

Report of	Meeting	Date
Director of Development and Growth (Introduced by the Executive Member for Economic Development and Public Service Reform. )	Exec Member Decision	16 <sup>th</sup> January 2019

## CONTRACT AWARD FOR PHASE ONE WORKS AT YARROW MEADOWS

### PURPOSE OF REPORT

1. This report sets out the procurement process and recommendations to award a contract for Phase 1 works at Yarrow Meadows.

### RECOMMENDATION(S)

2. To award the contract for the Phase 1 Works to Conservation Contracts North West (CCNW).

### EXECUTIVE SUMMARY OF REPORT

3. A procurement exercise has been carried out for the supply and delivery of Yarrow Meadows Phase 1 Works. This includes the construction of bridge abutments, purchase and installation of a new footbridge over the River Chor, creation of new paths linking to and from the bridge, river bank stabilisation, the creation of wetland scrapes and habitat enhancement.
4. A report to Exec Cabinet in February 2018 approved the masterplan, public and landowner engagement, proposed planned works, procurement approach and budget for delivery of the works. Phase 1 was allocated a budget of £30,000.
5. It is proposed to award the sum of £23,698 to CCNW and the remaining budget of £6,302 will be used by Chorley Council to purchase a kit footbridge, footpath surfacing material and trees and shrubs which will be installed by the ranger team and volunteers.
6. This report sets out the procurement process which has been followed, together with the evaluation method and scoring, and makes a recommendation to award the contract.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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### REASONS FOR RECOMMENDATION(S)

#### (If the recommendations are accepted)

7. The recommendations are based on a competitive procurement process. CCNW submitted

the only tender return. Four companies all with specialist knowledge of environmental works were invited to tender, and given one month to quote. CCNW have carried out numerous projects on behalf of Chorley Council to a very high standard and also have excellent experience of similar types of work.

#### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. One bid was received by the deadline in response to the ITQ. On tender evaluation of the quality criteria, it was decided that CCNW scored very highly on quality and therefore, the work could be awarded. The option to re-quote was therefore rejected.

#### CORPORATE PRIORITIES

9. 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 homes and communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

#### BACKGROUND

10. An Invitation to Quote (ITQ) document for Yarrow Meadows Phase 1 Works was prepared and issued on the North West Procurement Chest to four selected companies on the 28<sup>th</sup> November 2018 for a period of four weeks. The tender contained a variety of specifications for various environmental enhancement works across the project area.
11. A report to Exec Cabinet in February 2018 approved a budget of £30,000 for delivery of the Phase 1 works.
12. One response was received on time meeting the essential evaluation criteria and was considered. The total cost quoted for all of the works was in the region of £50,000.
13. The response was considered using the criteria of 80% Cost and 20% Quality. The quality criteria which the tender has been evaluated against are set out in Table 1. A score of 98 was awarded to the quotation submission.
14. The evaluation was carried out by a team consisting of Open Space Strategy Officers. This provided a range of knowledge backgrounds and skills in order to make an informed decision.
15. Based on the evaluation it is recommended that the contract is awarded to CCNW. Owing to the available budget, the value of contract award is £23,698. CCNW will be carrying out specialist works using specialist machinery and skills. The remaining works specified within the tender are to be carried out by Chorley Council ranger and streetscene teams using a budget of £6,302 for materials including a kit footbridge, shrubs, trees and footpath surfacing material.
16. The shortlisted contractor has also passed the Suitability Assessment Questionnaire and has successfully provided more detailed information such as risk assessments, method statement, programme of works and insurance prior to Contract Award.

**Table 1**

Criteria	Total Maximum Potential Score
<b>COST (80%)</b>	80
<b>QUALITY (20%)</b>	
(i) A broad description of the approach to this contract and the methodology to be employed, including level of personnel/plant resources required, proposals for mitigating identified risks and protecting the landscape and site users during the contract period.	10
(ii) Simple programme of works in Gantt Chart format for each phase in accordance with the Works Information. This is required to enable the Council to judge a tenderer's understanding and approach to the project and their ability to complete the works by no later than 31.3.19, using the methods and resources proposed.	5
iii) Examples of similar work (maximum of 3) demonstrating experience of the type of work, scale of project and work location/ environment and budget. Where relevant indicate the role undertaken with regard to the CDM Regulations.	5
<b>TOTAL SCORE</b>	<b>100</b>
Complete by 31 <sup>th</sup> March	Yes

17. If this recommendation is approved, the contract would start on site in January 2019 (subject to the call in period) and be complete by end of March 2019. During this period the contractor will provide regular reports to the client who will keep Ward Members updated.

**IMPLICATIONS OF REPORT**

18. 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**

19. The contract award value reflects the budget agreed at Executive Cabinet in February 2018.

**COMMENTS OF THE MONITORING OFFICER**

20. It is proposed to award the contract in accordance with the scoring matrix and therefore I have no further comments.

MARK LESTER  
DIRECTOR OF REGENERATION AND GROWTH

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A. Bradley Dated 16/1/19.

**Councillor Alistair Bradley**  
**Leader of the Council**  
**Executive Member for Economic Development and Public Service Reform**