

**NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER**

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, Cllr Marcus Hart, as Strong Leader, delegate the decision Brinton Park Heritage Lottery Fund 'Parks for People' Project, Consultant Services for Project Management, as detailed in the Forward Plan to the Cabinet Member detailed below:

Cabinet Member for Culture, Leisure and Community Protection

11.06.18

Dated:



Signed:

.....

Leader of the Council



**FORM 2**

**NOTICE OF DECISION OF CABINET MEMBER**

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to me / by the Leader (delete as appropriate), I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Brinton Park Heritage Lottery Fund 'Parks for People' Project, Consultant Services for Project Management	<ul style="list-style-type: none"> <li>To approve the amended tender evaluation model contained in Section 4 of this report.</li> <li>To grant delegated authority to the Director of Community Well Being and Environment in consultation with the Cabinet Member for Cultural, Leisure and Community Protection, to award the contract for the Consultancy Services for Project Management for the HLF Parks for People project to the highest scoring tender having applied the agreed evaluation model.</li> </ul>	Authorisation is required for the proposed amendments to the evaluation model that will be used to assess the tenders. This model has been provided in section 4 of this report.	14/6/18

**I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.**

11.06.18

Dated:

Signed:



Councillor Juliet Smith, Cabinet Member for Culture Leisure and Community Protection

To: Cabinet Member for Cultural, Leisure and Community Protection

From: Director of Community Well Being and Environment

Date: June 2018

**Brinton Park Heritage Lottery Fund 'Parks for People' Project  
Consultant Services for Project Management**

**1. PURPOSE**

- 1.1 To seek authority to make amendments to the evaluation model approved in the previous Cabinet Report in June 2017 regarding the procurement exercise for the appointment of a consultant to deliver the Project Management for the Development and Delivery phases of the HLF Parks for People project.
- 1.2 To seek delegated authority to award the contract to the highest scoring tender based on the updated evaluation model.

**2. RECOMMENDATION**

That the Leader is asked to DECIDE:

- 2.1 To approve the amended tender evaluation model contained in Section 4 of this report.
- 2.2 To grant delegated authority to the Director of Community Well Being and Environment in consultation with the Cabinet Member for Cultural, Leisure and Community Protection, to award the contract for the Consultancy Services for Project Management for the HLF Parks for People project to the highest scoring tender having applied the agreed evaluation model.

**3. BACKGROUND**

- 3.1 Following notification in June 2017 that the Round 1 HLF Parks for People application was unsuccessful the Council resubmitted in August 2017. A positive outcome was achieved and the Council was invited in December 2017 to progress into the Development phase. The award of £217,761 from HLF will be matched with funding from WFDC and stakeholders (£33,500) totalling £251,261. The Development phase provides the Council with the resources to prepare and submit a Round 2 application (February 2020).
- 3.2 During the preliminaries of the Development phase HLF has appointed a mentor for the Council to offer guidance and support through the application process. Advice has been given regarding the Council's tender process and evaluation criteria.
- 3.3 The initial intention was to procure the Project Management and Activity Planning in one contract. However these will now be procured separately as

part of the HLF phased Permission to Start. Amendment made to 6.1 Financial Implications.

- 3.4 The appointed Project Manager will support the Council to procure all other services which will include feasibility work, design, activity planning, business planning, research, and consultation.
- 3.5 On submission of the Round 2 application (planned February 2020) the project will be assessed by the WM HLF Board and the outcome will be announced in June 2020. If the application is successful the project will enter the Delivery phase from July 2020. The timetable for the Delivery phase will be determined in the Round 2 application and will last for 5 years to 2025 including capital work, community activities, appointment of a Heritage Ranger (5 year post) and heritage projects etc.
- 3.7 The procurement exercise for the Consultancy Services will include the services required for the duration of the project but the commitment to the Delivery phase services will be dependent on the success of the Round 2 application. In the event that the Council is successful in its Round 2 application, additional procurement exercises will be required to procure the Design services and contractors to deliver the heritage projects. Any such appointments shall be reported to the Cabinet or Strong leader at the relevant time.

**4. EVALUATION CRITERIA AND SCORING METHODOLOGY**

- 4.1 Following discussions with HLF mentor amendments to the evaluation criteria for the tender process is required. The proposed evaluation criteria for the contract procurement are outlined below.
- 4.2 The contract will be awarded to the Bidder with the highest quality service. Tenders will be evaluated Price/Quality ratio of 30/70. The HLF Round 1 application will be supplied to bidders for information and includes the full breakdown of budgets and the funding costs from HLF, WFDC and other partners. Any submission which comes in over the allocated budget will be excluded from the process.

