

Section 8

Expressions of Interest Submission Process & Requirements



The Homes and Communities Agency has opted to follow the OJEU 'Competitive Dialogue' route of procurement in order to select the preferred party to deliver the scheme.

The relevant requirements and timescales are set out below:

- 1. Expressions of Interest must be received by noon Friday 3rd July 2009.**
- 2. Three Paper Copies of Submissions must be submitted in sealed envelopes marked 'Telford Technology Park Enterprise Centre Tender'. The envelope must not identify the sender (note that some postage franking machines identify the sender).**
- 3. Electronic and Fax Submissions will not be accepted.**
- 4. Submissions must be received at the following address by the closing time/date:**

**Thomas Lister Chartered Surveyors
11 The Courtyard
Buntsford Gate
Bromsgrove
Worcestershire
B60 3DJ**

Shortlisted parties will be notified by Friday 10th July 2009.

It is anticipated that at least 3 parties will be invited to proceed to the next stage of the selection process that will entail the Competitive Dialogue. This is intended to be carried out through meetings to be held on up to two days, with an anticipated meeting of circa 1.5 hours duration with each party on the first date which will be during the week commencing 13th July 2009 and if necessary a further meeting of similar duration during the week commencing 27th July 2009. Confirmation as to the Competitive Dialogue process will be made available to shortlisted parties.

It is essential that any enquires be submitted via Thomas Lister, however please note that no new/further information in respect of the site will be made available during the Expressions of Interest stage.

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Expressions of Interest Submission Process & Requirements (cont)



Expressions of Interest – Minimum Information to be Provided:

Expressions of Interest are to contain as a minimum the following information:

- > A completed Pre-Qualification Questionnaire (PQQ)
- > Layouts of previous relevant examples of schemes undertaken by the bidder identifying levels of floorspace provided, elevations and number of units. A statement as to the relevance of the examples provided to the subject scheme should be provided.
- > A description as to how previous projects undertaken have utilised the highest design principles and environmental credentials, together with confirmation as to BREEAM standards achieved and how these achievements might be relevant to the subject opportunity.
- > Details as to how previously delivered Enterprise Centres are being operated, including a description as to how the required business support services are provided, together with examples of linkages achieved to (for example) educational establishments and/or other providers of training and business support
- > Examples as to how phasing has been utilised to assist in scheme delivery and a statement as to how this might be relevant to the subject project
- > Confirmation of developer/developers undertaking the development
- > Evidence of developer's track record in delivering similar projects of this nature