

Contract for the Provision of Professional Property Services

Clarification Questions

Question Number	Question	Response
1.	Within APPENDIX 5 – CHARGING STRUCTURE, the “Tendered Lump Sum Fee – Operational Period” requested states it is to cover (amongst others) Rent Reviews, Lease Renewals and Rent Management, but we are then asked to submit a “tranche fee” for each of these. Can you please explain how this works as our understanding is this is requesting two separate fee structures?	The tranche fee is an incentive and an amount to be paid out upon final settlement. For example, if an acquisition is secured at £50k and a Vendor set a tranche fee of 1%, upon final settlement the Vendor would be entitled to £500. The Lump Sum is the annual fixed fee for delivering the service during the operational period.
2.	Within APPENDIX 5 – CHARGING STRUCTURE, there is no request for fees for Rating, which forms part of the services required under Lot 3. Is this an error – if so, how should Rating be charged?	No this is not an error. This fee is covered within the fixed fee or in the event of a protracted issue, charged at an hourly rate.
3.	Appendix 5 – Charging Structure for both Lot 1 and Lot 2 obtains a ‘General and Expert Hourly Rates’ Table. The table makes reference to a Surveyor throughout, however much of the works within the rates table may be carried out by other disciplines and levels of expertise, namely Architects, Engineers, Quantity Surveyors and Technicians. Can you please provide comment and guidance on how these rates are to be input for the tender submission?	Complete the table so that there is a basis for evaluation and detail the other prices in an appendix.
4.	A Lump Sum Planning Fee is requested for both Lot 1 and Lot 2 as part of Appendix 5 – Charging Structure. Providing a planning fee is dependent on the size of project being submitted and level of input required from all professional disciplines – can you please provide guidance on what is expected from tenderers. It is noted it is worth 0 points in the Evaluation Criteria.	This is to allow for charging for a fixed fee for an individual planning application. For the evaluation criteria a weighting of 0 has been used as it is considered to be of less importance for assessing tenders.
5.	Within APPENDIX 11 – SPECIFICATION MATRIX, under “Setting Up Period” for each of Lots 1, 2 and 3, we are asked	300 words in total

	to provide “max words 300”. Can you please clarify if the max word limit is per section (so 7.1.1 through to 7.1.6 for Lots 1 + 2 and 7.2.1 to 7.2.6 for Lot 3) i.e. a max word of 1800 in total?	
6.	Appendix 11 Specification Matrix – Should we complete the excel spreadsheet or can we put this into our own tender response document using the exact same headings as set out in Appendix 11	If the same headings set out in Appendix 11 are used then you our own tender response document can be submitted
7.	Lot 1 and Lot 2 state under 8.1.1/8.2.1 Professional Expertise the requirement to provide specialist advice on legal services, namely, ‘.acquiring and disposing of property, legal matters and documentation..’. It is unusual to have legal services in a construction consultancy services tender, however is it competent for the tenderer to show a suitably qualified surveyor and or legal firm as a sub-contractor to carry out the works required by both Lot 1 and Lot 2? Can the MCA please clarify requirements in this respect and highlight if and what legal services are to be included.	Yes, it is ok to demonstrate compliance with the specification using subcontractors. This paragraph would be drawing on the experience of the professional advisors, but rest assured, that the MCA and DfT have arrangements with legal firms to provide full legal advice when required.
8.	Can a breakdown of how the 215 points for ‘General Hourly Rates’ is to assess as part of the Evaluation Criteria – Appendix 10?	The points will be equally divided between the 7 different rates. The score will be calculated by: Lowest Bid Cost / Each Bidder’s Cost x Weightings
9.	Please provide more information on the extent of ‘general advice’ you will be looking for as part of the Lot 1 Fixed Cost – is this daily contact, weekly, monthly? Will you require us to work from your offices or be on hand for a certain amount of time per month?	This is dependent on the volume of projects. Based on the volume identified in Appendix 6, we would expect weekly to monthly contact. Other than meetings, we would not expect you to work from our offices
10.	Are you able to provide an approximate indication as to where the projects are likely to be during the operational period? (e.g. 60% Southampton/Portsmouth, 20% Wales, 20% Dover?)	They could be all over the UK. Currently we have five running – one in Cornwall, one in Dorset, one in Scarborough, and two in Scotland. In addition, several smaller ones in England, Wales and Scotland.
11.	Please confirm the way fixed fees will be negotiated for projects during the operational period? (Would these fees be based on likely resource allowances against the tendered hourly rates, etc.?)	Yes, these fees will be based on likely resource allowances, plus further on-costs like travel and subsistence.

12.	Please confirm the size, type and location of any existing projects that would be expected to be passed across from the incumbent to the new vendor.	We do not envisage any projects being passed from one organisation to the new provider as this could lead to contractual difficulties. It is our intention to keep any ongoing projects with the existing provider and commission new works with the new provided.
13.	We assume that you will only be appointing one vendor per Lot – is this correct?	Yes, one Vendor per LOT