

STRICTLY CONFIDENTIAL

EDDC OFFICE ACCOMMODATION PROJECT

MEMBERS EXECUTIVE PROJECT BOARD MEETING 1 OCTOBER 2014

RELOCATION MANAGERS REPORT

1. Project Overview

- a. The Project Budget continues to be carefully monitored and predicted spend remains within the Approved Budget parameter.
- b. Following Cabinet Approval on 4 June 2014, the revised approved Project budget through to the end of March 2015 now totals £ 705,568. The costs to the end of August 2014 (Period 5 / 2014) were £ 475,669 leaving a balance of £ 229,899, including a contingency of £ 68,101. A copy of the Cost Report is annexed to this report.
- c. During the period since the last Project Executive Board Meeting held on 27 August 2014 the following key issues have occurred;
 - Preparation and commencement of the marketing and bidding process for Knowle and Manstone Depot (with the ATC site being advised as an option)
 - The meeting with DCC to discuss the possibility of EDDC purchasing a site at Skypark has been postponed.
 - A Project Overview is in the process of currently being carried out to review all the potential relocation sites including combinations of several sites.
- d. Following receipt of Savills draft brochures, adverts, press release and accompanying letters, EDDC Members, Officers, Relocation Manager and the Planning Consultant have carried out detailed reviews and commentaries. The Consultant has amended the documents accordingly and these have now been publically released.
- e. The first related press releases confirming the sale of Knowle and Manstone were issued for the Estates Gazette, Property Week and local papers on 28th August. The first adverts in the Estates Gazette and Property Week were published on 5th and 6th September with follow up adverts on 19th and 20th September.

- f. It is understood as at 23rd September Savills had received 22 bona fide enquiries. These included;



- g. Visits by several of the potential bidders has been arranged for 25th and 30th September and 3rd October. The tender return date remains as 22nd October 2014.
- h. A draft of Savills Knowle bidding letters has also been reviewed by the attendees of the Executive Board & Officer Working Group Meetings and Relocation Manager for consideration and comment. Copies of the current versions of the letters are annexed to this report.
- i. The anticipated meeting with DCC to discuss the proposed purchase of Skypark due to take place on 12 September, was postponed and a revised date is still to be established..
- j. There is an increasing likelihood that negotiating with St Modwen / DCC to simply purchase a site at Skypark may not be possible and therefore other alternative procurement routes or office locations will need to be considered.

- k. Following Terrace Hill's revised offer for the Heathpark site it has been agreed to prepare a revised Heads of Terms and Contract reflecting this offer in readiness for the reconsideration by Members in, it is anticipated, December whether to sell the site or otherwise. These actions will enable a swift exchange of contract should the Members agree to proceed with the sale. It is also anticipated that this measure will ensure THH remains interested, otherwise the risk could be the Developer may walk away.
- l. The issues associated with Skypark and the revised lower offer from Terrace Hill for Heathpark has caused a reconsideration of the potential new office location to be carried out.
- m. It is currently anticipated that there are five potential scenarios, other than do nothing, for the office location. These are;
 - i. Skypark
 - ii. Clyst House
 - iii. Ditto but also including a refurbishment of Exmouth Town Hall, potentially resulting in an even smaller new office footprint at Clyst House which is particularly relevant if sharing is to be considered.
 - iv. Heathpark, with a refurbishment of the existing EDBC to potentially enable EDDC use. The size of the new office could be reduced to take into consideration the potential floor area of the EDBC – circa 740 m²
 - v. Ditto but also including a refurbishment of Exmouth Town Hall, potentially resulting in an even smaller new office footprint at Heathpark.
- n. Mindful that there will be better certainty associated with the value of Knowle and Manstone after 22nd October bid return date - and that this information will enable a fresh appraisal of the various options to be carried out. The intention, subject to the Project Executive Boards opinion, will be to provide a Review Report identifying all relevant particulars and options associated with these potential relocation possibilities to Cabinet and Council in December – with an extraordinary Cabinet Meeting during 17 December followed by the Council Meeting that evening.
- o. A draft task programme identifying how the publication of the Project Review Report will be achieved is annexed to this Report
- p. Enquiries for the Clients design team via the South West Consultancy Framework will now be prepared as far as possible, but not issued until the particulars / nature of the new office are known. Accordingly, the enquiry will now be issued as soon as possible after 17 December 2014.