Price & Quality Criteria and Weighting

Tenders will be evaluated on a Price and Quality basis. Bidders are invited to complete both categories which will be evaluated by members of the Project Team.

The weightings for each category are as follows:

Category	Weighting %
Price Evaluation	30%

Quality Evaluation	70%
	10% presentation/interview

### Price Evaluation

The Price assessment will be based on the tender returns and are worth 30% of the overall marks.

The Bidder with the lowest tender price will score the maximum score of 30%. The other tenders will be scored pro rata as a percentage of their tender sum compared with the lowest tender.

If the submitted price is over the funds available the Bidder will be eliminated immediately from the process.

### Quality Evaluation

To evaluate quality, the response to each question in table below will be scored out of 10 marks as per the previous table.

There is a word limit of 500 words for each of the required responses

Please ensure you answer these questions in conjunction with the detail provided in the application form in Appendix 1 which provides details about the requirements for the project.

Criteria		Weighting
Project Management	1	10%
		<p>Detail your project management experience with particular reference to heritage projects and public parks regeneration in the last 5 years. Describe what project management skills you have, with examples where applicable with reference to:</p> <ul style="list-style-type: none"> <li>- ability to take an overview of a situation and think strategically</li> <li>- setting and delivery of targets</li> <li>- developing creative and innovative solutions to problems you have identified</li> <li>- ability to put in place systems to evaluate and monitor outputs related to a project and external funding</li> </ul>

Criteria		Weighting	
Environmental landscape technical knowledge and skills	2	Detail what recent project management experience you have of large scale (e.g. in excess of £2 million) environmental/landscape projects? What key relevant technical skills could you bring to this project?	5%
	3	Detail what experience you have of procuring and working with multidisciplinary design teams. What skills would be necessary to manage a productive team process as detailed in the application?	5%
	4	Demonstrate your understanding and knowledge of the management and maintenance of public parks and open spaces and how this will be applied?	5%
Local authority/external funding procurement experience	5	Detail what knowledge and experience you have of local authority and HLF procurement or other external funding requirements	5%
Community Engagement	6	Detail what recent project management experience you have of planning and implementing a programme of community focused activities and events. How would you ensure the community is involved in this project?	5%
	7	Describe what experience you have of community/stakeholder engagement. In particular provide specific examples of some of the more challenging or innovative initiatives/methods you	5%

Criteria			Weighting
		have used?	
Key individuals	8	Please provide information of the specific individual/s who would contribute to the delivery and management of this project in the matrix below with time allocations. Please also provide CVs or a summary of previous experience and knowledge for each of these individuals.	10%

Services	Name	Name	Name	Name	Total days	Rate per day	Total cost
Project management							
Environmental/technical work							
Community engagement							
Volunteer development							
TOTAL							

Risk Management	9	Detail your knowledge and experience of creating and updating risk management logs associated with project management	5%
References	10	Please provide case study information and examples for reference purposes about your previous project management involvement in the delivery of parks and heritage based projects within defined cost and quality. Provide contact details for a minimum of 3 projects from the last 2 years.	5%

## 5. TIMETABLE FOR PROCUREMENT PROCESS

The high level timetable for the procurement process is set out in the table below:-

Place adverts	W/C TBC
Closing date for submission of tender	27 <sup>th</sup> July 2018 at 12pm
Evaluation Period	27 <sup>th</sup> July - TBC
Presentation/interview	2nd August 2018
Clarification meetings to validate parts of the submission, for additional evidence if necessary	TBC
Contract Award	TBC 2018
Standstill ends	TBC 2018
Contract Start date	TBC 2018

## 6. FINANCIAL IMPLICATIONS

- 6.1 The maximum budget has been amended from the June 2017 Report to be stated in the Invitation to Tender will be £160,000 which is the amount requested for these services within the HLF Round 1 bid. The following table provides a breakdown of this figure:

Item	Development phase value	Delivery phase value	Total value
Project Management	60,000	100,000	160,000

## 8. CONCLUSION

- 8.1 Authorisation is required for the proposed amendments to the evaluation model that will be used to assess the tenders. This model has been provided in section 4 of this report.



9. **BACKGROUND PAPERS**

9.1 Cabinet Report June 2017

**Brinton Park Heritage Lottery Fund 'Parks for People' Project  
Consultant Services for Project Management and Activity Planning**

9.2 Copy of resubmitted HLF Parks for People Round 1 application August 2017