

## NOTICE OF DECISION OF CABINET MEMBER

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to me by the Leader, I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Project and Cost Management Support for the delivery of the Future High Streets Fund projects	Approval of the evaluation model to accompany the procurement exercise and to delegate authority to the Corporate Director: Economic Prosperity and Place, in consultation with the Cabinet Member for Economic Regeneration, Planning & Localism to evaluate the submissions received from the competitive tender process and to award the contract for the work.	To progress the procurement of a suitable professional team to undertake project management and cost management responsibilities associated with delivering the Future High Streets Fund projects in Kidderminster town centre.	1 <sup>st</sup> April 2020

**I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.**

1<sup>st</sup> April 2020

Dated: .....

Signed:  .....

Councillor: Graham Ballinger, Leader of the Council and Cabinet Member for Strategy & Finance

**To:** Leader of the Council

**From:** Corporate Director Economic Prosperity and Place

**Date:** 31/03/2021

**The procurement of project management and cost management services to oversee the implementation of projects to be delivered through the Kidderminster Future High Streets Fund**

**1. PURPOSE**

- 1.1 To seek Cabinet approval to enter into a procurement exercise for the appointment of a professional team to oversee project management and cost management services in relation to the delivery of projects through the Future High Streets Fund; and
- 1.2 To gain approval for the proposed evaluation criteria to be used within the specification, as per Paragraph 9 of the Contract Procedure Rules.

**2. RECOMMENDATION**

**That the Leader:**

- 2.1 Approves the procurement exercise and the tender evaluation model contained in Section 4 of this report.
- 2.2 Grants delegated authority to the Corporate Director: Economic Prosperity and Place, in consultation with the Cabinet Member for Economic Regeneration, Planning & Localism to evaluate the submissions received from the competitive tender process and to award the contract for the work.

**3. BACKGROUND**

- 3.1 In March 2019 the Council responded to the Government's prospectus (launched in late December 2018) for transformational town centre proposals under the newly established Future High Streets Fund. In August 2019 the Council was notified that it was one of the first 50 successful expressions of interest to be approved and the Council was awarded £150k and invited to develop and submit a full [HM Treasury Green Book compliant] business case. Following some Government re-scheduling of the deadline for submitting the full business case due to the impact of the Covid19 pandemic, the Council finally submitted its case in June 2020. Against a programme envelope of £25m per authority the Council's bid was for £20.51m comprising interlinked elements which would enable the continued delivery of the strategy to re-balance the

town on its west/east axis to improve outcomes for the eastern side of the town. All bidders were invited to re-profile their bids in October 2020 in the light of the potential ongoing impact of Covid-19.

- 3.2 On 26th December 2020 the Government announced the award of funding for projects across the country under the Future High Streets Fund Programme and the Council was one of 15 successful applicants to be awarded funding unconditionally (57 further projects received provisional funding). The Council received its full £20.5m funding request, the fifth highest award of all bidders.
- 3.3 At its meeting on the 9<sup>th</sup> February 2021, Cabinet agreed to recommend to Council that the Capital Programme is amended to accommodate the award of the Future High Streets Fund programme of initiatives. This was subsequently agreed by full Council at its meeting on 24<sup>th</sup> February 2021.
- 3.4 The original FHSF programme was expected to run from the 2020/21 financial year through to the end of the 2023/24 financial year. The end date for the programme remains the same, but delays in the funding announcement throughout 2020 means that in effect the delivery programme has reduced by the best part of twelve months.
- 3.5 The projects comprising the bid were the improvement of the former Crown House site and Bullring as a gateway into the town with wider public open space, a multi-functional market and events space and to release some commercial development potential of the site; the acquisition of key properties in Worcester Street to improve access to the Lionfields area (a Strong Leader decision was taken in March 2020 which set out acquisition proposals in more detail as an 'Acquisitions Strategy' and provision was subsequently made in the Capital Programme by Council, in the event that the bid was successful); the rationalisation of the excess parking capacity on the Council's Bromsgrove Street car park to release the potential for a commercial development site; and finally the complete refurbishment of the former Magistrates' Court and indoor market on Worcester Street as a new creative and innovation hub. These interventions reinforce and improve the access across the town as part of the strategic repositioning of the town and connection ultimately to the railway station as the town's key transport hub. Conceptual and aspirational proposals were submitted in support of the bid to demonstrate what the Council could achieve.
- 3.6 Given the level of work that will be required to deliver these projects within the funding window, it is considered that further professional support is required to support and supplement existing arrangements. The support will be in the form of project management and cost management professionals, who will provide particular expertise to help oversee the delivery of this multi-million-pound programme. The successful team would form part of the overall delivery team

and would report in to the established Future High Streets Fund Programme Board. The appointed professional team would provide support on the following key tasks:

- to provide Project Management and Cost support on the Future High Streets projects, leading on and taking responsibility for:
  - Project programmes for each of the three projects
  - Identifying key milestones and interdependencies;
  - Preparing and updating the programme risk register and the individual project risk registers
  - Preparing and updating Action Logs for each of the projects
- To ensure the effective project management of the capital spend linked to the programme, ensuring projects are delivered on time, to budget and achieve agreed outputs;
- To be responsible for monitoring the spend profile associated with the overall programme and for identifying future projected spend;
- In conjunction with the wider delivery team to lead, manage and coordinate multi-disciplinary project teams related to the FHSF projects; to include project concept, delivery and feasibility, and to manage professional teams across a number of disciplines such as Architectural Design, Quantity Surveying, Contract Administration, Mechanical, Electrical, Structural Engineering and specialist areas (Ecologists, Geologists) and others as appropriate.
- Preparing regular reports to the FHSF Programme Board and establishing other project groups as appropriate

