



Comhairle Contae Mhuineacháin
Monaghan County Council



Monaghan County Council

**Invitation to Submit Expressions of Interest for the Sale of Houses,
Land and Turnkey Development for Social and or Affordable
Housing to Monaghan County Council 2023-2025.**

Briefing Document

Prepared by:
*Housing Department
Glen Offices,
Monaghan,
County Monaghan.*

April 2024



1. Introduction:

Monaghan County Council currently has approximately 1,100 households on its social housing waiting list.

Every year Monaghan County Council is involved in the construction/purchase/financing of houses and is seeking to increase the number of social housing units being brought into use, through various delivery mechanisms, including the acquisition of land or turnkey units on greenfield/brownfield and/or unfinished housing development sites and/or the acquisition of individual houses.

Monaghan County Council is interested in proposals on greenfield and brownfield sites and is particularly interested in seeing proposals from Developers for developments that propose to bring vacant or derelict properties into use and/or that propose to demolish derelict properties and build new dwellings in their place. These will be considered as Buy & Renew Turnkey proposals where the Developer buys and renovates the properties to like-new condition and sells to Monaghan County Council.

Monaghan County Council is also interested in purchasing individual new or second hand properties for use as social housing and is particularly interested in single-storey properties.

It is an objective of Monaghan County Council to create sustainable communities by encouraging a greater mix of social and private housing. Proposals for Sales of Houses within areas of demand that do not currently have a concentration of social housing, are particularly welcome.

2. Background information and Submissions:

Proposals are invited for the supply of houses that are fit for purpose for Social Housing in all towns and villages in County Monaghan where a housing need exists. The areas of greatest housing need are as follows:

- Monaghan Town
- Carrickmacross
- Castleblayney
- Clones
- Ballybay, Emyvale, Newbliss, Glaslough, Ballinode, Inniskeen, Doohamlet, Tydavnet
- All other towns / villages in County Monaghan where there is a Housing Need

The house types needed are as follows:

- 2-bedroom 73% (15% for elderly and people with disabilities)
- 3-bedroom 21% (3% for elderly and people with disabilities)
- 4-bedroom 5% (0.5% for elderly and for people with disabilities)
- Larger and other accessible houses for addressing specific needs 1%

One-bedroom dwellings may also be considered if deemed suitable and required.

The proposed houses/developments/schemes should suit the size of the town or village, the following guidelines may be applied:

- Towns and villages with populations up to 1,000:- scheme size up to 20 houses
- Towns and villages with populations > 1,000 up to 5,000:- scheme size up to 30 houses



- Towns and villages with populations greater than 5,000:- scheme size up to circa 40 houses

Proposals should be well located within or in very close proximity to the respective town / village and be close to primary services such as school, shop, community facility etc. with access to public services.

Where a zoning map for the town / village has been adopted by the Council, the zoning of the site in the relevant Local Area/County Plan must be compatible with residential development / social housing and should not, by virtue of its development for social housing, lead to an overconcentration of social housing in that area. Planning policy may allow consideration of proposed developments in locations contiguous to small villages.

All **TURNKEY** or **AFFORDABLE** submissions should include the following information:

1. Details of individual, company, joint venture or collaboration submitting the proposal including a contact name, address, phone number, email and number of years in operation.
2. Site location map of the potential development or land or house including site area.
3. All appropriate drawings including Site Layout, House Types, Floor Plans and Areas (if available).
4. Site Area in acres.
5. Schedule of heating system, materials and finishes being proposed (where applicable).
6. Number and mix of units proposed.
7. Details of current planning permission and zoning relative to the site.
8. Location of all local amenity services and public utilities and details of the proposed servicing of the site.
9. Asking Price. For Turnkeys an All in Cost of the development broken down between land costs, construction costs, design fees and other costs such as utilities, financing costs, sales, marketing, profit etc (sufficient to allow fair comparison).
10. Planning & Development contributions should not be included as they can be waived for social housing subject to agreement.
11. The proposed price must include Part V discount subject to agreement.
12. A timeframe/programme for the completion of the proposed development or sale.
13. Examples of similar nature housing schemes completed in the past (if available).
14. Further information regarding financial capacity, insurance, tax compliance etc will be required at a later date.
15. Complete Submission Document. An editable digital copy to be submitted (For copy & paste of details).

