**Huntingfield Land to Build Program submission response**

**Compliance Criteria and Qualitative Criteria**

**How to use this document**

This schedule is provided to assist applicants and assessors in ensuring that all compliance and qualitative criteria are addressed as part of the Expression of Interest (EOI) submission for the Huntingfield Land to Build Program.

Applicants are expected to submit a comprehensive written and visual response that addresses each criterion listed in the schedule. The schedule serves as both a checklist and a self-assessment tool, helping applicants:

* Confirm that all relevant criteria have been considered
* Clearly indicate the level of compliance for each item
* Provide explanations or justifications where full compliance is not achieved

In submitting an EOI Response for assessment, applicants will state which compliance level has been used. Applicants should ensure that they provide enough evidence to demonstrate compliance to support a timely assessment process.

The schedule will be used by assessors to verify that all criteria have been addressed and to evaluate the overall quality and compliance of the submission. It supports a transparent and consistent review process of submissions.

During the assessment process, Homes Tasmania will verify that the submission satisfies the compliance criteria.

If the proposal does not demonstrate compliance, Homes Tasmania may seek clarification, request additional information or notify the proponent that the design does not comply.

**Compliance Levels**

Each criterion must be assessed and marked using one of the following compliance levels:

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| --- | --- | --- |
| **Code** | **Compliance** | **Description** |
| C | Comply | The submission fully meets the requirement |
| P | Partially Compiles | The submission meets the requirement in part, with some elements outstanding or requiring clarification. |
| N | Non-Compliant | The submission does not meet the requirement. |

Where a criterion is marked as **PC** or **N**, applicants must provide a clear explanation outlining the reason for non-compliance and, where applicable, how the intent of the criterion is otherwise being addressed.

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| **Conditions of Participation** | | | |
| **Item** | **Submission Requirement** | **Compliance** | **Submission/Comment** |
| A | **Qualifications, Licenses and Registrations**  The applicant must provide evidence of appropriate registration/s – refer 5.1. |  |  |
| B | **Quality Assurance**  The applicant must provide details of how quality assurance will be maintained in relation to its delivery of the Services – refer 5.1.    The applicant will provide evidence of their management of a quality system which could include a copy of policies, procedures, a quality management plan, or quality management system.  Note: Where the applicant has in place an accredited Quality Management System, they shall provide evidence of the certification. Alternatively, if the applicant does not have sufficient evidence of such a system, they will provide a completed copy of the below Homes Tasmania-developed Quality Management Plan.    **Note:** If you are not able to open this document, please contact the Contact Officer. |  |  |
| **Qualitative Criteria** | | | |
| **Criterion 1 – Capability and Experience** | | | |
| **Item No.** | **Submission Requirements** | **Compliance** | **Submission/Comment** |
| **1.1** | **Company Profile**  The applicant must provide a profile of its organisation, any parent or associated organisation and/or any major subcontractor that would be involved in the program if the applicant was successful with its submission.  The profile must address the following matters (1.2 – 1.8): |  |  |
| **1.2** | **Company Overview**  The applicant must provide a company overview / profile. |  |  |
| **1.3** | **Other Associated Companies/Organisations**  The applicant must list details of any other companies (including the location of their premises) which will be associated with the performance of the Program, the resources which they will provide and details of any previous satisfactory collaboration you have had with them. |  |  |
| **1.4** | **Company Registration**  List details of the company registration and corporate structure including a list of the names of the company’s Board of Directors or shareholders. |  |  |
| **1.5** | **Key Personnel**  An appropriate resume is to be supplied for all key personnel including proposed subconsultants and subcontractors, including the role and the percentage of work to be undertaken by the nominated individual. |  |  |
| **1.6** | **Financial Stability**  If not prequalified with the Department of Treasury to building type and financial level to meet their proposal, the applicant must provide documentary evidence of the financial stability of their organisation or company for at least the last two (2) financial years, to demonstrate that the applicant has the financial ability and stability to fund the required provision of services & goods.  The documentary evidence that must be provided by the applicant is:   * Audited financial statements or annual reports including audited financial statements where these exist; or where these don’t exist:   A written explanation as to why audited financial statements do not exist, copies of unaudited financial statements and a copy of other supporting evidence such as correspondence from the applicant’s accountant attesting to the applicant’s financial ability and stability to fund the required provision of goods and services. |  |  |
| **1.7** | **Previous Project Experience**  The applicant must provide details of demonstrated experience developing house designs for a specific site, construction of Class 1 Residential Dwellings, and marketing and sales strategy for residential house and land sales of Three (3) projects delivered within the last two years including details of:   * Project name, description and location * Client name, client project manager (referee) name and contact details. * Project / Construction budget. * Project team. * Project duration, commencement and completion dates and any extensions of time granted with reasons. * Project scope including quality standards/target performance levels. |  |  |
| **1.8** | **References**  Applicants must provide a minimum of two (2) Tasmanian written references, to demonstrate their ability and capacity to deliver Class 1 Residential Dwellings. The reference at a minimum should include customer satisfaction, nature and complexity of the services provided, length of time for which the services were provided, success of the project or works and the budget allocation.  In addition, applicants need to supply names and contact details of two verbal referees who are willing to give verbal references regarding performance.  Homes Tasmania reserves the right to verify this information with nominated personnel and seek user feedback as to the acceptability of the service.  Homes Tasmania’s personnel must not be approached to provide the verbal references.  Homes Tasmania reserves the right to visit the applicant’s or proposed subcontractor’s premises during the tender evaluation period to assess capability. |  |  |
| **1.9** | **Insurance**  Applicants must supply certificates of currency for the insurances required in the Contract Information Table – Insurances. |  |  |
| **1.10** | **Location Requirements**  Homes Tasmania requires the applicant to have an operations office in Tasmania from which Supplies will be coordinated and the applicant must indicate where the operations office is located in its EOI response form.Applicants must also complete **Response Schedule B - Applicant Details**. |  |  |
| **Criterion 2 - Design** | | | |
| **Item No.** | **Submission Requirements** | **Compliance Level** | **Comment** |
| **2.1** | **Project understanding**  Clear and concise response demonstrating an understanding of the Huntingfield Land to Build Program and its deliverables including:   * The Huntingfield Land Release Project * The Local Planning Scheme and building regulations * Cost efficient and affordable housing design * The MyHome shared equity program * Marketing and Sales of residential house and land packages, speculative homes and display homes |  |  |
| **2.2** | **Design Summary** Applicants must provide a summary demonstrating an understanding of the Huntingfield terrace house and medium density design guide (Attachment 3).  Response Schedule D - The Design Guide Compliance Checklist must be completed to identify compliance with key expectations of the guidelines (Attachment 15) |  |  |
| **2.3** | **House Designs**  Applicants must provide preliminary concept documentation for each base design, including:   * Completed Design guide compliance checklist and any other details the design will meet any other information outlined in this EOI – refer Criteria 2. * Site plans * Floor plans * Elevations * Perspective images * Schedules on proposed inclusions including:   + Materials   + Finishes   + Fixtures, Fittings, Equipment (FF&E). * House and Land package pricing for each base design.   Where nominated as suitable for MyHome, the submitted designs must include at least one base design meeting the specifications and price point for MyHome (refer *Attachment 4 – MyHome Shared Equity Program Inclusions*).  A Huntingfield Lot Price Guide has been included in attachment 8. |  |  |

