

Cabinet	
Meeting Date	14 June 2017
Report Title	Faversham Recreation Ground – Heritage Lottery Fund Development Stage – Award of tender for Consultant
Cabinet Member	Cllr David Simmons, Cabinet Member for Environmental and Rural Affairs
SMT Lead	Martyn Cassell
Head of Service	Martyn Cassell
Lead Officer	Graeme Tuff
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To approve and give authority to complete the award of contract for Landscape and Architectural Building Design and Project Management Services for the Restoration and Enhancement of Faversham Recreation Ground to Wynne-Williams Associates Limited at a cost of: Lot 1 Development – £94,010 Lot 2 Delivery - £91,210 2. To delegate authority to the Head of Commissioning and Customer Contact and Chief Financial Officer, in consultation with the Cabinet Member for Environmental and Rural Affairs and Cabinet Member for Finance and Performance, to make the second round bid to Heritage Lottery Fund. 3. To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree commencement of the second phase of work by Wynne-Williams Associates Limited subject to a successful bid for Heritage Lottery Fund delivery funding and satisfactory performance on phase one. 4. To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree to the legal conditions related to the award of the second

1 Purpose of Report and Executive Summary

- 1.1 Following a successful first round bid, Swale Borough Council has been awarded external funding from the Heritage Lottery Fund (HLF) to further develop designs and make a second round funding bid to the Parks for People Heritage Lottery Fund.
- 1.2 This report provides an explanation of the tender process undertaken to find a suitably qualified team of consultants and designers for design and project management services for the restoration and enhancement of Faversham Recreation Ground and requests authority to award the contract. It further requests delegated authority to submit the second round bid to Heritage Lottery Fund at the appropriate time and to agree any subsequent grant conditions without the need to return for Member agreement.

2 Background

- 2.1 As reported previously to Members, the Recreation Ground requires investment and enhancement to reflect current demand, protect heritage value and provide new opportunities for enhanced income and employment.
- 2.2 Swale Borough Council (SBC) successfully bid for funding from the Heritage Lottery Fund (HLF) to carry out design and development work for the restoration and enhancement of Faversham Recreation Ground with the aim of making a second round bid for delivery of the proposed enhancements on a project value of £1.9M.
- 2.3 We received £117,800 from the first stage of funding against costs of £145,440 with the balance being covered from Section 106 funding already secured.
- 2.5 Following initial consultation and production of a masterplan, we now need to develop detailed designs, specification and costings, undertake further consultation, produce essential information and supplementary documents such as an Activity Plan, Management and Maintenance Plan, secure planning agreement and write our second round bid.
- 2.5 In order to do this addition we issued a tender seeking to identify a design and project management team for this next stage of the project. The tender was split into two lots for this second development stage and the final delivery stage. This gives us the ability, subject to a successful second round funding bid and adequate performance to award the delivery stage design and project management to the same company without needing to re-tender. This will provide continuity of the team through both stages of the project and reduce the procurement costs and timescale should the second round bid be successful.

- 2.6 The tender documentation and specification for the work has been developed with the Faversham Recreation Ground Improvement Project Board, the Council's allocated HLF mentors and with the help of the Commissioning, Procurement and Legal teams.
- 2.7 The opportunity was advertised on the Kent Business Portal as an Open Tender attracting considerable interest throughout the country. This produced a return of six tenders all meeting the required criteria.
- 2.11 Bids were evaluated on price and quality criteria by members of the Faversham Recreation Ground Improvement Project Board with support from the Procurement Team. The weighting was towards quality (60%) rather than price (40%) as the budget was already provisionally set from the first round bid.
- 2.12 However, given there were still a range of prices in the submissions, the evaluation panel asked the top three companies from the initial evaluation scoring to attend clarification interviews to check that quality was sustained. This allowed final decisions to be made on scoring and determine the proposed award.

Table 1:

Organisation	Price Score	Quality Score	Total Score
Wynne-Williams Associates Limited	40.00	37.00	77.67
Company B	35.21	41.67	75.21
Company C	29.36	38.00	67.36
Company D	34.14	31.67	65.81
Company E	34.71	30.33	65.04
Company F	33.50	31.33	64.84

- 2.13 Part of the work included in this tender requires a second round bid to be made to HLF for the delivery phase of funding. Also subject to a successful bid, the Council will be required to confirm its agreement to the conditions of grant just as we did for the development stage funding. In order to reduce the timescale involved, delegated authority for key officers and the Cabinet Member is sought from Cabinet to make the bid and to agree to the subsequent conditions of grant.