All **LAND** submissions should include the following information:

1. Details of individual, company, joint venture or collaboration submitting the proposal including a contact name, address, phone number, email and number of years in operation.
2. Site location map of the potential development including site area.
3. Any relevant drawings including Site Layout, House Types, Floor Plans and Areas (if available).
4. Site Area in acres.
5. Potential number of plots.
6. Details of current planning permission and zoning relative to the site.
7. Asking Price
8. A timeframe/programme for the completion of land sale.
9. Any other relevant information
10. Complete Submission Document. An editable digital copy to be submitted (For copy & paste of details).



All **HOUSE** submissions should include the following information:

1. Details of individual, company, joint venture or collaboration submitting the proposal including a contact name, address, phone number, email.
2. Site location map
3. House Type
4. Number of storeys
5. Number of bedrooms
6. Asking Price
7. Floor Area (m²)
8. Year of construction
9. Type of Heating
10. Building Energy Rating
11. Is the property Vacant
12. Accessibility of property
13. A timeframe for the completion of sale
14. All relevant drawings including Site Layout, House Types, Floor Plans and Areas (if available).
15. Complete Submission Document. An editable digital copy to be submitted (For copy & paste of details).

3. Selection Criteria:

The criteria for decision to purchase will include the following:

1. Social Housing need in the area concerned.
2. Location: suitability location i.e. proximity to schools, shops, services etc.
3. House types i.e. do the house types match the need for the area, are the house types close to the type that would be constructed as social housing by the Local Authority etc.
4. Proposed costs of the scheme and value for money of the scheme.
5. Sustainability and tenure diversity i.e. houses in areas that are dominated by social housing will score low, houses in other areas with less social housing will score higher.
6. Planning Permission: does the site have permission for development of the type that the Local Authority is seeking or will a new application be required.
7. Land Zoning: ideally the land should be zoned as existing, current or future housing, land zoned for other purposes cannot normally be considered (there may be exceptions to this in some of the towns)
8. Utility services proximity.
9. Nature of land i.e. topography, green/brown field, Unfinished Housing Development (UHD), derelict etc. (higher scores will be given to UHDs and development within existing housing areas).
10. Timescale for delivery; ideally the houses/land should be available within a relatively short timeframe. Houses that are available immediately or within a short number of months may be given preference however houses that are potentially available in an area of high demand within a short number of years can be considered.
11. Developer's capacity to finance the delivery of the units, capacity to complete the scheme and Developer's history in delivering similar housing schemes.
12. Additional or reduced marks may be applied to any submission at the discretion of the Local Authority based on quality and any other reasonable factor that is applicable to the scheme/land in question.



Monaghan County Council hopes to accept and approve at a minimum of one acceptable submission for each location where there is a significant social housing demand. Monaghan County Council reserves the right to consider suitable submissions for areas that have lower demand subject to the other selection criteria, to deal with the issue of low numbers of applicants in areas where there is a perception that no social housing will become available.

Once the proposals have been assessed and are deemed acceptable they will be ranked according to the selection criteria. The preferred proposal(s) will be submitted to the Department to ensure that they are supportive of the proposal(s) in principle. If confirmation of this is received, a more detailed submission may then be required and the Applicant should be aware that they may be required to provide further information at this stage e.g. plans, cost information to allow fair comparison with other submissions, standard financial and insurance information etc. The approval process may take several months.

4. Contractual Arrangements:

In compliance with Circular 31/2019 “Arrangements for the provision by Local Authorities of social housing through turnkey projects” Monaghan County Council may accept turnkey proposals that involve a Law Society General Conditions of sale form of contract for the purchase of houses off plans and under the same procurement may also accept turnkey proposals that propose to transfer the site to Monaghan County Council and contemporaneously enter into a public works form of contract for the construction of houses under PWCF-2 Public Works Contract for Building Works Designed by the Contractor.

