

**Sligo Borough Council
City Hall
Quay Street
Sligo**



**Social Housing Investment Programme
Expressions of Interest for supply of Turnkey
Housing Schemes**

June 2009

Proposals must be received on or before 4.00 p.m.,
Thursday 9th July 2009.

Turnkey Housing Procurement

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Introduction

Sligo Borough Council in progressing its Social Housing Investment Programme needs to provide social housing within Sligo city and environs area. The Council considers that part of this programme may be met by way of Turnkey projects. The total All-in cost of turnkey projects must be less than **€5 million**.

1. **Turnkey Contracts** are design & build contracts on land owned by the developer. Two separate contracts are normally prepared & executed simultaneously, one for the sale of land and other for the design and construction of the dwellings.
2. **This document** provides instructions and guidance to interested parties on preparation of their submissions, the Council's selection criteria, evaluation of expressions of interest, procurement and contract procedures.
3. **This invitation** relates to the short-listing/**selection of competent parties**, who will enter into a restricted competition (Stage 2) to supply '**turnkey**' housing schemes. The criteria for short-listing are included in this document.
4. At the second stage a restricted tendering competition will be held among the short-listed parties for selection of the suitable schemes.
5. **No commitment on part of the tendering authority will exist at any stage prior to signing the contract. All costs incurred by the developer during the selection process shall be at the developer's risk and expense. The Council shall have no financial liability until the contract has been signed and all legal formalities have been fulfilled.**

It is recognised that in exceptional circumstances the authority may be presented with an opportunity to undertake a project at a unique location or one which meets a specific housing need. In such exceptional circumstances the contracting authority will be permitted to negotiate with a single developer.

Sligo Borough Council reserves the right **not** to accept any proposals received.

Applicants should note that any appointment that may arise further to this competition is subject to the approval of the Department of the Environment, Heritage & Local Government.

The New Government Public Works Contract for **Building Work Designed by the Contractor** will be used.

Disclaimer

The information contained in this Expression of Interest document is a summary of available information and no reliance shall be placed on any information or statements contained therein and no representation or warranty, expressed or implied, is or will be made in relation to such information and no liability is or will be accepted by the Contracting Authority, its advisers, consultants, contractors, servants and/or agents in relation to the accuracy, adequacy or completeness of such information or statements made nor shall it be assumed that such information or statements will remain unchanged.

The Contracting Authority has taken reasonable care to ensure that the material set out in the Expression of Interest document is true and accurate in all material respects as at the time of drafting. The information does not purport to be comprehensive or to have been independently verified. Nothing in this Expression of Interest document shall be construed as legal, financial or tax advice.



Invitation & Procedures

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Sligo Borough Council

Social Housing Investment Programme

Expressions of Interest for Supply of Turnkey Housing Schemes to Sligo Borough Council

- 2.1 Expressions of interest are invited from experienced Housing Developers/Contractors for the supply or sale of Turnkey Social Housing Schemes in the Sligo city and environs area.
- 2.2 Sligo Borough Council require dwellings that are **fit for purpose**, having a high standard of layout and house type design and construction, complying with the conditions of the planning permissions, Housing Guidelines issued by the Department of the Environment, Heritage and Local Government "Quality Housing for Sustainable Communities", 2007 (QHSC), the current Building Regulations, County Development Plan/ Local Area Plans and good building practice. Applicants should note:
- a) Priority shall be given to housing developments over apartment schemes
 - b) Where apartment schemes are being considered applicants should note the following:
 - i. Sligo Borough Council has a policy of 'own door access' in dwellings
 - ii. Sligo Borough Council does not partake or engage in Management companies
 - iii. Preference will be given to schemes where parking is being offered as part of the scheme. Please note (ii) above in this regard
 - iv. Where an apartment scheme consists of multiple blocks of apartments preference will be given to single block offers
- 2.3 Up to 10 days prior to the latest date for receipt of Expressions of Interest, applicants may submit queries in relation to the competition. All communications or requests for clarification in connection with the competition shall be in writing and should be forwarded to the following:

Ms. Fiona Gilligan,
Housing Section,
Sligo Borough Council,
Quay Street,
Sligo.

