

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director – Diane Southam  
**Service Area:** Place, Communities and Enterprise

**Title of Decision:** Approval to award contract for the Maylands Masterplan

### **Decision made and reasons:**

**Decision:** The approval to award contract for the Maylands Masterplan to Cushman and Wakefield.

### **Reason:**

To achieve:

- **A 20 year vision** - which in the long term can provide a framework for the repurposing of the Business Park which will allow it to respond to future commercial, economic, environmental and societal changes that reflect partners' aspirations
- **An Immediate Opportunity Plan** – establishing a short term plan for new and expanding enterprises by identifying priority sites aimed at target markets based on likely economic growth sectors and the means of delivering them to the market.
- **A Design Code for Maylands Business Park** – setting out the principles to which new development should conform, to provide an enduring symbiosis between long term vision and short term opportunity.

### **Commissioning process:**

Meetings have been held with all partners define scope for the commission, link to other initiatives and define governance structure.

Engagement with DBC procurement team with regards to chosen framework (Homes England)

### **Tender process:**

The Council has utilised the Homes England framework for Property and Financial Professional Services, Lot 1 – Property Professional and Technical Services, as an under WTO threshold quotation process.

To comply with the framework the competitive process has been carried out on the Homes England portal, as this was under threshold the framework allows the selection of between 3 and 6 suppliers (from the 18 framework suppliers listed) for us to request quotations. Six companies were selected to bid.

The tender was open over a four-week period, with a deadline of 23<sup>rd</sup> June. Two bids were received and assessed by a partnership panel of officers from Dacorum Borough Council, St Albans City and District Council, Hertfordshire County Council and Herts IQ. Cushman and Wakefield scored highest on both price and quality.

### **Commercial Board:**

This contract award has had approval from Commercial Board

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**Reports considered:**

The Procurement report attached.

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Tom Dewey – Consultant, DBC  
James Doe – Director of Place, DBC  
Diane Southam, Asst Director, Place Communities and Enterprise, DBC  
Fraser Willcox, Economic Development Officer, DBC  
Sue Foster, Procurement Officer DBC  
St Albans District Council  
Hertfordshire County Council  
Herts IQ  
Hemel Garden Communities  
Herts Growth Board  
The Crown Estate

**Financial Comments:**

The anticipated cost of £100k will be funded by £55k of UKSPF funding. The balance will be covered by contributions from partners who have agreed in principle a further £62.5k. There is a risk involved if one or more of the partners fail to honour their commitment. So far only St Albans have actually been invoiced. This invoice is still outstanding as at 16 Aug 2023.

Any shortfall in partner contribution will be topped up from either UK SPF or Place baseline budget. An issue with this approach is that UK SPF funds may already be committed to another project and there isn't currently another Place baseline non staff budget that could comfortably offset this in any significant manner.

Darren Flanagan, People and Place accountant

**Monitoring Officer Comments:** The Council's Commissioning and Procurement Standing Orders authorise Assistant Directors to award contracts up to a value not exceeding £250,000 and therefore this contract can be awarded with Assistant director approval.

This contract has been awarded through a regulated framework agreement to ensure value for money.

**Deputy S151 Officers Comments:**

Value for Money has been secure via a competitive process under the framework cited above. The potential risk around external funding described under financial comments above should be taken into consideration in taking the decision.

**Implications**

**Value for Money:** The contract has been worked through an open procurement framework. With the award based on 60% quality and 40 % price. A competitive

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process has been carried out using the Homes England Framework Lot 1

**Financial:**

£99,712.50 fixed price.

**Risk:** If this contract is not awarded Dacorum Borough Council and it's project partners will not be able undertake the proposed works set out within the brief.

**Officer Signature:**

Date: