



Homes
England

Making homes happen

Legal Services Framework Further Competition Invitation to Tender

Attleborough Sustainable Urban Extension DN563411

Date: 30/09/2021

1. Introduction

The purpose of this Invitation to Tender is to award the call off contract for the above project/commission. We ask you to respond to the questions detailed in the [Evaluation Section](#) below using the [Response form](#) and to submit your Pricing using the Resource/Pricing schedule provided.

2. Background

We're the government's housing accelerator. We have the appetite, influence, expertise and resources to drive positive market change. By releasing more land to developers who want to make a difference, we're making possible the new homes England needs, helping to improve neighbourhoods and grow communities. So, we welcome partners who share our ambition to challenge traditional norms and build better homes faster. Join us in breaking new ground to make this happen.

1.1 The site

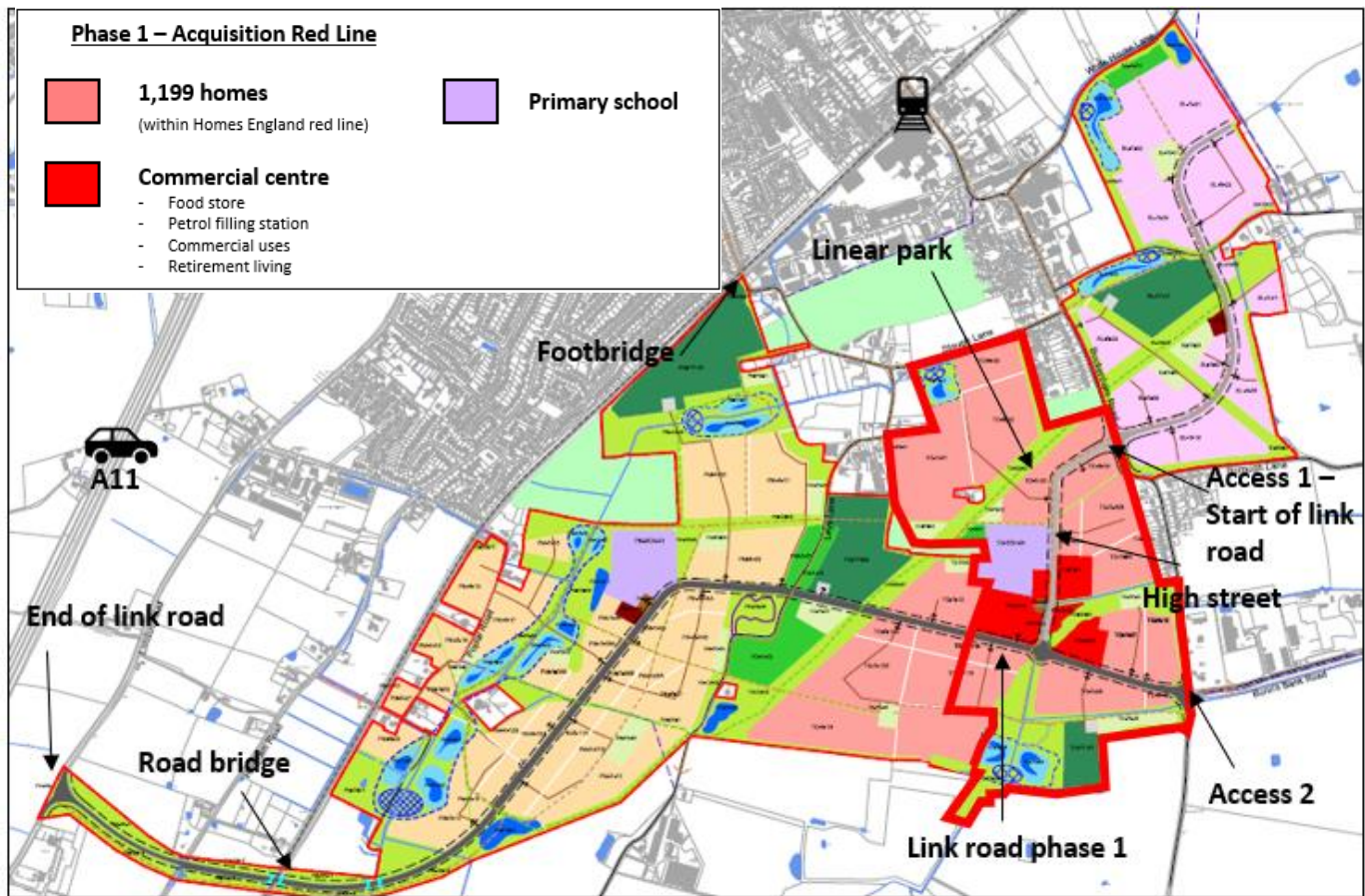
The 53.58 ha site is located within Breckland District, Norfolk. It forms part of the 217.1 ha Sustainable Urban Extension (SUE) to the existing town of Attleborough, identified in the Core Strategy (2009), the Breckland Local Plan (2019) and the Attleborough Neighbourhood Plan (2017).

