

NOTICE OF MEETING

CABINET MEMBER SIGNING

**Tuesday, 20th March, 2018, 3.00 pm - Civic Centre, High Road,
Wood Green, N22 8LE**

Members: Councillor Alan Strickland - Cabinet Member for Housing, Regeneration and Planning

Quorum: 1

1. FILMING AT MEETINGS

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on.

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The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. URGENT BUSINESS

The Leader/Cabinet Member will advise of any items they have decided to take as urgent business.

3. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and

(ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

4. AWARD OF CONTRACT FOR WHITE HART LANE PUBLIC REALM IMPROVEMENTS (PAGES 1 - 22)

5. URGENT BUSINESS

As per item 2.

6. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the remainder of the meeting as the items contained exempt information, as defined under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

7. AWARD OF CONTRACT FOR WHITE HART LANE PUBLIC REALM IMPROVEMENTS (PAGES 23 - 32)

To consider exempt information pertaining to item 4.

8. EXEMPT URGENT BUSINESS

As per item 2.

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Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Monday, 12 March 2018

Report for Cabinet Member for Housing and Regeneration.

Item number: N/A

Title: Award of Contract for White Hart Lane Public Realm Improvements

Report authorised by: Peter O'Brien, Assistant Director Area Regeneration

Lead Officer: Peter Watson, Major Schemes Project Manager, Highways

Ward(s) affected: Northumberland Park Ward

**Report for Key/
Non Key Decision:** Key Decision

1. Describe the issue under consideration

1.1. This report seeks approval for award of the White Hart Lane Public Realm Improvement Scheme contract, following an open competitive tendering exercise, to Marlborough Surfacing Ltd to a total value of £2,747,017.48 (including for Provisional Sums and Project Contingency total value of £435,000). Approval is also being sought for the issuance of a letter of intent in the sum of £231,201.7 which is 10% of the contract sum (excluding Provisional Sums and Project Contingency sums).

2. Cabinet Member Introduction

N/A

3. Recommendations

3.1. It is recommended that the Cabinet Member for Housing and Regeneration:

- I. Approves the award of a contract for the White Hart Lane Public Realm Improvement Scheme to Marlborough Surfacing Ltd in the sum of £2,747,017.48 plus VAT (including for Provisional Sums and Project Contingency total value of £435,000) as permitted under Contracting Standing Order 16.02
- II. Approve issuing a letter of intent to the value of £231,201.7 which is 10% of the contract sum (excluding Provisional Sums and Project Contingency sums).

4. Reasons for decision

- 4.1 Officers have undertaken a competitive tendering exercise to secure a contractor to deliver the White Hart Lane Public Realm Improvement Scheme. Through this process Marlborough Surfacing Ltd have secured the highest score and have demonstrated that they should be awarded the contract.
- 4.2 By awarding the contract to Marlborough Surfacing Ltd, the Council is securing the delivery of the White Hart Lane Public Realm Improvement Scheme. This Scheme is being supported by TfL and will deliver substantial public realm improvements around White Hart Lane Station between the High Road and Crieghton Road, along White Hart Lane, Love Lane and Penshurst Road.
- 4.3 By approving the Letter of Intent, under Contract Standing Order 9.07.3, the Council will be ensuring that Marlborough Surfacing Ltd will have sufficient funding to cover the start-up costs, so that they can be mobilise whilst the contracts are finalised, thus ensuring that the works can be delivered in line with the programme.
- 4.4 The works delivered by the Scheme are a key catalyst to the wider regeneration in North Tottenham, in particular High Road West, and will provide a benchmark for high quality, functional and sustainable design.
- 4.5 The works will be delivered in order to minimise disruption to local residents and businesses and will be coordinated with the test events at the new Tottenham Hotspur Football Club (“THFC”) Stadium which are due to take place in August 2018.

5 Alternative options considered

Option1: Not award the contract

- 5.1 Officers have considered not undertaking these works and undertaking these works at a later point in time. However, both of these options have been discounted. If the Council were to not undertake these works, the Council would not secure the substantial public realm and accessibility improvement works set out in paragraphs 6.4-6.7 below.
- 5.2 If the Council were to undertake these works at a later stage, then it could cause potential issues with the movement of pedestrians and crowds along White Hart Lane. By delivering the works to the current programme, the Council will be ensuring that Phase 1 of the Scheme (High Road to White Hart Lane Station) is implemented during April to August 2018, when there are no football games being played at the THFC stadium. This minimises disruption and ensures the works are completed in time for the opening of the new stadium in August 2018 and the new Station upgrade in March 2019.

