



HILLINGDON
LONDON

Consultancy Services for Building & Construction



User Guide

Framework Period

22/05/23 - 21/05/27

FTS Notice:

2023/S 000-014431

Created by:

London Borough of Hillingdon

Introduction:

On the 22nd of May 2023, the London Borough of Hillingdon let a four year Framework Agreement for the provision of Consultancy Services for building and construction based projects.

Framework Scope:

Framework Agreement for Building & Construction Consultancy Services – Multi Lot

The Framework consists of the following Lots:

1. Multi-Disciplinary Services
2. Architectural and Building Design Services
3. Building Services Engineering (M&E)
4. Building Surveying Services
5. Structural Engineering
6. Quantity Surveying Services
7. Valuation and Estates Services
8. Energy Efficiency Consultancy Services
9. Fire Safety Engineering Services
10. Employers Agent

Above is a list of the Lots, if a requirement would fit under the Lot heading, it is considered included. Each Lot will include additional elements such as tender preparation, project management services, the provision of a wide range of advice on all matters concerned with planning, development and environmental issues which surround any building and construction project.

Each Lot is also available as Multi-Disciplinary, providing the Lot selected at Call Off is the main requirement of the intended project.

For transparency of costs at Call Off, each Lot is divided into Project Price Bands of the following amounts:

- Project Price Band A £0 - £50k
- Project Price Band B £50k - £250k
- Project Price Band C £250k - £750k
- Project Price Band D £750k - £2m
- Project Price Band E £2m - £5m
- Project Price Band F £5m - £10m

Any project that is above £10m in value will be subject to a Mini-Competition.

Who can use this Framework?

This Framework is available to all Public Sector Bodies in the United Kingdom.

Benefits of using this Framework:

- Free to Access
- Quick & easy to use – Removes the need separate above threshold or FTS procurement exercise thus reducing tender time and administration.
- Consultants listed on the framework have been assessed for their financial stability, experience and technical & professional capability.
- Direct Awards can be made in accordance with Appendix 1.
- Mini-Competitions can be run for a more tailored, project specific approach.
- Ability to utilise your own preferred form of contract.

How was the Framework evaluated?

The evaluation involved two stages.

Stage one was a Selection Questionnaire with those that met the qualifying criteria were then scored and those ranked within the top ten against the award criteria moved on to Stage two, the Invitation to Tender.

For each Lot, the award criteria was split between Technical and Price with the specific weightings used as follows:

- Technical 70%
- Price 30%

The price and technical scores were combined, and the highest scoring six tenderers for each Lot were offered a place in the framework.

How to use this Framework:

Please see the Call of Procedure (Appendix 2)

All bodies wishing to use this Framework must first sign and return an Access Agreement to the mailbox below before any Call Off or competition can proceed.

If you require further assistance, please contact:

Email: procurement@hillingdon.gov.uk

Call Off Options:

There are two options that can be used when Calling Off from this Framework, they are:

Option 1 –

Direct Award

A Direct Award can be made under the following circumstances.

1. Direct Award to the Highest Ranked Consultant within the Lot
2. Where the Consultant has had prior or earlier involvement in the project
3. Where the Consultant has previously provided similar services to the Contracting Authority and has a proven track record.

It is for Contracting Authorities to establish best value prior to any Call Off.

Option 2 -

Conducting a Mini Competition:

A Mini Competition can be used to re-open competition under the framework for any individual Lot and intended to secure formal quotations from the shortlisted consultants. This can be tailored to your precise requirements and offers a way of testing and demonstrating further value for money.

Before the start of the Mini Competition process the Contracting Authority will need to complete a Project Registration Form that will include a detailed statement of requirements.

For all Mini Competitions, Contracting Authorities must ensure that all parties to the relevant Lot, that can provide the required services, must have the opportunity to participate in the Mini Competition.

Your competition must be conducted in accordance with the following:

- All parties to the relevant Lot that can provide the required services must be invited to the Mini Competition.
- You must allow bidders sufficient time to prepare and submit their bids.
- You must tell bidders the closing time and date for submitting their bids.
- You must treat all Consultants equally and fairly and evaluate all bids in the way outlined in your tender documentation.
- Weightings must be between the following parameters: 20/80 Price / Quality & 80/20 Price / Quality.
- All Mini Competitions must be conducted electronically and must be run by the Contracting Authority as the Framework Provider does not offer that service.

