

REPORT TO: CABINET

DATE: 10 DECEMBER 2015

TITLE: STOCK CONDITION SURVEYS NON HOUSING – PROJECT NO. 15/023

PORTFOLIO HOLDER: COUNCILLOR TONY DURCAN

LEAD OFFICERS: GRAEME BLOOMER, HEAD OF REGULATION (01279) 446760
JOE MCGILL, PROPERTY & FACILITIES MANAGER (01279) 446800

This is a Key Decision.

It is on the Forward Plan as Decision Number I004536

This decision may be subject to Call-in procedures.

This decision will affect no ward specifically.

RECOMMENDED that (subject to formal contract and the standstill period):

Authority is delegated to the Chief Operating Officer, in consultation with the Portfolio Holder for Regeneration & Enterprise, to approve the award of a contract for non-housing stock condition surveys.

REASON FOR DECISION

- A** To allow sufficient time for tenders to be evaluated and the conclusion of the standstill period to enable the early appointment of a consultant for the delivery of non-housing stock condition surveys.

BACKGROUND AND PURPOSE

- 1 The stock condition surveys to the Council's commercial and municipal properties are required to enable Officers to develop the asset management plan and assess the future spending requirements. A vital tool in this forward planning is understanding the future Capital needs and to allow step change from response repairs to greater improved planned maintenance.

- 2 Phase 1 of the surveys includes surveys on some of the more high profile properties within the Council's portfolio, necessary to identify and prioritise work required and budgetary requirements over a 20 year period. This will ensure that if the survey results are followed, the buildings have work carried out at the appropriate time, ensuring that the stock is well maintained, and that the Council has clarity on what needs to be spent and why.
- 3 The proposed services are split into two phases. Phase 1 of the services must be completed by 31 March 2016 and the award of Phase 2 shall be at the sole discretion of the Council.

PROCUREMENT PROCESS

- 4 An advert was despatched for publication in the European Journal (OJEU reference number: 2015/S 142-262270) on 25 July 2015 inviting consultants to express an interest in the proposed services by submitting a pre-qualification questionnaire.
- 5 40 consultants expressed an interest in the contract and 17 Pre-Qualification Questionnaires were received by the deadline. The consultants were scored according to their organisational and technical ability to undertake the services against pre-determined criteria. The consultants were ranked in order of the quality of their responses to the questionnaire and the six top scoring consultants were short-listed to be invited to submit a tender. 1 consultant declined to tender and 5 tenders were received by the deadline.

TENDER EVALUATION

- 6 An analysis of the tenders has been undertaken on the basis of 60% Quality and 40% Price. The four stage evaluation process incorporated the following:
 - Stage 1: Qualitative Evaluation
 - Stage 2: Price Evaluation
 - Stage 3: Moderation Exercise
 - Stage 4: Standstill Period and Debriefing Contractors
- 7 The qualitative assessment has been measured against a series of questions raised within the tender documents that covered the following themes.
 - Qualifications and experience of the Delivery Team
 - Business Continuity

- Programme of Work
 - Method Statements
 - Quality Management and Performance Monitoring
 - Legislative Requirements
- 8 For ease of assimilating the scores, a rating system for assessment of the bids was established. The response to each question has been marked out of 0-5 and weighted according to its relative importance.
- 9 The moderation exercise has highlighted a number of areas which require further clarification before the tender evaluation scores can be calculated, in order to identify the most economically advantageous tender.
- 10 The mandatory standstill period will end no sooner than 11 December 2015.
- 11 Phase 1 of the services shall be completed by no later than 31 March 2016. Phase 2 of the services shall be undertaken at the sole discretion of the Council subject to the agreement of the Head of Service and the Relationship & Commissioning Manager in accordance with CSO 19.1.

IMPLICATIONS

Regeneration (includes Sustainability)

In addition to the information the survey will provide in supporting regeneration investment options the stock condition surveys will identify works that protect the envelope of the properties as well as detailing energy efficient works. The results of these works will when carried out reduce the Councils carbon footprint.

Author: Graeme Bloomer, Head of Regeneration

Finance (Includes ICT)

It is important that the full stock condition survey is carried out to help inform the future investment requirements for the Councils assets and to influence and shape the revised Asset Management Plan. This in turn will inform the future requirements for the Non Housing Capital Programme.

Author: Simon Freeman, Head of Finance

Housing

Non-specific.

Author: Andrew Murray, Head of Housing

Community Wellbeing (includes Equalities and Social Inclusion)

It is essential that Harlow Council maintain key community assets for the wider community. Well maintained assets will contribute to the "health and well being" of the community, be that leisure activities or facilitating community meeting rooms

Author: Jane Greer, Head of Community Wellbeing

Governance (includes HR)

The Council has a statutory duty to ensure that the assets they operate fully comply with relevant legislation to ensure safe access to and egress from those assets. These surveys will highlight any risk in compliance with a duty of care. The successful contractor will be required to enter into a formal Contract.

Author: **Amanda Julian, Legal Service Manager for the Head of Governance**

Background Papers

None