6 Background information

High Road West Regeneration

- 6.1 The High Road West Regeneration Scheme is a key catalyst to the wider regeneration of North Tottenham. The delivery of the High Road West Scheme will transform the Northumberland Park Ward, which currently experiences

fundamental social and economic disadvantage and which is dominated by poorly designed and fragmented housing estates and industrial land, into a new leisure and residential destination for London and a genuinely mixed and sustainable community.

White Hart Lane Station

- 6.2 Delivery of a new station entrance and public realm enhancements at White Hart Lane are a key first phase of the High Road West Scheme, providing more efficient and attractive access to the station, as well as reinforcing the Council's commitment to sustainable transport and streetscape improvements. The improvements will constitute a first stage in the physical delivery of High Road West, acting as a benchmark for high quality, functional and sustainable design.
- 6.3 Transport for London are progressing the station enhancements with works having commenced in December 2017. The Garages on Love Lane have been demolished and two pedestrian tunnels are currently being excavated. The transformation will include step-free platform access, the creation of a new, striking, double height ticket hall on Love Lane; a new station entrance on Penshurst Road, new London Overground ticket gate lines and station facilities, 20 new cycle spaces, three disabled car parking spaces and enhancements to the forecourt and public realm.

White Hart Lane Public Realm Improvements Scheme

- 6.4 To complement the station and public realm works being delivered by TfL, a bid by London Borough of Haringey was submitted to TfL's LIP fund for £3.99m in September 2015. The bid sought to deliver substantial public realm improvements and accessibility around the station and local centre. The bid was successful and has been matched with £1m approved from the Mayor's Regeneration Fund, which is held by TfL for public realm in relation to the station enhancements.
- 6.5 Subsequently, the bid has been developed into the Scheme through the development of detailed public realm designs. A plan of the works can be found at Appendix 2. The Scheme will deliver additional footway capacity, which will support the safe movement of pedestrians and improve access to the local centre. It will also create an attractive environment for pedestrians and cyclists travelling to the THFC stadium, together with the significantly higher number of pedestrians following the delivery of the High Road West Scheme. The re-design of the streetscape will provide a safer and more attractive public realm and direct links to the High Road to encourage people to use public transport, addressing the current high number of collisions in the area. This design includes the increase in footfall on match days (based on a coordinated queuing strategy) resulting from the enlarged Spurs stadium (36,000 to 61,000 capacity).
- 6.6 The inclusive design responds to people with various degrees of accessibility, whilst simultaneously creating an environment which is attractive for people. Lastly and equally important, the Scheme directly supports the Mayor for London's objectives of delivering significant numbers of new homes together with the local environment and assisting in delivering economic growth and vitality.

6.7 These improvements respond to analysis of White Hart Lane, which indicates a low level of 'pedestrian comfort' and accessibility and high accident rate. Failure to deliver improvements will accentuate these issues as greater demands are made on the area with growth in the size and use of the stadium and surrounding residential growth. The bid was based on an initial concept design that included the following objectives :

- Improving the physical and living environment
- Reduce vehicle dominance and create attractive outdoor living space
- Increase the opportunities for local people to use streets as social spaces
- Improve conditions for cyclists, pedestrians and bus users to encourage more journeys by these modes
- Improve personal security, reduce the fear of crime particularly for travel during the hours of darkness
- Reduce social exclusion
- Improve accessibility of the public transport network for everyone
- Reduce the adverse effects of travel
- Facilitate regeneration and increase transport opportunities for local communities, whilst encouraging shorter journeys to be made

6.8 The scope of the proposals includes:

- Developing measures to reduce road user casualties on White Hart Lane and at White Hart/ High Road junction
- Improved cycle linkage from White Hart Lane area to Cycle superhighway 1
- Investigate cycle routes into and through the area linked to permeability measures on side roads where feasible
- Provide side road entry treatments to improve pedestrian amenity and safety
- Provision of CCTV to reduce fear of crime and increase personal safety
- Repaving of the footways throughout the study area, with an uplift in materials proposed in key locations
- Widening of the footways along White Hart Lane to improve pedestrian comfort and accessibility
- Resurfacing of the carriageways and creation of raised tables at key locations to calm traffic and facilitate pedestrian cross movement
- New pedestrian crossing provided to the north of the station on White Hart Lane and potential improvements to pedestrian crossings at the junction of White Hart Lane and the High Road
- Removal of street clutter including unnecessary pedestrian guard railing
- Provision of cycle parking to support interchange between cycling and public transport
- Improvements to the setting of historic buildings and the North Tottenham Conservation area
- Creation of small pocket spaces including provision of street furniture and tree planting
- Soft landscaping provided where possible as well as investigation into potential 'SuDS enhancements'

- Installation of Legible London signage, helping pedestrians to orientate themselves through the area.