3 Proposals

- 3.1 To approve and give authority to complete the award of contract for Landscape and Architectural Building Design and Project Management Services for the Restoration and Enhancement of Faversham Recreation Ground to Wynne-Williams Associates Limited at a cost of:
 Lot 1 Development - £94,010

Lot 2 Delivery - £91,210

- 3.2 To delegate authority to the Head of Commissioning and Customer Contact and Chief Financial Officer, in consultation with the Cabinet Member for Environmental and Rural Affairs and Cabinet Member for Finance and Performance to make the second round bid to Heritage Lottery Fund.
- 3.3 To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree commencement of the second phase of work by the same company subject to a successful bid for Heritage Lottery Fund delivery funding and satisfactory performance on phase one.
- 3.4 To delegate authority to the Head of Commissioning and Customer Contact and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to agree to the legal conditions related to the award of Stage 2 grant from Heritage Lottery Fund.

4 Alternative Options

- 4.1 To consider awarding the contract to an alternative contractor who submitted a tender for the services. This is not recommended as Wynne-Williams Associates Limited is considered to be the most suitable contractor for the services, following Swale's procurement and evaluation process producing the most economically advantageous tender.
- 4.2 To not continue with the project: this is not recommended given the commitment and funding available to the Council and need for improvement identified both by members of the community and owners of the Recreation Ground Faversham United Municipal Charities.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has taken place with the Commissioning and Procurement Team throughout the tendering process to ensure that Swale's procedures have been followed.
- 5.2 Both the Project Board and our HLF mentors have been involved with development of the tender.
- 5.3 The original work to produce the Masterplan included stakeholder and public consultation along with ultimate agreement by Faversham United Municipal Charities and the Council. This tender includes for regular meetings with the Project Board, the set-up of an Advisory Group (local stakeholders) and public consultation associated with refinement of the designs.

6 Implications

Issue	Implications
Corporate Plan	<p>A Borough To Be Proud Of – will improve the Boroughs’ tourism offer.</p> <p>A Community To Be Proud Of – will encourage volunteering and community activity</p> <p>A Council To Be Proud Of – will improve perception of customers’ experiences.</p>
Financial, Resource and Property	<p>Heritage Lottery Fund has granted an award of £117,800 from the Parks for People programme for this stage. In addition the balance of the budget £27,640 will be allocated from secured S106 developer contributions.</p> <p>The second round bid will seek £1,602,000 from HLF with a further £251,359 committed from allocated secured S106 developer contributions. The balance of £114,550 will be from volunteer time contributions and increased maintenance revenue spend for a total project cost of £1,967,909.</p>
Legal and Statutory	<p>Complies with OJEU regulations and the project as a whole satisfy the requirements of the lease with Faversham United Municipal Charities.</p> <p>Officer time will be required to complete the contract documentation.</p>
Crime and Disorder	<p>The designs will reflect the desire for the site to be more secure and consultation will be undertaken through development and the planning process. Improvements to the landscape with increased footfall and community activity, all have the potential to reduce ASB.</p>
Sustainability	<p>Refurbishment of buildings will provide the potential to incorporate service technologies, with the aim of reducing both costs and the use of resources, as well as carbon emissions.</p> <p>Additional revenue income from new concessions will enable SBC to continue to maintain the park on a sustainable basis.</p>
Health and Wellbeing	<p>Volunteer and activity coordination, along with improvements to sports facilities, will encourage participation. Improving the quality of the landscape encourages use of the space for passive enjoyment, and can contribute to mental health and well-being.</p>
Risk Management and Health and Safety	<p>This is a major project which will incorporate appropriate risk, and health and safety management. The main risk revolves around the construction phase, and particularly works to the buildings where issues of asbestos etc. will need to be considered.</p>

Social Value	Wynne-Williams Associates Limited, the winning contractor scored high on social value. The project will deliver a number of community outcomes including volunteering and employment. Wherever possible they are committed to using local supply chains.
Equality and Diversity	Undertaking these works will ensure that principals of accessibility for all are developed in the designs.
Commissioning and Procurement	Barring supporting the contract award process there will be no further requirements for the department until the delivery phase where a new tender will need to be made for a construction partner.

7 Appendices

7.1 n/a

8 Background Papers

8.1 Agreement of masterplan and first round bid

<http://services.swale.gov.uk/meetings/documents/s4295/Item%209%20Faversham%20Rec%20Lottery%20Bid%20Cabinet%20-%20Feb%202016.pdf>

8.2 First stage funding conditions approval -

<http://services.swale.gov.uk/meetings/documents/s5838/Item%204%20SBC%20Report%20Faversham%20Rec%20Terms%20Acceptance%20-%20Cabinet%20-%20July%202016%20with%20dept%20comments.pdf>