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| **Criteria 3 – Marketing and Delivery** | | | | | | | | |
| **Item No.** | **Submission Requirements** | | | **Compliance** | | | **Submission/Comment** | |
| **3.1** | **Approach to Market**  Provide details of the proposed approach to sales and marketing of the nominated lots such as:   * Contribution to Whole of Development Marketing   + Clarity and feasibility of proposed contribution   + Willingness to collaborate with Homes Tasmania and other builders   + Demonstrated understanding of shared branding and messaging * Marketing Strategy for Allocated Lots   + Quality and creativity of proposed marketing approach   + Target audience identification and engagement strategy   + Integration with Homes Tasmania’s overarching marketing * Display or Speculative Homes   + Plans for showcasing homes physically or virtually   + Timeline and readiness for display homes   + Impact on buyer experience and confidence * Participation in On-Site Marketing Days   + Commitment to attend and contribute to events   + Proposed activities or displays to attract buyers   + Collaboration with other stakeholders * Marketing Materials and Presentation   + Completeness and quality of required materials:   + Visual appeal and clarity of presentation | | |  | | |  | |
| **3.2** | **Value Add and innovation**  Provide information on the value add to the initiative, such as:   * Innovative Marketing Strategies: Describe any innovative marketing strategies or tools proposed, such as virtual tours, interactive floor plans, targeted online advertising, community engagement events etc. * Potential to enhance buyer engagement and project visibility * Alignment with project goals and branding * Quantifiable Impact: Provide evidence of the quantifiable impact of these strategies on potential buyer engagement and sales conversion rates. * Additional Services: Highlight any additional services or features that enhance the overall marketing and sales process. | |  | |  | | |
| **Criteria 4 – Economic and Social Benefits** | | | | | | | | |
| **Item** | | **Submission Requirements** | | **Compliance** | | **Submission/ Comment** | | |
| **4.1** | | **Economic and Social Benefits Statement**  Please complete *Attachment 14 – Economic and Social Benefits Statement Template/Guide.* | |  | |  | | |