

DECISION REPORT

Report for:	Robbie Erbmman, Delivery Director, Finance & Resources Directorate
Item number:	N/A
Title:	An award of contract under Contract Standing Orders (CSO) 2.05.1 b, c and n, 12.01 and 12.02 to provide Design Adviser Consultancy Services to support housing development schemes in RIBA stages 0-1 within the Council Housing Delivery Programme.
Report authorised by:	Jack Goulde, Joint Head of Development, Finance & Resources Directorate
Lead Officer:	Colette Van Sertima, Housing Delivery Procurement Programme Officer
Ward(s) affected:	N/A
Report for Key/Non-Key Decision:	Non-Key Decision

1. Describe the issue under consideration

- 1.1. This report is seeking an approval to award a contract to WR-AP for the Design Adviser consultancy services to support delivery of quality new Council homes. The Design Adviser will compliment design teams on a project-by-project basis, reporting directly to Project Managers (the Council Officer lead for a project) ensuring quality of the proposed design and compliance with Employer's Requirements, planning policy and funding criteria.
- 1.2. The contract value is £100,000 for a duration of two years.

2. Recommendations

- 2.1. It is recommended that the Delivery Director approves the award of contract for the Design Adviser consultancy services to WR-AP for the sum of £100,000, in accordance with CSO's 2.05.1 b, c and n, 12.01 and 12.02.

3. Reasons for decision

- 3.1. The current Design Adviser consultancy services contract is due to expire. As such, the Council requires a new appointment for a Design Adviser consultant to carry out the services ensuring continued quality support for a delivery of new Council homes.

4. Alternative options considered

- 4.1. An alternative option would have been to use the in-house design resource, however due to the number of schemes in the programme there is no sufficient capacity to deliver this service in-house.

5. Background

- 5.1. The Council sought suitably qualified consultants to provide Design Advisor consultancy services to support feasibility studies and designs of housing development schemes across a range of 70 plus sites in the Council Housing Delivery Programme.
- 5.2. The proposed role is to act as a design champion and a monitoring architect to ensure high quality designs and compliance with Employer's Requirements, planning policy and funding criteria.

Scope of works

- 5.3. Full Design Adviser Services from RIBA Stages 0-1. Visit the site (when appropriate) and conduct initial appraisals. Review surveys and advise on specialist consultants. Assess feasibility of client requirements, alternative design approaches and cost implications. Produce an options appraisal with risk analysis, including, site constraints and opportunities diagram, urban design approach and density options. Sketch proposals, site plan and perspective vision. Public realm strategy and accommodation schedule (unit types, tenure, GIA/NIA).

Tender

- 5.4. The Council issued a Request for Quotation via the Haringey's Contract and Procurement System inviting three suitable consultants to submit their bids.
- 5.5. The tender documents set out how the Council proposed to evaluate tenders based on tenderers' submission of the Qualitative Delivery Proposals and their pricing of the Schedule of Fees. This evaluation was based on 60% quality and 40% price ratio.
- 5.6. Tenderers were asked to provide a Qualitative Delivery Proposal, including supporting information to demonstrate how they would meet the Council's requirements. Within the qualitative proposal, tenderers were asked to address two questions covering the following specific areas:
 - Experience and lessons learnt, including two examples of working collaboratively with similar type of clients to deliver design adviser services and three lessons learnt.
 - Skills and qualifications to deliver the brief, including detailed CVs for the team.
- 5.7. Each of the questions was scored between 0-5 and then a weighting was applied.
- 5.8. Three tenders were received. All bids were assessed by the evaluation panel based on the evaluation criteria as set out in the tender.
- 5.9. The table below sets out the tender results:

No.	Contractor	Quality (60%)	Price (40%)	Total
1	WR-AP	60%	40%	100%
2	Platform Zero	48%	34%	82%
3	Calypso	42%	32%	74%

- 5.10. WR-AP received the highest quality and price score and as such is a recommended consultant for the required consultancy services.

6. Contribution to strategic outcomes

- 6.1 The recommendations in this report will support the outcomes of the Corporate Delivery Plan, in particular theme 5 'Homes for the Future.'
- 6.2 In particular, the recommendations in this report deliver explicitly on the aim "to deliver 3,000 new council homes (by 2031) that are very close to zero carbon".

7. Statutory Officers comments

Finance

Finance has reviewed the recommendation to award a contract valued at £100,000 for the provision of Design consultancy services to support the delivery of new Council homes.

The cost of this service is classified as an indirect project cost and will need to be allocated across individual housing development schemes that benefit from the service. Each project budget must make appropriate provision to accommodate this expenditure.

As the contract value exceeds £25,000, the award is subject to approval by the Corporate Director of Finance & Resources, in accordance with the Council's financial governance and control procedures.

Strategic Procurement

- 7 Strategic Procurement (SP) note that this procurement was tendered competitively via the RFQ Tender process (Procurement Code of Practice s10.1), via the HPCS portal. This procurement is in line with Contract Standing Order (CSO) 12.01, 12.02.

Tender Responses were evaluated in accordance with the scoring criteria and methodology as detailed in the published 'RFQ' document.

SP note that WR-AP provided the most advantageous Tender, and their offer demonstrates Value for Money to the Council. SP supports the recommendation to award WR-AP for the Design Adviser consultancy services to support delivery of quality new Council homes in accordance with CSO 16.01.

Other comments not required as per s23.2 of Haringey's Procurement Code of Practice.

Legal

7.3 n/A

8 Use of Appendices

None

9 Background papers

None

10 Local Government (Access to Information) Act 1985