6.9 The project meets all of the Mayor’s Better Street aims of tidying up, decluttering, relocating and merging functions, rethinking traffic management options and recreating the street.

The procurement process

6.10 The Council undertook a procurement process by way of an open procurement route to maximise market interest. This procedure is a transparent procurement process, which allows an unlimited number of suppliers to tender for the requirement.

6.11 Post tender negotiations are not admissible and as such have not been undertaken.

6.12 The Contract Notice was published through contracts finder on 20th December 2017 and simultaneously the Invitation to Tender (ITT) documentation was published on the HPCS e-tendering system. The tender responses were required to be submitted 1pm on 6 February 2018.

6.13 The provisional target date for award of the contract as set out in the ITT documents was 26 March 2018.

6.14 Bidders were asked to submit a bid which evaluated quality and price on a 70:30 basis respectively.

6.16 Four tender responses were received by the due date/time and these were evaluated in accordance with the approved evaluation criteria (Appendix 2), process and methodology. The providers submitted a selection questionnaire (“SQ”). Three of the tender responses passed the SQ, one failed due to being incomplete and only providing basic information for part of the requirement.

6.17 The bids were assessed by a panel consisting of officers from both Muf architecture and Stace Consultants who have both helped developed the designs for the Scheme, along with Council officers from Highways and Strategic Procurement.

6.18 The results of the evaluation are detailed in the table below and demonstrate how Marlborough Surfacing Ltd scored the highest for quality with Bidder 3 scoring the highest on price. Bidders 2 and 3 are identified in the exempt part of the report (Part B).

A summary of the scoring is below

Tenderer	Quality % Score	Price % Score	Total Score
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Bidder 1: Marlborough Surfacing Ltd	46.0%	19.05%	65.05%
Bidder 2:	40.0%	20.58%	60.05%
Bidder 3:	19.0%	30.00%	49.00%

6.19 Marlborough Surfacing Ltd has met the requirements of the brief in line with the “Most Economical Advantageous Tender” (MEAT) criteria. They achieved the highest combined quality/price score and are therefore the most economically advantageous tenderer. It is therefore, proposed that they should be awarded the contract for this commission.

6.20 The Council is aiming to commence the implementation of these works on 9 April 2018 and complete on the 30 June 2019.

Scheme Governance

6.21 The Scheme forms part of the Tottenham Regeneration Programme and as such, fits into the Tottenham Regeneration Programme governance structure. Appendix 3 sets out the governance structure and roles of those involved in overseeing the successful delivery of the Scheme.

7.0 Contribution to strategic outcomes

7.1 The appointment of Marlborough Surfacing Ltd to undertake the White Hart Lane Public Realm Improvement Scheme will support the delivery of the High Road West Regeneration Scheme Objectives, including the Tottenham Regeneration Framework, the Local Plan, including Tottenham Area Action Plan and the Corporate Strategy. In particular priorities Two, Three and Four:

Priority Two – Enable all adults to live healthy, long and fulfilling lives

7.2 The Public Realm Improvements will mean that it is easier and more appealing to walk or cycle and to use public transport from White Hart Lane Station or the bus routes along White Hart Lane. This aligns with the Corporate Objective to be ‘a borough where the healthier choice is the easier choice’ by reducing reliance on cars.

Priority Three – A clean, well maintained and safe borough where people are proud to live and work

7.3 By improving street lighting and visibility along the routes around the station, the design and works will support the Corporate Objective of making ‘our streets... well maintained and safe’ and help to tackle anti-social behaviour. Also in Priority Three, and as mentioned above, the Scheme will help to ‘make Haringey one of the most cycling and pedestrian friendly boroughs in London’ by connecting existing cycle routes and widening the pavement.

Priority Four - Drive growth and employment from which everyone can benefit

7.4 The improvements will complement the White Hart Lane Station Redevelopment and help catalyse the wider changes happening in North Tottenham. In High Road West this means over 130,000sqft of commercial, retail and leisure space and substantial investment in the town centre. There will be over 3,300 construction jobs and more than 500 end-user jobs once the development is complete and high quality new industrial and maker/artisan space to support businesses from the existing Peacock Industrial Estate.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

Finance

8.1 The recommendation of this report is to award a contract to Marlborough Surfacing Ltd for £2,747,017.48 to undertake works to the White Hart Lane public realm. This Scheme was to be funded by TfL in 2018/19 at a rate of 100%. TfL wrote to the Council in December 2017 informing officers that they were deferring the funding for the scheme for one year and reiterated their commitment to the project. The scheme is to be funded by TfL to the value of £3,989k with the funding being received in 2019/20. The balance of the budget is to be met from existing budgets contained within the approved capital programme.

