

## Residential long leasehold interest opportunity: Foxglove Gardens, Coleford, Forest of Dean, Gloucestershire

### **PART B - Instructions to Bidders on Expression of Interest submissions**

**Closing Date for Expressions of Interest: 17:00 hours 27th November 2020**

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## Part B – Instructions to Bidders

### 1.0 Instructions for submission of bids

- 1.1 Bids submitted shall be in accordance with and subject to the terms set out in Part A requirements and the submission details included within this document.
- 1.2 Interested parties seeking to express an interest and submit a proposal for the leasehold interest will need to complete and return the form attached at Annex B of this document.
- 1.3 The information, instructions and guidance provided in Part A and B should be used to complete the submission form.

### 2.0 Expression of Interest Timetable

- 2.1 The following timetable is provided for guidance. Please be aware that these are indicative timescales with the exception of the deadlines in bold and may be subject to change at the absolute discretion of The Council.

Stage / Activity	Date
Marketing document on FODDC website and Invitation issued for Expressions of Interest	2nd October 2020
Request for site visits and meeting with Estates and Housing Officers and deadline for clarification questions	13th November 2020
Council responses to clarification questions	20th November 2020
<b>Closing date for submission for Expressions of Interest</b>	<b>27th November at 17:00hrs</b>
Expressions of Interest evaluation and preferred Tenant notified.	11 December 2020

### 3.0 Evaluation - Expressions of interest

- 3.1 The Council will assess the expressions of interest to agree a preferred Tenant on a quality cost basis - most economically advantageous basis. This will be assess on a 70% income and 30% quality

Please note that throughout the evaluation process, the right is reserved to seek from the Bidders additional information or clarification at any stage as an aid to fully understand their offers.

Regardless of a proposal's overall merits, in the event that the evaluating officers (acting reasonably) consider there to be a fundamental weakness likely to impact adversely upon the overall leasehold terms and overall management of the sub tenants then grounds will exist to exclude the proposal from further consideration.

The evaluation of submission details will be based upon responses to information requested at Annex A of this document and the award criteria.

#### **4.0 Bid submission**

4.1 Expressions of interest submissions should be set out on the form attached at Annex B.

4.2 **All submissions** should be emailed to [estates@publicagroup.uk](mailto:estates@publicagroup.uk) by 17:00 on 27th November 2020.

4.3 The following title should be included in the subject line of the email

**FODDC - Expression of interest for long lease Foxglove Gardens - restricted until 17:00 on 27th November 2020**

4.4 As part of the expression of interest we are seeking written proposals on the Tenants management of the residential sub-lease will be delivered as well as a pricing submission. The overall Expression of Interest will be evaluated against the written response for the proposed management of these sub-leases as well as the rental income paid to the Council for the long lease.

#### **5.0 Queries or clarifications by interested parties**

5.1 **Any queries or clarifications** requests to be made to [estates@publicagroup.uk](mailto:estates@publicagroup.uk) with the following title in the subject line for the email:

FODDC - Expression of interest for long lease Foxglove Garden - QUERIES/  
CLARIFICATIONS

## ANNEX A

### Lot 1 - Lease interest

1. Information required for submission:

#### 1.1 Rental income - Cost elements (70%):

1. Rent per annum (exc VAT) (this will be the base rent) for the long lease interest based on the Heads of Terms
2. Any break clauses required including dates/ intervals and notice periods
3. Security of income
4. Additional percentage of rental income from flat which will be added to the base rent as rent of each additional unit added to the lease (4 flats currently let)

1.1.2 All rent quoted must be in GBP sterling, exclusive of VAT and other charges.

1.1.3 The rent proposed for the commercial lease will be expected to be 'commercially viable' i.e. sustainable over the long term allowing for all tenant responsibilities and full management of the residential sub-tenancies.

#### 1.2 Quality elements (30%):

1.2.1 Equal scoring for each part:

1. Method statement on how the site will be managed including the specific challenges of location in a prominent location with High Street and adjacent to the Council Offices.
2. Details of resources and confirmation of capacity within resourcing structure to adequately manage the site in a proactive manner.
3. Copy of lease to be granted to residential sub-tenants
4. Confirmation that the currently occupied flats will be incorporated into the commercial lease by way of Deed of Variation when these become vacant.
5. Companies will need to outline how they will work with the Council and others in dealing with issues and the management of the overall development, dealing with anti-social behaviour etc.

1.2.2 The quality elements of the expression of interest for the long lease will be evaluated by assessing the quality aspects of each submission in line with the requirements as set out in 2.0 below.