All queries and resulting replies will be circulated to all applicants.

2.4 Submissions of Expressions of Interest

Applicants must submit their Expressions of Interest at or before **4 pm on the 9th July, 2009**. Applicants should ensure that all information and items requested are provided as part of their submission.

The Expression of Interest shall be submitted with all information required, in a sealed envelope addressed to:

*Town Clerk,
Sligo Borough Council,
City Hall,
Quay Street,
Sligo*

and clearly endorsed on the outside:

Expression of Interest for Supply of Turnkey Housing Scheme

Three (3) hard copies of the Expression of Interest Submission must be provided.

No submission will be accepted after the time and date stated above or such later date as may be notified in writing. The applicant is fully responsible for the safe and timely delivery of their Tender. Proof of dispatch, or faxed, or emailed Tender will not be accepted.



Preparation and Submission of Expressions of Interest

Requirements for a Compliant Submission – Completeness Check

At a minimum, applicants must include the following information as part of their Expression of Interest. Once opened, all expressions of interest will be checked to ensure that the information requested at items 1 – 7 below is provided. Failure to submit the information requested will result in the application being excluded from further consideration.

- 1) A copy of current C2 Certificate, a Tax Clearance Certificate or in the case of a Contractor resident outside the State, a 'Statement of Suitability' from the Revenue Commissioners for appointment on tax grounds. Contractors require a current C2 Certificate to facilitate payments. Contractors should be aware that they must comply with laws relating to the fair wages as set out in the Analogue Agreement between the Local Authorities and the Social Partners in the Sustaining Progress document *Towards 2016*.
- 2) A copy of current All Risks, Public Liability & Employers Liability Insurances. All Risks and Public Liability Insurance with a limit of indemnity (minimum €6.5 million) and Employers Liability with a minimum limit of €13.0 million will be required.
- 3) Evidence of compliance with the Construction Federation Operatives Pension Scheme to be issued in the format of a "Letter of Compliance" or in the case of Contractors from Northern Ireland, evidence that they subscribe to the Construction Holiday Pay Scheme Limited for the Building and Civil Engineering Industry in Northern Ireland.
- 4) A declaration from a bank or financial institution stating the total turnover for the company relating to work performed during the three previous accounting years. A statement indicating the size and capital cost of all schemes undertaken by the firm in the last three years.
- 5) An indication from a Bank or an Accountant of the company's financial capacity to manage the project
- 6) Proof of inscription of the company on a professional Register within the European Union such as the CIF or other body.
- 7) Description of projects of similar nature and scale successfully completed by the firm in the past five years and description of works currently in hand by the tendering firm.

STAGE 1 - Items to be addressed as part of your response.

The Expressions of Interest must contain a written report dealing with each of the headings numbered 3.1 to 3.4 below together with maps and drawings.