8.2 On 22nd January 2018, Capital Board agreed to include the White Hart Lane Public Realm Scheme within the Cabinet budget papers for consideration at its meeting on the 13th February 2018. The revised budget for the scheme was as follows:

	£000's
• 2017/18	940*
• 2018/19	2,774
• 2019/20	500
• Total	4,214
• 2016/17 expenditure	263
• Total Scheme Cost	4,477
*anticipated spend is	£940k.

8.3 Subsequently the revised budget set out above was contained within the Council's capital programme which was agreed at Council on the 26th February 2018.

8.4 The recommendation of this report is to accept a tender, which if agreed, would bring the total spend on the scheme to £4,477k, which is within the budgeted level. The scheme is funded by TfL to the value of £3,989k and by existing LBH budgets to the value of £488k. It is anticipated that the final cost of the scheme will be lower than the budget. In this case the budgetary contribution from LBH resources will no longer be necessary. Any reduction in budget and revised cashflows will be amended through the budgetary control report in due course.

Legal (OH-060318)

- 8.5 The Assistant Director notes the contents of the report.
- 8.6 This is a key decision and the Service has confirmed it is on the Forward Plan.
- 8.7 The Assistant Director of Corporate Governance confirms that pursuant to CSO 16.02 the Cabinet Member for Housing and Regeneration has the authority to approve the recommendations in the report.

Procurement – Strategic Procurement

- 8.8 SP acknowledges that an open tender procedure was undertaken through the councils HPCS tender portal.
- 8.9 SP acknowledges that of the 5 returns only 4 passed the Selection questionnaire requirements and had their tenders fully evaluated.
- 8.10 SP acknowledges that the award to Marlborough Surfacing Limited is based on the Most Economically advantageous Tender
- 8.11 SP has no objection under CSO 9.07.3 to approve the issuance of a Letter of Intent up to the value of £231,201.74 which is 10% of the contract sum exclusive of Provisional Sums and Project Contingency

Equality

- 8.12 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
 - Advance equality of opportunity between people who share those protected characteristics and people who do not
 - Foster good relations between people who share those characteristics and people who do not.
- 8.13 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 8.14 As the Council is only procuring a contractor, a formal equalities impact assessment has not been carried out for the recommendations within this report.
- 8.15 However, it should be noted that the public realm improvements will increase accessibility for pedestrians by widening the pavement and will make the road and junctions safer with new crossings and improved road markings. These changes are likely to have a positive impact on elderly and disabled people who may find navigating the area safely an issue at present.

- 8.16 Encouraging healthier lifestyles with better access to public transport and cycle routes may also help to tackle obesity which is prevalent in BAME communities.
- 8.17 Overall this proposal is designed to have a positive impact on protected characteristics by improving accessibility, safety and access to healthier choices.

9. Use of Appendices

9.1 The Table below details the appendices relevant to this report:

Appendix	
Appendix 1	White Hart Lane Public Realm Design
Appendix 2	The Evaluation Criteria
Appendix 3	Governance Structure
Appendix 4	EXEMPT Report

