**CCS Framework RM 3816**

**Estates Professional Services**

**FOR**

**For FEASIBILITY STUDY – STRATTON**

**LONDON RESERVE ESTATE**

 **Evaluation critera & EVALUATION METHOLODGY**

**EPS\_00047\_2017 (DIOCB3/218)**

**Evaluation Criteria**

**Requirement**

1. The MOD Is looking to appoint a single multi-disciplinary firm from the Estates Professional Services Framework to provide the services set out in the Statement of Requirement
2. The successful tenderers will need to demonstrate:
3. A clear appreciation of the Brief and the MOD’s requirements
4. A track record in the formulation and implementation of property strategies and Business Cases for public sector bodies and preferably experience in working with the MoD or similar
5. Evidence of producing innovative solutions for commissions of this nature
6. An understanding of the development market across London
7. A detailed understanding of planning policy and procedures across London Boroughs
8. An integrated team able to provide the necessary expertise for all elements
9. Availability of senior staff, experts in their fields who will be fully engaged in the project

**Application Process**

1. Submissions should be provided by no later than 1000hrs on **1 December 2017** providing the information itemised below. The highest scoring compliant bid will be invited to contract award, which will take place at on **18 December 2018**. (Unsuccessful bids will be notified as part of this tender evaluation process).
2. Outline your methodology for undertaking the requirement providing a clear breakdown of your understanding of the Brief, the tasks and assumptions that your methodology will entail. (50 pages maximum)
3. Provide details of all staff to be involved in the project highlighting their professional qualifications and relevant experience.
4. Clearly state any elements of the work which are to be subcontracted along with an organogram and confirm availability of staff to meet the project programme
5. Set out an itemised programme for the work accompanied by any assumptions
6. Provide a lump sum fee proposal to be broken down by staff and number of days’ input
7. Provide details of the team’s track record demonstrating experience in:
	1. Formulation of public sector real estate strategies
	2. Preparation of business cases
	3. Working with MoD or similar organisations
	4. Greater London property market
	5. Greater London planning environment
	6. Working as a multi-disciplinary team
8. Set out details of the team’s approach to Project Management and Risk Analysis
9. Provide specific examples of where the team has provided innovative solutions to real estate consolidation strategies
10. Provide evidence based case studies relevant to the requirement.

**Additional Information**

1. The project seeks to answer 4 basic outputs;
2. Review of the current laydown of the estate and how it operates
3. The condition and potential (retention and disposal) of the existing assets.
4. A total six (6) laydown alternatives and what the net benefit to defence of each course of action (financial, operational and pan (Defence Lines of Development (DLoD)).
5. An outline solution for how to deliver the new laydown in terms of a delivery phasing strategy with an outline of funding/financing options to deliver this and value add options around the disposed of real estate.
6. This is a strategic analysis project, grounded in real estate. Detailed valuations (red book), technical studies (condition surveys etc.) and detailed development briefs are not required in this initial phase.

Annex A to

Evaluation Criteria

**Methodology**

The following information is provided in order to demonstrate the evaluation criteria that will be used for this tender exercise. The evaluation criteria are Quality (65% Project Documentation (Requirements of Response (RORs) 1-7) and Price (35%). The bidders will be required to submit evidence to demonstrate that they have met the requirements for key areas referred to as ROR 1-7. Each ROR is weighted according to its significance to the project and this will be applied following scoring.

RORs 1 - 7 will each be evaluated in the following stages: Quality, Price and Total Score.

**1. Quality (65%)**

Each bid submitted will be evaluated and scored for Quality with a maximum of 100 marks being available for each ROR. There are minimum scores that a bidder must achieve in order for their bid to be classed as compliant. Any failure to attain a minimum score will result in the complete rejection of the bidder’s submission.

Minimum Scores:

Bidders must attain a score of 60 or above for all RoRs.