Outline Planning Permission (ref:3PL/2017/0996/O) was granted in March 2020 following completion of a S106:

- Outline planning consent with all matters reserved apart from the principal means of vehicular access for residential development for up to 4,000 homes, construction of a new link road; pedestrian footbridge across the railway line; two two-form entry primary schools; local centre including up to 2,600m² gross floorspace (A1); up to 1,400m² (gross) for uses within Classes A2/A3/A4/A5; petrol filling station; 2,100m² (gross) for community uses (Class D1). Two further neighbourhood centres and up to 400m² (gross) for uses within Classes A1/A2/A3 and/or A5. Sports pitches, public open space and amenity greenspace, as well as off-site town centre highway improvements.

Information regarding site constraints is provided within the Environmental Statement and Design & Access Statement approved as part of outline planning permission. Over 400 local stakeholders were engaged during the application process, along with Breckland Council, Norfolk County Council, Attleborough Town Council and the Attleborough Development Partnership. There are around 80 local politicians, including members of Attleborough Town Council.

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1.2 The project

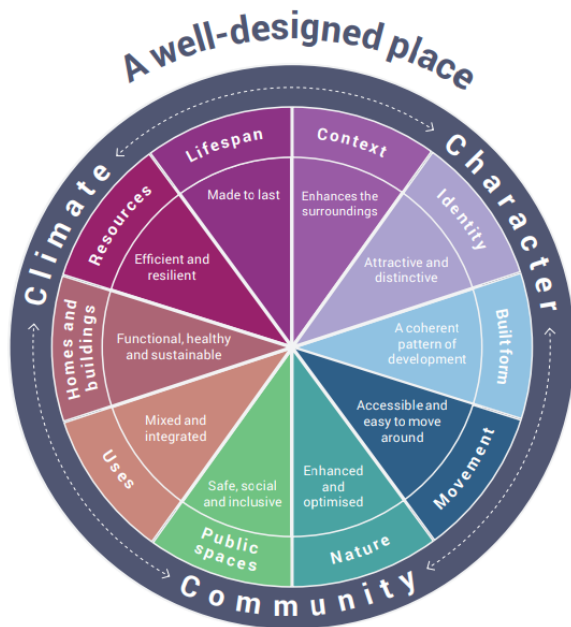
The Sustainable Urban Extension (SUE) comprises several land parcels, with separate land ownerships. In March 2021, Homes England completed on the 53.8 ha tranche that is expected to deliver serviced land parcels for the first 1,199 dwellings and a local centre with up to 6,100 sq. m commercial floorspace and up to 2,100 sq. m (gross) for community uses. There is a community centre, primary school and health centre. At present, the promoter retains the wider SUE area that will deliver another 2,801 homes. All planning documents need to be provided to the promoter within 20 working days for comment.

Homes England has taken on the master developer role to unlock and direct the comprehensive development of the SUE by putting in critical road access and infrastructure early. Currently, the site is not accessible other than for traffic associated with Docking Farm via gated access from Buckenham Road, or Leys Lane and a gated access to the old sewage works in the south. The development will create a new access with primary routes through the site. A new link road will avoid the need for through-traffic to pass through the town centre and provide access to the new SUE neighbourhoods. A terminal pumping station will discharge foul water to an off-site treatment works.

