# Soft Market Test

For

Construction and Building Management Consultancy Solutions

and Advisory Services, including Mechanical & Electrical Consultancy and Design Services

Cambridgeshire County Council

# Section 1: Introduction

## General Requirements

* 1. The purpose of this document is to briefly explain to suppliers the business and technical requirements and the expected scope of the requirement in order that suppliers can explain the relevance of products, services and their experience to the requirements.
  2. **Please note:** this market testing exercise is **not** an invitation to tender or a request for formal expressions of interest. This document does not form any part of an invitation to tender. CCC is issuing this request for **information only**. Any supplier invited to present to CCC is doing so to support market research only and to help make any potential procurement process more focused and efficient. No supplier selection or supplier preference is implied.

## Confidentiality and Freedom of Information (FOI)

* 1. **Please note:** all information included in this Soft Market Testing is confidential and only for the recipients’ knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.
  2. All responses will be treated confidentially. However, please be aware that we are subject to the disclosure requirements of the FOI Act and that potentially any information we hold is liable to disclosure under that Act. For this reason, we strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under FOI the request will be dealt with in accordance with the legislation.

## Background

Cambridgeshire is a [county](https://en.wikipedia.org/wiki/Counties_of_England) in the [East of England](https://en.wikipedia.org/wiki/East_of_England), bordering [Lincolnshire](https://en.wikipedia.org/wiki/Lincolnshire) to the north, [Norfolk](https://en.wikipedia.org/wiki/Norfolk) to the north-east, [Suffolk](https://en.wikipedia.org/wiki/Suffolk) to the east, [Essex](https://en.wikipedia.org/wiki/Essex) and [Hertfordshire](https://en.wikipedia.org/wiki/Hertfordshire) to the south, and [Bedfordshire](https://en.wikipedia.org/wiki/Bedfordshire) and [Northamptonshire](https://en.wikipedia.org/wiki/Northamptonshire) to the west.

The county is now divided between [Cambridgeshire County Council](https://en.wikipedia.org/wiki/Cambridgeshire_County_Council) and [Peterborough City Council](https://en.wikipedia.org/wiki/Peterborough_City_Council), which since 1998 has formed a separate [unitary authority](https://en.wikipedia.org/wiki/Unitary_authorities_of_England). In the county there are five district councils, [Cambridge City Council](https://en.wikipedia.org/wiki/Cambridge_City_Council), [East Cambridgeshire District Council](https://en.wikipedia.org/wiki/East_Cambridgeshire_District_Council), [Fenland District Council](https://en.wikipedia.org/wiki/Fenland_District_Council), [Huntingdonshire District Council](https://en.wikipedia.org/wiki/Huntingdonshire_District_Council) and [South Cambridgeshire District Council](https://en.wikipedia.org/wiki/South_Cambridgeshire_District_Council).

In 2019, the population was estimated at 856,000 for the county as a whole.

The Council’s currently has the following priority outcomes for the people of Cambridgeshire

* Communities at the heart of everything we do
* A good quality of life for everyone
* Helping our children learn, develop and live life to the full
* Cambridgeshire: A well-connected, safe, clean, green environment
* Protecting and caring for those who need

Further information about the current business plan can be found here: [Business plan 2021 to 2022 - Cambridgeshire County Council](https://www.cambridgeshire.gov.uk/council/finance-and-budget/business-plans/business-plan-2021-to-2022)

The Authority declared a Climate and Environment Emergency in May 2019, which set us on a pathway to securing a sustainable future for our County and its residents. Reducing carbon emission and enhancing the natural environment is an increasing priority for us as we strive to embed positive environmental outcomes across our organisation:

Further information about this can be found here: [Climate Change, Energy and Environment - Cambridgeshire County Council](https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment)

Cambridgeshire County Council are looking for Building, Mechanical and Electrical Consultants to procure and undertake Design, Quantity Surveying and Project Management, including Principal Designers Role and full contract administration of Building, and Building Services projects up to the value of about £1.5m.

This may also require input from planning and transport consultants should future proposals require input that require planning permission.

It would also be useful for any potential consultants to have supply chains that help provide surveys/reports that would support any planning application E.G. Utility surveys, Topographical surveys, Environmental surveys, Ground analysis etc.

Ideally interested parties should have a presence in the East of England, specifically Cambridgeshire itself if possible.

## Soft Market Test Timetable

* 1. Please read this document and if you feel that your organisation is able to contribute to this exercise please complete the questionnaire at the end of this document and return, via email to [Jon.collyns@cambridgeshire.gov.uk](mailto:Jon.collyns@cambridgeshire.gov.uk) **by 5pm on Friday 31st March.**
  2. Potential responders will not be prejudiced in any future procurement processes by either responding or not responding to this soft market test exercise.

# Section 2: Identification of Requirement

## Current Situation

Cambridgeshire County Council currently access various frameworks let by Public Sector Buying Organisations such as [ESPO](https://www.espo.org/frameworks.html) to support our capital programmes and refurbishment programmes. There is not the capacity within the Authority to provide this service, and external support has been accessed via such frameworks for a number of years.

This initial soft market testing process does not in any way invalidate the Authority’s use of such external frameworks and will not necessarily lead to a full procurement process.

This framework is the primary route for undertaking small to medium scale (in terms of price) design and project management works across the council’s property portfolio.

## Our Requirements

* 1. We are looking for a solution that will:
* Make the best use of local building and building services consultants
* The building and building services consultants must be experienced in Project Design, Project Management, CDM and Contracts. They must be members of a professional organisation such as RIBA and/or CIBSE.

# Section 3: Supporting information

Please note you do not need to resize the table; it will automatically adjust to fit your response.

## Section A: Organisation and Contact Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of your organisation |  |
| Registered office (if applicable) |  |
| Trading address (if different from office) |  |
| What if any local connections do you have with the authority? |  |
| Name of person whom an queries relating to this questionnaire should be addressed |  |
| Telephone Number(s) |  |
| Email |  |
| Address if different to above |  |

## Section B: Questions

Please note you do not need to resize the table; it will automatically adjust to fit your response.

|  |  |
| --- | --- |
| **Question** | **Response** |
| 1. If the Authority were to run its own Procurement process for the requirements outlined above, would you consider it better to appoint providers who can cover all requirements, or to package work into various lots and disciplines, and if the latter, what lots/areas do you think would be sensible to include? |  |
| 1. Please detail what presence you currently have within Cambridgeshire, both your own offices and relevant supply chain? |  |
| 1. What key factors do you think should be considered when assessing the quality of a potential supplier in this market? |  |
| 1. If we were to run a process to appoint providers to cover all requirements, would you propose to subcontract some services and if so which services and to what extent would they be subcontracted? |  |
| 1. How do you suggest we may incorporate Social Value into our tender process and then subsequent contracts? |  |
| 1. Should a full procurement process eventually result, would you be interested in tendering for this opportunity? |  |
| 1. Do you have any further relevant comments or suggestions to make? |  |