

**Appendix One – pre-tender considerations**

<b>Ref.</b>	<b>Requirement</b>	<b>Response</b>	
(i)	The nature of the Services.	Contract for a multidisciplinary design delivery team to undertake the designs for the former Copland site, Ujima House and car park and the land to the rear, culminating in the submission of a planning application for these sites. The design team will also be asked to examine various options for the Wembley Triangle area to determine the feasibility of redeveloping this section of the High Road, and better connecting the town centre to Wembley Park.	
(ii)	The estimated value.	The estimated value of the contract may be in excess of £500k.	
(iii)	The contract term.	The contract is expected to last approximately 12 months. This may be extended should the Council decide to self-develop the sites.	
(iv)	The tender procedure to be adopted.	Mini-competition under Lot 2 – Architecture, Lot 3 – Site Masterplanning and Development Feasibility and Lot 7 – Design Advice and Design Management of the Architecture, Design and Urbanism Panel (ADUP) framework	
v)	The procurement timetable.	<b>Indicative dates are:</b>	
		Expressions of Interest issued	19.10.17
		Expressions of interest returned	8.11.17
		Shortlist drawn up	17.11.17
		Invite to tender	4.12.17
		Deadline for tender submissions	19.01.18
		Panel evaluation and shortlist for interview	24.01.18
		Interviews and contract decision	29.01.18
		Chief Officer approval	09.02.18

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		Call in period of 5 days	16.02.18
		Contract Mobilisation	23.02.18
		Contract signed	26.02.18
(vi)	The evaluation criteria and process.	1. At Expression of Interest stage shortlists were drawn up as detailed in paragraph 3.6 of the Report. 2. At tender evaluation stage, the panel will evaluate the tenders against the criteria detailed in Appendix 2.	
(vii)	Any business risks associated with entering the contract.	Financial Services and Legal Services have been consulted concerning this contract and have not identified any new risks associated with entering into this contract (sections 4 and 5 of the report).	
(viii)	The Council's Best Value duties.	The procurement of the contract through the framework will assist the Council to achieve best value.	
(ix)	Consideration of Public Services (Social Value) Act 2012	As detailed in Appendix 2, Social Value will be one of the evaluation criteria, attracting a weighting of 10%.	
(x)	Any staffing implications, including TUPE and pensions.	There are no implications for Council staff arising from the recommendations in this report.	
(xi)	The relevant financial, legal and other considerations.	See sections 4 and 5 of the report.	