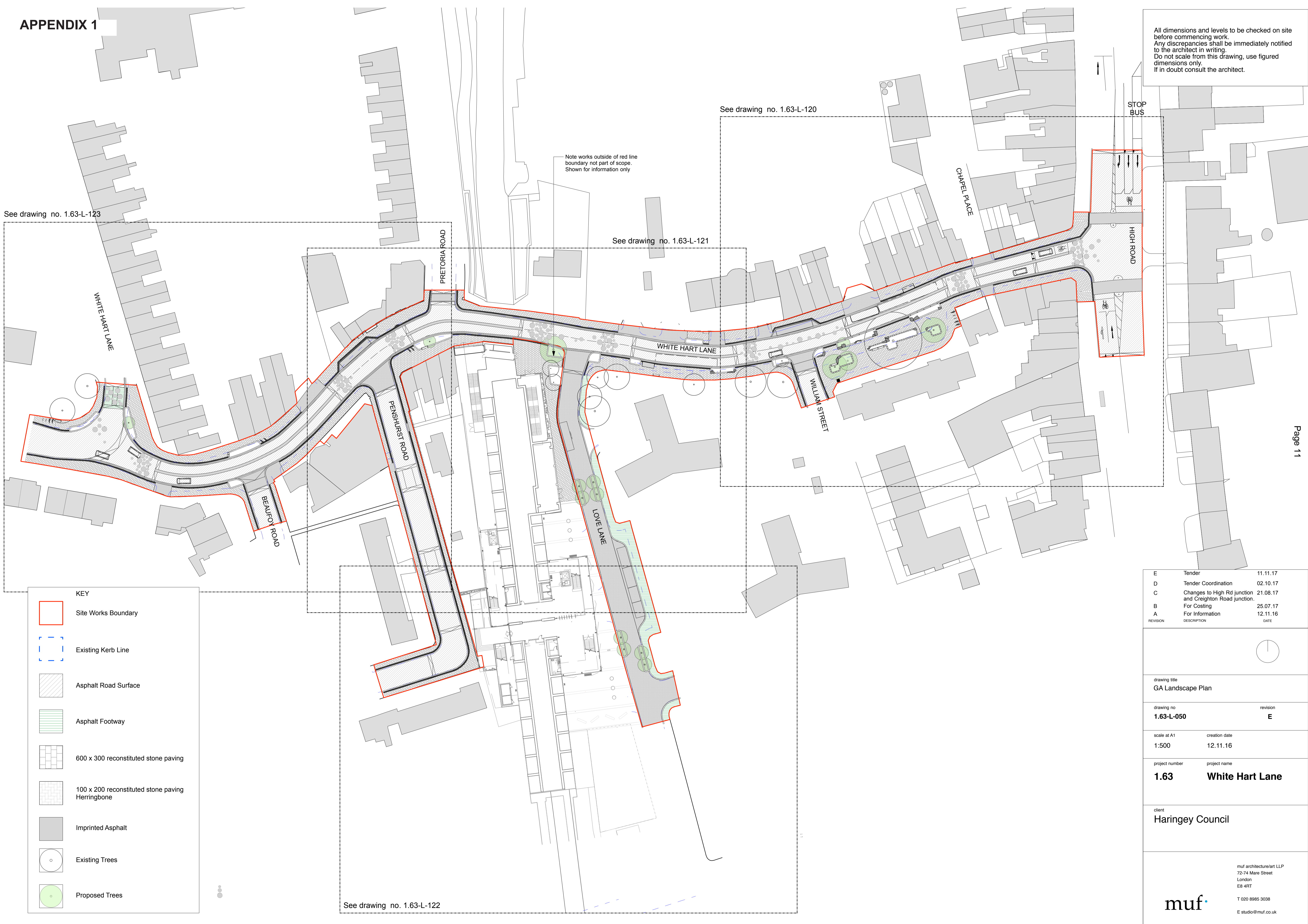
10. Local Government (Access to Information) Act 1985

Background Papers:

- 16th December 2014 Cabinet Report- High Road West Regeneration Scheme- Masterplan and Next Steps

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All dimensions and levels to be checked on site before commencing work.
 Any discrepancies shall be immediately notified to the architect in writing.
 Do not scale from this drawing, use figured dimensions only.
 If in doubt consult the architect.



Note works outside of red line boundary not part of scope. Shown for information only

See drawing no. 1.63-L-120

See drawing no. 1.63-L-121

See drawing no. 1.63-L-123

See drawing no. 1.63-L-122

KEY

	Site Works Boundary
	Existing Kerb Line
	Asphalt Road Surface
	Asphalt Footway
	600 x 300 reconstituted stone paving
	100 x 200 reconstituted stone paving Herringbone
	Imprinted Asphalt
	Existing Trees
	Proposed Trees

E	Tender	11.11.17
D	Tender Coordination	02.10.17
C	Changes to High Rd junction and Creighton Road junction.	21.08.17
B	For Costing	25.07.17
A	For Information	12.11.16
REVISION	DESCRIPTION	DATE

drawing title		GA Landscape Plan	
drawing no		revision	
1.63-L-050		E	
scale at A1		creation date	
1:500		12.11.16	
project number		project name	
1.63		White Hart Lane	
client			
Haringey Council			

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APPENDIX 2

The evaluation criteria

The Contract Notice was published through contracts finder on 20th December 2017 and simultaneously the Invitation to Tender (ITT) documentation was published on the HPCS e-tendering system. The tender responses were required to be submitted by 1pm on 6th February 2018.

It was made clear within the tender documentation that post-tender clarification meetings may be held. This option was taken with clarification meeting being held with the three providers on 20th February 2018.

Technical merit formed 70% of the final score and commercial merit formed 30% of the final score. The evaluation method was devised with a view to determining a clear order of merit from the technical and financial point of view.

The technical evaluation questions and weightings included in the ITT documents are reproduced in the table below.

