

Report of	Meeting	Date
Director of People & Places (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

## **APPROVAL FOR THE CONTRACT AWARD PROCEDURE & EVALUATION CRITERIA FOR RESURFACING OF THREE TOWN CENTRE CAR PARKS**

### **PURPOSE OF REPORT**

1. To seek approval for the award procedure and evaluation criteria for the contract for resurfacing and improvements to the Portland Street, Flat Iron and short stay Fleet Street car parks.
2. To seek approval for the car park behind the former McDonald's site to become a pay and display car park (total 70 spaces) with a small number of free spaces. This car park is to be tarmaced and vehicle access will remain via Fleet Street.

### **RECOMMENDATION(S)**

3. To approve the procurement approach of advertising tenders through the Chest e-tendering system using an open invitation to five contractors from Lancashire County Council's (LCC) approved list plus LCC themselves.
4. Tenders will be evaluated to establish the most economically advantageous tender based on 80% cost, 20% quality.
5. The car park behind the former McDonald's site becomes a short stay pay and display car park but also includes 10 spaces that are free for the first 30 minutes.

### **EXECUTIVE SUMMARY OF REPORT**

6. The Council as landowner has responsibility for maintaining its car parks. These car parks are heavily used and the surface has deteriorated to such an extent that patch repairs are no longer sufficient to bring them up to standard. The proposed work also includes other improvements such as to traffic calming measures on the Portland Street car park and more clearly delineated pedestrian routes and safety features on the Flat Iron car park.
7. The car park behind the former McDonald's site becomes a short stay pay and display car park but also includes 12 spaces that are free for the first 30 minutes. This car park is accessed by vehicles via the Fleet Street car park and is currently free to users. In order to carry out enforcement on this car park the surface will need to be tarmaced and line marked. Drainage will also need to be installed, along with two additional parking meters.
8. The tenders for this work will be advertised though open invitation to five Highways contractors on LCC's approved list plus LCC themselves on the Council's procurement website, Chest. A waiver to approve restricting the invitation to tender was approved earlier this month.

9. Contractors on LCC's approved list have already passed the Pre-Qualification Questionnaire (PQQ) stage and the nature of LCC means they will not need to be assessed using a PQQ. Tenders will be evaluated to establish the most economically advantageous tender.
10. Although there will be some disruption to the car parks whilst this work takes place it is necessary to improve the standards and should result in a longer term boost to the town centre. Tenderers will be asked to submit a price for carrying out overnight work on the Flat Iron car park to minimise disruption as well as a rate for day works. Officers will liaise with town centre traders to ensure they are kept informed of when work is taking place and what alternative parking arrangements are available.
11. The detailed programme for works will need to be agreed with the successful tenderer. Work will start on the current free section of the Fleet Street car park and then on the remainder. This work to be completed before Christmas. If time allows work will also start on Portland Street car park though no work will be programmed for December or January to reduce disruption over the Christmas shopping period. Work on the Flat Iron car park will not take place until end of January as it cannot be guaranteed that work will be completed on the car park by the end of November in time for the start of Christmas shopping.

<b>Confidential report</b> Please bold as appropriate	<b>Yes</b>	No
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<b>Key Decision?</b> Please bold as appropriate	<b>Yes</b>	No
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<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	<b>2, a contract worth £100,000 or more</b>
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

## REASONS FOR RECOMMENDATION(S)

### (If the recommendations are accepted)

12. Under the Council's Contract Procedure Rules approval by the Executive Cabinet of contract award procedure and evaluation criteria for tenders greater than £75,000 in value is required.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

13. To not agree contract award procedure and evaluation criteria would fail to comply with the Council Procurement rules.

## CORPORATE PRIORITIES

14. This report relates to the following Strategic Objectives:

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	
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**BACKGROUND**

- 15. The Council owns and operates Portland St, Flat Iron and Fleet Street car parks. The Council has a duty of care to users to ensure the car parks are fit for purpose and safe to use. The car parks' surface has deteriorated over the years and patch repairs are no longer sufficient to bring it up to standard. There is some pooling of water following heavy rain on the Flat Iron and this issue needs to be addressed. The estimate for the work to all three car parks is £275,000 which includes fees and survey work already undertaken. Overnight working at the Flat Iron is likely to add a further £40,000 to this estimate.

**SPECIFICATION & EVALUATION**

- 16. This work will be advertised as two separate tenders. One tender will cover Portland St and Flat Iron car parks, the other will cover work to the Fleet Street car park. By splitting the work smaller companies can bid for the work and these are likely to provide better value.
- 17. The tenders will be advertised on the Council's e-tendering system, Chest through an invitation to the six selected contractors. Evaluation of each tender will be 80% cost and 20% quality. This is a routine procurement of medium to high value so this ratio is reasonable. The method statement of how the work will be undertaken, quality assurance procedures, how the contractor will minimise disruption and other criteria will be used to assess the quality of the tender.
- 18. The Town team which includes representatives from the Council, traders and local businesses will be kept informed on progress with the contracts and timescales for work. Resurfacing work would take place on the Flat Iron car park until late January 2014, weather permitting once work on the Portland Street car park is complete.

