# SCRUTINY COMMITTEE 30<sup>th</sup> September 2019

## REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION

## **CULLOMPTON TOWN CENTRE MASTERPLAN CONTRACT AWARD.**

Cabinet Member Cllr Graeme Burnell

Responsible Officer Mrs Jenny Clifford, Head of Planning, Economy and

Regeneration

**Reason for the Report:** To advise Members on the process for the procurement of consultants to assist in the preparation of the Cullompton Town Centre Masterplan and Delivery Plan (SPD).

**RECOMMENDATION:** That the report is noted.

Relationship to Corporate Plan: The Cullompton Town Centre Masterplan contributes to corporate priorities for delivering a thriving economy (Priority 1, Aim 2 & 3: Economy), empowering local communities (Priority 3, Aim 1, Community) housing delivery (Priority 2, Aim 2: Homes) and caring for the environment (Priority 2, Aim 3: Homes; Priority 4, Aim 2 & 3: Environment).

**Financial Implications**: 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.

**Legal Implications:** The Council has used the Homes England Multidisciplinary Framework agreement for the purposes of this tender process. The Council has complied with the requirements of the framework agreement and let the contract in accordance with the procedures provided within it.

**Risk Assessment**: The tender process has been assessed against a series of quality criteria as well as price. The preselection process of the framework agreement ensures that those on the framework are sufficiently capable and experienced to undertake projects within this field of expertise.

**Equality Impact Assessment:** No equality issues are identified in this report.

**Impact on Climate Change:** this is a contract award process report and has no climate change implications. However the findings of Masterplan work itself may present opportunities for tackling climate change.

## 1. INTRODUCTION

1.1. At the meeting of Cabinet on 5<sup>th</sup> 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. The cabinet report identified the

- cost to be in the region of £60,000. The geographical area to be covered by the masterplan was also agreed.
- 1.2. Scrutiny Committee has requested that a report regarding the process of awarding the Cullompton Town Centre Masterplan contract be brought to them.

#### 2. BACKGROUND.

- 2.1. Key to the delivery of the regeneration of Cullompton town centre is the development of a masterplan to guide the process. A masterplan is a comprehensive plan for the development of the town centre: setting out development principles, coordinating policy and planning requirements.
- 2.2. More detail with regard to the role, purpose and objectives for the Cullompton town centre masterplan were set out within the report considered at Cabinet on 5<sup>th</sup> April 2018. This report focusses upon the procurement process and contract award.

#### 3. THE PROCUREMENT PROCESS

- 3.1. The Homes England multi-disciplinary framework agreement was used for the procurement process. The Government introduced this framework in order to speed up the delivery of projects by streamlining the procurement process. The framework provides local authorities with direct access to professional, technical and design services. The framework is 'Official Journal of the European Union' (OJEU) compliant and is a recognised efficient means to procure technical and design services. The latest Homes England multidisciplinary framework used for this tender is valued at £150m and replaces the previous Homes England framework that expired in November 2018.
- 3.2. All suppliers on the framework have undergone a pre-selection process to ensure they meet the requirements set by Homes England in terms of experience, skills and approach to the commission. As such, the Framework provides a cost effective and robust means by which to acquire the requisite skills. The Homes England Multidisciplinary Framework has been used satisfactorily on other recent projects, such as the Tiverton Area B Masterplanning and the District Design Guide.
- 3.3. Due to the value of the contract, expressions of interest were invited from four suppliers on the Homes England Multidisciplinary Framework on 17<sup>th</sup> May 2019. Again, this accorded with the procedures set out in the Framework itself.
- 3.4. Evaluation criteria were in accordance with the operation of the panel and were clearly set out in the tender documentation and responses were required by midday on 14th June 2019. A single tender submission was received within the required timescale. Two of the companies invited to tender declined to do so. The final company made no contact.

- 3.5. An evaluation of the tender submission was carried out between 17th and 25<sup>th</sup> 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.
- 3.6. The submission received was within the allocated budget and the panel agreed that the proposal met the tender specifications. A delegated 'Decision Recording Form' was completed by the Head of Planning, Economy and Regeneration on 10<sup>th</sup> July 2019 in compliance with the delegated approval agreed at Cabinet on 5<sup>th</sup> April 2018.

#### 4.0 CONCLUSION.

- 4.1 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 has been no impediment to awarding the contract based upon a single tender submission.
- 4.2 The tender was scored on the expression of interest submission, the presentation by the consultants on 25 June 2019 (and further confirmation provided 11 July 2019) and the fee submission. Following detailed discussion by the panel members including the Cullompton Mayor and an officer from Historic England a weighting of 'good' (7.75) was awarded. Evaluation of the submission demonstrated that it falls within budget, meets the brief and offers an economical and advantageous tender submission to the authority.
- 4.3 An inception and update meeting has since taken place along with a successful stakeholder event undertaken on 4<sup>th</sup> September 2019.

### **Contact for more Information:**

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List of Background Papers: Cabinet report 5th April 2018

File Reference: None

Circulation of the Report: Cllr G Barnell, Leadership Team