

## **Sustainable Warmth Shropshire – Warm Homes: Local Grant Delivery**

### **DMNV 031 - Retrofit Coordination & Design Services**

UK2: Preliminary market engagement notice – Procurement Act 2023

## **Scope**

PAS2035:2023 compliant Retrofit Coordination & Design Services to carry approximately 110 projects over 2 years through the PAS2035 process up to and including lodgement. All RFAs, EPCs, ATTs, etc. having already been arranged by Shropshire Council (the Council). Possible extension of one plus one year(s).

### **Description**

The Council is gearing up to deliver years two and three of the Warm Homes: Local Grant. Under previous years, and similar schemes such as the HUG and LAD schemes, the Council has operated under an independent retrofit coordination model, with a specialist Retrofit Coordinator(s) acting as the Council's project delivery partners to ensure retrofit works carried out under the scheme are compliant with the PAS2035 process.

This model, where the Council has procured a delivery partnership of various specialised Retrofit Installers based on an outline model for yearly delivery, and then 'plugged in' a Retrofit Coordinator to oversee the installers compliant delivery of works has proven strong, and effective in ensuring high quality retrofit across the county.

This up to four-year contract now presents the Council with an opportunity to further develop and improve this delivery model going forwards. As such, the Council is seeking preliminary market engagement with experienced Retrofit Coordinators & Designers to better understand the options and approaches available.

The Council has prepared an outline specification for this contract, a headline change for which is a shift in the model to preparing a full programme of retrofit works for a given year in partnership with the Coordination & Design partner, ahead of going to market to secure Retrofit Installers.

It is expected that this shift in approach will achieve the following:

- Improve clarity ahead of Retrofit Installer procurement, reducing the level of risk for prospective bidders.
- Allow the Council, advised by its Coordination & Design partner, to address necessary remedial works associated with proposed retrofit projects before engaging Retrofit Installers.
- More closely align the programme with the ideal vision set out in PAS2035:2023

**Commercial tool**

Delivers a service

**Total value (estimated)**

£120,000 - £240,000

**Contract dates (estimated)**

1<sup>st</sup> May 2026 to 30<sup>th</sup> April 2028 (With two possible 1-year extensions)

**Main procurement category**

Services

**CPV classifications**

71541000-2 Construction project management services

71530000-2 Construction consultancy services

**Contract Locations**

UKG22 – Shropshire, County of

## Engagement

**Engagement deadline**

27<sup>th</sup> February 2026

**Engagement process description**

Organisations are invited to review the initial specification provided by the Council and complete the preliminary engagement questionnaire also provided by the Council, by COP 18<sup>th</sup> February. To access the questionnaire, please email [AffordableWarmth@Shropshire.gov.uk](mailto:AffordableWarmth@Shropshire.gov.uk) with the name of your organisation, and the name and email of whoever will be completing the questionnaire.

Organisations are also invited to attend an online workshop hosted by the council via **MS teams on Monday 23<sup>rd</sup> February, 10am**. Here the Council will discuss questionnaire responses and review the specification in consultation with attending organisations. To secure your spot please email [AffordableWarmth@Shropshire.gov.uk](mailto:AffordableWarmth@Shropshire.gov.uk)

with the name of your organisation, names of your attendees and their email addresses. Max two attendees per organisation.

## Participation

### **Suitability**

Specialist Retrofit Coordination & Design organisations, with experience in private sector, domestic retrofit grants

## Contracting Authority

### **Shropshire Council**

Public Procurement Organisation Number: PCLL-9577-QDZW

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