

WYRE FOREST DISTRICT COUNCIL

CABINET
20TH APRIL 2010

Single Site Office Accommodation – Award of Contract for Project Management and Design Team

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	-
CORPORATE PLAN AIM:	A Well Run and Responsive Council
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APPENDICES:	Appendix 1 – evaluation criteria for tenders

1. PURPOSE OF REPORT

- 1.1 To ensure timely award of the contract for the project management and design team for this major capital project.

2. RECOMMENDATIONS

The Cabinet is recommended to:

- 2.1 **NOTE** the arrangements that have been made to seek tenders for the project management and design team and the evaluation criteria set out in appendix.
- 2.2 **DECIDE** to delegate the award of the contract for the project management and design team to the Corporate Management Team in agreement with the Leader of the Council.

3. BACKGROUND

- 3.1 The Council decided at its meeting on 29 July 2009 to purchase a site to provide new office accommodation that would replace its four main existing offices. Officers have progressed this decision and exchange of contracts on the site decided by the Council and completion are expected by the end of April. An appropriate public announcement will be made in due course, following confirmation of completion of the purchase process.
- 3.2 Procurement of office accommodation on a single site is the most important element in the council's transformation programme. There are many financial and non-financial benefits associated with locating in modern, flexible and energy-efficient accommodation. The Transformation Board, made up of the five group leaders, acts as the programme board for this and other workstreams. It oversees and monitors progress and receives detailed reports about the single site project at

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each of its meetings. In addition, there are regular reports to the Corporate Resources Scrutiny Committee.

- 3.3 As part of its decisions on 29 July 2009, the Council resolved that ***“The Cabinet be authorised to take all further appropriate decisions to ensure completion of the project within the timescale and budget allocations as previously approved”***.

4. **KEY ISSUES**

- 4.1 In order to allow the council to proceed to procurement of construction later this year, we need to engage specialist external support to provide, among other things, project management and design team. This report deals with the arrangements for the award of the contract for the project management and design team. The advice is being procured under a framework agreement RM457 through Buying Solutions, which is run by the Office of Government Commerce. The twelve companies on the framework agreement have been invited to tender through a mini-competition. The invitation was issued on 22 March and tenders (including notices that a company is not submitting a tender) are due to be received by 19 April.
- 4.2 The procurement of the project management and design team in itself is a very important factor in securing successful implementation of the overall project. In order to ensure that we have a robust procurement process, we have commissioned appropriate consultancy support from Shearwater Rock, a project management company based in Stafford, which will include assisting with evaluation of the tenders.
- 4.3 All tenders received will be assessed under the evaluation criteria in appendix 1, with the three highest-scoring companies being invited for an interview with a panel which will meet in the week of 26th April, 2010.
- 4.4 It would not be practical to delay awarding the contract to the next meeting of the Cabinet, which is expected to be held in June, and therefore the proposal in the report is to delegate the decision on award of the contract as set out in recommendation 2.2.

5. **FINANCIAL IMPLICATIONS**

- 5.1 The Council's approved capital plan includes provision of £10.5m for the single site office accommodation project. Among other things, this covers the purchase of the site that was agreed by the Council at its meeting on 29 July 2009; costs of construction, fit out etc; and professional advice, design and project management, which is the subject of this report.

6. **LEGAL IMPLICATIONS**

- 6.1 The tender is being let in accordance with the council's financial regulations and contract procedure rules.

7. **EQUALITIES IMPACT NEEDS ASSESSMENT**

- 7.1 Tenderers are required to comply with the council's policies on equalities, and the building to be designed will integrate compliance with the Disability Discrimination

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Act and other relevant legislation. There are no adverse impacts on the six equality strands.

8. RISK MANAGEMENT

- 8.1 The risk of awarding this contract is being mitigated by the use of external advice on the procurement process and evaluation; and holding interviews with the three highest ranked tenderers, in order to ensure that there is a good “match” with the Council.

9. CONCLUSION

- 9.1 Award of this contract is an important element in securing office accommodation on a single site. The proposed arrangements for award of the contract ensure that it will be let swiftly.

10. CONSULTEES

- 10.1 Leader of the Council
10.2 Corporate Management Team

11. BACKGROUND PAPERS (ALL PART II)

- 11.1 Report to Council on 29 July 2009
11.2 Progress reports to Corporate Resources Scrutiny Committee, 11 February, 18 March and 15 April 2010
11.3 Reports to Transformation Board, 26 January and 8 March 2010

Appendix 1 – evaluation criteria

Appendix B Tender Evaluation Model			
No.	Criteria	Sub Criteria Weighting	Weighting
1	Qualifications and Project Specific Experience of Proposed Team		25
	Project Management Team	50	
	Architect	30	
	Structural Engineer	20	
2	Methodology and Programme		25
	To include:- Brief Development		
	Design Management		
	Cost Management		
	Change Management		
	Risk Management		
	Programme Management		
3	Environmental Management		20
	Delivery of BREEAM	50	
	Minimising Impact on the Environment	50	
4	Project Specific Elements		10
	End User Office Developments	50	
	Delivery of Projects on Time/Budget	50	
All Tenders will be evaluated up to this point. The top 3 Tenders will be taken forward to the interview stage			
5	Interview		20
	Questions	50	
	Understanding of Brief	30	
	Project Teams Compatibility with the Visions of the Council	20	