3.7 Given the nature of the required specialism, and the need for the arrangement to be in place until the end of the funding period i.e. March 2024 the cost of the work is likely to exceed the threshold for appointments that is delegated to Officers through the Contract Procedure Rules. Therefore, this report seeks approval for the commission to be undertaken, approval for the evaluation model to be used in the tender exercise and the delegation given to Officers, in consultation with the relevant Cabinet Member, to appoint a team following the procurement exercise.

3.8 The Council are seeking to appoint a professional team through running a further competition on the Procure Partnership Framework. This is a pre-selected framework where professional teams who have experience in this type of work have already been procured. This framework allows for a mini competition to be run with the companies who will be asked to complete the response to the Invitation to Tender. The proposed evaluation criteria to be used for this commission is outlined in Section 4 of this report.

#### 4. EVALUATION CRITERIA AND SCORING METHODOLOGY

- 4.1 The evaluation will be undertaken on a 70/30 split, with 70% of the marks being related to quality and 30% to price.
- 4.2 All Tenders will be evaluated on a **70/30** split in favour of quality over price. The quality criteria and weightings are as follows:

Criteria			Weighting
Technical knowledge and skills	500 words	Detail what recent project and cost management experience you have of large scale (eg in excess of £2 million) construction projects? What key relevant technical skills could you bring to this project? What design skills will you be able to bring to the project?	15%
References and Case Studies	500 words	Please provide case study information and examples for reference purposes about your previous project management involvement in the delivery of town centre regeneration projects within defined cost and quality. Provide contact details for a minimum of 3 projects from the last 2 years.	10%
Experience	500 words	Detail what experience you have of procuring and overseeing the work of multidisciplinary teams.	10%
Key individuals	500 words	Please provide information of the specific individual/s who would contribute to the delivery and management of this project in the matrix below with time allocations. Please also provide CVs or a summary of previous experience and knowledge for each of these individuals as well as the measures	10%

Criteria			Weighting
		you would put in place to ensure resilience and continuity of service delivery if any individuals were absent for prolonged periods of time.	
Risk Management	500 words	Detail your knowledge and experience of creating and updating risk management logs associated with project management	10%
Presentation/ Interview		<p><b>Presentation</b> What will be your general approach to delivering the project and how will you deploy your resources to achieve the project outcomes?</p> <p><b>Interview question topics</b> 1. Monitoring &amp; Evaluation 2. Stakeholder Engagement and Management 3. Design and delivery 4. Cost Management 5. Risk Management</p>	15%

- 4.3 The following matrix illustrates how response to questions will be assessed. The scores for each question will be used to calculate a percentage weighting based on the percentage weightings listed above.

Performance	Judgement	Score
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very good	8
Above Expectations	Good	7
Slightly exceeds expectations	Fair	6

Meets expectations	Average	5
Satisfactory but below expectations	Below average	4
Below expectations	Poor	3
Well below expectations	Weak	2
Almost Unacceptable	Very Weak	1
Unacceptable		0

4.4 The quality score achieved via the above framework will be added to the financial score and a final decision made.

## **5. FINANCIAL IMPLICATIONS**

5.1 The funding for the commission will be met through the monies awarded from the Future High Streets Fund.

## **6. LEGAL AND POLICY IMPLICATIONS**

6.1 Given that the value of the contract could exceed £180,000, Cabinet approval is required for the evaluation criteria, as outlined in paragraph 9 of the Contract Procedure Rules.

6.2 The successful professional team will be required to enter into a formal contract in order to undertake the works.

## **7. CONCLUSION**

7.1 Due to the value of the contract proposed, authorisation is required for the proposed evaluation model that will be used to assess the tenders. This model has been provided in section 4 of this report.

7.2 The successful appointment of a suitably qualified professional team will allow for further professional support to be provided for what is a multi-million-pound capital programme.

## **8. RISK MANAGEMENT**

8.1 A Project Board has already been established to oversee the implementation of the Future High Streets Fund Bid. The Board is chaired by the Corporate Director: Economic Prosperity and Place and comprises senior officers and is attended by the relevant Cabinet Member. The appointed professional team will be required to report into the Project Board to ensure that the work is delivered in line with the specification included within the brief.

**9. EQUALITY IMPACT NEEDS ASSESSMENT**

9.1 This report relates solely to the procurement of professional services to provide technical support in relation to the delivery of the projects contained within the Council's Future High Streets Fund bid. The fundamental principles of no discrimination and transparency relate to all procurement exercises; there is no requirement for an Equality Impact Assessment

**10. CONSULTEES**

- CLT

**11. BACKGROUND PAPERS**

- ReWyre Initiative: A Prospectus for Regenerating Kidderminster, September 2009
- Kidderminster Central Area Action Plan, July 2014
- Kidderminster Eastern Gateway, Delivery Framework, July 2016
- Future High Streets Fund Full Business Case, June 2020