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| Homes and Communities Agency Invitation to provide fee proposal |
| **Panel Name**: Multidisciplinary |
| **Project Name**: Pleasley Colliery, off Pit Lane, Pleasley, NG19 7PH - disposal |
| **Date:** 31 August 2016 |
| **To:-**  |
| **From:** (Redacted),Area Manager, Homes and Communities Agency  |
| **Project Brief**Please, find attached HCA’s Pleasley Colliery site detailed brief, site location plan and disposal brief. The Homes & Communities Agency (HCA) is looking to commission a developer partner on the open market to enter into a development agreement to deliver homes on Pleasley Colliery site in Bolsover Local Authority area. The Pleasley Colliery site provides residential land of 1ha gross; located off Pit Lane, approximately 3 miles from junction 29 of the M1, on the edge of Pleasley Village. The site was remediated under the National Coalfields Programme and most of the land was transformed into Pleasley Pit Country Park, which is now in the ownership of Derbyshire County Council. The former pithead buildings form part of a Grade II listed Scheduled Ancient Monument (SAM), adjacent to the housing site, owned by the Land Trust. The selected developer partner will secure detailed planning consent, build and arrange the sale of up to 23 residential units for market sale and install the infrastructure and associated landscaping on the site. The site is offered on flexible deferred land value disposal terms; this allows for construction of the homes in accordance with an agreed plan, with the risk and receipt sharing mechanisms built into an agreed appraisal.The developer partner will meet its costs and minimum profit margin through its own funds and the recycling of receipts from sales. At the end of the development, any surplus over and above developer’s costs and minimum profit margin within the account will be divided between the developer and HCA, with the percentage in HCA’s favour to achieve a land receipt. When, and if, this receipt is achieved, a revised percentage split will be agreed to incentivise the developer partner to maximise the returns even further. Staged reviews during the construction and sales process will agree whether any change should be considered within the mix, which could include Starter Homes subject to a check on viability.Site Latest Book Value £80,000.**Progress to date**Please, see attached briefing documents. The Agency has commissioned Property Consultants GVA to market, prepare and issue tender documentation and lead and advise the Agency on the selection of preferred developer partner. The Project Monitoring surveyor will be required to input into the selection of the preferred developer partner and lead and advise the Agency during the post-contract stage. The site has been marketed on the open market by GVA [www.gva.co.uk/9963](http://www.gva.co.uk/9963)The closing date for Expressions of Interest was Friday, 19th August 2016. Five expressions of interest were received. GVA and the Agency are currently finalising Invitation to Tender which will be issued to all five parties on Monday 12 September. **Scope**The Agency requires the services of the Project Monitoring Surveyor to monitor developer partner’s compliance with the Development Agreement terms and qualify the receipts and expenditure from the joint development account, to make sure HCA’s interests are protected and income is maximised in line with the agreed terms. The successful consultant will provide a single point of contact within the company and the company will provide all the services required to deliver this commission. The scope of this commission covers the following essential elements, however, the consultants are asked to advise on and quote for any other services that in their professional opinion would be required to deliver this commission successfully.**General:** 1. Attend Client, Design, Project, Site and other meetings as provided under this Appointment
2. Protect Agency’s interests solely

**Part 1- Pre-Contract services including but not limited to:** 1. To assess the developers’ proposals in line with the Agency’s requirements and make recommendations accordingly. Assist in selection of the preferred developer partner as part of the project team, including advising on:
	1. Compliance of the tenders with the set out Invitation to Tender
	2. Statuary compliance of the developer proposals
	3. Competency of the developer, the Professional Team, the Contractor and any proposed project management systems
	4. Development costs and programmes
	5. Quality
2. Attend tenderer’s clarification meeting/s if requested.
3. Attend preferred Developer Partner meeting if requested.

**Part 2 – Post Contract services to include but not limited to:**1. Monitor selected Developer Partner compliance with the terms of the Development Agreement. Prepare and issue monthly compliance reports to the Agency.
2. Convene and chair monthly site progress (and others as required by the scheme demands) meetings, minute and report back to the client.
3. Carry out regular inspection of the works to see that progress is being maintained and that the agreed drawings and specifications are being followed.
4. Qualify developer’s monthly cash flow reports showing actual and anticipated spending throughout the contract. Report on deviations to the costs agreed in the Development Agreement and propose remediation strategies.
5. Agree with the developer on the Agency’s behalf, the amount due for payments to the Developer as per the terms of the Development Agreement and certify to the client accordingly.
6. Consider and adjudicate on initial claims made by the developer partner for extension of time and/or additional payment under the development agreement. Advise on the requirements, for specialist claims advise/consultants and associated fees.
7. Prepare monthly compliance reports to the Agency
8. Validate actual developer costs on the scheme ensuring they comply with the obligations in the Development Agreement and agreed Financial model.

**Project management and structure of commission**The Agency is the client for this commission, the consultant will be paid by the Agency and the instruction will be managed through the ITP system.(Redacted), Area Manager, Leeds City Region & The Humber will work with the successful consultant and manage the consultant on a day to day basis throughout the commission.It is anticipated that there will be regular progress updates via phone, email or meetings. **Programme**

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| Tenders sent out | 12 September 2016 |
| Tenders return | 10 October 2016 |
| Tenders evaluation meeting | 19 October 2016 |
| Bidder clarification meeting | 21 October 2016 |
| HCA Board Approval | 17 November 2016 |
| Preferred Bidder Meeting | 30 November 2016 |
| Conditional Development Agreement signed | 31 March 2017 |
| Development Agreement conditions satisfied | December 2017 |
| Start on Site | March 2018 |
| Practical Completion | April 2019 |
| Freehold Transfer (of the whole site) | July 2019 |

**Stages**Payment will be made on a milestone basis by prior agreement with the Agency up to the maximum amount quoted unless otherwise agreed with the Agency. **Key information required from bidder is:-**1. Confirmation that the Scope of Services is understood and accepted;

2. Details of the firms experience which is most relevant to this commission;3. CVs for the key personnel who will deliver this commission;4. Conflicts of interest acknowledgements;5. Lump sum fixed fee proposal per each Part based on Multidisciplinary panel tendered rates;**Evaluation Criteria**The HCA reserves the right not to award this contract to any tenderer and not to award to the lowest priced tenderer. All eligible bids will be assessed using a 70:30 Price:Quality evaluation framework. **Quality**30% marks will be awarded for quality and the evaluation criteria will be:2% Conflict Of Interest Acknowledgment10% Technical merit of the proposal. Understanding of the brief and project requirements10% Staff and Experience against the commission5% Management and communications3% Added value beyond the scope of commission**Price**70% of the marks will be awarded for Price. |
| Date response required by:**12noon on Wednesday, 14th September 2016.** Assessment of responses and appointment of the consultant w/c 19th September 2016 |
| **Please respond by email or hard copy to**:(Redacted) |
| **If you have any queries please contact**:(Redacted)Tel: (Redacted)Mobile: (Redacted) |