

DECISION RECORDING FORM

DECISION:

Award of Contract for the production of the Cullompton Town Centre Masterplan to Supplier 1 (with an agreed cost of £55,697).

REASON FOR DECISION: To approve the contract award for the use of an external consultant to prepare a Cullompton Town Centre masterplan following a procurement exercise.

At the meeting of Cabinet on 5 th April 2018, it was resolved to grant delegated authority to the Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to engage consultants to assist with the preparation of a Cullompton Town Centre regeneration masterplan and delivery plan.
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DECISION BY:

Mrs Jenny Clifford, Head of Planning, Economy and Regeneration
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CONSULTEES

WARD(S)

Cullompton South, Cullompton North and Cullompton Outer

HAS/HAVE WARD MEMBER(S) BEEN CONSULTED?

No

COMMENTS OF OTHER CONSULTEES

Cabinet Member for Planning and Economic Regeneration: Confirmed agreement for this to be signed off.

DATE OF DECISION:

10 th July 2019

EXEMPT INFORMATION?	Yes
Identity of the company tendering for the contract.	

FINANCIAL, LEGAL & EQUALITY ISSUES, IF ANY:
<p>Financial Implications: The award of this contract is being funded from the statutory development plan budget within the service. A budget of £60,000 has previously been identified to deliver this piece of work. The value of the successful tender is within the identified budget.</p> <p>Legal Implications: The Council has an access agreement with Homes England to make use of the framework agreement for the purposes of this tender process. The Council must comply with the requirements of the framework agreement and let the contract in accordance with the procedures provided in it.</p> <p>The supplier referred to below is not identified – such information is confidential and not necessary to reach a decision.</p> <p>The process of preparing the masterplan as a Supplementary Planning Document will need to comply with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement.</p> <p>This decision is made under delegated powers granted by Cabinet at the meeting of 5th April 2019. The Group Manager for Legal Services has advised: I can also confirm that I am quite content to argue that the words "to engage" are synonymous with "contract with" "award a contract to" "employ" etc. and that the resolution referred to below is sufficient to enter into contract with the supplier without any further reference to Cabinet. There is no talk about 'engage with the market' or similar which might suggest something different. The last sentence of the report confirms that the purpose is to seek authority to commission the consultants. Having regard to the contents of the report and the resolution, and the fact that Scrutiny's interest was not a call in, I can see no legal obstacle to awarding the contract now.</p> <p>Equality Impact Assessment: No equality issues are identified arising from this decision.</p>

RISK ASSESSMENT
<p>The tender process has been assessed against a series of quality criteria as well as price in order to ensure that the successful supplier not only represents value for money, but is also sufficiently experienced and suited to undertake the role. The evaluation outcome is weighted to the quality and price criteria.</p>

ADDITIONAL INFORMATION/DOCUMENTS TAKEN INTO ACCOUNT:*
<p>1.0 BACKGROUND.</p> <p>1.1 Policy COR14 of the Core Strategy sees Cullompton continuing to develop as a small, growing market town and aims to increase the self-sufficiency of the town by improving</p>

access to housing, employment and services for its population. It requires the Council to promote the removal of traffic from the town centre, improve local air quality by enhancing walking and cycling opportunities, completing a relief road system and implementing air quality action plan initiatives. It also seeks to promote public transport improvements and improve access to the rail network.

1.2 The Local Plan Review (Policy CU20) similarly supports the regeneration of the town centre through the identification of infrastructure requirements specific to Cullompton, including the provision of a relief road, town centre regeneration and enhancement.

1.3 Key to the delivery of the regeneration of the town centre is the development of a masterplan to guide the process. A masterplan is a comprehensive plan that acts as a blueprint for the development of the area: setting out principles for the way in which it will develop on a comprehensive basis, coordinating policy and planning requirements.

1.4 With the extent and pace of change and the significant planned growth in and around Cullompton, there is a need to ensure that the economic function of the town centre keeps pace with housing and develops as a prosperous and attractive place for businesses to thrive and the issues currently affecting the town centre are addressed and not exacerbated as the population rises. There is a need to ensure that the function of the town centre is safeguarded and that the retail and leisure offering in the garden village development complements rather than competes with the town centre.

1.5 More detail over the role, purpose and objectives for the Cullompton town centre masterplan were set out within the report considered at Cabinet on 5th April 2018. This decision awards the contract for this work following a procurement process.

2.0 THE PROCUREMENT PROCESS.

3.1 Due to the value of the contract, four suppliers were asked to tender. This was via the Homes England multidisciplinary framework agreement. All suppliers on the framework need to meet requirements set by Homes England in terms of experience, skills and approach to the commission.

2.1 Expressions of interest were invited from four suppliers via the Homes England multidisciplinary framework on 17th May 2019.

2.2 Evaluation criteria set out in the tender document were as follows:

Quality	60%
Experience	15%
Qualifications and skills	15%
Approach to the commission	30%
Price	40%

Responses were required by midday on 14th June 2019.

2.3 A single tender submission was received within the required timescale. Two of the companies invited to tender quoted reasons of 'Commercial risk. Budget does not allow the brief to be delivered' and 'insufficient resource at this time'. The final company made no contact.

2.4 An evaluation of the tender submission was carried out between 17th and 25th June 2019 by a panel comprising the Mayor of Cullompton, a representative from Historic England and staff from the Planning, Economy and Regeneration service. The process included inviting those who had submitted a tender to present their submission.

2.5 The outcome of the evaluation is shown as follows:

SUPPLIER	PRICE	SCORE (WEIGHTED)		TOTAL
		PRICE	QUALITY	
Supplier 1	£55,697	3.6	4.35	7.75

3.0 CONCLUSION.

3.1 The necessary due diligence has been followed in that a mini competition for the award of the contract has been carried out within a public sector compliant framework, fully procured under full public sector procurement compliance. There is therefore no impediment to awarding the contract based upon a single tender submission.

3.2 The tender was scored on the expression of interest submission, the presentation by the consultants on 25 June 2019 and fee submission. Following detailed discussion by the panel members a weighting of 'good' (7.75) was awarded. Evaluation of that submission has demonstrated that it falls within budget, meets the brief and offers the most economical and advantageous tender submission to the authority. The outcome of the tender process shows Supplier 1 as the winning bidder.

3.3 This delegated decision is to award the contract to **Supplier 1** with an agreed cost of £55,697 has been made under delegated powers in consultation with the Cabinet Member for Planning and Economic Regeneration. It is envisaged that the contract will start shortly.

SIGNED J.Clifford



(Member or officer taking decision)

DATE 10th July 2019 (of decision)

IMPORTANT NOTE: This form shall be circulated to Members and also published on Sharepoint.