3.1 Suitability of the proposed site for development:

- 1) Statement indicating the developer's interest in the site (ownership or other).
- 2) A location map of a readable scale showing schools, church, shops in the vicinity and their distances from the site.
- 3) Describe the site –its size, orientation, general topography and expected or known subsoil conditions. A topographical survey and rudimentary site investigation (min. four trial holes) should preferably be carried out prior to making a submission. Written text should accompany a location map; scale 1:2,500 with OS map reference, a site survey map showing contours as appropriate, scale 1:500.
- 4) The site appraisal should cover the following aspects and be shown on a plan.
 - a) An analysis of visual & physical character of the site and visual & physical relationship of the site to its townscape and landscape context. Describe the existing and potential development on adjoining lands and lands nearby.
 - b) Views into and out of the site, landmarks in the surrounding area.
 - c) Archaeological findings, if applicable.
 - d) Existing movement patterns and links across and around the site.
 - e) Possible vehicular and pedestrian access points to the site and how the required vision lines will be achieved.
 - f) Existing and potential nodal points within or near the site.
 - g) Describe if any Rights of way or easements required over the adjoining lands to access or service the site. Also if any Rights of way/ easements have been established over the site to service or access the adjoining lands, which cannot be built upon.
 - h) Slopes and wind shelters overshadowing.
 - i) Trees, their spread, height & condition, hedges, boundary features and whether they are to be retained.
- 5) Describe the proposed serviceability of the site, i.e. drainage, sewerage and water supply, ESB, Telephone, Broadband, Cable TV etc. Show the location of existing infrastructure services and proposals for connection to the same. The services in question also include public roads, public footpaths, and Streetlights. If the road, town footpath and street lighting do not extend to the site, please include the extension of these services to the site as part of the proposed scheme.
- 6) Comment on the planning history of the site quoting planning reference numbers where applicable.
- 7) Is the site located in an area zoned for residential development and is subject to part V of the planning & Development Act 2000 (as varied in 2002)?
- 8) Report on pre-planning enquiries made and potential of the proposal to receive Planning permission, if applicable.

3.2 Proposed Scheme (where development is not yet constructed)

Please submit the following:

- 1) Conceptual site layout drawing on scale 1:500, with natural contours marked thereon, and to include the mix number of dwellings and housing.
- 2) Architects report on the design concept.
- 3) Copy of the Planning Permission, Planning drawings if the scheme already has received this permission.
- 4) As built construction drawings if proposed development is completed, together with Date of completion, indicate if Part V applies, and whether this has been agreed with the Local Authority.

3.3 The Project Team:

Please provide the following details for assessment of technical competency of the Project team:

- 1) A breakdown of the organisational structure of the company including statements of the technical qualifications and previous experience of the managerial and supervisory staff who will be responsible for executing the work and any previous experience of similar type projects.
- 2) Details of the technical qualifications and previous experience of the proposed Design team and their previous experience of similar type projects during the past Five Years. The design team should be competent and have appropriate qualification, Professional Liability insurances, and be capable of providing services as PSDP under the current H&S act and regulations.
- 3) Company's safety statement and evidence that the responsibilities under the Safety Health & Welfare at work Act 2005, both at Design & Construction Stages can be satisfactorily met with. The project team shall be responsible to discharge responsibilities of PSCS, by itself or through a specialist firm. Further details are available at Health and Safety Authority website www.hsa.ie.
- 4) A record of Construction teams' experience in delivery of similar projects in the past ten years.

3.4 Time for Completion

Where the development has not yet been designed or constructed, the developer shall provide estimated time for completion of design process, planning process, tentative date for commencement of construction and completion of works.

Short listing Criteria:

All submissions that have satisfied the completeness check above will then be evaluated by an assessment panel appointed by the contracting authority in order to select those to be short-listed. The evaluation criteria and their respective weightings are as set out in the following table:

S.nr.	Criteria	Weighting	Min Pass Marks
1	Suitability of proposal regarding house type meeting housing need	40	25
2	Suitability of the proposed site, with reference to its physical characteristics, serviceability, and potential for the appropriate size scheme design and planning permission etc	30	20
3	Capacity and Competency of the developer and of the applicant to design and build housing schemes, effectively and efficiently	30	20
	Total	100	65

Each proposal should obtain minimum 65 marks and should pass each of the above criteria, for short listing.

