**Derby City Council: Asset Valuations**

**TENDER REFERENCE: TD1903 (DN621652)**

**PART FIVE**

# QUALITY RESPONSE:

# WORKING METHOD STATEMENTS

**Company/Organisation:**  Enter Bidder's Name

# WORKING METHOD STATEMENTS

*Note – You may adjust the size of the text boxes to suit your response.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Bidders are required to respond to each method statement question below. The **response must be self-contained**, i.e. it should not refer or cross-reference to the answer to any other question, even though in some cases this may lead to duplication of information.  Please do not submit appendices, general marketing or promotional materials by way of answers to any of the questions. Where information contained within such documents is pertinent to the question, it should be summarised within the answer.  You may expand the sections provided or provide your responses on clearly referenced sheets.  Please make sure that where you choose this way, the responses are all submitted in a **single word file** so that they may be printed off together.  Where questions contain various elements, the response will be scored as a whole.  **If any word or page limit that is specified in the question is exceeded, the Council will evaluate the submitted information up to the specified word or page limit but any information beyond this limit will be disregarded.** | | | | | | | |
|  | **Compliance with the Specification** | | **Weighting: 3** | | | | |
| Please set out your understanding of the brief and explain how you are able to comply with the requirements of the specification, especially in relation to the differences between delivery of the Commercial and Residential elements of the contract. Please explain how you are able to comply with its requirements, especially in relation to   * How you will arrange and manage access into properties for site inspections * How you will verify valuations are accurate * How you will control the quality of the valuations | | | | | | |
| **Response** (comprising no more than 3 sides of A4): | | | | | | |
|  | **Implementation / Delivering the Contract** | | **Weighting: 3** | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Please set out your intended approach in delivering this contract in a  detailed method statement, (comprising of no more than 4 sides of A4)  including stages, programme and timetable for delivery of work within the  specified time period.  In addition, please submit a draft project plan / (gant chart) / programme for  The undertaking of this contract that, amongst other things, should clearly  identify key milestones, decision points and anticipated timescales. Please  identify any key milestones within the contract in the table below.\*   |  |  | | --- | --- | | **xxx Milestones** | **Date** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |   DCC milestones:  Lot 1: Commercial   |  |  |  | | --- | --- | --- | | **LOT 1 Commercial** | | | | **Year 1** | | | | **Task Required** | **Outcome** | **Deadline Delivery Date to the Council by the Supplier** | | Initial Valuation Summary Report |  | As soon as practical after the start of the Contract | | Valuation Reports | Submission of all Draft Reports | By 25 November 2022 | | Master Spreadsheet | Including the Draft Reported figures | By 25 November 2022 | | Master Spreadsheet | Including the Final Reported figures | By 09 January 2023 | | Valuation Reports | Final Reports | By 31 January 2023 | | Valuation Summary Report |  | By 31 January 2023 | | Componentisation Advice |  | By 31 January 2023 | | Overriding Valuation Report | Written confirmation that no material change has occurred to the valuations between 31 December 2022 and 31 March 2023 | 07 April 2023 | | **Years 2 & 3** | | | | Delivery Dates will be on similar lines | | |   Lot 2: Residential   |  |  |  | | --- | --- | --- | | **LOT 2 Residential** | | | | Year 1 | | | | Work Area | Valuation Reports | Delivery Date to the Council by the Supplier | | Work Area 1 | Final Reports using Valuation Date of 01 April 2022 | By 25 November 2022 | | Work Area 1 | Separate Summary Report giving a projected an opinion of valuation gain or loss to Valuation Date of 31 March 2023 | By 07April 2023 | | Work Areas 2 & 3 | Draft Reports using Valuation Date of 31 December 2022 | By 25 November 2022 | | Work Areas 2 & 3 | Final Reports using Valuation Date of 31 March 2023 | By 09 January 2023 | | Work Area 4 | Final Reports using Valuation Date of 31 March 2023 | By 14 April 2023 | | Work Areas 1, 2, 3 & 4 Overriding Valuation Report | Written confirmation that no material change has occurred to the valuations between 31 December 2022 and 31 March 2023 | 07 April 2023 | | Years 2 & 3 | | | | Delivery Dates for Years 2 & 3 will be on similar lines | | | | | | | | | |
| **Response:** | | | | | | |
|  | **Resource / Staff** | | **Weighting: 3** | | | | |
| Please provide the following:   * Details of all personnel to be deployed on the project, including the amount and nature of experience, knowledge and qualifications including curriculum vitae for each person. (This information should correspond with the resource plan) * Details of the roles and responsibilities of each member of the proposed team * Confirm current commitments of each proposed team member * Confirm level of commitment each proposed team member will be providing this contract expressed as a percentage (i.e. 100% equals full time commitment) * Confirm that team members shall have DBS checks if not already in place, and will be able to adhere to the Council's safeguarding policies * Confirm the process for signing reports by Registered RICS Members, reflecting any work may be carried out by non-Registered Members * Identify the individual who will act as Contract Manager and have overall responsibility for delivery of the services * Confirm that compliance with the Red Book may be subject to monitoring under the Institutions conduct and disciplinary regulations * Confirm how you will ensure that personnel are kept up-to-date on key matters ensuring that advice given represents good practice   Should you be proposing the use of sub-contractors please provide:   * Details of any proposed sub-contractors, their role, detailed inputs and experience. * Your procedures for selecting and managing sub-contractors to ensure their ability to meet the requirements. | | | | | | |
| **Response:** (comprising 1 side of A4 for each CV and no more than 3 sides of A4 for the remaining response) | | | | | | |
|  | **Communication** | | **Weighting: 3** | | | | |