Contract options:

1. If the Law Society General Conditions of sale form of contract is used then the payment will be made on completion of the houses, the Vendor / Developer must carry the full cost of financing the project from start to finish.
2. If the site is transferred to Monaghan County Council and the PWCF-2 Public Works Contract for Building Works Designed by the Contractor is used then stage payments can be made, under this option the saving associated with financing the project and the form of contract used must be reflected in the price (in other words the price must be lower than the price would be for option 1).

Under both of the contract options above the Vendor / Developer is fully responsible for the design and must account for all eventualities and contingencies in the price. The eRCT reporting system must be used for payments, RCT will be decided by Revenue and withheld at the rate applicable to the Vendor / Developer and VAT will be withheld and accounted for by Monaghan County Council.

In their submission the Vendor / Developer should state which form of contract they prefer to use, the reasons for their preference and must provide a one page itemised breakdown of the price showing the site cost as one of the items.

In the event that proposals are not accepted by Monaghan County Council then, without exercising a decisive influence on design, revised proposals from Vendors / Developers may be considered.

Subject to contract / contract denied the acceptance of any proposal(s) by Monaghan County Council shall be subject to the final agreement of satisfactory terms of contract with the Applicant(s) and will also be ***subject to the availability of funding and the approval of the Department of Housing, Local Government and Heritage, without prejudice.***



5. Payments, eRCT & VAT system

All payments are to be made through the eRCT system in the relevant company names, in this case from Monaghan County Council to **XXXXXX Limited**. The payments will be subject to RCT as required by Revenue and at the rates imposed by Revenue.

The VAT applicable will be withheld by and accounted for by Monaghan County Council.

6. Cost of Preparation of Submission:

All costs and expenses incurred by Applicants relating to and including the engagement of design consultants, securing planning permission etc. is to be considered as work at risk and no recovery of any costs from Monaghan County Council will be entertained. Monaghan County Council has no financial liability prior to signing of the contract. Applicants are advised not make a submission if this condition is considered unacceptable.

7. Confidentiality:

Monaghan County Council will use its best efforts to hold confidential any information provided by Applicants, subject to its obligations under law, including the Freedom of Information Act 1997 and 2003. Monaghan County Council will consult with Applicants about sensitive information before making a decision on any FOI request received. Similarly, Monaghan County Council requires that all information provided pursuant to this invitation will be treated in strict confidence by Applicants.

8. Irish Legislation:

Applicants should be aware that national legislation applies in other matters such as Official Secrets, Data Protection and Health and Safety.

Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing submissions.

9. Meetings:

Monaghan County Council reserve the right to meet with Applicants if considered necessary for the purposes of clarification of information received as part of the submission.

10. Specifications:

Applicants to provide sufficient information of proposed specifications, materials, finishes and heating system (including brand of heat pump) proposed for development at submission stage to allow assessment.

11. Conflict of Interest

Any conflict of interest or potential conflict of interest on the part of an Applicant, individual employees, agents, or subcontractors of an Applicant must be fully disclosed to the Monaghan County Council, as soon as the conflict or potential conflict is or becomes apparent. In the event of any conflict or potential conflict of interest, Monaghan County Council may invite Applicants to propose means by which the conflict might be removed. Monaghan County Council will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating an Applicant from the competition or terminating any contract entered into by an Applicant.



12. Applicant Exclusion:

An applicant shall be excluded if, to Monaghan County Council's knowledge at the time of the award decision, it has been convicted of an offence involving participation in a proscribed criminal organisation or corruption or fraud or money laundering.