- q. To ensure the best cost information is available for the Report, Cost Consultants at Aecom have been instructed to review all the associated Cost Estimates and to ensure the rates inserted are current market rates. The original rates date from 2012, with a cost escalator to provide an update based upon the BCIS Tender Price Indices.
- r. EDDC are also requested to consider exactly how many desks will be required for each of the above relocation scenarios to enable the costs to be estimated on the most up to date requirements. As an interim assessment the following allowances have been identified;
 - i. Single Office at Heathpark or sharing Clyst House - 250 desks.
 - ii. If the EDBC were to be refurbished this could potentially accommodate 30 desks plus meeting rooms. The size of a new office at Heathpark would consequently reduce to 220 desks
 - iii. A refurbished Exmouth Town Hall could accommodate 80 desks. Therefore a new office at Heathpark or shared office at Clyst House would only need to accommodate 170 desks, or 140 desks for Heathpark if a refurbished EDBC were to be also included
- s. Pending the Members decision of the way forward, Programme AL (Rev -) remains the current programme. This document continues to identify the 6 key gateway decisions that EDDC need to consider. The programme suggests the 30th May 2017 as the date when EDDC will have fully relocated to their new office. It is anticipated that further versions of the programme will be prepared for inclusion in the financial appraisal later this year based upon differing scenarios for the Office Project, including consideration of location. Particulars of this programme were advised in the Relocation Manager Notes for the Project Executive Board Meeting of 27 August 2014
- t. Meetings with the Members Executive Project Board and Office Accommodation Officers Working Party have occurred during the period. There have also been ad hoc meetings within internal parties as required.
- u. Following the last Office Accommodation Officers Working Party Meeting on 18 September, the Relocation Manager carried out a detailed review of the Risk Register. The resultant Project Risk Register Analysis Rev O (Rev 0) dated 25 September 2014 was issued to all the normal attendees of that meeting for consideration and comment, and subsequently is annexed to this report.
- v. Currently there are 42 Open Risks (previously 38), comprising of;
 - i. 8 Red Risks (9),
 - ii. 26 Orange Risks (22)
 - iii. 8 Blue Risks (7).

- w. The new risks – Nrs 63 – 66 (highlighted in yellow on the attached) all relate to issues associated with the bidding process for Knowle and Manstone

2. Other Matters

- a. Following EDDC's appeal against the ICO decision that the Relocation Manager's Progress Reports 1 – 6 should be issued to the public in an unredacted form, there has been a submission of further evidence for the Tribunal Panel's consideration. At this time it is not known whether there will be another Hearing or if the Panel will simply consider all the relevant particulars and advise at the end of October of their decision.
- b. Mindful that Exmouth Town Hall may now be considered as part of the relocation strategy, it is recommended that EDDC Property Services initially consider the nature of the refurbishment and employ architectural, structural engineering and m&e engineering consultants so that their observations and recommendations can assist with better pricing of the refurbishment costs for the building. Currently the cost of refurbishment is based upon a rate per square metre plus "spot pricing". Discussions with Property Services suggest that this could be carried out for a sum less than £ 5k.
- c. Consideration also needs to be given to potentially value engineering the current cost basis. Key issues are:
 - i. the level of Consultant Fees (15%),
 - ii. level of contingency (20%),
 - iii. use of general current market rates rather than using BCIS Tender Indices,
 - iv. whether a 24 month Judicial Review period should be incorporated.

S J Pratten

30 September 2014

Encs.