This is a significant project for Homes England and Breckland Council. The commission requires an early understanding of the site's viability and phasing requirements to develop market focussed options appraisals to inform the design development strategy. Sustainability, design quality, biodiversity net gain and inclusion are important to Homes England. High quality placemaking must be informed by inclusive stakeholder engagement, an appreciation of market demand, deliverability and value for money. This will maximise the site's attractiveness to the market, setting it apart from its competitors nearby.

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The overall SUE masterplan vision is for three, locally distinctive new neighbourhoods with community infrastructure, connected by a Linear Park, to create a sustainable extension to Attleborough and enhance the vitality of the existing town centre. Effects on heritage assets need to be considered. While the Design Code will ensure design quality for the site, Homes England's overall vision needs to be clear first. The design code work is going to need to be twin tracked with the wider Masterplan review. For the Masterplan evolution, Homes England and their advisers are currently exploring at least three options at concept stage with a final one being used to formulate the Design code. Stakeholder engagement will form part of this process.



10 Characteristics of Well Designed Places (National Design Guide Extract)

Elements presented in the Design Code will be fully tested as deliverable, commercially viable and desirable to the market. The design approach will be informed by Building for (Healthy) Life assessments, local design guidance and emerging work on the Manual for Streets (3), the National Design Guide and the National Model Design Code. An active and healthy lifestyle will be encouraged through best practice urban design principles. These include local character, public realm, public art, connectivity, legibility, wayfinding, adaptability, diversity, crime-prevention, form and character, density, height, massing and scale, layout, siting and grouping, landscaping, boundary treatments, enclosure, building detailing and materials.

Landscaping is being delivered in tandem with the infrastructure to ensure a sense of place, nature connectedness and biodiversity net gain. This will set the scene for the disposal of residential dwellings and help achieve the best possible financial returns. The scheme proposes a considerable amount of formal and informal open space areas. The Linear Park runs through the site to provide interconnected natural and seminatural green space, amenity greenspace, biodiversity areas and sustainable drainage systems with related wetland areas.

The Linear Park will link to other open space areas, formal sports pitches, allotments and play space. It will include pedestrian and cycle routes linking open space areas together with neighbourhoods and other uses. The management and stewardship strategy will be important. Prior to commencement of development, Homes England are required to establish a Community Interest Company (CIC) and prepare a business plan for the management and maintenance of on-site open space.

The design approach needs to be informed by economic market analysis and build on the work undertaken for the outline permission. The delivery and disposals strategy must be viable, deliverable and policy compliant, guided by

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the planning conditions and obligations set out in the Section 106 Agreement. The Reserved Matters, application submissions and consents programme will need to facilitate delivery of various sections of the strategic infrastructure, discussed at **Appendix A**. Affordable housing, tenure and mix will be a key part of this.

Tetratech's multi-disciplinary team (appointed in June 2021) are informing the delivery, phasing and disposal strategy for the Homes England parcel in the context of the wider SUE. Homes England is contractually bound to deliver key highway, drainage utility infrastructure to unlock the site, including adjoining land parcels. Tetratech's appointment also provides all relevant design and technical services to meet this obligation. The commission includes all planning, communication, masterplanning, landscape, technical design, economic, infrastructure contract procurement and project management services. The programme will incorporate engagement with residents, stakeholders and consultees, as well as with media and online communities.

Alongside the Multidisciplinary appointment, support will be required from a member of Homes England's legal services framework panel. The successful legal services firm will support the various workstreams as follows:

1. **Planning Legal advice & support** including minor and major contract variations to the Section 106 and potential non-material amendment (NMAs) changes to the existing Outline Planning Permission, Planning Conditions and sundry planning matters.
2. **Legal advice & support setting up of a community interest company (CIC)** in line with planning requirements.
3. **Legal support for Homes England standard procurement of roadworks and foul drainage infrastructure and issuing & agreeing of works contracts with contractor(s)** with a value between £15 - £30 million. Homes England's current preference is for a NEC3 Option A form of Contract.
4. **Legal support for ongoing estate management matters** including two business farm tenancies, boundary issues and neighbourly matters.
5. **Legal support in respect of the contractual arrangements between Homes England and Ptarmigan Land** (promoter of remainder 3/4 off the site).
6. **Land disposal services** with the earliest disposal currently anticipated towards the end of 2022. Lot sizes generally between 150/200 homes each using the Homes England new DPS Framework Panel and standard Building Lease. For this instruction, please assume that legal services team will be tasked with dealing with the first 3 parcel disposals of 150 homes each. In addition, it is likely Homes England will dispose of a (partially) serviced school parcel to Norfolk County Council as the Education Authority who will build out the primary school. Finally, advice will also be required to support a potential Local Centre plot disposal.

