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**Cabinet Member for Leisure,  
Culture & Social Inclusion**

14 February 2012

Report of the Director of Communities & Neighbourhoods

**York Explore Phase II: Appointment of Design Team**

**Summary**

1. This report seeks authority to appoint the design team for York Explore Phase II following a procurement exercise.

**Background**

2. York Explore Phase II, including the 'Gateway to History' project, will revamp the first floor of York Explore Library Learning Centre into a purpose-designed home for the city's archives and local history collection, with an entire new floor on the east wing to house the archives themselves. The project has received initial support and development funding totalling £107,500 from the Heritage Lottery Fund (HLF). A stage 2 HLF bid will be submitted by the Council in August this year, seeking the £1.2m needed to make the project a reality.
3. The current stage of the project plan requires appointment of a design team consisting of Architect, Mechanical & Electrical Engineer and Structural Engineer to develop the stage 2 bid. Should the bid be successful the design team will be retained to take the project through the construction phase. The procurement exercise will cover both stages of the work.
4. It was originally envisaged that the Council would be able to use its in-house team; however, this has not proved possible and it has therefore been necessary to go out to tender. This has created a risk to the project plan for submission of the stage 2 bid and an immediate appointment is therefore essential in order to remain on track. For this reason, this report has been brought as an urgent item.

## **The Procurement**

5. The process adopted to procure these services, within the Council's procurement procedures, is in line with European Public Procurement rules. It entailed a three stage approach of 'Pre Qualification Questionnaire' (PQQ), an 'Invitation to Tender' (ITT), and a final Interview. Companies bidding were reduced from 39 to 7 to 3 at each of the above stages.
6. Clear selection criteria were identified to score the submissions at each stage of the process. Due to the heritage and conservation nature of the project and the wide stakeholder involvement the selection considered bids on a 40 / 60% cost / quality comparison. The quality of the approach, experience, capacity and capability of the companies bidding was considered paramount to achieve delivery of the Explore 2 project.
7. A multidisciplinary evaluation team consisting of Technical Advisors from Sweett (UK) Ltd and employees of the City of York Council considered and scored all bids at each stage of the process. The scored overall results for the three interviewed companies are shown in the confidential annex.
8. On completion of the evaluation process one company, Bisset Adams, emerged as the clear leader with the highest score. Whilst slightly higher in fee cost (4.5% higher than the lowest bid) the quality of the bid, the experience of the company on other similar projects, and the resource capabilities of the company gave them the highest ranked score.
9. The tender report recommends accepting the tender submitted by Bisset Adams as the company identified as the one providing the most economically advantageous bid and the one capable of completing the project. The Council's procurement procedure requires that a decision to appoint a tenderer who has not submitted the lowest tender be taken by the appropriate Cabinet Member in cases where the total value of the tender is in excess of £144,371.

## **Options**

10. The principal options available to the Cabinet Member are to:
  - A. Approve the appointment of Bissett Adams.
  - B. Retender the work.

## **Analysis**

11. This was a highly competitive procurement exercise and officers are confident that the highest scoring bid represents the most economically advantageous bid for the Council. For these reasons option A is recommended.

## **Council Plan 2011-15**

12. This project furthers the Council Plan aim relating to “Improved community infrastructure”.

## **Implications**

13. **Financial:** The cost of the contract up to the stage 2 HLF bid is covered by the HLF development grant and falls within the allocated budget. If the stage 2 bid is successful the design team will be retained on the terms set out in their bid and the cost will be covered by the HLF grant and the Council’s capital allocation for the project. If the stage 2 bid is not successful the design team will not be retained.
14. **Legal:** There are no additional legal implications arising from the report.
15. **Property:** Property implications are as contained in the report.
16. There are no Human Resources, Equalities, Crime and Disorder, or Information Technology implications.

## **Risk Management**

17. In compliance with the Council’s risk management strategy the main risks that have been identified in this report, measured in terms of impact and likelihood, have been assessed at a score of less than 16. This means that at this point the risks need only to be monitored as they do not provide a real threat to the achievement of the objectives of this report.

## **Recommendations**

18. The Cabinet Member is asked to approve the appointment of Bissett Adams as the design team for York Explore Phase II.  
Reason: To progress the stage 2 HLF bid.

## **Annex (Confidential): Evaluation Scores**

### **Contact Details**

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	<b>Report Approved</b>	✓	<b>Date</b> 1.2.12.
<b>Specialist Implications Officer(s)</b>			
<b>Wards Affected:</b>			<b>All</b> ✓
<b>For further information please contact the author of the report</b>			