provide information on your proposed approach to the commission, supported by relevant examples where applicable. In responding to this question, Suppliers should consider providing the following information:</p> <ul style="list-style-type: none"> • A summary statement of your approach; • A detailed breakdown of the proposed methodology; • A schedule of services to be delivered in line with the requirements set out in Section 3; • Details of additional input outside of the 'Core Service Requirements' (if considered to be required); • A summary of any additional information that may be required to undertake the commission; • A summary of potential risks / external influences and suggested approach to mitigation; and • Other commentary on the brief (as necessary). 	30%
2	<p>Proposed Staff</p> <p>Maximum page limit = 3 A4 pages (including images)</p> <p>11-point Corbel font</p>	<p>Please provide details of the proposed consultant team, including sub-consultants. In responding to this question Suppliers should consider providing the following information:</p> <ul style="list-style-type: none"> • A summary diagram of the proposed team structure; • Details of key members of staff with specific relevance to the requirements set out in Section 3; 	10%

	<p>Note: CVs and the Resource Pricing Schedule are not included within the page limit for this section.</p> <p>CV's should be limited to 1 A4 page</p>	<ul style="list-style-type: none"> • A breakdown (by team member) of the time proposed to be spent in undertaking the commission; • Resource and Pricing Schedule at Part 3 to be completed (inclusive of third part disbursements). <i>This is <u>not</u> included within the 3-page limit;</i> and • Supporting CVs for key members of staff. 	
3	<p>Management arrangements</p> <p>Maximum page limit = 3 A4 pages (including images)</p> <p>11-point Corbel font</p>	<p>Please provide details of proposed management arrangements. In responding to this question Suppliers should consider providing the following information:</p> <ul style="list-style-type: none"> • How the commission will be managed; • Who will be responsible for reporting to the Client; • Who will manage the team; • Confirm regularity of meetings and management of meetings; • Where subcontracting arrangements are in place, who will manage the contract; and • Communication strategies. 	10%
4	<p>Programme / Timescales</p> <p>Maximum page limit = 3 A4 pages (including images) 11-point Corbel font</p>	<p>Please provide details of the proposed programme / timescales for delivery of the commission. In responding to this question Suppliers should refer to the programme set out in Section 5, and consider providing the following information:</p> <ul style="list-style-type: none"> • Does the consultant team agree with the timescales set out in Section 5; • Does the consultant team suggest any variation to the timescales set out in Section 5; • When will key milestones be complete; 	10%

		<ul style="list-style-type: none"> • What is the programme for the required services; and • What are the key risks to achieving this programme and how will these be proactively mitigated? 	
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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

7.1 How will your quality scoring be used to give a weighted score?

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

Bidder	Question	Score out of 5	Weighting	Weighting Multiplier	Weighted Score	Total Weighted Score
Supplier A	1	3	30%	6	18	36
	2	4	10%	2	8	
	3	3	10%	2	6	
	4	2	10%	2	4	
Supplier B	1	5	30%	6	30	52
	2	4	10%	2	8	
	3	4	10%	2	8	
	4	3	10%	2	6	
Supplier C	1	2	30%	6	12	n/a (fail)*
	2	1	10%	3	n/a	
	3	2	10%	2	4	
	4	2	10%	2	4	

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

Worked example of how your price scoring 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	36	40	76	1
Supplier B	52	20	72	2
Supplier C	n/a	n/a	n/a	n/a

Part 3 – Response Form

1. Response Form

Framework:	Multidisciplinary Services Framework 2019 - 2023
Project Title:	Sandon Road/MoD Site 4 Stafford, ST16 3HQ
ProContract Identification Number:	DN534605
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. Please complete using Corbel Font size 11 text. The questions do not count within the page limit but could the text please be included at the start of each question.

1. Proposal

10 A4 pages, 11-point Corbel font. The questions do not count towards the page limit.

Please provide information on your proposed approach to the commission, supported by relevant examples where applicable.

In responding to this question, Suppliers should consider providing the following information:

- A summary statement of your approach;
- A detailed breakdown of the proposed methodology;
- A schedule of services to be delivered in line with the requirements set out in Section 3;
- Details of additional input outside of the 'Core Service Requirements' (if considered to be required);
- A summary of any additional information that may be required to undertake the commission;
- A summary of potential risks / external influences and suggested approach to mitigation; and
- Other commentary on the brief (as necessary).

2. Proposed Staff

3 A4 pages (including images), 11-point Corbel font. The questions do not count towards the page limit.

Please provide details of the proposed consultant team, including sub-consultants.

In responding to this question Suppliers should consider providing the following information:

- A summary diagram of the proposed team structure;
- Details of key members of staff with specific relevance to the requirements set out in Section 3;
- A breakdown (by team member) of the time proposed to be spent in undertaking the commission;
- Resource and Pricing Schedule to be completed (inclusive of third part disbursements).
This is not included within the 3-page limit; and
- Supporting CVs for key members of staff.

3. Management arrangements

3 A4 pages (including images). The questions do not count towards the page limit.

Please provide details of proposed management arrangements.

In responding to this question Suppliers should consider providing the following information:

- How the commission will be managed;
- Who will be responsible for reporting to the Client;
- Who will manage the team;
- Confirm regularity of meetings and management of meetings;
- Where subcontracting arrangements are in place, who will manage the contract; and
- Communication strategies.

4. Programme/Timescales

3 A4 pages (including images). The questions do not count towards the page limit.

Please provide details of the proposed programme / timescales for delivery of the commission.

In responding to this question Suppliers should refer to the programme set out in Section 5, and consider providing the following information:

- Does the consultant team agree with the timescales set out in Section 5;
- Does the consultant team suggest any variation to the timescales set out in Section 5;
- When will key milestones be complete;
- What is the programme for the required services; and
- What are the key risks to achieving this programme and how will these be proactively mitigated?

2. Resource and Pricing Schedule

enquiries@homesengland.gov.uk

0300 1234 500

gov.uk/homes-england

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