1.3 Infrastructure requirements

Appendix A identifies key items of infrastructure that Homes England is responsible for designing and delivering. A specification and constraints plan are provided. The Tetratech team is supporting Homes England to address S106 obligations. This includes submitting the following strategies to the LPA prior to commencement of development:

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- Affordable Housing Strategy
- Broadband Strategy
- Custom and Self-Build Strategy
- Drainage Strategy
- Employment and Skills Plan
- Framework Travel Plan
- Green Measures Strategy
- Indoor Sports and Recreation Strategy
- Landscape Strategy
- Play and Open Space Strategy
- Public Transport Strategy
- Linear Park Strategy
- Public Art Strategy

In addition to securing reserved matters approvals and satisfying the S106 and planning condition requirements, Tetrattech will also be preparing a modern method of construction “MMC Strategy”. This will demonstrate how a target of 20-25% could be achieved for all homes delivered on Homes England’s land. This is a HM Treasury requirement for this site.

Prior to commencement of development, Tetrattech will work Homes England’s legal advisers to establish a Community Interest Company (CIC) and prepare a business plan management and maintenance of on-site open space.

1.4 Indicative phasing

The Homes England land extends across the outline application illustrative sub phases 1.1, 1.2, 1.3, 1.4, 2A.1 (Primary School Lane and Local Centre) part of 2A.2, 3.1 and part of 3.2. This is the ‘Town Oaks’ Character area, described as the most urban neighbourhood within the Outline Application Site, with the Local Centre at its heart.

The delivery and disposals strategy prepared by the project team must be developed in tandem with the Planning Strategy and design workstreams, informed by stakeholder liaison, market analysis and financial forecasts. The project phasing will not fully align to the phasing set out within the Planning Committee report. The indicative scenario shown below will need to be reviewed and developed by the consultant team:

Indicative Phasing & Disposal Strategy

Phase 1

- Deliver northern roundabout
- Dispose parcel 1.1 (175 units)

Phase 2

- Dispose parcel 1.3 (202 units)
- Before 300th occupation deliver southern roundabout & middle roundabout

Phase 3

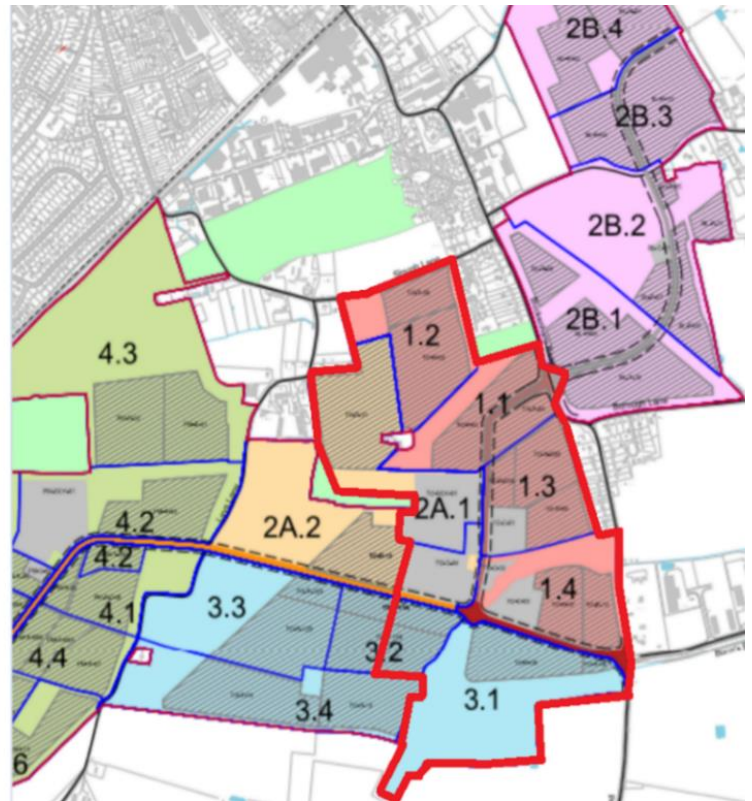
- Dispose parcel 1.4, 3.1, 3.2 (326 units)

