



Harrow Council Bidding Guidance for the GLA Small Sites Small Builders programme

This document sets out guidance for small builders who are bidding for a site in Harrow via the GLA's Small Sites Small Builders programme. It reflects the information requested in the GLA's Submission Proforma and is intended to assist bidders when filling out the Proforma by indicating the type of information that a good answer would contain (see table below).

Scoring: Individual elements of the information provided by bidders (excluding Receipt offered to the council) will be scored out of 5, according to the 1-5 marking system below. A score of 0 on any element will allow the Council to disqualify that bid, irrespective of other scores. The Council reserves the right not to select a preferred bidder following the scoring process. The council is under no obligation to provide feedback on unsuccessful proposals.

5 Excellent The bidder has provided a response that is robust and supported by suitable and relevant evidence of experience and technical and professional ability which exceeds the Council's expectations.

4 Good The bidder has provided a response that is robust and supported by suitable and relevant evidence of experience and technical and professional ability.

3 Satisfactory The response is compliant and the bidder has provided a response that demonstrates they meet the minimum requirements.

2 Fair The response is superficial and generic. The bidder has provided an insufficient response or the response given demonstrates limited experience and limited technical and professional ability to meet the Council's requirements

1 Poor The bidder has provided a wholly insufficient response or the response given demonstrates very limited experience and insufficient technical and professional ability to meet the Council's requirements. Should any potential bidder be allocated with this score, its bid submission may be rejected.

0 Unacceptable The bidder has not answered the question, has omitted information or has provided information that is not relevant and the Council is unable to determine whether the bidder possesses sufficient technical and professional ability. Should any potential bidder be allocated with this score, its bid submission may be rejected.

	Questions in GLA proforma	Guidance	Good answer will include:
FINANCIAL OFFER	Receipt offered to Harrow Council	Please indicated your best financial offer for the site conditional on obtaining planning permission and development funding and subject to the contractual terms proposed for the site. Include your overage offer and your proposed timescales.	N/A

QUALITY	Aims and Approach - governance, processes and legal structure	Describe your aims and approach, governance structures, processes and legal structure.	<p>Clearly defined aims and realistic approach.</p> <p>Clear and deliverable governance structures.</p> <p>Evidence of processes that ensure governance is robust.</p> <p>Appropriate legal structure in place.</p>
	Approach to construction and social value	<p>Describe your approach to construction.</p> <p>Give an estimate of local jobs and / or training opportunities created as a result of this project. Detail any further social value offered by your proposal.</p> <p>Please explain your connection to the London Borough of Harrow based on whether you are a borough resident, cumulative time lived in the borough, connection to area through family, work etc.</p>	<p>Demonstrates professional approach to construction with appropriate expertise.</p> <p>Demonstrates clear and deliverable commitment to providing local jobs and / or training.</p> <p>Offers additional social value elements.</p> <p>Applicants demonstrate a local connection to Harrow.</p>
	Experience – Units delivered and past projects	Specify number of units delivered per year and give a summary of relevant past projects.	<p>Demonstrates delivery experience.</p> <p>Demonstrates successful delivery of relevant projects.</p> <p>Demonstrates an ability to deliver good quality housing and overcome complex site constraints.</p>
	Key cost and value assumptions and approach to funding	<p>Please demonstrate the financial approach used in your scheme, indicating:</p> <ol style="list-style-type: none"> 1. your approach to funding the scheme including indicative sources of finance (including letters of support/intent to lend from lender if you have them). 2.a breakdown of total scheme costs and revenue. 3.financial assumptions, including but not limited to: <ul style="list-style-type: none"> • total developer returns • total finance costs • average finance rate 4. show how viability relates to the proposed scheme. 	<p>A bid that presents a realistic and viable proposal.</p> <p>Clear key costs and value assumptions used to form the basis of the financial offer.</p>
	Overview of your proposed scheme	<p>Please explain the proposed scheme design for your chosen site including:</p> <ol style="list-style-type: none"> 1.Schedule of accommodation – including unit numbers, square feet/metres of development, type and tenure of the homes proposed within the scheme. 2.Design principles – the guiding principles behind your scheme that respond to aspects such as sustainability and quality. 	<p>Demonstrates achievable design principles and a strong clear design concept, which is sustainable, of high quality and responds to the site context.</p> <p>Demonstrates proposals make the most efficient use of the site and integrate appropriately with the locality.</p>

		<p>3.Outline design – including scheme drawings showing massing and layout if you have them.</p> <p>4.Response to technical pack - indicate how you have considered the content of the technical documents and how your scheme and design will address any site constraints.</p> <p>5.Design and construction standards to be incorporated, including any innovative proposals – e.g. on-site energy generation, modular construction.</p> <p>6.Detail your approach to the Climate Change Agenda, including Net Zero Carbon proposals.</p>	<p>Demonstrates a clear understanding of the site constraints and contents of the technical pack.</p> <p>Design addresses the site constraints in a way that is innovative and creative and appropriate to the site and its surrounding.</p> <p>Demonstrates areas where innovation could be achieved within the scheme, through, for example, energy efficiency, renewable energy, design concept, materials and modular construction.</p>
	Planning permission and stakeholder engagement	<p>Please demonstrate your experience of, and approach to, stakeholder engagement, including the local planning authority, local communities and other stakeholders in relation to this project.</p>	<p>Demonstrates an approach which actively identifies and addresses likely issues relating to obtaining planning permission.</p> <p>Demonstrates a well thought out, strategic and timely approach to stakeholder engagement.</p>
	Deliverability – project management, project programme and key project risks	<p>Please demonstrate how you plan to deliver your proposed scheme in a way that manages risk and completes within your expected timeframe. Including but not limited to:</p> <p>1.Project management structure and processes, including any relevant consultants and contractors.</p> <p>-detailed programme plan including key stages of planning, construction and completion.</p> <p>-Key project risks and mitigation.</p>	<p>Demonstrates skills and capacity to deliver the proposed scheme.</p> <p>Clear and appropriate project management processes.</p> <p>A clear, realistic and achievable programme plan which maps out the various activities and milestones stated in the bid against key dates and timeframes for planning construction and completion.</p> <p>A clear understanding of risks and an appropriate and practical action plan to mitigate them.</p>