Outline Cost Report for period 2014 / 05 – dated 3 September 2014

Savills Bidding letters

Task Programme for the provision of the Project Review Report – Draft, dated 12 September 2014

Risk Review Rev O dated 25 September 2014

Office Accommodation Project

Costs Posted to end of
Period 05 - 2014

Interim cost report including reconciliation with Budget
through to March 2015

Anticipated Expenditure			
Consultants			
Davis Langdon	PM Services		
	Project Management Services - Apr 12 - March 2015	£ 319,571	
	QS Services		
	Review of Maintenance and Energy Costs	£ 3,000	
			£ 322,571
Kensington Taylor	Architectural Services		
	Agreed Final Fee	£ 70,450	
	Assistance with Knowle Marketing	£ 455	
			£ 70,905
Thomas Lister	Commercial Land Agent		
	Agreed Fee to date	£ 26,937	
	Contingency for further involvement	£ 2,000	
	EXCLUDES FEE FOR SALE OF HEATHPARK		
			£ 28,937
Bell Cornwell	Planning Consultant		
	Agreed Fee to date	£ 11,512	
			£ 11,512
Peter Brett Ass	Economic Impact Assessment		
	Agreed Fee to date	£ 13,899	
			£ 13,899
Veale Wasborough Vizards	Legal advice and assistance		
	Agreed Fee to date	£ 4,269	
			£ 4,269
James Harper	PR Consultant		
	Agreed Fee to date	£ 1,600	
			£ 1,600
Deborah Hallet	Facilitator		
	Agreed Fee to date	£ 4,950	
			£ 4,950
Designed by Soap	Infographic		
	Agreed Fee to date	£ 499	
			£ 499
Architects - ADG	Spatial Design		
	Identification of Desk numbers	£ 1,500	
	Contingency	£ 500	
			£ 2,000
LA VAT	VAT advice March 14		
	Allowance	£ 1,500	
			£ 1,500
Savills	Marketing and Bidding for Knowle & Manstone / ATC site		
	Agreed Fee including Prov Sums	£ 33,018	
	Contingent amount	£ 4,982	
			£ 38,000
	Carried Forward		£ 500,642

Clyst House Survey		Brought Forward		£	500,642
-	Orchard and Ian Howick		£	2,000	
Initial Survey Costs				£	2,000
Topographical Survey - AP Land Surveys			£	3,700	
Add for Manstone			£	1,195	
Tree Survey and Constraints Plan - Advanced Arboriculture			£	3,922	
Add for Manstone			£	650	
Ecological Impact Assessment - Devon Wildlife			£	7,499	
Add for Manstone			£	325	
Flood Risk Assessment - Sands Consulting			£	2,210	
Add for Manstone			£	1,105	
Ground Conditions / Geo Environmental Desk Study - AECOM			£	2,700	
Add for Manstone			£	2,050	
Transport Statement, including affect on Car Parks - Sands Consulting			£	4,670	
				£	30,026
Others					
Allowance for Planning Advice	Say		£	7,500	
Allowance for further Initial Surveys of Manstone depot and update existing Knowle reports	Say		£	6,675	
Stakeholders Meetings					
Facilitator & Venue costs	Say		£	7,000	
				£	21,175
				£	53,201
Client Costs					
Cost to February 2014					
EDDC Total Employment Costs			£	3,512	
EDDC Total Premises Costs, including Planning App Fee			£	12,834	
Transport Costs			£	125	
Idt Exp Refresh			£	159	
Idt Exp Equipment Hire			£	13	
Equipment and plant purchases			£	319	
Equipment Hire			£	250	
Catering supplies			£	143	
Furniture purchase			£	210	
Stationary			£	488	
Internal document printing			£	262	
Photography			£	499	
Fees			£	6	
Land Registry			£	127	
Internal Postage recharges			£	31	
Legal Costs (Prev Budget £ 36,000.00) Considered minimal during Venfication Period. Revised to			£	1,925	
IT Hardware purchase			£	96	
				£	20,999
				£	20,999
				£	574,842
		Carried Forward			