Phase 4 (prior to 600th occupation)

- Transfer primary school
- Dispose local centre (includes 46 units) & retirement living parcel (120 units)
- Transfer/build community centre

Phase 5

- Dispose 1.2, 2A.1 (330 units)



This initial indicative phasing and disposals plan is provided as further background to this ITT. It illustrates a possible split of homes across each parcel and an order in which they could be delivered. Of the 1,199 dwellings, 120 have been attributed to a retirement living parcel that will be disposed independently, 25 affordable flats / 21 affordable houses have been attributed to the local centre parcels, and the remaining 1,033 dwellings (including 32 affordable) located across the development parcels in accordance with the approved parameter plans. A separate parcel has been identified for a food store and petrol station. The actual phasing and disposals strategy will consider Homes England's requirements alongside regulatory, stakeholder, design, cost, economic and market delivery factors.

This tender currently assumes the following illustrative project timescales as shown in the table below. These are indicative, with milestones to be confirmed as part of the instruction, informed by Homes England's discussions with Breckland Council. As part of your tender response, please consider these milestones Set out in the programme section below.

Objectives

Homes England wishes to appoint a firm of solicitors to provide legal advice and support in all 6 workstreams as set out below.

This includes the following objectives:

1. Legally Sound Planning Advice including well drafted Reserved Matters Applications to secure consent and rebuff any potential challenges. By the end of 2021, Homes England has to submit a Design Code (Homes England land only) & Structuring Plan (site wide). The short timescales require clear turnaround times with

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all stakeholders. Legal advice to best achieve this will be required. A draft Planning Performance Agreement (PPA) will have been prepared by the time of instruction but some further advice may be required in terms of the PPA.

Homes England is required in its contract with Ptarmigan Land to secure Reserved Matters planning permission for key infrastructure including the Link Road and foul drainage infrastructure. Homes England may also have to provide some servicing for the Local Centre and the primary school within Homes England's site boundaries. Legal advice would also include mounting a successful planning appeal, if necessary if any planning permission is refused or granted subject to conditions or Section 106 obligations that makes a successful development unviable, a successful planning appeal is mounted. Finally, legal advice is required in terms of S106 requirements, potential variations and NMAs as well as ongoing support to ensure Homes England comply with the S106 obligations as and when required.

2. Legally robust CIC. In doing so Homes England's interest is protected and a sustainable stewardship model is incorporated to ensure a long term linear park landscape properly funded in the long term.
3. Legally robust Works Contracts. To achieve this Legal contract advice is required in respect of the Infrastructure works, including earthworks, drainage, highways (including S278 and S38), and supporting services and utilities, using the NEC3 form of contracts. Please be aware that homes England will construct the new link road within Homes England land only but will be responsible for the construction of the utilities main route for the whole site.
4. To support Homes England's estate management strategy including support for potential boundary and neighbourly issues and this includes two farm tenancies currently expiring at the end of this year.
5. Protect homes England's position in terms of its contractual relationship with Ptarmigan Land.
6. Legally sound building lease arrangements. Employing the DPS standard homes England Building Lease in relation to disposal of 3 parcels of land to Developers to enable construction of homes. In addition, please include commercial advice and support for the disposal of the primary school and local centre plot, currently anticipated on a freehold basis.

Progress to Date

Outline Planning Permission (ref:3PL/2017/0996/O) was granted in March 2020 following completion of a S106. Homes England is now moving onto the delivery stage of this project including discharging conditions, submitting Reserved Matters for key infrastructure, meeting the obligations of the Section 106 agreement and disposal of plots to developers.

Tetrattech and their subconsultants IDP Partnership have reviewed the master plan as approved in the outline permission and are currently finalising a number of options to improve the efficiency and marketability of the current approved documents. A series of discussions have also been had with Breckland Council and Norfolk County Council as well as Ptarmigan Land including some testing of stakeholders' views in respect of potential changes to the road alignment, junctions, local centre and primary school location. In addition, an initial public engagement event was held in September of this year to introduce the general public to Homes England and its role with the SUE. The event was well received with around 100 attendees.