STAGE 2 – To be addressed and agreed following completion of Stage 1

Stage 2

The following is provided for information purposes only. Please note that items 1-5 are not required at this stage however applicants should note that Stage 2 criteria will include, but is not limited to the following:

- 1) Production of appropriate Professional Indemnity Insurance of Architects & Engineer's employed on the project.
- 2) A satisfactory performance Bond equivalent to 25% of the contract sum within 10 working days of written request by the Council. This bond should be valid for the entire contract period and reduced to 12.5 % for the duration of maintenance period, which shall be 12 months from the date of the certificate of practical completion.
- 3) Fee Proposal.
- 4) Full details of the Design, including the quality of the design/project proposal reflecting Department of the Environment, Heritage & Local Government Design Guidance Documents which are referred to in Section 4.
- 5) Detailed Costings, to include Project Construction Costs, Land Costs, Abnormalities, Design Team Costs.

Incomplete Submissions and Submissions found to be based on insufficient information will not be accepted.



4.1 Design Guidelines:

Please refer to the recommendations contained in the following Key documents issued by the Department of the Environment, Heritage & Local Government in the year 2007, for detailed guidance on the design requirements of the housing schemes.

1. Government Statement on Housing Policy Delivering Homes Sustaining Communities 2007. (DHSC)
<http://www.environ.ie/en/DevelopmentandHousing/Housing/HousingPolicy/PublicationsDocuments/FileDownload,2091.en.pdf>
2. Quality Housing for Sustainable Communities, 2007 , hereinafter referred to as (QHSC)
<http://www.environ.ie/en/Publications/DevelopmentandHousing/Housing/FileDownload,1979.en.pdf>
3. DoEH&LG Apartment Guidelines 2008

In addition to its high standards targeting creation of sustainable communities, the scheme design should discourage anti-social behaviour, provide security and safety to the residents, integrate well with the surroundings, be pedestrian friendly and create a distinct sense of place.

Particular emphasis should be given to the following areas in the design of schemes:

- 1) The scheme layouts should target to achieve the **maximum densities** permissible under the relevant Development Plan.
- 2) Variety, i.e. mixing of various house types in the schemes to create variations in forms and the living environment.
- 3) Permeability i.e. easy and safe connections to the town centers, other estates and amenities.
- 4) Accessibility for All particularly for the people with disabilities, people pushing prams and the elderly. Walkways/footpaths should generally have gradients not higher than 1:20. Recommendations contained in NDA guidelines " Building for Everyone" and requirements in the Part M of the building regulations to be followed for access to the individual buildings. Further guidance is available on www.nda.ie
- 5) Provisions for useable, safe and secure private open space with each individual unit.
- 6) Boundary treatment should be robust and provide privacy and low maintenance.
- 7) Creation of external spaces (places) i.e. streets and courtyards
- 8) Public open spaces should be designed 'fit for purpose' and not just an open area with little or limited use. They shall have provisions for adequate and safe play areas for children. Higher standards of design and construction shall be required i.e. combination of soft and hard landscape with appropriate and low

maintenance street furniture. Public Open Spaces to be faced by active frontages. (i.e. not side or rear of the dwellings or gardens)

- 9) Passive supervision of the public open spaces, parking areas and walkways for safety and security.
- 10) Safe pedestrian movements.
- 11) Energy Conservation and Efficiency.
- 12) Due regard should be given to the social and environmental consequences associated with the construction process and use of the materials and resources, e.g., minimizing the use of water and energy in construction, making efficient use of land, minimizing the use of scarce non-renewable materials and using renewable resources and materials that have minimal environmental consequences, wherever practicable. The designers and the builders should be aware of the revised enhanced requirements of the Part-L of the Building Regulations 2007, which came into force from July 2008. Further information on this subject is available on the Department of the Environment Heritage and Local Government's website www.environ.ie and Sustainable Energy Ireland websites www.sei.ie. Final Draft of part L technical guidance document is available at the following address:

<http://www.environ.ie/en/PublicationsDocuments/FileDownload,15343,en.pdf>.

