



Bidding Pro Forma

Shire Hall Site, Castle Street, Cambridge CB3 0AP

Subject to Contract

Proposals must be completed on the Bidding Pro Forma and submitted by email and hard copy in duplicate by the bidding deadline, together with any covering information to:

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Offers should be clearly marked "Shire Hall Site, Cambridge – Proposal" and submitted no later than **midday on Thursday 18th April 2024**.

Offers submitted by email by the bidding deadline should also be sent by hard copy in duplicate.

1. Evaluation of Proposals

Each of the Proposal Categories will receive a score out of 10, weighted for each category against a total possibility of 100% as set out below.

Category	Weighting
Financial Offer Based upon the best financial outcome for Cambridgeshire County Council (CCC) for the highest quantum of consideration for the site and potential income retained by CCC in the future	15%
Deposit (upon signing Exclusivity Agreement) A binary score of 10 or 0 will be awarded depending on whether the bidder agrees to the deposit arrangements	15%

Proposal Evaluated with marks being awarded for the scheme content in terms of design, sustainability, demand and deliverability including planning permission	12.5%
Conditional / Unconditional Offer Evaluated against the number and terms of the conditions. Easily satisfied conditions will achieve a higher score	5%
Tenure Higher scores will be awarded for proposals where CCC retain the freehold interest	2.5%
Funding The funding of all phases of the development process are relevant including pre-construction and design and planning. Clearly articulate for each phase of the development process whether the source of funds is provided by the bidder or a third party (already in place or to be procured at a later date)	10%
Due Diligence Due diligence which supports the financial viability and planning and construction deliverability of the proposal will attract the highest scores	5%
Overage & Security on Deferred Consideration Clearly defined overage mechanism with a worked example together with a proposal to ensure any deferred payments are guaranteed subject to satisfying conditions (if applicable) will attract the highest scores	5%
Approvals Clear details of the bidder approval process will attract the highest scores	2.5%
Timescales A detailed programme including timescales for the exchange of the Exclusivity Agreement, payment of the deposit (if applicable), exchange of legal documentation, discharge of conditions (if applicable), payment of consideration, funding, construction etc. Timely but realistic timescales will attract the highest scores	5%
Costs A full undertaking to cover all of CCC's reasonable costs will attract the highest score	2.5%
Experience & Resources Scoring based upon experience and resources in relation to a development of this size, nature and complexity	10%
Economic, Social & Environmental Impact Proposals that clearly demonstrate measurable potential benefits will attract the highest score	10%
Total	100%

2. Proposal Categories

<p>1.</p>	<p>BIDDER DETAILS</p>	<p>Company Name:</p> <p>Company Number:</p> <p>Address:</p> <p>Contact:</p> <p>Telephone:</p> <p>Email:</p>
<p>2.</p>	<p>BIDDER'S SOLICITOR</p>	<p>Company Name:</p> <p>Address:</p> <p>Contact:</p> <p>Telephone:</p> <p>Email:</p>
<p>3.</p>	<p>FINANCIAL OFFER</p> <p>Site payment and potential income available to CCC in the future including any proposals for deferred payments such as overage</p> <p>Please support the appraisals and assumptions used to underwrite the financial offer</p>	



