

# Essex Renewal Fund - Lettings and Facilities Management Soft Market Testing August 2025

## Overview

### Purpose of this exercise

The Essex Renewal Fund (ERF) is a revolving investment fund for land and property projects within Essex that support Essex County Council's (ECC's) objectives.

Following a soft market testing exercise in January 2023, ECC competitively procured Fund & Asset Management services for ERF, and appointed Montagu Evans. The Council is now looking to procure Lettings & Facilities Management services for the Fund.

As the ERF portfolio is expected to be varied and change over the contract period of up to 10 years, the contract specification must be flexible, but pricing must be competitive and predictable. To help us design an appropriate contract and procurement process, please answer the questions below (via the [Share your views link](#)).

### Context

When answering the questions, please assume a snapshot portfolio of:

- Out of county (existing assets only, no further acquisitions):
  - A retail park in Keighley consisting of 11 retail and leisure units
  - Four storey office block in Watford with 4 tenants
  - Four trade counter units in Guildford with 2 tenants
- Inside of county (future assets, illustrative examples):
  - A 20,000 sq ft Innovation Centre in Chelmsford with 25 tenants
  - Industrial grow-on-space, 12 units at 5,000 sq ft each in Clacton
  - And 10,000 sq ft of R&D / lab space units with 5 tenants

### Requirements

**A - Lettings and facilities management:** We expect the level of service per site to vary based on the type of asset and ERF's fund and asset management strategies. We have therefore summarised the core service requirements as follows:

- **Level 0 – Vacant land and/or premises.** Services would be limited to management of risks e.g. security, health and safety management, environmental management
- **Level 1 – Single or multi-tenant site, with lease(s) on a Full Repairing and Insuring (FRI) basis.** Services would include those in Level 0, plus additional site-related services e.g. rent collection, lease enforcement, service charge management, car parking barrier maintenance, snow and ice clearance, landscaping, pest control, external lighting and signage
- **Level 2 – Single or multi-tenant site, with lease(s) on an Internal Repairing and Insuring (IRI) basis.** Services would include those in Level 1, plus limited additional services in communal areas e.g. cleaning, planned general maintenance, potential lift maintenance, window cleaning, PAT and fixed wiring testing
- **Level 3 – Managed workspace, with flexible underleases.** Services would include those in Levels 1 and 2, plus comprehensive services in communal areas e.g. reception, recycling and waste management, energy management (bureau services), chilled potable water
- Please assume that services such as hospitality and printing facilities would be contracted separately
- Please assume that residential property management would be contracted separately

**B - Lettings transactions:** These include lettings/sub-lettings where ECC is the landlord, rent reviews, lease renewals and dilapidation settlements where ECC is the landlord or tenant, and rates management.

**C – Project-related:** For example, reactive maintenance, dilapidation surveys, court hearings and estate surveys.

### Questions

The rest of the form covers 19 questions around five areas; Contracting & Delivery Method, Lettings & Facilities Management Fees (Outside of Service Charges); Lettings Transactional Fees; Project Related Fees; Overall Procurement.

Click below to access the questions.

## Contracting and Delivery Method

**1** Would you most likely contract as a single supplier to deliver the required Lettings and Facilities Management services?

*(Required)*

*Please select only one item*

- ☐ Yes, single supplier
- ☐ Yes, sub-contracted on a case-by-case basis
- ☐ No, consortium with named firms at tender stage
- ☐ Other (please specify below)
- ☐ Not applicable

If you have answered Other for the above question, please specify here:

**2** If applicable, please outline services that would be sub-contracted and why?

Outline here:

**3** The Council recognise that the relationship between Fund & Asset Management and Lettings & Facilities Management will be critical to success. Please provide any thoughts on how this can be best managed.

### Lettings & Facilities Management Fees (Outside of Service Charges)

Please refer to the service levels summarised in the introduction as the range of lettings & facilities management services required across the portfolio.

**4** On what basis would you prefer to base your ongoing lettings and facilities management fee? (Rank in order of preference)

	1	2	3	4	5
£ / sq ft <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
% of rent roll <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Service level per property <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Detailed build-up of services per property <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify below) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have answered Other for the above question, please specify here:

**5** How would you prefer to handle emergency repairs and project related tasks in your pricing structure?

*(Required)*

*Please select only one item*

- ☐ Included in lettings and facilities management fees (as per your response above)
- ☐ Charged separately (please outline in Project Fees)
- ☐ Other (please specify)

If you have answered Other for the above question, please specify here:

**6** The proposed procurement is for properties primarily in Essex plus the three existing properties outside of Essex (listed in the introduction). Are there any factors that influence a difference in fees when managing properties in different locations?

## Lettings Transactional Fees

Transactions include lettings/sub-lettings where ECC is the landlord, rent reviews, lease renewals and dilapidation settlements where ECC is the landlord or tenant, and rates management.

**7** What is your preferred fee structure for lettings transactions? (Rank in order of preference)

	1	2	3	4	5
Fixed fee per transaction <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Percentage of transaction value <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Percentage of transaction value with minimum fee <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variable percentage of transaction value based on performance <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other or mix of the options (please specify) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have answered Other for the above question, please specify here:

**8** Please provide details of any additional fees or charges for lettings transactions that we should be aware of?

**9** Are there any transactions that may incur reduced rates that we should be aware of?

*(Required)*

*Please select only one item*

- ☐ Yes, Easy-in/Easy-out lease renewals
- ☐ Yes, Other (please specify)
- ☐ No
- ☐ Not applicable

If you have answered Yes, Other for the above question, please specify here:

**Project Related Fees**

**10** Are there any tasks where you would propose a different charging mechanism than day rates? For example, reactive maintenance, dilapidation surveys and court hearings and estate surveys.

*(Required)*

*Please select only one item*

- ☐ Yes (please specify)
- ☐ No

If you have answered Yes for the above question, please specify here:

**11** What factors influence any variations in your project rates, other than seniority of staff? (Check all that apply)

*(Required)*

*Please select all that apply*

- ☐ Property size
- ☐ Property location
- ☐ Project complexity
- ☐ Specialist services requiring sub-contracting
- ☐ No variation
- ☐ Other (please specify)

If you have answered Other for the above question, please specify here:

## Overall Procurement

**12** Would this procurement likely attract a bid from your firm?

*Please select only one item*

- ☐ Yes
- ☐ No

Please specify the reason for the above answer:

**13** If applicable, through which public sector frameworks could your firm supply the relevant services?

**14** What minimum contract period would you expect? (in years)

Please specify:

**15** What period of time would you expect to be required for mobilisation (in weeks)?

Please specify:

**16** If willing, please provide any typical ranges of fees based on your previous answers.

Any information provided will be treated solely as information and will not be considered a quotation for the services.

**17** Do you have any other comments you would like to share? If so please provide them below.

**18** Organisation Name

(Required)

**19** Contact Name

(Required)

**20** E-mail for any future tender information to be sent to