

FALKIRK COUNCIL

**Subject: DECISIONS TAKEN UNDER DELEGATED POWERS
ACCEPTANCE OF TENDER FOR TERM COMMISSION FOR
FLOODING AND DRAINAGE RELATED PROFESSIONAL SERVICES**
Meeting: EXECUTIVE
Date: 30 SEPTEMBER 2014
Author: DIRECTOR OF DEVELOPMENT SERVICES

1. INTRODUCTION

- 1.1 This report summarises the decision taken by the Director of Development Services, following appropriate consultation, using delegated powers.
- 1.2 It has been necessary to procure expert specialist services in flooding and drainage to augment the existing staff resource in Development Services.
- 1.3 The term commission involves a range of flooding functions and activities including preparing flood risk reports, designing and procuring flood mitigation measures, designing and procuring formal Flood Management Projects, supporting the development of Flood Risk Management Plans in accordance with emerging legislation and advising planning on flood and drainage related issues.
- 1.4 An experienced consultant has been procured for a period of two years, with a possible extension of 2 years.
- 1.5 The work issued under the term commission shall be entirely dependent on the level of funding and programming of project work and the number of planning applications where flood risk is a consideration. The Council, therefore, gives no undertaking or guarantee as to the nature or value of work to be let under the term commission, although it is anticipated that fees for professional services could be in excess of £100,000 per annum with the potential for the value of work to exceed £350,000 over the term of the contract.

2. DECISION MADE

- 2.1 A rigorous procurement and assessment process was undertaken. Following advert in the Official Journal of the European Union (OJEU), 12 parties expressed an interest in the term commission on offer and were issued with a pre-qualification questionnaire (PQQ). 12 completed PQQs were returned, and assessed against pre-determined criteria covering resources, financial status, professional conduct, health and safety, technical capability and specific experience. Six suitable parties were selected to tender for the term commission.
- 2.2 Completed tenders were received from all six tenderers on 30 April 2014 and opened in accordance with Standing Order 11 relating to contracts. Tenders were assessed on the basis of price and quality (40:60), against pre-determined criteria, with a high degree of emphasis

placed on quality of services in terms of company resources and key personnel, term commission management, task / project organisation, innovation and added value.

- 2.3 Following assessment of the tenders, it was considered that the tender received from the Halcrow Group Ltd represented best value for the Council.
- 2.4 I consulted with the Chief Governance Officer and, having notified both the leader of the Council and the Portfolio Holder of the proposed award, I have entered into a contract with the party, all in accordance with Standing Order 6.2(iv) relating to contracts.

3. RECOMMENDATION

- 3.1 It is recommended that the Executive note the decision made by the Chief Officer using delegated powers.

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Director of Development Services

Date: 1 September 2014

Contact Officer: Greg Pender Engineering Design Manager (ext 4827)

LIST OF BACKGROUND PAPERS

1. *Pre-qualification questionnaires.
2. *Tender documents.

* Items not for publication on the grounds that they involve the disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.