Evaluation Matrix for Final Selection Process	Weighting
Satisfactory Completion of Company and Eligibility Questionnaire	Pass/Fail
Satisfactory demonstration of relevant experience by providing in the Selection Questionnaire up to three examples of works contracts, in any combination from either the private or public sector, that are relevant to the Council's requirements as set out in the Contract Documents	Pass/Fail
Confirmation – Unequivocal sign off of the terms and conditions of contract (as amended by the Council)	Pass/Fail
Fully completed and signed Document Set.	Pass/Fail
Method Statements	70%
• Understanding of the Contract Documents	15%
• Method Statement	15%
• Programme	15%
• Supply Chain Management	5%
• Key Personnel & overall team structure	5%
• Quality Assurance	5%
• Health and Safety	5%
• Risk Identification and Mitigation	5%
Quality Weighting	70%

Pricing Proposals	30%
Price Weighting	30%
Total	100%

Ref	Question - Understanding of the Contract Documents
MS1	<p>Please provide details of your understanding of the requirements of the Contract Documents and any areas that you believe will need particular management, cost and technical attention together with details of how you propose to meet these requirements.</p> <p>Maximum word limit - 1000 (No attachments permitted)</p>
Ref	Question – Method Statement
MS2	<p>Please provide details of your proposed method of working to satisfy the requirements of the Contract Specification and Drawings and in particular the constraints specified in Specification Appendix 1/13. Sufficient information must be provided to allow the tender evaluation team to judge the efficacy of the proposals.</p> <p>Maximum word limit – 1000 (No attachments permitted)</p>
Ref	Question – Programme
MS3	<p>Please provide a draft programme covering the period from the award of the Works Contractor's Contract to the date for completion. The draft programme shall address all matters necessary to achieve the project requirements and all of the constraints included within Specification Appendix 1/13.</p>
Ref	Question – Supply Chain Management
MS4	<p>Please demonstrate your experience of, and commitment to managing your Supply Chain in carrying out the Works with the aims of: -</p> <ul style="list-style-type: none"> • achieving a better and more collaborative way of working with your Supply Chain; • ensuring that the Supply Chain is fully involved in the development of through life cost calculations and associated management of risk; optimising the use of labour and materials to minimise waste and the cost of construction; • improving the quality and functionality of the Works by early and continuous involvement of the supply chain in the planning of the Works; and • Achieving continuous improvement within the Supply Chain. <p>Maximum word limit – 1000 (No attachments permitted)</p>
Ref	Question – Key Personnel & Overall Team Structure.
MS4	<p>Please supply a list of Key Personnel and a Team Structure in the form of an organogram of those who will be responsible for the conduct of those tasks regarded as essential to the successful conduct of the Works Contractor's Contract. The list of Key Personnel shall include, as a minimum, the individuals who are to act as the following: -</p> <ul style="list-style-type: none"> • the project director who will have overall responsibility for the tenderer's performance of the Works Contractor's Contract; • the contract manager or similar person who will have day to day responsibility for the tenderer's carrying out of the Works on site.

	<ul style="list-style-type: none"> • where the procurement strategy is “Works Contractor’s Design”, the lead designer and the members of the design team including any specialist supply chain members who will be engaged by the tenderer to carry out any part of the Works Contractor’s Design; • the site health and safety officer; • the competent person or persons who will act as the Works Contractor’s permanent site staff with authority to receive and action any Project Manager’s Directions or Change Orders during the construction of the Works in accordance the Works Contractor’s Conditions of Contract. <p>Please demonstrate (by submitting detailed curricula vitae in the form of the “Structure of Curriculum Vitae for Key Personnel” attached) that the nominated staff have the necessary experience, background and qualifications to undertake the essential tasks.</p> <p>Maximum word limit – 1000 (Attachments permitted)</p>
Ref	Question – Quality Assurance
MS6	<p>Please provide details of the quality assurance regime to be adopted for the execution of the Works and proof of certification under ISO 9001:2000 or some other appropriate accreditation acceptable to the Council.</p> <p>Maximum word limit – 1000 (Attachments permitted)</p>
Ref	Question – Health and Safety
MS7	<p>Please provide a Health & Safety policy statement together with a statement showing how the policy will be implemented and maintained on site.</p> <p>Maximum word limit – 1000 (No attachments permitted)</p>
Ref	Question – Risk Identification and Mitigation
MS8	<p>Please describe your approach to risk management as it applies to the Contract Documents.</p> <p>Maximum word limit – 1000 (No attachments permitted)</p>

It is important to note that the objective of the procurement procedure was to ensure that the evaluation of tenders was executed in a systematic and consistent manner, which eliminates bias and ensures the contract is awarded on value for money based on ‘Most Economically Advantageous Tender’ (MEAT) and that the council complies with the Public Contract Regulations 2015. The MEAT basis for contract award and the supporting criteria for that basis were provided to the bidders in the ITT.

The tender evaluation-marking scheme notified to the bidders in the ITT document is reproduced below.