**PORTLAND STREET CAR PARK**

- 19. The work to Portland Street car park will include creating a one way only route in the car park, though access via Brunswick Street will remain. The car parking bays will be marked out at an angle which will increase the size of each individual bay and make it easier for drivers to manoeuvre. The total number of parking bays will increase by one plus one additional disabled parking bay. A clear pedestrian route will be marked out from Brunswick Street to Market Walk and a speed bump installed near the entrance to the car park.
- 20. The work to Portland Street car park is expected to take four weeks. The car park will remain shut during this period to all vehicles though pedestrian access will available via Brunswick Street. As Brunswick Street is a highway LCC will require formal notice of the road closure. Notices of the car park closure and alternative parking will be clearly displayed. Work on this car park will if possible take place this year with a deadline for completion before 30 November. If this is not possible work will start in late January 2014, weather permitting. Only once major works on the Portland St car park have been completed will work begin on the Flat Iron car park

**FLAT IRON CAR PARK**

- 21. The resurfacing work on the Flat Iron car park will also include repairs to the block paving, creating of new pedestrian islands, drainage improvements, a clearer pedestrian route to Market Walk and the marking out of "no parking" areas. This will enable traffic to flow more freely and ensure the safety of pedestrians. Unfortunately the total number of parking bays will decrease by fourteen to accommodate these additional pedestrian safety features. The

breakdown is that fourteen parking bays and one disabled bay will be lost but one new parent and child space will be created. Six spaces will be lost on West side of the car park (where the Flat Iron Market is held) and eight spaces lost on the East side. All tarmac to be black as coloured tarmac costs 30% more than standard black and any future patch repairs will match the black surface. Replacement globes on the lighting columns are due to be fitted in September.

22. If work took place during the day it will be phased to ensure the car park remains open at least in part. The Tuesday Flat Iron market will continue but will need to be relocated to the other half of the car park whilst some of this work takes place. The work is expected to take 16 weeks if it takes place as day work.
23. There is an option for the resurfacing work to be carried out overnight. This would incur a premium of approximately 30% but would minimise the disruption. Contractors will be asked to supply rates for both day and night working so the additional cost verses minimising disruption can be evaluated.
24. The planning application for Phase Two of Market Walk (12/01169/FULMAJ) went to Development Control committee on 5 February 2013 and was approved. If this development goes ahead it will include part of the Eastern half of the car park. Timescales for development are unknown at this stage and it could be several years before development commences. It is therefore recommended that the Council goes ahead with resurfacing the whole car park.

#### **FLEET STREET CAR PARK**

25. In November 2012 land behind the former McDonalds site was turned into a free car park for shoppers. The entrance to the car park is via Fleet Street short stay car park. The free car park has proved popular but as there is no enforcement on this section many of the cars parked there are left all day by people working in the town centre.
26. It is proposed the free car park is tarmaced and lined and becomes an extension to the existing Fleet Street short stay car park. It is expected 70 spaces would be created. 10 of the 12 spaces bordering Gillibrand Street would be free spaces with a 30 minute maximum stay for users, the other two Spaces would be reserved for holders of blue disabled badges. These spaces would be clearly marked and two new parking meters installed so all users could display a ticket.
27. The tarmaced surface of the existing Fleet Street short stay has deteriorated and requires resurfacing. This work will enable both car parks to be brought up to the same standard. Drainage works will also be required.
28. It is anticipated that an invitation to tender for this work will be issued in early September. The contract award will need to be approved by an Executive Member Decision and work is envisaged to start in October.
29. Cllr Adrian Lowe, Executive Member for Places, whose portfolio of responsibilities includes car parking has been briefed and is in agreement with the recommendations contained in the report.

#### **IMPLICATIONS OF REPORT**

30. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	√	Customer Services	
Human Resources		Equality and Diversity	
Legal	√	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

#### COMMENTS OF THE STATUTORY FINANCE OFFICER

31. Once the recommended tender has been identified, I would suggest that the cost of the resurfacing of car parks should be included as a project in the 2013/14 Capital Programme. The estimated total cost exceeds the uncommitted balance available in the Town Centre Investment reserve, so additional budget cover would be required from the Regeneration projects capital budget. Financing would therefore be by revenue contribution and prudential borrowing. If approved, the revenue budget would be updated to show use of the reserve to enable revenue financing of capital expenditure.

#### COMMENTS OF THE MONITORING OFFICER

32. The procedure followed is appropriate and there are no further comments save to support the content of the report.

Jamie Carson  
Director of People & Places

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jo Oliver	5737	22 July 2013	***