



«LEASE_PARTIES_»
/The Current Leaseholder(s)
«ADD_1»
«ADD_2»
«ADD_3»
«ADD_4»
«ADD_5»
«ADD_6»

Property Reference: «PROP_REF»
Property Address: «PROPERTY_ADDRESS»
Scheme Reference: ASSETDP/2021_22
Date: 14 May 2021

Dear «LEASE_PARTIES_»/ The Current Leaseholder(s),

Asset Delivery Partner contract – please read carefully

I am writing to consult with you on the proposed procurement of an asset delivery partner.

Lambeth as a landlord is required, at times, to carry out major works to our buildings/estates and requires an asset delivery partner to oversee the delivery of these schemes. The council will seek to procure the new contract through a competitive process and design it in a way that ensures it provides the best quality and value.

This letter is a **Notice of Intention** and the first of two letters in this consultation process that relates to the future service charges which Lambeth may recover from homeowners in respect of the costs of an asset delivery partner.

Notice of Intention to enter into a qualifying long-term agreement subject to public notice under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and the Service Charges (Consultation Requirements) Regulations 2003).

Description of service

Lambeth will procure an asset delivery partner to provide a comprehensive asset management services to design, procure and oversee delivery of capital and planned works. This will include but is not limited to procurement of works, lead consultant, building surveying, cost consultancy, quantity surveying, employer's agent, principal designers, construction design management, health and safety consultancy, party wall surveyors, condition surveys, clerk of works, project management, expert witness, building information modelling and structural engineering.

Reasons for entering into a qualifying long-term agreement

The council needs to commission the use of an asset delivery partner to help support and oversee the delivery of capital and planned works across the council's assets.

Procurement

Under the consultation regulations, you do not have the opportunity to propose the name of a person or company from whom we should try to obtain services.

Public procurement legislation states that contracts over £189,330 – for Supply, Services and Design Contracts must be published via the Find A Tender Service.

More information

A set of frequently asked questions can be found here <http://bit.ly/S20BoroughwideConsultation>. If you do not have access to view documents online, please telephone 0207 926 6521.

Please do take the time to watch a short (5 minute) film which explains what a Section 20 notice is and what this means for you: https://youtu.be/Q_Md5aWBU84.

Observations

Now that you have more information you may wish to get in contact. I invite you to send in your written observation in relation to the intention to procure an asset delivery partner. Your observation (should you choose to send one in) must be delivered to the address below by the 18 June 2021. This is 35 days from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <http://bit.ly/S20eform>
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us, please include reference **ASSETDP/2021_22** and make it clear you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Send you a Notice of Intention.	Complete
Hand over to Procurement Team	July 2021
Advertise for Bids on 'Find a Tender Service'	July 2021
Assess all bids for cost and quality to identify a preferred Bidder	August 2021
Seek approval of a preferred bidder from the Lambeth's Cabinet.	September 2021
Send you a Notice of Proposal.	View this short film explaining what a Notice of Proposal is: https://youtu.be/Q_Md5aWBU84
Award the contract to the winning tenderer	To be confirmed
Mobilise the contract	To be confirmed

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Senior Major Works Co-ordinator