An applicant may be excluded if:

- is subject to a bankruptcy or insolvency procedure or process of a kind specified in Regulation 53, paragraph (5) of the European Communities (Award of Public Authorities' Contracts) Regulations 2006 or
- has been found guilty of professional misconduct by a competent authority that is authorised by law to hear and determine allegations of professional misconduct against persons that include the Applicant or
- has committed grave professional misconduct provable by means that the Monaghan County Council can demonstrate or
- has not fulfilled an obligation to pay a social security contribution as required by a law of Ireland or the country or territory where the Applicant ordinarily resides or carries on business or
- has not fulfilled an obligation to pay a tax or levy imposed by or under a law of Ireland or the country or territory where the Applicant ordinarily resides or carries on business or
- has provided a statement or information to the Monaghan County Council or another contracting authority knowing it to be false or misleading, or has failed to provide to Monaghan County Council or another such authority a statement or information that is reasonably required by Monaghan County Council or other authority for the purpose of awarding the public contract concerned.

13. Queries

Queries can be made by telephone or e-mail to Housing Section 047 30577 or housingprocurement@monaghancoco.ie and/or by using the etenders on line questions and answers facility. Any queries made that give rise to any new information or clarification, may be issued to all applicants depending on relevance. The identity of the Applicant who raised the initial query shall not be disclosed to other interested parties.

14. Reference Documents

The following documents may be of assistance to parties interested in making a submission:

- Monaghan County Council – Development Plan 2019 – 2025
<https://monaghan.ie/planning/wp-content/uploads/sites/4/2019/04/Monaghan-County-Development-Plan-2019-2025-%E2%80%93-Written-Statement.pdf>
- Quality Homes for Sustainability Communities <https://www.gov.ie/en/publication/24d9e-quality-housing-for-sustainable-communities-design-guidelines/>
- Monaghan County Council – Housing Strategy *located in Chapter 3 of Development Plan 2019-2025 (see link above)*
- Delivering Homes Sustaining Communities, 2007
- Design Standards for New Apartments - Guidelines for Planning Authorities (March 2018)
- Guidelines for Planning Authorities on Sustainable Residential Development in Urban Areas (Cities, Towns and Villages) 2009
- Design Manual For Urban Roads and Streets, 2013
- Building Control Regulations 1997 – 2015, as amended.
- Employer's Requirements for Detail Design of Quality Housing
<https://www.gov.ie/en/publication/2f78e-employers-requirements-for-detail-design-of-quality-housing/>
- Design Manual for Quality Housing
<https://www.gov.ie/en/publication/b3e02-design-manual-for-quality-housing/>



15. Return of Submissions:

All submissions must be made electronically by e-mail and include all information requested.

This “EXPRESSION OF INTEREST FOR SALE OF HOUSES, LAND AND OR TURNKEY OR AFFORDABLE DEVELOPMENT 2023-2025” relates to the Housing for All Programme and is open for submissions until 12th December 2025 as per final closing date detailed below.

Monaghan County Council is not obliged to purchase any of the houses, land or Turnkey Developments submitted as part of this process. House & Turnkey Development purchases are subject to the approval of the Department of Housing, Local Government and Heritage. Monaghan County Council may also source Houses, Land & turnkey Developments by directly approaching property owners, estate agents, online property websites and by other appropriate means.

Interested parties may make a submission at any time before any of the closing dates and Monaghan County Council may assess submissions when they are received and may decide, before the closing date, to proceed with purchase or turnkey agreement as soon as an acceptable proposal is received subject to Department of Housing approval. In other words submissions may be considered on a “first come first served basis”.

There are nine closing dates for Submissions as detailed below;

Submission Date 1:	4pm on 30th November 2023
Submission Date 2:	4pm on 29th March 2024
Submission Date 3:	4pm on 28th June 2024
Submission Date 4:	4pm on 30th September 2024
Submission Date 5:	4pm on 13th December 2024
Submission Date 6:	4pm on 28th March 2025
Submission Date 7:	4pm on 30th June 2025
Submission Date 8:	4pm on 30th September 2025
Submission Date 9:	4pm on 12th December 2025 (Final Closing Date)

Applicants should enclose their submission in an e-mail to housingprocurement@monaghancoco.ie addressed as follows:

“EXPRESSION OF INTEREST FOR SALE OF HOUSES, LAND AND OR TURNKEY OR AFFORDABLE DEVELOPMENT 2023-2025”

All submissions must include the RELEVANT SUBMISSION DOCUMENT

Submission Document to be an editable digital copy (For copy & paste purposes)