Brought Forward			£ 574,842
Anticipated Costs from March 14 - March 15			
EDDC Internal disbursements costs	Generally estimated	£ 6,000	
EDDC - Provision of internal resource	Generally estimated	£ 6,000	
Legal Costs	Generally estimated	£ 5,000	
Alun Aylesbury	Costs to 16 5 14	£ 10,375	
	Anticipated further costs following initial Public Enquiry	£ 2,250	
	Anticipated should a full Public Enquiry be required	N/A	
Eversheds	Cost for initial report, included below.	£ -	
	Immediate additional service, Say as advised by RP 21 5 14	£ 30,000	
	EU Procurement (if not by Eversheds AN Other) - Not currently inc.	£ -	
	EXCLUDES LEGAL COSTS FOR SALE OF HEATHPARK		
Public Consultation / Engagement Costs		£ 3,000	
		£ 62,625	
			£ 62,625
	Allow 10 % Contingency on External Consultant Costs	£ 55,384	
	Allow 10 % Contingency on Internal EDDC Costs	£ 8,362	
	Addition to balance approved budget of £ 705,568.00 (Council 4 June 2014)	£ 4,354	
	Current Contingent allowance	£ 68,101	£ 68,101
Total estimated costs to March 2015			£ 705,568
Costs posted to date including accruals(as attached Worksheet)			£ 475,669
Balance available still to be expended			£ 229,899
Note			
All costs identified above exclude VAT			
Amount of Contingency as this Report - £ 68,101			

