**Appendix B**

**Clarification questions and Tender submission**

1. All clarification questions and tenders should be submitted via email to Gudrun Andrews [gandrews@lambeth.gov.uk](mailto:gandrews@lambeth.gov.uk) by the relevant deadline (see Appendix E).

Your proposal should consist of your response to the Method Statement Questions and your completed Price Proposal.

1. The ratio that will be used to evaluate the proposals is as follows:
   1. Price – 35%
   2. Quality – 65%

# Method statement

1. Consultants are invited to submit a proposal within a method statement, based on the tasks identified within Appendix C (Specification) of this brief. The Method Statement questions and the breakdown of marks awarded for the Method Statement will be as follows:

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Questions** | **Marks Available** | **Weighting %** |
| **Methodology** | 1) Please detail your understanding of tasks involved in the brief and the matters and issues which may arise during this project | 0-5 | 10 |
| 2) Please detail how services detailed under this contract will be provided including for each level of analysis, and the differing detail, inputs and variables associated with these tasks | 0-5 | 25 |
| **Service Management and Delivery** | 3) Please detail how this contract will be resourced (to ensure workloads are effectively managed and delivered in line with the agreed timetable) | 0-5 | 5 |
| 4) Provide detail of your experience and expertise in providing daylight and sunlight as a company, plus the technical expertise & experience of each consultant by name, professional membership details, roles, time allowed for each task | 0-5 | 15 |
| **Provision & Quality of Service** | 5) Please provide details of other similar types of work that you have undertaken for other local planning authorities and/or developers. | 0-5 | 10 |
| **Total (Quality Score)** | |  | **65** |

**Information Requirements**

1. Your proposal should consist of your response to the Method Statement Questions and your completed Price Proposal. Your response to the Method Statement Questions must be kept to a maximum 10 sides of A4 (Ariel, Font Size 11, single line spacing) with clear indication of which question you are responding to, including brief CVs. Any submissions that exceed this limit will not be evaluated. A draft copy of the terms and conditions applicable for this contract is also attached for your information.
2. The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at 65% to give the final score for quality (Quality Score).

* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* Please note that Question number 5 within Table 3 above will be assessed as a threshold question, meaning that consultants must achieve 3 as a minimum to pass the assessment process. Only those responses which achieve 3 or above in Question 5 will be included in the Price Evaluation Process.

1. Potential providers will be marked in accordance with the following marking scheme:

|  |  |
| --- | --- |
| 0 | Failed to address the question/issue. |
| 1 | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| 2 | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| 3 | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought. |
| 4 | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply. |
| 5 | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested. |

# Price Evaluation Process

1. The Council is seeking an itemized lump sum for the tasks as set out within this brief allowing for daylight and sunlight analysis for up to a total of 15 potential site allocations (items 1 to 3 in Table 2 below). The price proposal should also include an additional cost for any additional validations required in excess of the 15 (daylight and sunlight) or 10 sites (right of light) as indicated above (items 5 and 6 in Table 2 below).
2. Price proposals should also provide an indicative breakdown of costs set out in Table 2. Consultants should also provide a separate breakdown of the inputs into determining the lump sum by time allotted per consultant, level of seniority and day rate.

Table 2

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverable** | **Itemized lump sum cost (£ excl. VAT)** |
| 1 | Level 1 daylight and sunlight analysis for up to 15 potential site allocations |  |
| 2 | Level 2 daylight and sunlight analysis for 10 potential site allocations |  |
| 3 | Level 3 daylight and sunlight analysis for 5 potential site allocations |  |
| **4** | **Total (for items 1 to 3 above)** |  |
|  |  | **Cost per item (£ excl. VAT)** |
| 5 | Price for additional work for any additional Level 1, Level 2 and Level 3 daylight and sunlight appraisal to be provided by cost per consultant and hourly rates |  |
| 6 | Price for additional work for any required Right of light analysis to be provided by cost per consultant and hourly rates |  |

**Pricing considerations**

1. As included within the Specification the following pricing considerations should also be submitted:

* Cost for each additional detailed report covering the bullets in Table 2 above based upon the length of time allotted to each. This should be included as an additional cost, see Appendix C.
* An additional cost for any advice provided on the application of the ‘Right of light’ in relation to any relevant existing premises and the scale and form of any financial implications for changes which arise.
* Set out the time allotted for each assessment of the site allocation at each appropriate level. Consultants will be expected to monitor the time spent against each scheme in total and against the hourly total provided. An allowance should also be quoted for each hour which goes beyond this total.
* A cost should be provided based on developing between 15 site allocations to Level 1; approximately 10 of the total to Level 2; and 5 of the total to Level 3. Pricing should allow for this plus an additional allowance for each further site analysis for Levels 1, 2 and 3. The council will be able to further refine and provide further details on commissioning
* Price for any additional costs such as surveys or acquiring other information which would be required to facilitate the daylight and sunlight testing

1. Please note the Council is not anticipating procuring detailed topographical surveys for the sites. The topographical information the council is using will be based on Zmap detail or VUCity and GIS mapping information. If additional data is required in order to provide the services as outlined in this scope, the consultants are asked to state this clearly in their tender returns with the associated exclusion or additional costs this would incur.
2. For price, each submission will be assessed on the total cost (item 4 in Table2 above) using the following equation:

Price Score = (100% -(A-B)/B)\*35

where A= Tendered price and B= lowest price

1. The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender (MEAT) basis.