Following scoring a weighting will be applied to each according to the significance of the ROR (see Table 2)

ROR's 1-7 will be initially marked and scored 100/80/60/20/0. Table 1 provides general characteristics of each score:

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| **Table 1 Marking Scheme** |
| **Score** | **General Characteristics** |
| 100 | All evidence is provided to an excellent level of detail. The response demonstrates an excellent understanding of the project and the approach fully meets with the project requirements. |
| 80 | All evidence is provided. Some evidence is provided to a good level of detail. The response demonstrates a good understanding of the project and the approach meets with the project requirements. |
| 60 | The response provides the evidence required but lacks in project detail in one or more areas. The response details an acceptable understanding of the project and the approach meets the project requirements. |
| 20 | The response provided is generic throughout or lacks in detail in one or more significant areas.  |
| 0 | The response fails to demonstrate an understanding of the requirement. |

Each score from the table above will then be subject to weightings according to the ROR. These are set out in the table below:

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| **TABLE 2: WEIGHTINGS** |
| **ROR No** | **Weighting** | **Weighting** | **Maximum Score Available after weighting** |
| ROR 01 | Demonstrate an understanding of Brief | 25% | 25.0 |
| ROR 02 | Provide the Methodology to be used | 30% | 30.0 |
| ROR 03 | Provide appropriately experienced Staff  | 20% | 20.0 |
| ROR 04 | Programme – appropriate delivery plan | 11% | 11.0 |
| ROR 05 | Track Record – relevance of examples | 8% | 8.0 |
| ROR 06 | Project Management Arrangements and Risk Analysis | 3% | 3.0 |
| ROR 07 | Evidence of Innovation | 3% | 3.0 |
|  |  | **100%** | **100.0** |

To calculate the final overall quality score, weighted scores are then multiplied by the quality Criteria (65%) and totalled.

By way of illustration, Table 3 contains a worked example:

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| **TABLE 3: Example technical score** |
| **ROR No.** | **Subject** | **Weighting** | **Evaluation Score Awarded** | **Weighted Score (Weighting x Score Awarded)** | **Quality Criteria Weighting = 65%(Weighted Score x 65%)** |
| ROR 01 | Demonstrate an understanding of Brief | 25% | 60 | 15.0 | 9.8 |
| ROR 02 | Provide the Methodology to be used | 30% | 80 | 24.0 | 15.6 |
| ROR 03 | Provide appropriately experienced Staff  | 20% | 60 | 12.0 | 7.8 |
| ROR 04 | Programme - – appropriate delivery plan | 11% | 60 | 6.6 | 4.3 |
| ROR 05 | Track Record – relevance of examples | 8% | 20 | 1.6 | 1.0 |
| ROR 06 | Project Management Arrangements and Risk Analysis | 3% | 60 | 1.8 | 1.2 |
| ROR 07 | Evidence of Innovation | 3% | 10 | 0.3 | 0.2 |
| **Quality Score to Carry Forward to Overall Evaluation** | **39.9** |

**2. Price Evaluation (35%)**

The tenderer with the lowest price will be awarded the full amount percentage score available; with the remaining tenderers will be pro-rata scores in relation to how much higher their price is when compared to the lowest price.

Tenderers are required to complete the Pricing Summary attached.

The example below illustrates how this methodology will work in principle:

 **Formula**

Tenderer Scenario Price = lowest price/Tenderer Price x Price Score = Price Score

 Out of 35

Tenderer A £200,000 = £50,000 / £200,000 x 35 = 9

Tenderer B £100,000 = £50,000 / £100,000 x 35 = 18

Tenderer C £50,000 = £50,000/ £50,000 x 35 = 35

**3. Total Score (combining of Quality and Price scores)**

The marks allocated for Quality and Price will be combined (added together) to produce a score out of 100.

Total Score = Quality Score (out of 65) + Price score (out of 35). The compliant tenderer with the highest score (i.e. out of 100) will be successful.