

**AWARD OF PLANNING AND DESIGN CONSULTANCY SERVICES CONTRACT  
2023-26**

**Cabinet Member:** Cllr Stuart Penny, Cabinet Member for Housing and Property Services  
**Responsible Officer:** Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing

**Reason for Report and Recommendations:** To advise Members on the results for the tendering of the Planning and Design Consultancy Services 2023-2026 and confirm the award of the contract.

**RECOMMENDATIONS:**

- 1. It is recommended that the new three year Planning and Design Consultancy Services Contract is awarded to Contractor 3.**
- 2. Delegated authority be granted to the S151 Officer (in consultation with the Cabinet Member for Housing and Property Services) to complete the associated Planning and Design Consultancy Services Contract.**

**Financial Implications:** The Housing Revenue Account (HRA) budget for the service is up to £100,000.00 per annum. Additional Council Housing will have a capital cost but provide additional income for the Housing Revenue Account and the provision of such housing is subject the overall medium-term financial plan for Mid Devon Housing. Further information is provided in the report and as set out fully in Part II Annex A.

**Legal Implications:** The contract is a Professional Services Contract that includes the contractual arrangements required to cover this work.

**Risk Assessment:** The principal risk is failing to limit costs. The performance of the contract shall be monitored monthly; corrective action will be taken where performance falls below Key Performance Indicator Targets. These include: 1) Variations and extras; 2) Estimated costs against actual; 3) Delivery of programme; 4) Managing Health and Safety.

**Equality Impact Assessment:** All staff have received Equality and Diversity awareness training. MDDC discuss equality and diversity at the progress meetings and encourage the contractor to carry out awareness training.

**Relationship to Corporate Plan:** To contribute to the Council's long term plans by increasing the Council's Housing Stock of the number of affordable rented homes.

**Impact on Climate Change:** Building new Council homes that are affordable to heat will lower the amount of fossil fuels used.

## 1.0 Introduction

- 1.1 Mid Devon Housing has a requirement to appoint Planning and Design Consultants to provide planning and development services for new, traditionally built and/or non-modular Council Homes, on up to twenty infill and other sites per year during the financial years 2023/24 – 2025/26.
- 1.2 The tenders were done on a worst case scenario, so every type of survey/service possible although in real terms we will not require many of them on each site but need to have each potential one priced. We anticipate that the actual spend would be between £50k and £100k each year, within the annual budget.
- 1.3 The term of this contract is three years, with the option to terminate the contract at the end of each year subject to performance.
- 1.4 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means that anyone who expressed an interest in the contract would be invited to tender.
- 1.5 To ensure quality of contractors, a number of minimum requirements were set out within the ITT. Any contractor failing to meet these would be disqualified.

## 2.0 Procurement Process

- 2.1 Expressions of interest were invited via a notice in the Supplying the South West Procurement Portal published on the 1 August 2022.
- 2.2 Evaluation criteria set out in the ITT:
  - 2.3

<b>Quality</b>	<b>60%</b>
Provision of the service, considering the public	15%
Managing the Service Programme	20%
Accreditations and memberships	10%
<b>Price</b>	<b>40%</b>
  - 2.4 Responses were required by midday on 2 September 2022.
  - 2.5 There were a total of 141 expressions of interest of which 5 submitted their tenders on time, but 2 were incomplete, 39 opted out and 97 did not respond. The main reason given for opting out was that they had insufficient resources at this time. Following the submission date, one contractor withdrew from the tender process.
  - 2.6 Evaluations were carried out during September and October 2022, by representatives from Mid Devon District Council's Building Repairs Service.
  - 2.7 The price was based a schedule of rates within the tender. The lowest priced tender was awarded 40% and the higher priced tenders were awarded the percentage difference.

2.8 The outcome of the evaluation is shown below:

CONTRACTOR	SCORE		TOTAL
	QUALITY	PRICE	
Contractor 1	37.50%	10.78%	48.28%
Contractor 2	29.50%	34.16%	63.66%
Contractor 3	29.75%	40.00%	69.75%

### 3.0 Conclusion

- 3.1 The outcome of the tender process shows Contractor 3 as the winning bidder.
- 3.2 Approval is required from Cabinet for this contract to be formally awarded.
- 3.3 Following the decision, there will be a compulsory 10-day standstill period after which the contract will be awarded.
- 3.4 The contract will not commence until 1 April 2023

**Contact for more Information:** Mike Lowman, Operations Manager for Building Services [mlowman@middevon.gov.uk](mailto:mlowman@middevon.gov.uk) or Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing – [snewcombe@middevon.gov.uk](mailto:snewcombe@middevon.gov.uk)

#### **Circulation of the Report:**

Cabinet Member for Housing and Property Services  
Leadership Team  
Corporate Management Team  
Operational Leads including Legal Services

#### **List of Background Papers:**

- **ANNEX A: PART II - Confidential**