

Report of	Record of	Date
Deputy Chief Executive (Introduced by Executive Member (Resources))	Executive Member Decision	11/08/2022

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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Accommodation Project - Approval to award contract for Architectural Services

Purpose of the Report

1. To advise on the procurement process and results from the evaluation of professional services consultant's bids (Structural Engineer and Architects) 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 Bidder G to act as Structural Engineer consultants for the project.
 - To award contract to Bidder B to act as Architectural and Interior Design consultants for the project.

Reasons for recommendations

3. 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

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

Corporate priorities

5. 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

6. 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.
7. Consultants are to be appointed for RIBA Stage 2 through to completion of the project (RIBA Stage 7).
8. Mechanical, Electrical and Plumbing (MEP) consultants and Quantity Surveyors appointments and award of contracts have already been approved at SMT and EMD in July 2022. Inception meetings and contract signing is due to take place week commencing 8 August, with service commencing in September 2022.
9. This report is to seek approval for award of contracts for Architectural and Interior Design consultants and Structural Engineer consultants. We will then be in a position where all consultants have been appointed to form the professional design team to progress the project from September 2022.

Procurement of Structural Engineer consultants

10. To ensure compliance with the Councils Contract Procedure Rules a procurement exercise has been carried out via The Chest to allow Structural Engineer consultants to bid for the associated consultancy services.
11. Five consultancy firms were initially invited to bid following their responses to expression of interest emails. These included local companies. However, on the initial procurement process only one response was returned. As a result, we went out to tender again via an open tender using The Chest procurement portal to ensure we were able to receive the best value for this consulting specialism.
12. Tender documentation was published on Friday 24 June 2022 on The Chest, with responses returned on Wednesday 20 July 2022.
13. Following responses, Property Services and Transformation Officer (Digital) have reviewed and evaluated the bids followed by a moderation exercise to identify and agree the preferred consultant for this appointment.
14. The evaluation was based on 60% cost and 40% quality with the results shown below.

	Bidder A	Bidder B	Bidder C	Bidder D	Bidder E	Bidder F	Bidder G
Cost Score	31.44%	24.96%	0%	39.08%	29.65%	0%	60%
Quality Score	37%	34%	0%	29%	37%	0%	37%
Total Score	68.44%	58.96%	0%	68.08%	66.65%	0%	97%

15. From the evaluation, Bidder C were not considered further as they did not respond to all quality questions. The procurement team have advised this is acceptable.
16. Furthermore, Bidder F were not considered further as they scored poorly on two of the quality questions. They scored a score of one, meaning they were not considered further. Bidder F were actually the lowest priced bidder. Due to not considering them due to poor quality responses, the calculation to determine percentage cost score for other bidders does not include Bidder F. As a result, the full 60% score was given to the next lowest priced bidder which was Bidder G. The procurement team have advised this is acceptable.
17. From the evaluation it was agreed that Bidder G were the preferred consultant to be appointed to provide Structural Engineer consultant professional services.
18. The cost to provide the services varied quite significantly as shown in the cost scoring in the table above. Although Bidder G were the best priced bidder, the quality scores across all bidders were of very similar quality, excluding the bidders noted at paragraph 15 and 16. The cost score of Bidder G by far outweighs that of other bidders, factoring in their quality response Bidder G scored a total of 97% making them the preferred option.
19. The recommendation is to award contract to Bidder G who have already provided acceptable due diligence information.

Architectural and Interior Design Consultants

20. A further competition via the Fusion 21 Framework has been utilised to appoint Architectural and Interior Design services consultants to act as lead designers for the project, following the approval to use this method at Executive Cabinet on 16 June 2022. Utilising the Framework has allowed us to demonstrate and obtain best value and is compliant with the council's Contract Procedure Rules.
21. The evaluation was based on a 50% cost, 50% quality evaluation methodology in line with the Fusion 21 Framework conditions, including a 5% quality score for social value in line with the Councils Social Value Policy.
22. Following the return of bids, Property Services and Transformation Officer (digital) evaluated the bids individually, followed by a moderation meeting to compare and agree scoring to select the preferred consultant for this specialism. The results are shown below.

	Bidder A	Bidder B
Cost Score	16.43%	50%
Quality Score	43%	45%
Total Score	59.43%	95%

23. From the evaluation it was agreed that Bidder B were the preferred consultant to be appointed to provide Architectural and Interior Design consultancy for the project.
24. The cost to provide the services varied quite significantly as shown in the cost scores in the table above. Although Bidder B are the best priced bidder, both bidders' quality responses were of similar quality with Bidder A scoring 43% and Bidder B scoring 45%. Bidder B received the full cost score of 50%, giving them a total score of 95% which identifies them as the preferred consultant for this specialism.
25. The recommendation is to award contract to Bidder B who have already provided acceptable due diligence information including; positive references, insurance documentation and have also passed a financial check carried out by the finance team.

Next Steps

26. Award of contract will take place for each consultant (Architects and Structural Engineer) using the Councils standard consultancy terms and conditions – week commencing 22 August 2022
27. The full professional design team will then be in place (MEP, QS, Structural Engineers, Architects and Principal Designer) This will allow the design stages of the project to begin in September 2022.
28. Update 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.
29. Executive Member/Full Council approvals where required throughout the life cycle of the project – September 2022 onwards.
30. Go out to tender for the main contractor in January/February 2023 with work on site starting in April/May 2023.
31. 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

32. The costs of these works will be met from the approved capital budget for this scheme.

Comments of the Monitoring Officer

33. A compliant procurement exercise has been undertaken and members can be assured that best value is demonstrated.

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 Paragraph 2 of the report in accordance with my delegated power to make executive decisions.



Councillor Peter Wilson
Executive Member for Resources Dated 11/08/22

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.