

Ref.	Requirement	Response
(i)	The nature of the service/ works.	To procure an architecturally led multidisciplinary design team to prepare a detailed planning application for the comprehensive redevelopment of the Neville House, 1-64 Winterelys and 113-128 Carlton House and Carlton Hall redevelopment site.
(ii)	The estimated value.	The value of this contract will be determined through the competitive tender process but it is anticipated the value will be approximately £900k.
(iii)	The contract term.	The contract period will be approximately twelve months.
(iv)	The tender procedure to be adopted including whether any part of the procedure will be conducted otherwise than by electronic means and whether there will be an e-auction.	PCR 2015 compliant restricted procedure procurement route, in which parts of the procedure may be conducted by electronic means but there will not be an e-auction.
v)	The procurement timetable.	<p>The procurement would be undertaken during summer/autumn 2017. Indicative milestones/timescales are:</p> <ul style="list-style-type: none"> <li>• Contract Notice placed</li> <li>• Expressions of interest/Pre-Qualification Questionnaire (SQ) period – 30 days</li> <li>• Evaluation of SQ responses in accordance with the Council's approved criteria – 10 days</li> <li>• Invitation to tender period – 35 days</li> <li>• Panel evaluation, interviews and panel decision – 10 days</li> <li>• Seek Cabinet approval to award contract</li> <li>• Standstill period – 10 calendar days</li> </ul>
(vi)	The evaluation criteria and process.	<p>Shortlists are to be drawn up in accordance with the Council's Contract Procurement and Management Guidelines namely the SQ and thereby meeting the Council's financial standing requirements, technical capacity and technical expertise.</p> <p>Officers will evaluate the tenders from the shortlisted bidders on the basis of "most economically advantageous tender criteria" (MEAT) on the basis of percentage quality and percentage price, with a weighting of 40% applied to price and 60% applied to quality criteria.</p> <p>The quality criteria will consider how submissions perform in respect of:</p>

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		<ul style="list-style-type: none"> <li>- Design Approach and Vision</li> <li>- Expertise and Resource Allocation; and</li> <li>- Consultation and Stakeholder Management</li> </ul>
(vii)	Any business risks associated with entering the contract.	The Council will ensure the form of appointment and collateral warranty with the preferred design team is drafted to minimise all business risks.
(viii)	The Council's Best Value duties.	The procurement process will seek to ensure best value is achieved.
(ix)	Consideration of Public Services (Social Value) Act 2012.	See Section 8 of the report.
(x)	Any staffing implications, including TUPE and pensions.	No staffing implications relating to TUPE or pensions.
(xi)	The relevant financial, legal and other considerations.	See Sections 4, 5 and 6 of the report. This proposed procurement process would be in line with the Council Standing Orders and the Public Contract Regulations 2015.