

MELTON BOROUGH COUNCIL

**Tender for CONSULTANCY:**

**EXTRA CARE FACILITY FEASIBILTY REVIEW**

**WITH AN OPTION TO EXTEND TO PROJECT MANAGEMENT**

**DOCUMENT TWO (2)**

**SPECIFICATION**

**TENDER FOR CONSULTANCY: EXTRA CARE FACILITY FEASIBILTY REVIEW**

**(WITH AN OPTION TO EXTEND TO PROJECT MANAGEMENT)**

1. **Context**

Melton Borough Council is located in the north of Leicestershire. The total population is approximately 50,000 with approximately half (25,000) living in the main town of Melton Mowbray.

An ageing population is putting growing pressure on the County and Borough Councils to facilitate Extra Care facilities in the town of Melton in order to support and divert those elderly residents who might otherwise require residential care.

The County and the Borough are both investigating options around premises which they own in the town with a view to produce a plan or plans which will address the expected future needs in the Borough. Leicestershire County Council is engaging with boroughs and districts across the county with similar objectives.

Melton Borough Council is investigating its site at Gretton Court, near Melton town centre, which is part of the Council’s housing stock. This is currently a frail and elderly scheme for elderly people who wish to remain independent and live in a secure community. It is through a contract with the County Council re-categorized as an extra care for a fixed period of time. However, the County Council has already decided that the present facilities do not meet the minimum requirements for an extra care scheme in the medium to longer term, due in part to shared bathing facilities and the standards of the kitchens.

Leicestershire County Council is, in parallel, investigating the potential redevelopment of now unoccupied premises (Catherine Dalley House and the adjacent Silverdale Hostel) which it holds in the town, off Scalford Road.

Gretton Court needs investment in any case, either to fulfil an upgraded role providing Extra Care units, potentially complementing units which the County may be able to provide on its own sites; or, if Gretton Court cannot be redeveloped to modern standards as a viable extra care unit, to redevelop the premises as a sheltered scheme.

1. **The consultancy brief**

The contracting authority for this consultancy assignment is Melton Borough Council.

Although consultation with Leicestershire County Council will be required, the remit centres on Melton’s premises at Gretton Court and the potential for its redevelopment as a modern extra care facility, as part of an emerging strategy with the County to meet the urgent Extra Care needs in the Borough.

It is envisaged that current residents of Gretton Court would be housed elsewhere during any redevelopment, returning to the new facility once completed.

The requirement is specifically to:

* Identify option(s) for the future of Gretton Court as a facility to divert elderly people from residential care, specifically through new Extra Care facilities;
* Develop a paper based concept model which will identify the number of units which could be provided on the Gretton Court site within a sympathetic environment;
* To provide for a facility which meets, as a minimum, the extra care standards set out by Leicestershire County Council;
* To consider the opportunities for including ancillary facilities, such as a best practice of innovation, working with the client. For example a gym.
* In consultation with the Borough’s finance officers and the Head of Communities and Neighbourhoods (Head of Service), to set out the projected capital requirements, and the impacts over time on the Council’s Housing Revenue Account and General Fund;
* If an extra care facility is shown not to be viable, to identify the investment needed to retain it as an updated sheltered housing facility;
* To investigate potential sources for funding the initial costs;
* To complete the report by 16th December 2016.

It is expected that those undertaking this work would be able to demonstrate suitable experience of :

* Working collaboratively within a two tier local government environment;
* Extra Care or similar supported housing builds / refurbishments;
* High level capacity modelling for the redevelopment of relevant facilities;
* Local authority finances in relation to housing and benefits;
* Appropriate funding sources;
* Developing viable business cases in relation to relevant projects.

Consultants are asked to tender a fixed price for this work.

1. **Attachments**

Attached are:

A plan of the site and a condition report.

1. **Possible extension to the tender**

In the event that this consultancy leads to redevelopment of the Gretton Court site, then the Council reserves the option of offering to engage the same organisation to act as Project Managers for the later phases of the project, subject to contract.

This does not bind the Council to use the concept consultants for any later work. Consultants bidding for the initial consultancy work will not be disadvantaged if the option of project management is not one which they wish or are able to take up.

Bidders are asked to estimate in broad terms the cost of project management in delivering a scheme as proposed. This is expected to be part of the cost estimates for the overall scheme and will not be scored as part of the selection process for the initial consultancy work.

1. **Site visits**

Bidders wishing to visit the site and to have access should make an appointment with:

Harry Rai (Head of Service) [hrai@melton.gov.uk](mailto:hrai@melton.gov.uk) 01664 502439

1. **Questions**

This brief is essentially high level, and it is intended that the Council should not be involved in detailed discussions in order to select a suitable consultant.

However, where questions necessarily arise, bidders should e-mail their enquiry to the Council contact shown in Document One, paragraph 7.