Framework Operators: (Number represents Lot Rank)

Consultant	Lot name	1. Multi-Disciplinary Services	2. Architectural and Building Design Services	3. Building Services Engineering (M&E)	4. Building Surveying Services	5. Structural Engineering	6. Quantity Surveying Services	7. Valuation and Estates Services	8. Energy Efficiency Consultancy Services	9. Fire Safety Engineering Services	10. Employers Agent.
Airey Miller Limited							1			1	
Alan Conisbee						1					
Allen Construction Consultancy	3				4						5
BPM Project Management Ltd							6				
Butler Young - BYA			1								
Calfordseaden LLP			6			5					
Concertus Design	5	4	3			3					
Copping Joyce Surveyors Ltd								1			
ECS			5								
Edgeps							4				
Faithul + Gould					1						
Fraser Brown Mackenna		5									
Haverstock		6									
Hunter & Partners Ltd	4	1									
Keegans	1				6		2				
Newsteer								2			
Pellings LLP	2				3		5		1		
Philip Pank Partnership LLP					5						4
Pick Everard						2					6
Playle & Partners LLP		2					3				1
Pollard Thomas Edwards		3									
Potter Raper Ltd											3
QODA								2			
Quatrefoils Ltd	6				2						
RGP											2
SD Structures						4					
Stuart McCurry			2								
Tisserin Engineers Ltd						6					
XCO2 Energy Ltd			4					3			

Framework Consultant's Contact Details:

Name	Address	Tel / Email
Airey Miller Limited	St John's House, Suffolk Way, Sevenoaks, Kent, TN13 1YL	020 3948 6900 tenders@aireymiller.com
Alan Conisbee	1-5 Offord Street, London, N1 1DH	020 7700 6666 tom.beaven@conisbee.co.uk
Allen Construction Consultancy Limited	Highlands House, Highlands Road, Shirley, West Midlands B90 4ND	0121 765 2900 peter.paisley@allen.uk.com
BPM Project Management Ltd	22 Grove Crescent Road, London, E15 1BJ	02074874432 tom.perfect@bpm-london.com
Butler Young - BYA	1st Floor, 54-62 Station Road East, Oxted, Surrey, RH8 0PG	01883 717172 mike.wetton@bya.co.uk
Calfordseaden Llp	King's Head House, King's Head Yard, Borough High Street, London, SE1 1NA	020 7940 3200 JHarris@calfordseaden.com
Concertus Design	2 Friars Bridge Road, Ipswich, Suffolk, IP1 1RR	01473316600 bids@concertus.co.uk

Copping Joyce Surveyors Ltd	28-30 Worship Street, EC2A 2AH	0207 749 1040 dkolas@coppingjoyce.co.uk
ECS Consultants Limited	148 Stockport Road, Cheadle, Stockport SK8 2DP	02071832172 ITT@ecs-ecs.co.uk
Edgeps	Assay Studios 141 Newhall Street Birmingham B3 1SF	07918905542 kevin.smith@edgeps.co.uk
Faithul + Gould	Nova North, 11 Bressenden Place, London SW1E 5BY	020 7121 2000 fgouldtenders@fgould.com / will.burkitt@fgould.com
Fraser Brown Mackenna	15-18 Featherstone Street, London, EC1Y 8SL	020 72510543 bids@fbmarchitects.com
Haverstock	Studio 10 Cliff Road, Cliff Road, London, NW19AN	0207 267 7676 claire.barton@haverstock.com nathalie.jardine@haverstock.com
Hunter & Partners Ltd	Space One Beadon, London, W6 0EA	020 8237 8200 bids@hunters.co.uk
Keegans	Unit C, 65 Hopton Street London, SE1 9LR	020 7199 0900 anna.dewey@thekeegansgroup.com

Newsteer	20 Farringdon Street, London EC4A 4AB	020 3151 4850 mark.byles@newsteer.co.uk
Pellings LLP	24 Widmore Road, Bromley, BR1 1RY	020 8460 9114 submissions@pellings.co.uk
Philip Pank Partnership LLP	Quantum House, 113 Euston Street, London, NW1 2EX	020 7383 2859 davideldridge@philippank.com
Pick Everard	Halford House, Charles Street, Leicester, LE1 1HA	0345 045 0050 bidhub@pickeverard.co.uk
Playle & Partners LLP	Crest House, 138 Main Road Sidcup Kent	020 8300 6811 L.Turner@playleandpartners.co.uk
Pollard Thomas Edwards	Diespeker Wharf, 38 Graham Street, London N1 8JX	020 7336 7777 tenders@ptea.co.uk
Potter Raper Ltd	Duncan House, Burnhill Road, Beckenham, Kent, BR3 3LA	020 8658 3538 Tom.Rose@potterraper.co.uk
QODA	Orion House, 5 Upper St. Martin's Lane, Covent Garden London, WC2H 9EA	020 7394 2125 james.stubbings@qodaconsulting.com

