

## NOTICE OF DECISION OF OFFICER

In accordance with the authority delegated at the Cabinet meeting held on 11 February 2020, the following decision has been made:

Subject	Decision	Reason for decision	Date for Decision to be taken
<b>Brinton Park</b>  <b>Procurement of National Lottery Heritage Fund (NLHF) project works</b>	<b>To approve the revised procurement strategy in the exempt appendix to the attached report.</b>  <b>To approve the evaluation criteria for the capital works that comprise the main building contract, as set out in the attached report.</b>	<b>To enable procurement to proceed in accordance with the revised scope of the project.</b>  <b>The decision replaces that made on 14 July 2023.</b>	<b>16 April 2024</b>

**The appropriate Officer & Cabinet Member consultation has taken place with regard to this decision.**

Dated: 16 April 2024

Signed: .....  .....

..... Ian Miller .....  
Chief Executive

## **Report to Chief Executive**

**11 April 2024**

### **Brinton Park Procurement of National Lottery Heritage Fund (NLHF) project works**

#### **OPEN WITH EXEMPT APPENDIX**

**The procurement strategy attached to this report is exempt from disclosure because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).**

#### **Background**

At Cabinet on 11 February 2020, the Chief Executive was given delegated authority in consultation with the Corporate Director: Resources, Solicitor to the Council and Cabinet Member for Culture, Leisure and Community Protection to award the contract for professional and building services in accordance with the procurement strategy.

Delegated authority was also given to the Chief Executive in consultation with the Corporate Director: Resources, Solicitor to the Council and Cabinet Member for Culture, Leisure and Community Protection to make any amendments as may be necessary to the procurement strategy and to decide the evaluation criteria as a result of the final business case.

#### **Purpose**

This report seeks approval for the revised Procurement Strategy. The July 2023 version has been updated due to changes in the project's approved purposes. The report provides a suggested evaluation criteria and an indicative procurement timetable for agreement ahead of commencing the tendering process.

#### **Procurement Strategy**

The revised Procurement Strategy is at Appendix One. The amended approved purposes were given formal agreement by NLHF on 22 November 2023. The significant change is the reinstatement of the Sons of Rest Pavilion into the capital works programme. The Sons of Rest Pavilion will now accommodate the cafe rather than a new building being constructed as previously proposed.

#### **Proposed Evaluation Criteria**

As outlined in the Procurement Strategy, the project capital works is one lot.

As outlined in the Procurement Strategy, tenders will be evaluated Quality/Price ratio of 70/30.

#### **Quality and Price Criteria and Weighting**

Tenders will be evaluated on a Quality and Price basis. Bidders are invited to complete both categories which will be evaluated by members of the Project Team.

The weightings for each category are as follows:

<b>Category</b>	<b>Weighting %</b>
Quality assessment	70%
Price assessment	30%

#### Price assessment

The price assessment will be based on the tender returns and are worth 30% of the overall marks.

The bidder with the lowest tender price will score the maximum score of 30%. The other tenders will be scored pro rata as a percentage of their tender sum compared with the lowest tender.

#### Quality assessment

The Project Team will design the quality assessment criteria, which Bidders will be required to provide a written response.

#### **Timetable**

It is proposed that the procurement process will be completed by the end of August 2024, with capital works commencing on site September 2024.

Ali Bakr  
Community and Environment Strategic Manager