**Development Monitoring and Management Services Framework**

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

**Issue Date: 02/02/2022**

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**Introduction**

The purpose of this Further Competition Invitation to Tender (ITT) is to award the call-off contract for the above commission*.*

We ask you to respond to the questions detailed in Part 2, Section 6 (Evaluation Criteria) using the [Response Form](#_RESPONSE_FORM) and to return the Response Form and Resource and Pricing Schedule in Part 3 with your tender.

This Further Competition ITT is divided into 3 parts:

**Part 1 – Commission Requirement**

* Details the commission requirements.
* Details additional terms and conditions for the Further Competition. The successful Supplier will be subject to both the terms and conditions of this Further Competition and the Framework Contract. Unless otherwise defined in these instructions, terms used shall have the meaning given to them in the Framework Contract.

**Part 2 – Instructions for Submitting a Response**

* Contains important information and instructions on preparing and submitting a tender response. Please read these instructions carefully prior to submitting your tender response.
* Outlines the evaluation criteria which will be used for assessment. It is important that Suppliers familiarise themselves with the criteria and ensure they are considered when compiling their tender response.

**Part 3 – Standard Forms**

* Contains the standard forms required to be completed and returned by the Supplier when submitting a tender response.

**Part 1 - Commission Requirements**

1. **Commission Background**

**Homes and Communities Agency** trading as Homes England (HE)is seeking to appoint an Independent Monitoring Surveying (IMS) Firm from Development Monitoring and Management Services Framework 2021-2025. The appointed Surveyor’s role will include providing initial due diligence and on-going monitoring of the development works in respect of HE’s infrastructure loan under the standard terms of the respective Framework.

1. **Objectives**

The main objective of the commission is for the Monitoring Surveyor to provide regular reports on progress of the scheme to ensure delivery of the project and repayment of the Homes England loan.

1. **The Services**

Details relating to the scheme are as follows:

|  |  |
| --- | --- |
| **Item** | **Value/ Details** |
|  |  |
| Infrastructure Works funded by HE | Infrastructure works required to deliver   * Groundworks including site levelling/general earthworks * Landscaping, sports facilities and play area * 278 works * Internal Primary infrastructure Roads * Utilities & Drainage |
|  |  |
|  |  |
|  |  |
|  |  |
| Loan Term / Final Repayment Date: | March 2030 |

1. **Key Deliverables**

The appointment for the IMS is for the above identified infrastructure works to be delivered using HE funding facility, borrower cash equity and recycled sales receipts.

The Surveyor will work with both the Borrower and HE and will need to attend site progress meetings and quarterly meetings with HE (or as otherwise deemed appropriate). The HE’s Transaction Manager will be the initial point of contact against each Investment Transaction.

You are invited to respond to this further competition for the following deliverables:

* 1. The Initial Technical Report for Tranche A linked to land acquisition – to include commentary on cashflow, costs and build programme. NB. No appointments to review for this initial report
  2. Update to initial technical report
  3. Each Monthly Drawdown Report (18 monthly reports based on current cashflow/timings)
  4. Each Quarterly Report (21 reports based on current cashflow)

1. **Site Information (if appropriate)**

See Section 3 “The Services”.

1. **Indicative Programme**

Suppliers should note the indicative programme dates when preparing their Programme information in the Response Form.

|  |  |
| --- | --- |
| **Key Delivery Milestones** | **Anticipated Date** |
| Initial report commencement Date | 16/02/2022 |
| Initial technical draft report | 15/03/2022] |
| Updated Initial report | 30/04/2022 |

1. **Management**

This commission will be managed by a Homes England Senior Transaction Manager from the Investments Directory.

**Meeting Requirements:**

* **Start-up meeting**

Commission start-up meeting will be held within 48 hours of commission being awarded. The Monitoring Surveyor undertaking the due diligence will be required to attend the virtual meeting which will cover off the monitoring/reporting approach and introduction to the project team

* **Review meetings**

The IMS will work with both the Borrower and HE and will need to attend monthly site progress meetings with the borrower and/contractor as appropriate. Regular meetings with Homes England will not be required unless issues arise on site.