Quatrefoils Ltd	Brook House 54a Cowley Mill Road Uxbridge UB8 2FX United Kingdom	020 3475 3257 jarard@quatrefoils.co.uk
RGP	Percy House, 33-34 Gresse Street, London W1T 1QU	0203 327 0381 ggiblett@rg-p.co.uk
SD Structures	60 Gray's Inn Road London WC1X 8AQ	020 8144 8900 mike@sd-structures.com
Stuart Mccurry	11 Chiltern Court, Asheridge Road, Chesham HP5 2PX	01296 696780 smp@smpengineering.co.uk
Tisserin Engineers Ltd	Unit 212, 241-251 Ferndale Road, Brixton, SW9 8BJ	0203 951 7155 info@tisserin.co.uk
XCO2 Energy Ltd	56 Kingsway Place, London Ec1r 0lu	02077001000 tomk@xco2.com / cynthiak@xco2.com

APPENDIX 1

Direct Award

A Direct Award can be made under the following circumstances:

1. Direct Award to the Highest Ranked Consultant within the Lot.
 2. The Consultant has had prior or earlier involvement in the project.
 3. The Consultant has previously provided similar services to the Contracting Authority.
- It is for Contracting Authorities to establish best value prior to any Call Off.
 - The Contracting Authority will approach the Service Provider directly with their Specification of Services requesting a proposal for review.
 - Each Lot is also available as Multi-Disciplinary, providing the Lot selected at Call Off is the main requirement of the intended project.
 - If a duty, task or requirement would fit under any Lot heading, it is considered included. Each Lot can include additional elements such as tender preparation, project management services, the provision of a wide range of advice on all matters concerned with planning, development and environmental issues which surround construction and building projects.
 - Any returned rates should not exceed those submitted by the Consultants at Framework creation stage.

Mini-Competition/Further Competition

1. Where services are required and cost implications cannot be easily established via previously tendered Framework Rates or should the Contracting Authority wish to run a Mini-Competition, all Consultants within the relevant Lot must be invited to participate, unless an Expression of Interest has been conducted by the Framework Provider and a shortlist of interested Service Providers has been generated.
 2. Contracting Authorities should provide a full specification of their requirements to each Consultant within the Lot, or all those shortlisted following any Expression of Interest, at Mini-Competition stage.
 3. The Most Economically Advantages Tenderer, a combination of Quality and Cost, can be recommended for Award.
- Each Lot is also available as Multi-Disciplinary, providing the Lot selected at Call Off is the main requirement of the intended project.
 - Quality Weightings can range between 20% - 80%
 - Commercial Weightings can range between 20%- 80%
 - If a duty, task or requirement would fit under any Lot heading, it is considered included. Each Lot can include additional elements such as tender preparation, project management services, the provision of a wide range of advice on all matters concerned with planning, development and environmental issues which surround construction and building projects.
 - Any returned rates should not exceed those submitted by Consultants at Framework creation stage.

Appendix 2

Call Off Procedure

1. The “Contracting Authority” is required to complete and have counter signed an “Access Agreement” prior to utilising this Framework.
2. The “Contracting Authority” is required to complete a Project Registration Form and return to the Framework Provider before any potential Call Off.
3. The Framework Provider will issue a Project Reference number acknowledging receipt of request.
4. If the “Contracting Authority” wishes to award a contract under this Framework Agreement they should use their own documentation for Direct Award or Mini Competition, clearly referencing the Framework and reference number.
5. The “Contracting Authority” is required to complete a “Appointment Notice” once an Award has been made. This notice must be returned to the Framework Provider.
6. The “Appointment Notice” must be shared with the Framework Provider, within 30 days of the Service Provider appointment.
7. The “Contracting Authority” is responsible for publishing any award notices from any Call Off under this Framework as required by current Public Contract Regulations.
8. The awarded value of any Call Off contract will be inclusive of any Framework Levy/ Rebate.
9. If a duty, task or requirement would fit under any Lot heading, it is considered included. Each Lot can include additional elements such as tender preparation, project management services, the provision of a wide range of advice on all matters concerned with planning, development and environmental issues which surround construction and building projects.
10. Each Lot is also available as Multi-Disciplinary, providing the Lot selected at Call Off is the main requirement of the intended project.

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