Interim cost report including reconciliation with Budget through to March 2015

Assessment Review

Costs Posted to end of Period 05 - 2014

Account	Description	FY 12 / 13 Period 1 - 12	FY 13 / 14 Period 1 - 12	FY 14 / 15 Period 5 Including Accruals	Cumulative
0010	Wages	£ 1,739		£ -	£ 1,739
0110	Overtime	£ 81		£ -	£ 81
0280	NI Ers Rev Exp	£ 44		£ -	£ 44
0580	Recruitment Advertising	£ 1,668		£ -	£ 1,668
	Total Employment Costs	£ 3,512	£ -	£ -	£ 3,512
1021	Display Energy Certificate	£ -	£ -	£ 325	£ 325
1022	Asbestos Removal	£ -	£ -	£ -	£ -
1242	Room Hire	£ 45	£ 1,226	£ -	£ 1,271
1410	Surveyors Fees	£ -	£ 965	£ -	£ 965
1411	Structural Engineers Fees	£ -	£ 850	£ -	£ 850
1412	Other Design Fees	£ -	£ 395	£ -	£ 395
1420	Planning Fees	£ 8,585	£ -	£ -	£ 8,585
	Total Premises Costs	£ 9,101	£ 4,504	£ 852	£ 14,577
2600	Transport Costs	£ 125	£ 575	£ -	£ 700
2702	Train Fares	£ -	£ -	£ 315	£ 315
		£ 125	£ 575	£ 315	£ 1,015
3001	Idt Exp Refreshment 6191	£ -	£ 219	£ 75	£ 294
3002	Idt Exp Equipment Hire 6202	£ -	£ 13	£ -	£ 13
3010	Equipment & Plant Purchases	£ 319	£ -	£ -	£ 319
3015	Room Hire	£ 57	£ 351	£ 137	£ 545
3030	Equipment Hire	£ 250	£ -	£ -	£ 250
3081	Catering Supplies Food	£ 143	£ -	£ -	£ 143
3100	Furniture Purchase	£ 210	£ -	£ -	£ 210
3150	Materials	£ -	£ -	£ 828	£ 828
3250	Stationery	£ 268	£ 230	£ 72	£ 570
3254	Internal Doc Centre Printing	£ 254	£ 8	£ 124	£ 386
3300	Non Property Contractors	£ 34,292	£ 4,950	£ 11,234	£ 50,476
3330	Photography	£ -	£ 490	£ -	£ 490
3450	Fees	£ 0	£ -	£ 420	£ 420
3480	Consultancy - Advice	£ 97,558	£ 131,764	£ 48,825	£ 277,845
3484	Technical Support	£ 93,520	£ 635	£ 350	£ 94,514
3480	Legal Fees (VWV)	£ 4,583	£ -	£ -	£ 4,583
3480	Legal Fees (Counsel)	£ -	£ -	£ 12,625	£ 12,625
3640	Land Registry	£ -	£ 133	£ 21	£ 154
3850	Internal Postage Recharges	£ -	£ 31	£ -	£ 31
3091	IT Hardware Purchase	£ 96	£ -	£ -	£ 96
	Total Supplies and Services	£ 231,563	£ 138,833	£ 74,411	£ 444,807
	Accruals (Consultant Ledger	£ -	£ -	£ 11,758	£ 11,758
	Other adjustment	£ -	£ -	£ -	£ -
		£ -	£ -	£ 11,758	£ 11,758
5021	Legal Services Recharge			£ 5,300	£ 5,300
5061	Document Centre Print Fixed Costs Recharge			£ 180	£ 180
5261	Property Services Recharge			£ 1,850	£ 1,850
5481	PC Support Recharge		£ 2,090	£ 2,190	£ 4,280
5541	Corporate Management Legal Recharge			£ 8,640	£ 8,640
5511	Estates & Econ Dec Recharge		£ 3,070	£ 2,520	£ 5,590
	TOTAL	£ 244,331	£ 149,162	£ 107,816	£ 501,309
	Adjustments				
5021	Legal Services Recharge (Reversed as agreed SD 4 8 14)			£ -5,300	£ -5,300
5061	Document Centre Print Fixed Costs Recharge (Reversed as agreed SD 4 8 14)			£ -180	£ -180
5261	Property Services Recharge (Reversed as agreed SD 4 8 14)			£ -1,850	£ -1,850
5481	PC Support Recharge (Reversed as agreed MW 17 8 13) (Reversed as agreed SD 4 8 14)		£ -2,090	£ -2,190	£ -2,090
5541	Corporate Management Legal Recharge (Reversed as agreed SD 4 8 14)			£ -8,640	£ -8,640
5511	Estates & Econ Dec Recharge (Reversed as agreed MW 17 8 13) (Reversed as agreed SD 4 8 14)		£ -3,070	£ -2,520	£ -3,070
	TOTAL	£ -	£ -5,160	£ -20,430	£ -25,640
	TOTAL	£ 244,331	£ 144,002	£ 87,386	£ 475,669

East Devon District Council

Interim cost report including reconciliation with Budget through to March 2015

Costs Posted to end of Period 05 - 2014

SUMMARY

CONSULTANTS COSTS TO DATE

Davis Landon	£	267,175
Kensington Taylor	£	70,764
ADG Architects	£	1,477
AP Land Surveys	£	4,895
Advanced Arboriculture	£	4,572
Devon Wildlife Consultants	£	7,848
Sands Consulting	£	2,210
Sands Consulting	£	4,630
Aecom	£	4,750
Peter Brett Ass	£	13,899
Thomas Lister	£	21,612
Bell Cornwell	£	11,512
James Harper	£	1,600
Deborah Hallet	£	4,950
Designed by Soap	£	499
Veale Wasborough Vizards	£	4,269
LA VAT	£	1,500
Mr Alun Alesbury	£	12,625
Savills	£	11,938
EDDC ACCOMMODATION CONSULTANT PROJECT COSTS TO DATE	£	452,726
EDDC ACCOMMODATION DIRECT PROJECT COSTS TO DATE	£	22,943
OVERALL EDDC ACCOMMODATION PROJECT COSTS TO DATE	£	475,669

SUBMISSION OF OFFERS

We have instructions to request offers for the site by no later than **12 Noon on Wednesday 22nd October 2014**.

Please submit your offer to:

Nick Jones
Savills
Barnfield Road
Exeter
EX1 1QR

Please mark the envelope with the reference 'ETDV329845/Knowle'.