* **Poor Performance Meeting**

In the instance that 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 provide in writing a Rectification Plan detailing what improvements/modifications they will be putting in place to resolve the poor performance. There will be a maximum of two Poor Performance Meetings before termination of the commission.

1. **Risks**
2. **Payment**

Payment will be made upon receipt of final reports to the satisfaction of Homes England and submission of a valid invoice. upon completion of report

1. **Limitation of Liability (if appropriate)**

Consultant liability levels in relation to this instruction shall be as set out in the Framework Contract unless different requirements are specified below:

1. **Termination**

Should performance during the period of this appointment prove unsatisfactory following the Poor Performance meeting provisions set out in the Management section above, Homes England will exercise its right under the Termination and Suspension of the Contract clause in the Framework Contract to give notice to terminate the arrangement with immediate effect.

If the services are no longer required, for whatever reason, then Homes England reserves the right to terminate the appointment and pay for services completed at that point.

1. **Conflict of Interest**

Homes England will exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Homes England, detailing the conflict in a separate Appendix.

1. **Confidentiality**

This Further Competition ITT and associated information is confidential and shall not be disclosed to any third party without the prior written consent of Homes England. Copyright in this Further Competition ITT is vested in Homes England and may not be reproduced, copied or stored on any medium without Homes England's prior written consent.

Suppliers shall not undertake, cause or permit to be undertaken at any time any publicity in respect of this Further Competition process in any media without the prior written consent of Homes England.

1. **Health and Safety (if applicable)**

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 **15/02/22** and tender responses **must** be submitted on ProContract. Please regularly check ProContract for any amendments to the Further Competition deadline. For all ProContract portal issues please contact [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com). 

Suppliers **must** ensure that suitable provision is made to ensure that the submission is made on time. Any tender responses received after the Further Competition deadline shall not be opened or considered unless Homes England, exercising its absolute discretion, considers it reasonable to do so. Homes England, may, however, at its own absolute discretion extend the Further Competition deadline and shall notify all Suppliers of any change via ProContract.

* 1. **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.**
  2. 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.
  3. 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.
  4. Suppliers should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and Homes England. Homes England will consider any such request and will either respond on a confidential basis or give the Supplier the right to withdraw the clarification question. If the Supplier does not elect to withdraw the question and Homes England considers any clarification question to be of material significance, both the question and the answer will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded. If Suppliers consider that page limits set out in Section 20 (Evaluation Criteria) are insufficient to provide the information required by the question then a clarification request should be raised. No guarantee can be given that the page limit will be increased.
  5. 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.
  6. Tender responses must be written in English.
  7. 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.
  8. Homes England reserves the right to cancel this Further Competition process at any time.

# Quality

* 1. A Response Form template has been provided in Part 2 to respond to the Quality questions detailed in Section 20 (Evaluation Criteria). The Response Form must be **completed and returned** as part of the tender response.
  2. 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).

# Pricing

* 1. A Pricing schedule has been provided with this Further Competition ITT which must be completed and returned as part of the tender response.
  2. The pricing approach for this Further Competition is lump sum fixed fee
  3. Suppliers are reminded that day rates for all individuals must be the agreed Framework Contract rates unless discounted rates are offered and will be used for all of the services.