Homes England has fortnightly liaison meetings with Ptarmigan Land to ensure that any potential changes to the current masterplan are supported by them in line with the contractual arrangements between the two parties.

Homes England is under a contractual obligation with Ptarmigan to submit a Structuring Plan and Design code by the end of December of this year and this is currently prioritised.

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Due to the very tight time scales a Planning Performance Agreement is currently being agreed between Homes England, Breckland Council as well as Norfolk County Council.

Homes England's current legal advisers are Pinsent Masons. To ensure a smooth transition, Pinsent Masons are currently assisting with legal support for the PPA and sundry matters until a more long term appointment is secured following this tender exercise.

It is anticipated that any changes to the outline permission will be agreed in principle by the parties in the course of September/October with the detail being finalised during the autumn period.

Several discussions have also taken place with the Town Council.

Key Deliverables

Provide legal support and advice to Homes England in delivery and disposal of the Attleborough Urban Extension as per the Services described below.

At the end of this Commission Homes England hopes to achieve the following:

1. Discharging of all Homes England's contractual obligations with Ptarmigan land and matters set out in the Outline Permission. This includes discharging of conditions 4 & 5 and completion of all agreed capital works.
2. Construction of the link road within Homes England's landholding and installation of new foul drainage/ water supply for the whole urban extension.
3. A fully functioning CIC.
4. Successful reserve matters permission for the above works
5. Successful disposal of the first three parcels with an average unit size of 200 homes per parcel as well as the school plot land.
6. Timely support and occasionally reactive support for estate management matters.

It is anticipated that our legal advisers will have to liaise (but not exclusively) with the following external parties:

1. Breckland Council
2. Norfolk County Council
3. Ptarmigan Land
4. Attleborough Town Council
5. Historic England
6. Internal Drainage Board
7. Homes England's multidisciplinary team Tetratex

It is anticipated that most liaison will take place electronically but there will be occasions where face to face meetings, where permissible, will be required. Instances include meetings with house builder partners in respect of potential Homes England building lease negotiations as well as meetings with some of our statutory stakeholders in terms of agreeing changes to the section 106 or other planning matters.

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Homes England's project team currently comprises the following members:

1. **Jennifer Offord:** public engagement, landscape, masterplanning and sundry planning matters (Chartered Planner)
2. **Susanna Strandell:** section 106, reserved matters applications and discharging of conditions including 4 and 5 (Chartered Planner)
3. **Philip Harker:** all contracts relating to capital works (enabling and infrastructure works).
4. **Allert Riepma:** all matters relating to future disposals and lead contact for legal services team (Chartered Surveyor).

Programme

Delivery Milestones (illustrative for ITT)	Completion Date (illustrative for ITT)
Homes England completion	March 2021
Appointment of multi-disciplinary consultant team Tetrattech	June 2021
Pre-application meeting to discuss submission programme	July 2021
Present masterplan vision, placemaking and engagement strategy.	September 2021
Engage with public, politicians and stakeholders.	Late September 2021
Launch online engagement portal	October 2021
Submission of first pack of condition information - Structuring Plan (Site Wide) and Design Code (Homes England's phase one)	December 2021* subject to LPA pre-application discussions.
Submission of S106 strategies	December 2021
S278 & S38 & S104 applications	December 2021
Submission of further condition and S106 information	Through 2022
Appoint infrastructure contractor	March 2022
Commence marketing of first residential sale parcel	April 2022
Discharge of Reserved Matters application for infrastructure Parcel 1 and prestart conditions and obligations (informed by stakeholder engagement).	Late spring/early summer 2022
Start on site (infrastructure works)	June 2022
Legal exchange of first sale	October 2022
Start on site (housebuilding)	December 2022
Housing delivery (first completion)	June 2023
Completion of all infrastructure	September 2023 latest
Housing delivery (last completion)	September 2031

Procurement Timetable

The procurement timetable that Homes England is working towards is set out below (this timetable is subject to change).