Interested parties are requested to provide the following information and supporting documentation as part of their offer:

- a. Identity of the purchasing Company / Vehicle that is proposing to acquire the site including Company name, details of Registered Office and Company Number or similar associated particulars.
- b. Confirmation of the financial status of the proposed purchaser and, if relevant, the Parent Company. Provision of full audited accounts for the bidding party for the previous two financial years.
- c. Relevant track record of high quality developments on prime sites.
- d. Confirmation of the source(s) of funding, specifically confirming whether the purchase will be dependent on debt finance secured against the asset and if so, whether any discussions have taken place with prospective lenders.
- e. For redevelopment/ conversion proposals, a brief description of the proposed development to include reference to floor areas, storey heights and uses.
- f. For redevelopment proposals, an indicative scheme layout plan to scale and, if relevant, confirmation of the uses of the particular buildings together with an accompanying schedule of accommodation / floor areas / uses, including if relevant, the apportionment of affordable housing. In addition, confirmation of the access route(s) for the completed development.

This should be fully informed by the information contained on our micro-website and your own enquiries of the Local Planning Authority. The layout should adequately respond to the constraints and opportunities of the site.

In addition Interested Parties should also;

- g. Confirmation of the Purchase Price based upon vacant possession and the provided Planning Statement as well as EDDC's Planning Policy (including, if applicable, the identification of allowances for affordable housing provision).
- h. Confirmation of what assumptions have been made in respect of:
 - a) Surface water and foul drainage infrastructure

- b) Provision and capacity of utility services
 - c) Any identified abnormal costs
 - d) For schemes incorporating residential use, the provision of affordable housing, including percentage, tenure mix and unit mix
 - e) S106 financial contributions
 - f) Community Infrastructure Levy
- i. Clearly confirm all of the conditions which are attached to the offer.
 - j. Confirmation the investigations or surveys that you would need to undertake prior to exchange of contracts and the associated timescales
 - k. Advise on the opportunity for potential jobs generated by the construction process and end users / occupiers, including the anticipated proportion of local labour. Interested Parties should also advise whether they would be agreeable with a provision regarding the apportionment of local labour being included as a Section 106 condition.
 - l. Confirmation of the anticipated programme for the overall scheme including the discharge of any conditionality in relation to this offer.
 - m. Confirmation that the various reports and surveys contained on the micro-website have been read and understood.
 - n. Confirmation of whether this Purchase Price is dependent upon also securing the Manstone Depot Site.
 - o. Confirmation of your internal approvals process.

EVALUATION CRITERIA & SCORING

Weighting Schedule

Received Offers shall be assessed against the following criteria; (%)	Weighting
i. Financial return to EDDC	75 %
ii. Other impacts e.g. social and associated economic values, approach to Community involvement.	5 %
iii. Other matters, including;	20 %
a. Experience, track record and financial standing of the Purchasing Party. (5 %)	
b. Deliverability particulars of the proposals – including funding, planning and realism of assumptions advised. (5 %)	
c. Extent and nature of any conditionality associated with the Offer. (5%)	
d. Programme – the timescales to discharge any identified conditions. Realism of time scales. Identification and management of risks. (5%)	

Response Scoring Table

41 – 50	
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	Excellent , significantly exceeds expectations
31 – 40	Very good, exceeds expectations in a number of respects
21 – 30	Good, exceeds expectations in a very limited number of respects
11 – 20	Fair, meets expectations
1 – 10	Poor or limited answer
0	Extremely poor or no answer

It is proposed that the information provided will be marked out of a maximum of 50 in accordance with the scoring ranges set out in the Response Scoring Sheet Table. These scores will then be weighted in order of importance based on pre-agreed weightings set out in the weighting schedule. The output from this assessment will be a ranked schedule of bidding parties. It is anticipated that a maximum of 3 parties who score the highest at this stage will be asked to submit more detailed proposals and be invited to an interview during week commencing 3 November 2014 at EDDC offices Knowle.

