

Report of	Record of	Date
Deputy Chief Executive (Introduced by Executive Member (Resources))	Executive Member Decision	20/07/2022

Is this report confidential?	No
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Is this decision key?	No
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Accommodation Project - Approval to appoint professional service consultants

Purpose of the Report

1. To advise on the procurement process and results from the evaluation of professional services consultant's bids as part of the accommodation project at the Town Hall and White Hart, and to seek approval for award of contracts to the preferred consultants.

Recommendations

2. To approve the recommendations below
 - To award contract to Steven A Hunt and Associates at a cost of £51,795 to act as Mechanical, Electrical and Plumbing (MEP) consultants for the project.
 - To award contract to Gosling Consulting at a cost of £27,200 to act as Quantity Surveyors (QS) for the project
3. To note next steps for appointment of Structural Engineers for the project following poor response to the initial procurement exercise.
4. To note next steps for appointment of Architectural and Interior Design services consultants.

Reasons for recommendations

5. To enable progression of the project, professional service consultants are now required to progress with the design stages, support with procurement of main contractor and support the accommodation project through to completion.

Other options considered and rejected

6. To enable progression external professional consultants are required as the skills and expertise required are not available internally

Corporate priorities

7. The report relates to the following corporate priorities:

Involving residents in improving their local area and equality of access for all	A strong local economy
Clean, safe and healthy communities	An ambitious council that does more to meet the needs of residents and the local area

Background to the report

8. To progress the Town Hall and White Hart redevelopments, as part of the accommodation project, professional service consultants are now required to progress with the design stages.
9. Consultants are to be appointed for RIBA Stage 2 through to completion of the project (RIBA Stage 7).

Procurement of Professional Consultants

10. To ensure compliance with the Councils Contract Procedure Rules a procurement exercise has been carried out via The Chest to allow consultants to bid for the associated consultancy services.
11. Five consultancy firms for each specialism were invited to bid following their responses to expression of interest emails. These include local companies.
12. Tender documentation was published on Friday 6 May 2022 on The Chest, with responses returned on Thursday 16 June 2022.
13. Following responses, Property Services and Transformation Officer (Digital) have individually reviewed and evaluated the bids to identify the preferred consultant for each consultancy service required.
14. The evaluation was based on 60% cost and 40% quality with the results shown below.

	Beech Jackson Partnership	JRB	Silver EMS	Steven A Hunt	Petit Singleton
Cost	£52,818.05	£98,000	£85,600	£51,795	£58,686.72
Cost Score	58.84%	31.71%	36.3%	60%	52.96%
Quality Score	26%	30%	30%	38%	38%
Total Score	84.84%	61.71%	66.3%	98%	90.96%

Mechanical, Electrical and Plumbing Consultants

15. From the evaluation it was agreed that Steven A Hunt and Associates were the preferred consultant to be appointed to provide Mechanical, Electrical and Plumbing (MEP) professional services.
16. The cost to provide the services varied quite significantly as shown in the table above. Although Steven A Hunt and Associates are the best priced bidder, their quality score also outscored and was much better and more detailed than the other more costly bids we received giving Steven A Hunt and Associates a total score of 98%.
17. Steven A Hunt and Associates have provided acceptable due diligence documentation

Quantity Surveyors

	SDA Consulting	Identity Consult	Gosling Consulting	Thornber and Walker
Cost	£59,850	£34,880	£27,200	£77,500
Cost Score	27.27%	46.79%	60%	21.06%
Quality Score	40%	40%	40%	38%
Total Score	£67.27%	86.79%	100%	59.06%

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From the evaluation it was agreed that Gosling Consulting were the preferred consultant to be appointed to provide Quantity Surveyor professional services.

19. The bids varied quite significantly in cost with Gosling Consulting being the best priced bid giving them the full cost score of 60%.
20. From the quality evaluation each bid we received was of high quality and there was not really much to choose between the bidders in terms of quality with all bidders receiving high scores. Considering the cost and quality scores, Gosling Consulting were the highest bidder with a full 100% score received.
21. Gosling Consulting have provided acceptable due diligence documentation.

Structural Engineers

22. Unfortunately, there was only one bid submission returned for Structural Engineers services. The other four consultants invited advised they did not have capacity to take on the project after reading the full specification and brief as part of the tender documentation.
23. To ensure we can obtain best value following CPR we are going out to tender for this consultancy service again, which will be an open tender via the Chest procurement portal. Responses are due back on 20 July 2022. Approvals from SMT and EMD will be requested in August 2022 following evaluation of bids.

Architectural and Interior Design Consultants

24. There will be additional approval requested at a later date to appoint architectural and interior design consultants, with the procurement exercise for these consultants still in progress. Due to the contract value being over £100,000 this is a more in-depth procurement exercise.
25. A report has been approved at Executive Cabinet for the procurement route on 16 June 2022 which will be via the Fusion 21 Framework in order to obtain best value, with the tender documentation now published with responses due back on 20 July 2022. Following evaluation of responses, a further Executive Member Decision will follow in August 2022 to seek approval to award contract to the preferred architectural and interior design consultant.

Next Steps

26. Award of contracts will take place for each consultant (MEP and QS) using the Councils standard consultancy terms and conditions – week commencing 11 July 2022
27. Seek approval to award contract for architectural and interior design services in August 2022. Report to SMT and an Executive Member (Resources) sign off will follow evaluation of bids. This procurement exercise is currently still in progress with bids to be returned on 20 July 2022.
28. Seek approval for award of contract for structural engineers in August 2022 following evaluation of responses. Report to SMT and an Executive Member (Resources) sign off will follow evaluation of bids. This procurement exercise is currently still in progress with bids to be returned on 20 July 2022.
29. Updates to SMT and members on further design stages and general project updates – September 2022 and as and when required during the life cycle of the project
30. Executive Member/Full Council approvals where required throughout the life cycle of the project – September 2022 onwards.
31. Go out to tender for the main contractor in January/February 2023 with work on site starting in April 2023 following completion of the decarbonisation project which needs to be completed before the wider accommodation improvements can begin.
32. It should be noted that during the design stages consultations and engagement will take place with stakeholders (service leads, managers, staff, members) to ensure we are designing a building and facilities that meets the needs of the organisation, staff and members.

Comments of the Statutory Finance Officer

33. The costs of these tenders will be funded from the approved capital budget for this scheme of £1.3m.

Comments of the Monitoring Officer

34. The recommendations to appoint the relevant contractors follow compliant tender processes and members can be assured this demonstrates best value is being

achieved. It is noted that two outstanding contracts will be procured and reported separately.

Report Author:	Email:	Telephone:	Date:
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Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in Paragraphs 2 - 4 of the report in accordance with my delegated power to make executive decisions.



Councillor Peter Wilson
Executive Member for Resources

Dated 20/07/22

This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council's Constitution.