The total score for the Method Statement questions (1 to 8 above) is 70%. Each Method Statement was evaluated with scores of up to 5 points maximum for each Method Question. Scores were allocated based on the following scoring matrix:

Score	Criterion	Elemental Breakdown
0	Question not answered.	<ul style="list-style-type: none"> No response given to the Question or a material part of the Question Inappropriate or irrelevant response
1	Poor – Falls well short of meeting the requirements of the Question.	<ul style="list-style-type: none"> Only a minimal response made to the Question or a material part of the Question. Substantially inappropriate and/or irrelevant response. Fails to show a material understanding of all of the requirements of the Question or a material part of the Question
2	Below Expectations – Meets some of the requirements of the Question.	<ul style="list-style-type: none"> Partially addresses a few of the elements / points set out in the Question or part of the Question Does not however show a full understanding of key aspects of the Question or material parts of the Question
3	Satisfactory – Broadly meets the requirements of the Question.	<ul style="list-style-type: none"> An acceptable response submitted in terms of level of detail, accuracy and relevance, with some omissions that reduce the extent to which the contract aims will be achieved. Indicates a broad understanding of the Question or the material parts of the Question but does not cover all the points required by the Question
4	Good – Meets all major requirements of the Question.	<ul style="list-style-type: none"> Meets most but not all of the points set out in the Question or in the material parts of the Question but is still a comprehensive response Provides a robust answer showing how the Tenderer will put theory into practice Workable and practical methods/proposals provided in the response
5	Excellent – Meets essentially all the requirements of the Question. No significant reservations	<ul style="list-style-type: none"> Essentially meets all the points set out in the Question or the material parts of the Question Response demonstrates that the Tenderer has exceptional ability which shows clear potential to provide an exceptional service under the contract

Initial scores out of 5 for each individual Method Statement were then translated into a weighted points score. The total weighted score, a sum of the scores for all the Method Statements were then expressed as a percentage. This procedure establishes the adjusted quality score for each bidder.

Tender Evaluation Panel

The Evaluation Panel was selected by the council within the procurement process. The Technical Evaluators comprised of three members and a moderator to ensure a fair and objective decision was reached.

Seamus Hayes (Strategic Procurement) was appointed as the moderator to check and validate the scoring and to manage the moderation and consensus process. It is important to note that the consensus score was the final score taken forward and used to rank the bids.

The Tender Evaluation Panel was composed of the following members:

Name	Position	Role
Peter Watson	Project Manager Major Projects	Technical Evaluation
Dana Rasheed	Project Manager	Technical Evaluation
Dave Butcher	Resident Engineer	Technical Evaluation
Jenny Kingston	muf architecture/art LLP	Technical Evaluation
Glenn Edwards	Senior Quantity Surveyor	Commercial Evaluation
Seamus Hayes	Interim Delivery Manager	Moderator

All members of the Tender Evaluation Panel were given a copy of tender evaluation guidance produced by Strategic Procurement.

Tendering Opening

Four Tender Responses were received by the due date/time and these were evaluated in accordance with the approved evaluation process and methodology. The results of the evaluation are detailed below.

Each tender was checked for basic compliance with the requirements of the ITT and that each tender complied with the mandatory (i.e. Pass/Fail) requirements of the ITT, as follows:

- Satisfactory completion of Selection Questionnaire

Satisfactory demonstration of relevant experience by providing three examples of contracts completed for a public/private sector body which are directly relevant to the Council's requirements

- Signed Tender Document Set;
- Completed Tender Response on Technical and Professional Ability;
- Completed Excel Pricing Schedule;

Three tenders passed the eligibility, relevant experience and compliance checks summarised above which enabled them to progress to the second stage evaluation which involved the evaluation of their technical and commercial responses.

Evaluation Process

Quality Assessment

The quality assessment was based upon a method statement comprising of a series of questions (1 to 8) relevant to this project, which the bidders were required to answer within a specified word limit for each question.

Evaluation of the completed method statements were carried out by a panel of three council officers and one external architectural representative. The technical merit scores of the tenders were assessed by each member of the technical evaluation team (working in isolation) in accordance with the assessment model set out in the procurement documents and without visibility of the tender prices.

Without visibility of the tender prices, the tenders were scored by the technical evaluators (working in isolation) against each of the technical evaluation categories on a scale of 0 to 5. The respective scores were then weighted in accordance with the weightings set out in the ITT documentation. As part of the process, each evaluator completed a detailed rationale to support their scores to ensure that subsequent differences in opinion could be explained.