1. **Evaluation**
   1. Tender responses will be evaluated on the basis of the overall most economically advantageous Tender (MEAT) submitted to Homes England. The evaluation criteria (and relative weightings) that Homes England will use to determine the most economically advantageous Tender are set out in Section 20 (Evaluation Criteria) below and the scoring approach is detailed in Section 25 (Worked Example). Scores will be rounded to two decimal places.
   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.
   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
2. **Documents to be Returned**

Suppliers are expected to provide the following information in response to this Further Competition ITT:

* Completed Part 3.1 (Response Form)
* Completed Part 3.2 (Quality Questions Response Form)
* Completed Part 3.3 (Pricing Schedule)
* Supporting CV’s for staff proposed to undertake this commission (no more than 2 pages each)

# EVALUATION CRITERIA

|  |  |  |  |
| --- | --- | --- | --- |
| Quality will account for 40]**%** 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 | **Technical Merit of Proposal**  Methodology Statement to deliver proposed scope of work and anticipated services, providing details of how these will be delivered.  **PAGE LIMIT:**Maximum 1 A4 pages | Statement outlining method and approach explaining how the commission will be undertaken based on requirements under Section 4 Key Deliverables  Details of relevant examples demonstrating how they are relevant to the approach and scheme proposed  Information on other Supplier input that may be required  Identification of other information that may be required  Where appropriate identify the potential impact of external influences and stakeholders  Other commentary on the brief | 25% |
| 2 | **Staff and other Resources**  Identify key staff that will be involved in this project, from which offices and their relevant experience/expertise for the work  **PAGE LIMIT:**Maximum 1A4 pages (excluding CVs) | Who will undertake the commission and why have they been chosen?  Identify key members of staff and allocation to the required services  How much time will they devote to it?  Who will attend site visits / client meetings?  Supported by resourcing information provided in Resource and Pricing Schedule  Supported by CVs for key members of staff | 10% |
| 3 | **Programme**  Outline proposed timescales for undertaking the work, information required and reporting  **PAGE LIMIT:**Maximum 1 A4 pages | For each of the Initial Report and Interim Reports:  When will the report be complete and what are the key milestone dates for reporting?  What is the programme for the required services?  Are the programme dates we have given achievable?  Identify risks which may affect the programme or costs, what impact they may have, and any mitigation. | 5% |

|  |  |  |
| --- | --- | --- |
| Price will account for 60]% 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 | 60% |

1. **Worked Example**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Bidder | Question | Score out of 5 | Weighting | Weighting Multiplier | Weighted Score | Total Weighted Score |
| Supplier A | 1 | 3 | 25% | 5 | 15 | 26 |
| 2 | 4 | 10% | 2 | 8 |
| 3 | 3 | 5% | 1 | 3 |
| Supplier B | 1 | 5 | 25% | 5 | 25 | 38 |
| 2 | 4 | 10% | 2 | 8 |
| 3 | 4 | 5% | 1 | 4 |
| Supplier C | 1 | 2 | 25 | 5 | 10 | n/a (fail)\* |
| 2 | 1 | 10% | 2 | n/a |
| 3 | 2 | 5% | 1 | 2 |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Form of Tender price | Lowest price/Supplier’s price (as %) | Price Score (out of 60) |
| Supplier A | 350 | 350/350 = 100% | 100%\*60 = 60 |
| Supplier B | 700 | 350/700 = 50% | 50%\*60 = 30 |
| 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 | 26 | 60 | 86 | 1 |
| Supplier B | 38 | 30 | 68 | 2 |
| Supplier C | n/a | n/a | n/a | n/a |

# Part 3

# 3.1 RESPONSE FORM

|  |  |
| --- | --- |
| **Framework:** | [insert] |
| **Project Title:** | [insert] |
| **ProContract Identification Number:** | DN [insert] |
| **Supplier:** | [insert] |
| **Date:** | [insert] |

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

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

|  |
| --- |
| **1. Technical Merit of Proposal** |
| **2. Staff and other Resources** |
| **3. Programme** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.2 PRICING SCHEDULE  |  |  |  |  | | --- | --- | --- | --- | | **Services** | **Price (£)** | **Quantity** | **Total** | | Initial report  Updated initial report |  |  |  | | Monthly report |  |  |  | | Quarterly report |  |  |  | | **Total** |  |  |  | |
|  |
|  |
|  |