**1. Architectural Planning and Design, Quantity Surveying and Planning Application Services.**

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| **MAT \*** | **Overall Weighting** | **Category** | **Category Weighting** **Percentage** | **Quality Element** | **Individual Element Weighting in points** | **Total Weighting in points** |
| **Cost** | **40%** | Value for money | **40%** | Value for money | 40 |  |
|  |  |  |  | TOTAL POINTS PRICE  |  | 40 |
| **Quality\*\*** | **60%** | **Locality**; distance of contracting company from site | **8%** | Within Newport Pagnell or | 8 or |  |
| Within Milton Keynes and within 10 miles of the site in Newport Pagnell | 7 or |  |
| Within Milton Keynes but over 10 miles from Newport Pagnell. | 6 or |  |
| Outside of Buckinghamshire/Milton Keynes and over 25 miles from Newport Pagnell  |  0 |  |
| **Experience** | **22%** | Two relevant references including comment from referees  | 8 |  |
| In addition to the two referees above, one current reference with a local government body including comment from referee. | 4 |  |
| Specified policies and procedures relating to RIBA stages and client communications  | 4 |  |
| Evidence of relationship building with other clients  | 6 |  |
| **Staffing and Structure** | **25%** | Dedicated architect | 5 |  |
| Evidence of willingness to amend plans repeatedly to meet client requirements and willingness to make proposals for improving site options and to undertake value engineering | 4 |  |
| Specified number of hours for client contact and for hours allocated to entire project \*\*\* | 4 |  |
| Evidence of longer term project management on projects of this scale  | 3 |  |
| Evidence of a high success rate with planning authorities approving plans  | 5 |  |
|  |  | Evidence of willingness to visit site, and if appointed for project management role RIBA stages 5-7 to pay regular visits to site(specify regularity of such visits)  | 4 |  |
| **Programmes of work** | **2%** | A programme for this project | 2 |  |
| **Record Keeping and project control** | **3%** | Evidence of adequate weekly records maintained | 1 |  |
| Evidence of monitoring system in place to check and demonstrate work carried out | 1 |  |
|  |  | Management of information – evidence of processes for sharing information with client | 1 |  |
|  |  |  | 60% | TOTAL POINTS QUALITY |  | 60 points |
|  |  |  | **100%** | **TOTAL OF COST AND QUALITY SCORES** |  | **100 points**  |

\* Most Advantageous Tender (MAT).

100 points are allocated across the tender. 40 points are allocated to cost, and 60 points are allocated to quality.

The bidder with the lowest price will receive 40 points for cost. Bidders with higher prices will receive a percentage lower than 40, based on the percentage by which their bid is higher than the lowest bidder. E.g. if the bidder with the second lowest bid is 10% higher in price than the lowest bid, 10% of points will be deducted from the top possible score of 40. Ensure that the price includes an estimated cost for all site surveys that may be needed to achieve planning approval. Indicate on your bid what that estimated cost is, and what surveys you have included.

\*\* Evidence of Quality.

It is insufficient to simply assert that quality is taking place. Proof must be provided in the form of existing processes and procedures or work methods to demonstrate how Quality of service is being managed.

\*\*\* Comparisons between total number of hours allocated to this project will be made, and for those quoting lower number of hours, price will be adjusted accordingly on a sliding scale. It is therefore beneficial to those bidders allocating a significant number of hours to this project. Additional hours used to achieve results over those bid for in this tender will not be paid for. Ensure that sufficient hours are included to make a pre-planning application, and if necessary to resubmit plans to achieve a successful planning outcome.