SUBMISSION OF OFFERS

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Bamfield Road
Exeter
EX1 1QR

Please mark the envelope with the reference 'ETDV329845/Manstone'.

Interested parties are requested to provide the following information and supporting documentation as part of their offer:

- a. Identity of the purchasing Company / Vehicle that is proposing to acquire the site including Company name, details of Registered Office and Company Number or similar associated particulars.
- b. Confirmation of the financial status of the proposed purchaser and, if relevant, the Parent Company. Provision of full audited accounts for the bidding party for the previous two financial years.
- c. Relevant track record of high quality developments on prime sites.
- d. Confirmation of the source(s) of funding, specifically confirming whether the purchase will be dependent on debt finance secured against the asset and if so, whether any discussions have taken place with prospective lenders.
- e. For redevelopment/ conversion proposals, a brief description of the proposed development to include reference to floor areas, storey heights and uses.
- f. For redevelopment proposals, an indicative scheme layout plan to scale and, if relevant, confirmation of the uses of the particular buildings together with an accompanying schedule of accommodation / floor areas / uses, including if relevant, the apportionment of affordable housing. In addition, confirmation of the access route(s) for the completed development.

This should be fully informed by the information contained on our micro-website and your own enquiries of the Local Planning Authority. The layout should adequately respond to the constraints and opportunities of the site.

In addition Interested Parties should also;

- g. Confirmation of the Purchase Price based upon vacant possession and the provided Planning Statement as well as EDDC's Planning Policy (including, if applicable, the identification of allowances for affordable housing provision).
- h. Confirmation of what assumptions have been made in respect of:
 - a) Surface water and foul drainage infrastructure
 - b) Provision and capacity of utility services

- c) Any identified abnormal costs
 - d) For schemes incorporating residential use, the provision of affordable housing, including percentage, tenure mix and unit mix
 - e) S106 financial contributions
 - f) Community Infrastructure Levy
- i. Clearly confirm all of the conditions which are attached to the offer.
 - j. Confirmation the investigations or surveys that you would need to undertake prior to exchange of contracts and the associated timescales
 - k. Advise on the opportunity for potential jobs generated by the construction process and end users / occupiers, including the anticipated proportion of local labour. Interested Parties should also advise whether they would be agreeable with a provision regarding the apportionment of local labour being included as a Section 106 condition.
 - l. Confirmation of the anticipated programme for the overall scheme including the discharge of any conditionality in relation to this offer.
 - m. Confirmation that the various reports and surveys contained on the micro-website have been read and understood.
 - n. Confirmation of whether this Purchase Price is dependent upon also securing the Knowle.
 - o. Confirmation of your internal approvals process.

EVALUATION CRITERIA & SCORING

Weighting Schedule

Received Offers shall be assessed against the following criteria; (%)	Weighting
i. Financial return to EDDC	75 %
ii. Other impacts e.g. social and associated economic values, approach to Community involvement.	5 %
iii. Other matters, including;	20 %
a. Experience, track record and financial standing of the Purchasing Party. (5 %)	
b. Deliverability particulars of the proposals – including funding, planning and realism of assumptions advised. (5 %)	
c. Extent and nature of any conditionality associated with the Offer. (5%)	
d. Programme – the timescales to discharge any identified conditions. Realism of time scales. Identification and management of risks. (5%)	

Response Scoring Table

41 – 50

	Excellent , significantly exceeds expectations
31 – 40	Very good, exceeds expectations in a number of respects
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TASK PROGRAMME FOR PROVISION OF PROJECT REVIEW REPORT

