

Estate Inventory - TID Clarification Questions

Question	Question detail	Answer
1	I write with reference to the above tender and note that a copy of your terms and conditions for this tender have not been made available. I would therefore be grateful if you could provide a copy at your earliest convenience.	LWARB does not have a set of standard terms and conditions. We will review the winning contractor's standard terms and if they are suitable will award the contract using them.
2	Could you confirm the budget for this piece of work is between £25-£50K (Inc. VAT)	There is no budget set for this piece work.
3	In the ITT you have indicated the number of estates that require auditing, do you have the number of bin stores/areas that you require assessing per estate. For example, one estate might have a number of bin	Not at this stage. For many of the estates of 100 hh+ there will be multiple bin stores but this might also be the case for some of the other blocks too.
4	Do you have a preference for the format of the final database e.g. Excel, Access?	This can be discussed at the project inception meeting. It needs to be in a format that the boroughs, LWARB and the housing association can utilise on their existing operating systems; which is likely to be Excel.
5	What methodology do you require the interviews to take place in e.g. face to face, telephone; also, do you envisage these to be in-depth (qualitative)?	Whatever the contractor feels will give them the best qualitative information.
6	Will the housing association/s be willing to work with the successful contractor to arrange logistics of the audit e.g. site plans, access requirements etc.?	It is one housing association and they are fully committed to this project.
7	With regards to understanding the types of communications provided to residents, would the successful contractor have to work with each local authority to understand the types/level of engagement with the developments (6.4.10)	Focus here needs to be on existing engagement channels that the consultant is able to find out about either through desk top research or from its visual inspection during the inventory.
8	Section 6.4 refers to gathering an annotated block plan of each estate (electronic version) – will we be provided with electronic block plans of estates?	It is likely that some boroughs will not have access to GIS mapping for the purpose of producing block plans. We are still waiting to find out if the housing association can provide these. Please cost for providing these yourselves for each borough and the final cost will be adjusted once we are clearer of who can and cannot
9	How will access be facilitated to estates? For example will keys be provided?	The housing association will provide access to the estates.
10	than three pages. However, under section 10 there is a reference to CVs being not more than one side per person. Please can you clarify the length of each CV required.	Not more than one side. Relevant to this project.
11	Re attending the intervention development workshop under 6.6, how long do you envisage this will take? Would you consider running this workshop over two days? In our experience this works well for projects of this size.	Assume the intervention development workshop will take one day.
12	Re the provision of databases by the end of February and the meeting to discuss main findings in w/c 5 February under section 7, would you consider holding the meeting a week earlier inn w/c 29th January?	Yes.
13	Under section 7 there is reference to the provision of a final report (if required). Please can you clarify the likelihood of this being required.	Please cost for providing a short 2 page summary report per borough and a short exec summary for the project as a whole.

14	Control sites for phase 2: Please can you confirm if all 12 estates (10 case studies plus x2 control sites) will require interviews with caretakers and tenant association/representatives (point 5 states deliver interviews with 10 estates and point 6.5 refers to 12 estates).	All 12 estates will require caretaker and tenant interviews.
15	Point 6.4.11 refers to an additional list of sites that can be located under 6.2.9. This list does not appear in the tender - please can you confirm the number of these additional sites that are to be photographed?	This refers to if the contractor, through the course of carrying out the inventories, identifies better or additional locations for sites on the estates.