

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director of Housing

**Service Area:** Housing Development

**Title of Decision:** To award a contract for a Clerk of Works role for the New Build Programme.

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

**Decision:** To award a 4 year contract to BPM Project Management for a Clerk of Works role on the Council's New Build Programme. This role will cover the following schemes:

Wood House  
Stationers Place  
Martindale  
Swing Gate Lane  
Northend Garage Site  
Westerdale Garage Site

### **Reason:**

The Council require a clerk of works role to ensure works carried out by the main contractor are in line with the Council's requirements and specification.

The Council do not have the expertise to provide the service in house so need to procure this service from the external market.

### **Reports considered:**

The procurement report is attached.

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

Group Manager of Housing Development  
Housing Development Officer

**Financial Comments:** Total estimated cost of this contract is approximately £89k, across the various schemes listed above. These costs have been accounted for in the budgets assigned to the individual schemes over the coming years.

### **Monitoring Officer Comments:**

No comments to add to the report

### **Deputy S151 Officers Comments:**

The contract costs can be met from within approved capital budgets.

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**Implications:****Value for Money:**

The Council carried out a tender process with pre-determined evaluation criteria which includes previous experience, key people and overall cost. The winning bidder scored the highest marks and provided the lowest price of all the bidders.

**Financial:** Please see Finance Comments above.

**Risk:** If this contract is not awarded then the Council will be unable to ensure works are delivered in line with our requirements and the specification of requirements on the New Build Schemes.

**Officer Signature:**

Date: 9/3/17

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### PART II NOT FOR PUBLICATION

This part of the report contains information relating to the financial or business affairs of particular companies.

#### Local Government Act 1972, Schedule 12A, Part a, paragraph 3

#### Procurement Report

On the 7<sup>th</sup> November the Council published a tender opportunity on Supply Hertfordshire and Contracts Finder looking for a Clerk of Works role on the Council's New Build Scheme.

The opportunity closed on the 30<sup>th</sup> November and there were 27 companies who 'Expressed Interest' and downloaded the tender documentation. From these 27 companies, 9 companies submitted a tender response.

These tender returns were evaluated against the following pre-determined evaluation criteria:

Evaluation Criteria	Sub Headings	Sub Headings Scores	Overall Weighting	Evaluation
Quality	Previous experience and case studies	60 marks	50%	Tender Document
	Key People involved in the contract and number of days provided.	40 marks		
Cost	Overall Cost	100 marks	50%	Tender Document

The final evaluation scoresheet was as follows:

Company	Quality score	Price score	Overall score
BPM Project Management	35.00%	50.00%	85.00%
Calfordseaden	35.00%	27.09%	62.09%
Faithorn Farrell Timms LLP	35.00%	24.56%	59.56%
Karter Consulting	35.00%	26.49%	61.49%
Michael Dyson Associates Ltd	39.00%	21.00%	60.00%
Potter Raper Partnership	35.00%	37.99%	72.99%
rg+p Ltd	35.00%	22.70%	57.70%
Silver DCC Ltd	35.00%	28.44%	63.44%
Walker Management	35.00%	40.71%	75.71%

The Council invited 2 of the bidders in for interview, BPM Project Management and Potter Raper Partnerships. This led to an amendment on Potter Raper's score meaning their overall score reduced. BPM Project Management's score remained the same.

The Council also discussed BPM's low price/low number of days offered compared to the other submissions. Following their explanation, the Council are happy to proceed with BPM.

On this basis the recommendation is to award the contract to BPM Project Management.

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