Price Assessment

Bidders were required to complete a Pricing Schedule (Bill of quantities)

The lump sum price was used to score the pricing proposal in accordance with the predetermined formula detailed below:

The maximum marks available for this part of the Tender was 30% and this score was awarded to the bidder who submitted the lowest total cost. The remaining bidders received marks on a pro rata basis from the cheapest to the most expensive price. The overall pricing score was calculated as follows, which was communicated to the bidders in the ITT document:

If three Tender Responses are received and Bidder A has quoted £150,000 as their total price, Bidder B has quoted £250,000 and Bidder C has quoted £300,000 then the calculation will be as follows:

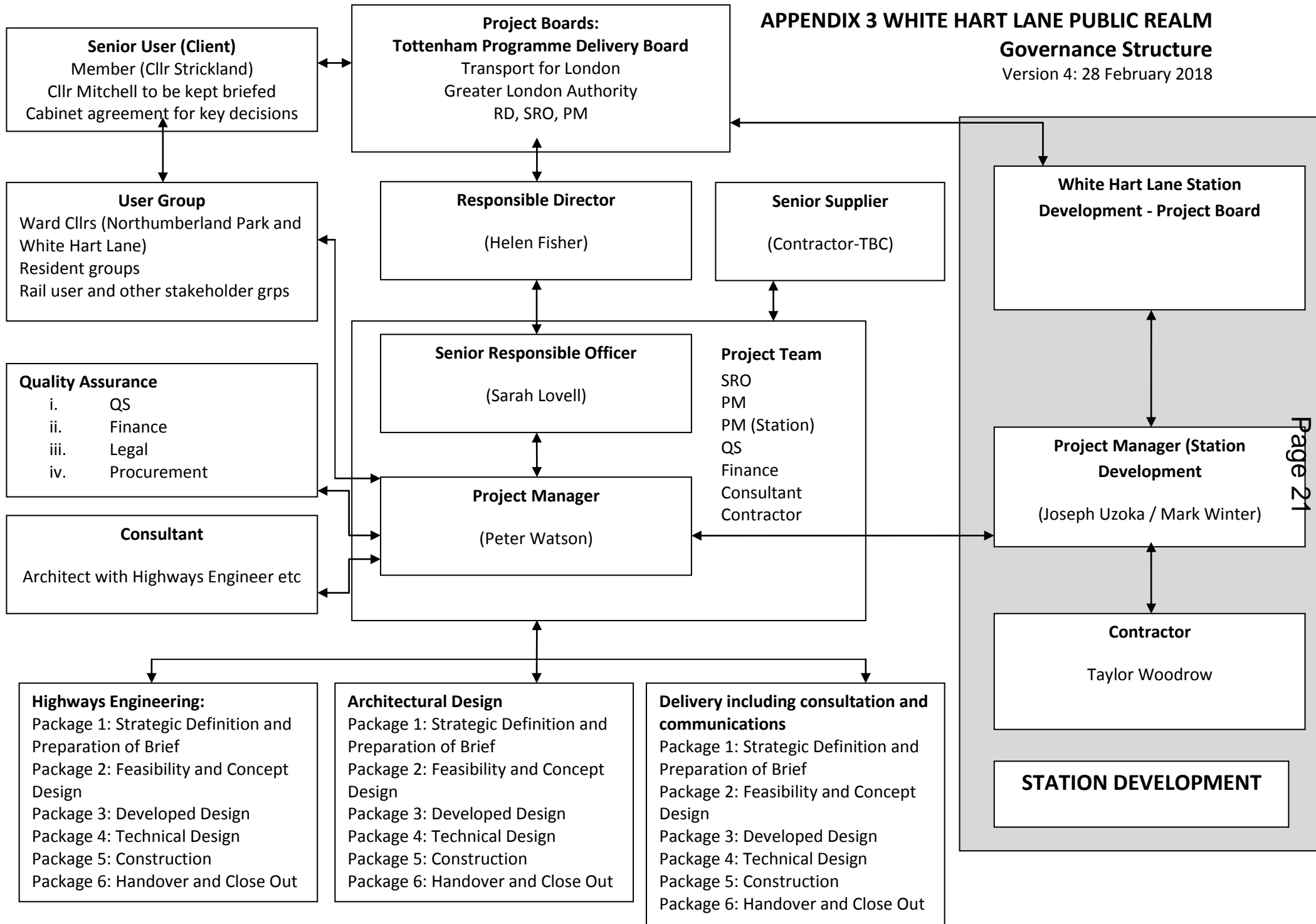
Bidder A Score = $\frac{£150,000}{£150,000} \times 30\%$ (Maximum available marks) = 30%

Bidder B Score = $\frac{£150,000}{£250,000} \times 30\%$ (Maximum available marks) = 18%

Bidder C Score = $\frac{£150,000}{£300,000} \times 30\%$ (Maximum available marks) = 15%

A comparison of the quoted rates/prices can be found in the attachment to this report. It includes the scores allocated to each tender using the mechanism described above.

**APPENDIX 3 WHITE HART LANE PUBLIC REALM
Governance Structure**
Version 4: 28 February 2018



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By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is exempt

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