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Tender

Legal Services segregated into two lots relating to Housing Management (Lot 1) and Development (including Property Sales) (Lot 2) respectively.

Broadland Housing Association Limited

F02: Contract notice

Notice identifier: 2023/S 000-015263

Procurement identifier (OCID): ocids-h6vhtk-03d03e

Published 30 May 2023, 2:05pm

Section I: Contracting authority

I.1) Name and addresses

Broadland Housing Association Limited

Norwich City Football Club, Carrow Road, Carrow Road

Norwich

NR1 1HU

Contact

Barry Ashby

Email

barry.ashby@broadlandgroup.org

Telephone

+44 1603750261

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.broadlandgroup.org/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-Norwich:-Legal-services./D7Y9T25APE>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object**II.1) Scope of the procurement****II.1.1) Title**

Legal Services segregated into two lots relating to Housing Management (Lot 1) and Development (including Property Sales) (Lot 2) respectively.

Reference number

23-013

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

This Invitation to Tender (ITT) from Broadland Housing Association (the client) is issued to potential suppliers (tenderers) for the purpose of submitting a tender for the legal services segregated into two lots relating to Housing Management (Lot 1) and Development (including Property Sales) (Lot 2) respectively.

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

II.2) Description

II.2.1) Title

Housing Management

Lot No

1

II.2.2) Additional CPV code(s)

- 79100000 - Legal services

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norwich and East Norfolk

II.2.4) Description of the procurement

Lot 1 - Housing Management to include:-

- i) Preparation, in conjunction with Broadland's staff, of all necessary documentation for contested eviction and possession proceedings as instructed by Broadland.
- ii) Attendance at Court and presentation of such cases above as required.
- iii) Attendance at Court and presentation on uncontested but more complex eviction and possession cases and advice relating to such cases.
- iv) Preparation, in conjunction with Broadland's staff, of all necessary documentation in obtaining an Injunction Order relating to Gas Safety Checks and electrical inspections.
- v) Other general advice in relation to housing management matters, including advice on other tenancy related matters, e.g. drafting tenancy agreements, service charges and leaseholder matters and complex rent arrears cases.
- vi) Advice on non commercial leases, support services agreements and management agreements at schemes as Broadland has a number of homes which are managed by third parties and from time to time it may become necessary to review or terminate these and guidance will be required.
- vii) Advise Broadland's staff on the handling of complex tenant complaints.

Provide advice or attend eviction appeal panels as required to provide Broadland with Legal Advice.

When required, source and appoint a barrister, taking into consideration value for money and expertise.

Anti-Social Behaviour to include:-

- i) General advice on the approach to specific anti-social behaviour cases.

- ii) Advice on the use of starter and demoted tenancies.
- iii) Preparation, in conjunction with Broadland's staff, of all necessary documentation to obtain demotion orders and injunctions.
- iv) Preparation, in conjunction with Broadland's staff, of all necessary documentation for eviction and possession proceedings in relation to anti-social behaviour legislation.
- v) Attendance at Court and presentation of such cases above.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £500,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There will be an optional 2 year extension period which will be exercised at the sole discretion of Broadland.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union

funds: No

II.2.14) Additional information

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/D7Y9T25APE>

II.2) Description

II.2.1) Title

Development (including Property Sales)

Lot No

2

II.2.2) Additional CPV code(s)

- 79100000 - Legal services

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norwich and East Norfolk

II.2.4) Description of the procurement

Lot 2 — Development (including Property Sales) will include the following subject areas:

- development acquisitions and related matters,
- property sales,
- planning advice,
- construction contract advice,
- stock rationalisation,
- property charging,

- third party development partnerships,
- asset management matters.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £500,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There will be an optional 2 year extension period which will be exercised at the sole discretion of Broadland.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

4 July 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

4 July 2023

Local time

12:00pm

Place

Norwich

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Norwich:-Legal-services./D7Y9T25APE>

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GO Reference: GO-2023530-PRO-23083708

VI.4) Procedures for review

VI.4.1) Review body

Broadland Housing Association

Norwich City Football Club, Carrow Road

Norwich

NR1 1HU

Telephone

+44 1603750261

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

RICS

RICS Headquarters, Parliament Square

London

SW1P 3AD

Telephone

+44 1603750261

Country

United Kingdom