**Appendix B**

**Clarification questions and Tender submission**

1. All clarification questions and tenders should be submitted via email to Amy Tanner atanner@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 you anticipate may arise during this project | 0-5 | 10 |
| 2) Please detail how you will provide the services detailed under this contract including 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 | 10 |
| 4) Provide detail of your experience and expertise in conducting similar assessments for local authorities including assessing land supply utilising appropriate criteria as a company, plus the expertise & experience of each consultant to include  - Name of consultant  - Professional membership details,  - roles | 0-5 | 20 |
|  |  |  |  |
| **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 (see Appendix C) allowing for assessment of a long list of sites and recommendations relating to the suitability and availability for self build and custom housebuilding.
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

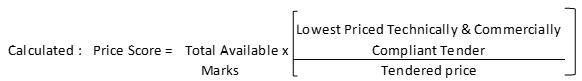
|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverable** | **Itemized lump sum cost (£ excl. VAT)** |
| 1 | Attendance of key consultants at an inception meeting, presentation of draft report to an officer meeting, and further meetings, as required. |  |
| 2 | A draft report setting out methodology and initial assessment of sites |  |
| 3 | A final report including the full and detailed assessment and recommendations for the Council about how to promote suitable sites, taking account of feedback received on the draft report. |  |
| 4 | ArcGIS-compatible dataset containing site boundaries, details and assessment conclusions. |  |
| 5 | Excel spreadsheet dataset containing site details and assessment conclusions. |  |
| 6 | **Total for items 1 to 5 (to be used for price evaluation purposes)** |  |

**Pricing considerations**

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

* Consultants will be expected to monitor the time spent in total and against the hourly total provided. An hourly rate should also be quoted for each hour for any other additional work required by the council.

1. For price, each submission will be assessed on the total cost (item 6 in Table 2 above) using the following equation:



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.