

WESTON-SUPER-MARE TOWN COUNCIL

URGENT DECISION

of Councillor Peter Crew, Chairman of the Policy and Finance Committee and Leader of the Council in consultation with the Town Clerk

5th May 2015

Acceptance of Tender: CDM/Project Manager

On 20th April 2015 the Policy and Finance Committee considered a report from the Responsible Financial Officer regarding the procurement process for the Heritage Lottery Fund (HLF) supported refurbishment project at the Museum.

Members were requested to approve the recommendation within the report in relation to the appointment of CDM (Construction Design and Management co-ordinator) and other professional services required for the HLF Project.

The Responsible Financial Officer informed the Committee that this was additional to the Project manager appointment and that there was a list of services in which she felt the Council needed to tender for in order to receive best value. Acknowledging the fact that there had not been a robust procurement done since 2010/11, it was felt that the role should be subject to a fresh and robust procurement process.

The specification could be obtained from John West Contractors and the aim would be to issue the quotation that Wednesday (22nd April) with a two week turnaround. Approval of the successful quotation would be from the Chairman and Town Clerk, this is permitted following the Council's procurement process under Standing Order 39.2(a). A delay in this process would result in an overall delay of 16 weeks. It was therefore **resolved** as follows:

“In order to assure the HLF and Town council of best value that the CDM / Project Management (Build & Construction) role be tendered through the Council's / and HLF procurement procedure, to include the other professional roles required for the project detailed in Appendix 1 of the report.” (Draft minute until approved).

At the request of the HLF it was agreed that the quotations would be assessed on a matrix of 60% price; 30% quality; and the remaining 10% on interview if required. The quality scoring is based on a factual matrix. Only the interview element would be subjective.

Four quotations were sought in accordance with Council and HLF procedures. The quotations have been returned and the price/quality scores by the Responsible Financial Officer are as follows:

	Price	Quality	Total
David Halford Assoc.	£39,920.00 (50%)	28%	78%
SJ Surveyors Ltd	£34,404.68 (60%)	30%	90%
Aardman Associates	£75,349.00 (-11%)	25%	14%
Andrew McAllister	No tender received (0%)	0	0

The full assessment by the Responsible Financial Officer is available for scrutiny if required.

As set out above with 90% of the score settled the difference between the highest scored quotation and the second highest is 12% with only 10% available on interview. Accordingly it is recommended by the Responsible Financial Officer that an interview is not required and that the decision can be made on the basis of the price/quality elements of the process. It should be noted that any decision is subject to the approval of the HLF as grant funders of the project but informal contact suggests that approval is likely to be forthcoming.

RECOMMENDATION

That SJ Surveyors be appointed as CDM and Project Manager for the remainder of the HLF supported Museum refurbishment project, subject to approval from the HLF themselves.

DECISION

In accordance with the Town Council's Standing Order 39.2(a) we in our capacity as Chairman of the Policy and Finance Committee and Town Clerk respectively **AGREE** that SJ Surveyors be appointed as CDM and Project Manager for the remainder of the HLF supported Museum refurbishment project, subject to approval from the HLF themselves.

SignedP Crew..... (Chairman)

Date.....5th May 2015

Town Clerk Decision 1st April 2015

SignedM L Nicholson.....(**Town Clerk**)

Date..... 5th May 2015