- 13) The design layout, materials and finishes should, as far as possible, be selected to minimize maintenance costs, taking due account of the need for economy in design and specifications.
- 14) For Recommended space Provisions and Room sizes for typical dwellings please refer to page 48-49 of (QHSC)

4.2 Specifications of Works and Materials.

- a) Applicants shall prepare and provide particular specifications for particular turnkey schemes as part of their work proposal.
- b) Minimum requirements are the provisions of the Current Building Regulations & Home Bond Manual Construction Details
- c) Generally the materials and finishes should, as far as possible, be selected to minimize maintenance costs, taking due account of the need for economy in design and specifications and due regard should be given to the environmental consequences associated with the manufacturing and Construction process of materials and resources.

4.3 Location of proposed housing development:

Please refer to section 1.2 to 1.5 pages 9-12 of QHSC documents.

Selection of suitable sites shall be the prime consideration in accepting an offer by the Council. The site selection criteria should meet the principles given in Chapter 01 of QHDC. The following are the key points for the selection of a suitable location for a housing scheme:

- 1) The schemes should be located within walking distance (normally less than 1km) of a nucleus of a school, church, shops and other facilities
- 2) Proposals for schemes in the vicinity of existing Council schemes may not be accepted if considered creating over concentration of Social Housing at that particular location.
- 3) The scheme sites should be serviceable and preferably directly accessible from a county road.
- 4) The access should have acceptable vision lines (please refer to the Guidelines given in the *Sligo & Environs Development plan 2004-2010*)
- 5) The sites should generally be fairly level or have gentle slopes. Schemes on steeper sites shall only be considered provided that driveways, footpaths and walkways have gradients generally less than 05% (1:20)
- 6) Landfill sites, contaminated grounds and sites prone to flooding will not be considered.
- 7) All proposed schemes are expected to meet the minimum requirements of the Sligo & Environs Development Plan 2004-2010
- 8) Schemes at suitable locations on the following types of sites will be acceptable:
 - a) Brownfield's, infill, derelict sites and back lands.
 - b) As part of a private housing development.
 - c) Sites with planning permission for housing.
 - d) Green field sites Zoned for housing.

In all cases proposals for infill developments involving the elimination of dereliction are particularly welcome.

4.4 Other requirements: The design and Construction of proposed housing should also comply with the following:

1. Government policy on Architecture and Housing, Conservation of Energy, use of Renewable material, Health & Safety and Universal Access.
2. Conditions of the Planning permissions
3. Current Building Regulations.
4. Good Building Practice.
5. Respective Local Authority Development Plans and Local Area Plans.
6. The scheme layout, and House type design and construction should be fit for purpose.
7. This document and any other instruction or document provided or referred to by the tendering authority
8. Fire Certificate; RECI Certificates as applicable.

The developer's architect will be required to issue an Opinion of Compliance with Planning Permission and Building Regulations on the standard RIAI forms, in respect of each house. The signatory must be a person whose qualifications are recognised by the Incorporated Law society in their guidelines on opinion of compliance.

FREEDOM OF INFORMATION**FREEDOM OF INFORMATION ACT 1997**

1. Attention is drawn to the fact that all records received in relation to Tenders for Contracts with Sligo Borough Council may be subject to requests for information under the Freedom of Information Act, 1997 which came into force on 21st October, 1998 (including records of Contractors in relation to work carried out by them for the Council).
2. The Council undertakes to use its best efforts to hold confidential information provided by any or all tenderers subject to the Council's obligations under law, including the above Act.
3. Any information supplied with a tender which is considered by the tenderer to be sensitive and not for release, should be identified by the tenderer and the reasons for its sensitivity specified.
4. Sligo Borough Council will consult with a tenderer before making a decision on any Freedom of Information request received in relation to any such sensitive information.
5. Following consultation the Council may decide to release the information despite the expressed concern of the tenderer. In the event of the Council making such a decision a tenderer may appeal to the Information Commissioners who will subsequently decide whether or not the information is to be released.
6. If no information is identified as sensitive, with supporting reasons and a request relating to it is received under the Freedom of Information Act, the information is likely to be released.