Stage	Timing
ITT documents issued to Framework Solicitors	1 October 2021
Tender deadline	15 th October 2021 noon
Evaluation of tenders	20 th October 2021
Notification of preferred bidder	21 th October 2021

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10 day standstill period	31 th October 2021
Inception briefing	w/c 8 th November 2021

Budget

To aid interested parties and compare like for like, a suggested time number of days has been set out in the attached annex for each delivery task.

Homes England requests that the suggested time allotted should be priced against. It is left to the panel members to decide how much junior and more senior time will be allocated to each task. Homes England also expects that the proposal will align with the full number of days as suggested.

However, Homes England is also open to suggestions of efficiency in terms of time saved on certain tasks. This should however be stated separately for clarity.

For the avoidance of doubt though and a fair comparison of proposals, the fee proposal should allow for the full number of days as suggested in the attached.

Site Information (if appropriate)

The total Attleborough Urban Extension gross area in public land ownership is 53.58 ha part of the overall Extension which is 217.1 ha. The site is based in the administrative authority of Breckland Council.

Attleborough Urban Extension is a strategic allocation and received planning permission for 4,000 homes last year, Outline Planning Permission reference: 3PL/2017/0996/O.

The Services

Homes England is intending to procure a Legal Framework solicitor to provide the following services which we have grouped under the following five headings. Each area of work is to be priced separately in your tender return, with a capped fee for each service 1 – 6. Firms are expected to keep assumptions to a minimum. Where Framework fixed fees are applicable, please state and ensure that fees are in line with the Framework Fixed Fee arrangements. Please also include allowances for disbursements and expenses within your fixed fee proposal.

Service	Scope	Outputs
1. Planning Legal Advice	<p>Legal advice on discharging Planning Conditions 4 & 5 as well as other planning matters as set out in the ITT and annexes.</p> <p>This includes, amongst other matters the following:</p> <p style="margin-left: 40px;">a. Legal support to discharge planning conditions starting</p>	<p>Written advice.</p> <p>Engagement and meetings with the local planning authority.</p>

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	<p>with Design code & structuring plan.</p> <p>b. General advice on Section 106 issues as well as providing legal support on negotiating variations to the Section 106. In this respect, please provide a fixed price cap for general S106 advice as well as 5 minor and 3 complex variations to the S106 with 8 separate legal variation documents. The number of variations, at this point in time, is unknown but for the purposes of the ITT please adhere to the suggested number of variations.</p> <p>c. Preparation of other legal agreements including S104 drainage and S38 & S278 highways.</p> <p>d. Prior to submission provide legal input and review of planning application documents as well as PPA and supporting documents to ensure consistency and no discrepancy/conflict. The legal input and review will be for Reserve Matters by plot developers when they bring forward their plots and detailed planning applications / Reserved Matters submitted by our consultant team or appointed contractors for major infrastructure including, but not limited to, the central section of the Link Road, open space requirements and site wide drainage etc.</p>	
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2. Legal Advice on setting up of Community Interest Company (CIC)	Review of CIC proposals and local authority and all the stakeholder requirements suggested Town Council. Protect Homes England's position in terms of seed funding and potential long term involvement as master developer of the first phase of the urban extension.	Written advice. Preparation of legal structure and contract through to set up of CIC..
3. Contract Capital Works Advice	General advice on type of contract once detailed capital works are known. Provide legal drafting and support in works tender, negotiating and concluding contract with preferred bidder(s). At present it is unknown whether works will be under one or multiple contracts.	Written advice. Preparation, review conclusion of contract(s).
4. Property / General advice Estate Management	General advice - property (including procurement and landlord and tenant law, ad hoc advice when required should any issues arise) Counsel's Opinion (if appropriate) Advice relating to any required deeds of variations and potentially entering into new agreements/ leases/wayleaves/easements. Please provide a fixed hour rate. Legal due diligence including obtaining and reporting on searches. Environmental Law	Meetings. Written advice. Reports. Review of draft and final documents. Provide updates via attendance at meetings/telephone.
5. Support and review of Ptarmigan Contract	Ad hoc advice in terms of Homes England's Contractual Obligations Assume 1 major contract variation and 3 minor variations.	Meetings Written Advice Negotiations, drafting of contract variation
6. Support and review of disposals under the Dynamic Purchasing System (DPS) and the Commercial Plot Sales for the school and Local Centre..	Legal input (if required) on planning strategy as a response to the disposal strategy Property advice to support phased disposals under the DPS disposal route. Currently 3 disposals in the period 2022-25 with further to follow.	Meetings. Written advice. Reports. Review of draft and final developer / disposal packs.