<p>4.</p>	<p>DEPOSIT (upon signing Exclusivity Agreement)</p> <p>Confirm agreement to deposit arrangements below:</p> <p>Once the preferred bidder is selected, we are requesting that they pay £200,000 (exc VAT) into an account nominated by the Council and enter into (1) an exclusivity agreement to allow for negotiation of the sale contract / agreement for lease (as applicable) and (2) an escrow agreement to document the terms on which that £200,000 will be held</p> <p>The Council will require the money to be held for the benefit of both the Council and the developer and released to the developer only if a planning application for the scheme proposed is submitted</p> <p>If that has not been submitted by a specified date or if the sale contract / agreement for lease (as applicable) has not been exchanged by a specified date the money will be released to the Council</p> <p>This will run in parallel with the terms of any sale contract / agreement for lease (as applicable) which may during that time have also been entered into</p>	
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<p>5.</p>	<p>PROPOSAL</p> <p>Please provide an overview of your proposals for the Shire Hall site, in terms of the proposed use or mix of uses, extent of new build development (if any), consents required to implement the proposals and any supporting information</p> <p>Please also set out whether your proposal includes some or all of the car parking at the upper basement level of the adjoining Castle Court development (and proposal terms). This element should be set out separately from the Financial Offer for the Shire Hall site in para 3. above</p>	
<p>6.</p>	<p>CONDITIONAL / UNCONDITIONAL OFFER</p> <p>Please confirm whether your offer is conditional (subject to planning) or unconditional (subject to contract only)</p>	
<p>7.</p>	<p>OTHER CONDITIONS</p> <p>Please confirm whether there are any other conditions, the timescales and information / process required to discharge any such conditions</p>	
<p>8.</p>	<p>TENURE</p> <p>Please confirm whether your offer is based on a freehold or leasehold disposal (and if so, the proposed terms that are applicable)</p>	



<p>9.</p>	<p>FUNDING</p> <p>Please confirm the source of funding for the offer and attach evidence demonstrating your ability to fund the transaction</p> <p>Please confirm whether your offer is subject to valuation and / or debt funding</p> <p>If applicable, please confirm that the offer been made in the full knowledge and support of your funder, or if not, what processes are required to secure their approval (including timescales)</p>	
<p>10.</p>	<p>MARKETING INFORMATION</p> <p>Please confirm that your offer is made in full knowledge of all the documents provided as part of the marketing information and contained in the data room</p>	
<p>11.</p>	<p>DUE DILIGENCE</p> <p>Please confirm the due diligence already undertaken and details of any other assumptions and / or conditions (including any abnormal cost allowances) made when submitting your offer and what you will need to verify between acceptance of an offer and exchange of contracts</p> <p>Please confirm whether initial contact has been made with Cambridge City Council Planning Officers to discuss your proposals</p>	



12.	OVERAGE Proposals for planning and sales overage are invited. Please set out details for consideration as appropriate	
13.	SECURITY ON DEFERRED CONSIDERATION A satisfactory form of security will be required for any deferred consideration. Please set out details for consideration with your proposal, if applicable	
14.	APPROVALS Please confirm details of your internal approval process and the level of approval submitted with your offer, together with timescales and requirements to obtain full approval to reach an exchange of contracts	
15.	TIMESCALES Please confirm your proposed timescales to exchange of contracts and completion, together with the discharge of any condition precedent	



<p>16.</p>	<p>COSTS</p> <p>The Council will require an undertaking for professional costs incurred in the transaction, whether or not the matter proceeds to exchange of contracts. Please confirm your proposals for consideration including any cap on the amount of Council costs to be covered by the bidder</p>	
<p>17.</p>	<p>EXPERIENCE AND RESOURCING</p> <p>Please set out your experience of similar projects, together with details of key personnel that will manage the project</p>	
<p>18.</p>	<p>ECONOMIC, SOCIAL & ENVIRONMENTAL IMPACT</p> <p>Provide evidence of the potential economic impact of the proposal set out above</p> <p>Provide evidence of the potential social impact of the proposal set out above</p> <p>Provide evidence of the potential environmental impact of the proposal set out above</p>	

19.	SIGNATURE	Signed: Name: Position: Date:
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Important Notice

This is not a formal tender and any proposal will be subject to acceptance and approval by our client. Furthermore, our client is not obliged to accept the highest or indeed any offer received and reserves the right not to consider any offers submitted after the bidding deadline.

Our client reserves the right to vary the bidding process at any stage and as such this invitation, all discussions and correspondence are non-binding and subject to formal contract.

The marketing information is intended only as a guide and does not constitute an offer or contract.