### 2.0 Scoring Against the Quality Criteria

2.1 Responses to Q1-Q5 will be scored on a range from 0 to 5 in accordance with Table 1 below.



2.2 Any Expression of Interest with score of 1 or less may be failed / rejected outright after making reasonable efforts to clarify issues of concern with the Bidder

**Table 1 - Lease quality Evaluation Scoring System – Statement Responses**

Score	Scoring criteria
5	<b>Exceeds expectations</b> Gives high confidence that all key aspects of the requirements will be achieved and may be relied upon without reservation. Proposals added value and/or innovation relevant to the statement of requirement / brief
4	<b>Meets expectations</b> Gives confidence that all aspects of requirements will be achieved
3	<b>Satisfactory</b> Generally meets requirements, gives minor reservations about meeting some of the requirements
2	<b>Unsatisfactory</b> Below expectations and does not fully address the requirements and gives rise to concerns about potential reliability
1	<b>Poor</b> Well below expectations, response is limited or inadequate or substantially irrelevant to the requirements
0	<b>Unacceptable</b> Nil response, or is incomplete or irrelevant to the requirements that it is not possible to form a judgement

### 3.0 Scoring for the Rental income

The price evaluation will be based upon the income level and security of the income set out.

#### 3.2 Scoring against the Income Criteria

The Expression of Interest which generates the greatest total secure income will be awarded the full percentage weighting and points available. Each of the remaining Expression of Interest submissions will be awarded a weighting on a pro-rata basis compared to the highest income according to the following example calculation for each element:

Bidder Total Secure Income / Highest Total Secure Income x percentage of weighting to be allocated.

For example:

Tenant	Total secure rent (£)	Pro rata weighting (based on 70% being allocated to the Price and Income criteria)
A	£20,000	$\text{£20,000} / \text{£20,000} \times 70 = \text{Score } 70.00$
B	£15,000	$\text{£15,000} / \text{£20,000} \times 70 = \text{Score } 52.50$
C	£10,000	$\text{£10,000} / \text{£20,000} \times 70 = \text{Score } 35.00$

### 3.3 Total scores

The Council will sum the Lease Services points and rental points to produce a Total Points for each Expression of Interest. Expressions of Interest will be ranked by Total Points, and the Expression of Interest with the highest Total Score will be deemed the Most Economically Advantageous Expression of Interest and the preferred Tenant.

### 3.4 Notification of Award Decision Notice

The Council expects to decide the preferred Tenant within 14 days of the closing date for submission of Expression of Interest

Bidders will be notified simultaneously and as soon as possible of any decision made by The Council during the Expression of Interest process. When the bids have been evaluated, all Bidders will be notified of the outcome.

## Lot 2 - Management Agent

**It is the Council's intention to appoint a management agent to manage the Council's retained interest and direct residential leases**

The Management Services evaluation will be assessed on the price only as an additional award to the preferred Tenant following assessment of Lot 1.

The Council reserves the right not to award the contract for management of the four retained residential leases to the preferred Tenant and tender this separately at a later date, retaining the management of these units itself until such time.

It is the Council's intention to let a 3 year contract for these services and prices should be on the basis of the requirements set out in Part A.

## ANNEX B

### Submission form

**All interested parties to submit their expressions of interest in the long lease of the residential properties on the form below. The Council reserves the right to disregard any expressions received in a different format.**

#### Section 1 - Potential Tenant information

Question number	Question	Response
I(a)	Full name of the potential supplier submitting the information	
I(b) – (i)	Registered office address (if applicable)	
I(b) – (ii)	Registered website address (if applicable)	
I(c)	Trading status  Public limited company  Private limited company  Limited liability partnership  Other partnership  Sole trader  Third sector  Other (please specify your trading status)	
I(d)	Date of registration in country of origin	
I(e)	Company registration number (if applicable)	
I(f)	Charity registration number (if applicable)	
I(g)	Registered VAT number	

#### Section 2 - Contact details

Question number	Question	Response
2(a)	Contact name	
2(b)	Name of organisation	
2(c)	Role in organisation	
2(d)	Phone number	
2(e)	E-mail address	
1.3(f)	Postal address	



## Lot 1 - Lease interest

### Cost element

#### Section 3 - Lease rental income

Question number	Question	Response
3(a)	Rent per annum exc VAT (£) (Base rent)	
3(b)	Dates and notice periods for any Tenant break clauses required	
3(c)	Additional rental income to be added to the 'Base Rent' on each additional residential unit taken into the long lease -  i) as a percentage of the monthly income from the additional lease  ii) minimum guaranteed rent basis for calculation	

### Quality element

#### Section 4 - Method statements

Question number	Question	Response
4(a)	Method statement on how the site will be managed including the specific challenges of location in a prominent location with High Street and adjacent to the Council Offices.	
4(b)	Details of resources and confirmation of capacity within resourcing structure to adequately manage the site in a proactive manner.	
4(c)	Copy of lease to be granted to residential sub-tenants	
4(d)	Confirmation that the currently occupied flats will be incorporated into the commercial lease by way of Deed of Variation when these become vacant.	
4(e)	Companies will need to outline how they will work with the Council and others in dealing with issues and the management of the overall development, dealing with anti-social behaviour etc.	

## Lot 2 - Management Agent

### Section 5 - Price for management of retained residential units

Question number	Question	Response
5	Price for the management of the units including all services required - £	

Signature (electronic is acceptable)	
on behalf of	
Date	