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	<p>Legal advice in terms of developer bids.</p> <p>Legal advice to sell serviced school plot to Norfolk County Council, likely to be freehold sale as well as the Local Centre.</p> <p>Prepare legal documentation for land disposal including Agreement for Lease, Sale Contract (if open market) Building Lease and Compliance Inspector appointments and all relevant legal documentation relating to land disposal.</p> <p>Undertake completion formalities.</p>	
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Instructions

Your response **must** be submitted via the e-tendering portal (ProContract).

All requests for further information in respect of this Further Competition must be sent using ProContract. No approach of any kind should be made to any other person within, or associated with, Homes England.

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 response will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded.

All responses received and any communication from Suppliers will be treated in confidence but will be subject to the above.

Please note all communications during the tender period will be via the ProContract webportal all bidders 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. It is the Suppliers responsibility to check the ProContract webportal for any updates to the Procurement process. No claim on the grounds of lack of knowledge of the above mentioned item will be entertained.

For all ProContract portal issues please contact ProContractSuppliers@proactis.com.

Please refer to ProContract for the **Tender Deadline**.

EVALUATION CRITERIA

Quality will account for [insert Quality weighting]% 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.

Number	Criteria	Demonstrated by	Weighting
1	Proposal <i>Maximum page limit = 5 sides of A4 size 11 font</i>	Statement outlining method and approach explaining how the commission will be undertaken Schedule of services to be delivered Identification of other information that may be required Other commentary on the brief Supported by relevant examples where applicable	10%
2	Identification of key risks <i>Maximum page limit = 3 sides of A4 size 11 font</i>	Identify the most relevant risks that may prevent the delivery and disposal phase planning permission free from challenge Analysis of the risk with reference to potential impact, likelihood and	10%

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		appropriate mitigation	
3	Proposed Staff <i>Maximum page limit = 2 sides of A4 size 11 font</i>	Who will undertake the commission? Identify key members of staff and allocation to the required services How much time will they devote to it? Resourcing information provided in Resource and Pricing Schedule Supported by CVs for key members of staff (excluded from page limit)	5%
4	Management arrangements / Programme / Timescales <i>Maximum page limit = 3 sides of A4 size 11 font</i>	When will the commission be complete? When will key milestones be complete? What is the programme for the required services? Relevance of methodology for providing the services Clear identification of steps Confirm and describe the management procedures for the work including team communications, quality assurance, risk management, issue resolution, reporting and reviews, including management structure for the project	5%

Price will account for 70% 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.

The contract will be awarded on the basis of the overall most economically advantageous tender submitted to Homes England.

Criteria	Demonstrated by	Weighting
Price	Completed Resource and Pricing Schedule	70%

Worked Example

How your scoring will be used to give a weighted score

Bidder	Question	Score out of 5	Weighting	Weighting Multiplier	Weighted Score	Total Weighted Score
Supplier A	1	3	10%	2	6	19
	2	4	10%	2	8	
	3	3	5%	1	3	
	4	2	5%	1	2	
Supplier B	1	5	10%	2	10	25
	2	4	10%	2	8	
	3	4	5%	1	4	
	4	3	5%	1	3	
Supplier C	1	2	10%	2	4	n/a (fail)*
	2	1	10%	2	n/a	
	3	2	5%	1	2	
	4	2	5%	1	2	

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

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

The worked example will need to relate to the price weighting.

Bidder	Form of Tender price	Lowest price/Supplier's price (as %)	Price Score (out of 70)
Supplier A	350	$350/350 = 100\%$	$100\% * 70 = 70$
Supplier B	700	$350/700 = 50\%$	$50\% * 70 = 35$
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	19	70	89	1
Supplier B	25	35	60	2
Supplier C	n/a	n/a	n/a	n/a

RESPONSE FORM

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. Proposal

2. Proposed Staff

3. Management arrangements

4. Programme/Timescales

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enquiries@homesengland.gov.uk

0300 1234 500

gov.uk/homes-england

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