

Project Name: Former Edensor High School, Greendock Street, Longton, Stoke-on-Trent, ST3 2NA

From: Rhiannon Monaghan, Development Lead, Stoke on Trent City Council
Rhiannon.monaghan@stoke.gov.uk 01782 235663

Background

Stoke on Trent City Council requires consultancy support and advice to deliver the marketing and disposal of former Edensor High School, Longton. The land will be sold on the open market on a freehold basis.

The site is located in the south of the City of Stoke on Trent conurbation. The site is a former school site comprising demolished buildings and former playing fields.

The site is owned by Stoke-on-Trent City Council. The site, edged red on the enclosed plan, is circa 6.7 hectares (16.5 Acres) gross. Further information regarding the site will be made available to the successful bidder.

Objectives

Stoke-on-Trent City Council wishes to dispose of the land to enable delivery of a quality housing development. Potential purchasers must demonstrate their capacity and resource to carry out the development of c. 240 residential units we see as being achievable on the site.

The scope of the surveying services, within this project includes, but is not expressly limited to the following: -

- a. Collate and check the information regarding the land and property assets is correct;
- b. Inspect land and/or property assets internally and externally and ensure that all measurements are accurate using the basis of measurement adopted for the land and/or property which is being offered;
- c. Prepare a marketing strategy document to be considered, reviewed and approved by the Council prior to marketing being undertaken;
- d. Prepare sales particulars to be considered, reviewed and approved by the Council prior to advertising;
- e. Arrange and attend viewings of land and/or property asset.
- f. Communicate to the Council all offers received. This should be provided in writing and include a brief description of the buyer's offer, status and proposal;
- g. Undertake a vetting procedure prior to entering into negotiations with any potential buyer. Confirmation of outcome of vetting procedure to be provided to the Council;
- h. Undertake negotiations on behalf of the Council in line with the parameters of sale which were agreed prior to adopting the marketing strategy;
- i. Confirm in writing that the offer is at Market Value;
- j. Provide the Council with a copy of the agreed Heads of Terms once a sale has been agreed;
- k. Issue a copy of the agreed Heads of Terms to the Council's firm of solicitors
- l. Keep a record of all associated information, evidence, interested parties, viewings, negotiations and agreements relating to each enquiry and disposal.

Key outputs

1. Terms of Engagement;
2. Advice on an appropriate asking price for each asset;
3. Marketing Strategy;
4. Sale Particulars;
5. Confirmation in writing of all offers received;
6. Confirmation in writing of vetting procedure;
7. Confirmation in writing that the offer is at Market Value;
8. Draft and Final Heads of Terms; and

9. Records of all associated information evidence, interested parties, viewings, negotiations and agreements relating to each enquiry and disposal.

Tender Submissions

Bidders should provide details within their tender proposals of:

- their proposed model for delivery of the Service, which will meet the objectives and will achieve the key outputs;
- the programming of the commission from start to the completion of the contract.
- a full cost breakdown of their proposal. This should include details of the numbers and status of staff involved, their time and associated costs.

Tenders will be evaluated in line with the criteria set out below and bidders should demonstrate:

- Capability to meet the contract requirements;
- Ability and flexibility to deliver the service to agreed timescales;
- Evidence of added-value delivery and innovative approaches to delivering this service;
- Value for money.

Please return all submissions via email to Rhiannon Monaghan by 12pm Friday 5th July.

The work will be awarded on the basis of the ‘most economically advantageous tender (MEAT)’ which means the quote offering the best overall value for money in terms of price and quality.

The award criterion is as follows:

Understanding/interpretation of the works required	30%
Technical merit (i.e. professional credentials, knowledge & experience)	30%
Price/ Value for money	40%

Each criterion will be scored using the following scoring mechanism:

- Score 5 marks – where the evidence demonstrates that all of the tender requirements have been met. Response provided is excellent.
- Score 4 marks - where the evidence demonstrates that most of the tender requirements have been met. Response provided is good.
- Score 3 marks - where the evidence demonstrates that some of the tender requirements have been met. Response provided is satisfactory.
- Score 2 marks – where the evidence demonstrates clear gaps in meeting the tender requirements and is not comprehensive. Response provided is below average.
- Score 1 mark – where the evidence demonstrates a significant flaw in meeting the tender requirements. Response provided is poor
- Score 0 marks - where no information is provided for the relevant criteria.