| Please provide a communication plan explaining how you propose to engage and communicate with the Council in accordance with the tender requirements. This should encompass:   * how you plan to communicate with the Authority on a regular basis and in situations where urgent contact is required * updates on the project status and review meetings as necessary * Identification of stakeholders and how they will be kept informed * Method and frequency of communication with these stakeholders   In addition, please provide an example of reports used on a previous contract | | | | | | |
| **Response:** | | | | | | |
|  | **Risks/ Business Continuity/ Exit Strategy** | | **Weighting: 3** | | | | |
| 1. What do you consider to be the main risks in delivering this contract and how would you look to minimise these? 2. Please provide a copy of your business continuity plan detailing what contingency arrangements will be in place in the event of staffing issues, a pandemic and planned or unplanned downtime to ensure delivery of the contract is maintained at all times. This may be provided as a separate attachment. 3. In Part 3 – Specification Point 13, it was stated the successful bidder needed to have a sufficient complaints procedure in place. Please provide a copy of your company's complaint procedure plan. This may be provided as a separate attachment.   **Page Limit:** Please limit your response to 4 sides of A4 in Arial font 11. | | | | | | |
| **Response:** | | | | | | |
|  | **Electronic Procurement Tools and IT Systems** | | **Weighting: 3** | | | | |
| 1. Please provide details of your capacity to use SharePoint/ OneDrive platforms for sharing of data – instructions and Valuation Reports 2. Please provide a template of your Valuation Report (ensuring it is Red Book Compliant) | | | | | | |
| **Response:** | | | | | | |
|  | **Performance Indicators/ Monitoring** | | **Weighting: 2** | | | | |
| What measures will you put in place to self-monitor delivery of the contract and ensure the Performance Targets identified are met:  KPI 1- KPI 1: Valuations completed at the required rate per week with reports issued to the Council. Target KPI aligned with the Suppliers delivery plan. This is to be agreed at contract inception.  KPI 2 - Complaints received from building users/occupiers. Zero target.  KPI 3: Reporting provided to the Council in the agreed format and on time. Target 100% compliance with reporting requirements.  How will you communicate this information to the Council?  **Page / Word Limit:** Please limit your response to 4 A4 pages in Arial font 11 | | | | | | |
| **Response:** | | | | | | |
|  | **Case Studies** | **Weighting: 3** | | | | | |
|  | Please set out 2 recent (in the last 5 years) example case studies, one specifically relating to commercial and the other residential specifically the Housing Stock) (comprising no more than 3 sides of A4 each) and where you have acted as the lead Supplier. The case studies should clearly set out   * Client and contact details (name, phone number and email)\* * Project commencement and completion dates * Your role in what capacity you were commissioned * Scope of services provided * Team members involved and their roles * Project outcome and outputs achieved * The specific actions or interventions you made that helped advance the commission * A specific issue, problem or challenge you encountered and how you dealt with this * How will you use the knowledge, experience and learning you gained on this project to advance this contract   \* The contact should be prepared to speak to the Council if we wish to contact them | | | | | | |
|  | **Response:** (comprising no more than 3 sides of A4 for each ) | | | | | | |
|  | **Worked Example of a Commercial Asset Valuation** | | | | | | **Weighting: 3** |
|  | The asset as detailed within Appendix 8 is to be valued. Please provide within details to confirm the valuation methods to be adopted and valuations based upon the information provided | | | | | | |
|  | **Response:** | | | | | | |
|  | **Worked Example of a Residential Asset Valuation** | | | | | **Weighting: 3** | |
|  | Please set out your approach to determining the appropriate Beacons for both Work Areas 1 & 2 detailed at paragraphs 2.6.2 and 2.6.3. This should incorporate the verification each year as to whether new Beacons should be required in the event of new builds being added to the Housing Stock | | | | | | |
|  | **Response:** | | | | | | |
|  | **Capacity** | | | | **Weighting: 3** | | |
|  | Please outline the projects you are currently working on and projects that are being tendered for or are in the pipeline that will compete / conflict with this commission. Explaining how you will deal with the competing demands and ensure this project is delivered on time, within budget and to the required quality. | | | | | | |
|  | **Response:** | | | | | | |
|  | **Other Information** | | | **Weighting: 3** | | | |
|  | Please indicate any other information which you consider may be relevant to support your tender submission | | | | | | |
|  | **Response:** | | | | | | |
|  | **Freedom of Information** | | | | | | |
| Bidders must clearly identify any information supplied in response to the ITT (including in responses to the SQ), which they consider to be confidential or commercially sensitive. Please list in the following table all information in your Bid you consider confidential or commercially sensitive and which should not be disclosed in response to a FOI request. For all information listed, provide detailed reasons/justification why, including details of the harm which may result from disclosure and the time period applicable to the sensitivity.  *(Bidders should note that the receipt by the Council of any information marked “confidential” or equivalent does not mean that the Council accepts any duty of confidence by virtue of that marking, and that the Council has the final decision regarding the disclosure of any such information in response to a request for information.)* | | | | | | |
| **Response:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **A.** What information do you consider commercially sensitive?  For example, Bid document TD1200, Support Costs, pages 12-15 | **B.** List reasons / justifications why the information is commercially sensitive. | **C.** Explain how/why the information requested relates to or could impact on a commercial activity AND why the environment you operate in is competitive. | **D.** Whose commercial interest would be affected if the information was disclosed? | **E.** List/describe the business impact and harm that would be caused, if the information was disclosed – give examples where this may have happened in the past to show actual cause and effect. | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | | | | |
|  | **Assumptions** | | | | | | |
| Please detail the assumptions that have been made in relation to your responses above | | | | | | |
| **Response:** | | | | | | |

\* Following agreement, timescales will be incorporated into the Contract for the provision of the Goods / Services / Works