12 September 2014

ID	Task Name	Task Mode	Duration	Start	Finish
0					
1					
2	TASK PROGRAMME TO ACHIEVE DETAIL REPORT TO COUNCIL IN DECEMBER 2014	WS	77 days	Sat 30/08/14	Wed 17/12/14
3					
4	VALUE		77 days	Sat 30/08/14	Wed 17/12/14
5					
6	KNOWLE & MANSTONE MARKETING AND BIDDING PROCESS		60 days	Sat 30/08/14	Fri 21/11/14
7	Marketing and Bidding Process		39 days	Sat 30/08/14	Wed 22/10/14
8	Closing date for bids		1 day	Wed 22/10/14	Wed 22/10/14
9	Review of received bids, requests for additional information, detail's analysis and evaluation of offers, interviews		12 days	Thu 23/10/14	Fri 07/11/14
10	Final Bid evaluation and completion of Bid Report to EDDC		5 days	Mon 10/11/14	Fri 14/11/14
11	Float period/ HEATHPARK		5 days	Mon 17/11/14	Fri 21/11/14
12			45 days	Mon 15/09/14	Fri 14/11/14
13	Agreement of revised floTs		15 days	Mon 15/09/14	Fri 03/10/14
14	Agreement of amended contract conditions		20 days	Mon 06/10/14	Fri 31/10/14
15	TL advice re likely revised capital receipt		10 days	Mon 03/11/14	Fri 14/11/14
16					
17					
18	COST		15 days	Mon 22/09/14	Fri 10/10/14
19					
20	Accom QS review of current estimates including updating with current market rates.		15 days	Mon 22/09/14	Fri 10/10/14
21	Liaison with Relocation Manager		5 days	Mon 06/10/14	Fri 10/10/14
22					
23					

TASK PROGRAMME FOR PROVISION OF PROJECT REVIEW REPORT

12 September 2014

Task Mode	Task Name	Duration	Start	Finish
0	PROJECT REVIEW REPORTS	67 days	Mon 15/09/14	Wed 17/12/14
24				
25				
26	Preparation of initial skeleton	5 days	Mon 15/09/14	Fri 19/09/14
27	Preparation of detailed skeleton	10 days	Mon 22/09/14	Fri 03/10/14
28	Preparation of Report to Stage 1	10 days	Mon 06/10/14	Fri 17/10/14
29	Preparation of Report to Stage 2	15 days	Mon 20/10/14	Fri 07/11/14
30	Alternative A - excluding float - additional week not required	47 days	Mon 13/10/14	Tue 16/12/14
31	Update a affordability schedules for all options	30 days	Mon 13/10/14	Fri 21/11/14
32	Completion of final Draft of Report	5 days	Mon 17/11/14	Fri 21/11/14
33	Review of Report by Aecom	2 days	Mon 24/11/14	Tue 25/11/14
34	Review of report by EDDC	2 days	Mon 24/11/14	Tue 25/11/14
35	Revisions to Report as necessary	3 days	Wed 26/11/14	Fri 28/11/14
36	Submission of Report to Members Executive Board	3 days	Mon 01/12/14	Wed 03/12/14
37	Submission of Report to Cabinet / Council	0 days	Thu 04/12/14	Thu 04/12/14
38	Members Briefing	0 days	Wed 17/12/14	Wed 17/12/14
39	Cabinet / Council Decision	0 days	Wed 17/12/14	Wed 17/12/14
40	Alternative B - including float	47 days	Mon 13/10/14	Wed 17/12/14
41	Update a affordability schedules for all options	35 days	Mon 13/10/14	Fri 28/11/14
42	Completion of final Draft of Report	5 days	Mon 24/11/14	Fri 28/11/14
43	Review of Report by Aecom	2 days	Mon 01/12/14	Tue 02/12/14
44	Review of report by EDDC	2 days	Mon 01/12/14	Tue 02/12/14
45	Revisions to Report as necessary	3 days	Wed 03/12/14	Fri 05/12/14
46	Submission of Report to Members Executive Board	3 days	Mon 08/12/14	Wed 10/12/14
47	Submission of Report to Cabinet / Council	0 days	Thu 11/12/14	Thu 11/12/14
48	Members Briefing	0 days	Wed 17/12/14	Wed 17/12/14
49	Cabinet / Council Decision	0 days	Wed 17/12/14	Wed 17/12/14