

Record of officer decision

Decision title:	Decision to vary the Professional Appointment Of Mace Group Ltd to include NEC Supervisory Services for the Shell Store Incubation Centre
Date of decision:	29 th October 2019
Decision maker:	Interim Director for Economy and Place
Authority for delegated decision:	Cabinet Member Decision of 27/07/2018: Shell Store Incubation Centre Project Revision & Cabinet Member Decision of 09/08/2017: Shell Store Incubation Centre Delegated the authority to implement the project and to take decisions within the allocated budget to the Director for Economy and Place.
Ward:	Dinedor Hill
Consultation:	Consultation with the relevant cabinet members has been ongoing.
Decision made:	To enter into a variation to council's agreement with the Mace Group Ltd to include NEC Supervisor services at an additional cost of £3,800.
Reasons for decision:	<p>The council has a requirement to appoint an NEC Supervisor for the Shell Store construction project. An NEC Supervisor role is similar to a Clerk of Works but there are important differences. A Supervisor will act independently to the Project Manager and is responsible for monitoring, witness testing, checking compliance with the Works Information (now Scope in NEC 4) and that all works are carried out in accordance with the contract. Supervisors can:</p> <ul style="list-style-type: none"> Ensure that the contractor satisfies the quality standards set in the Scope. Have the authority to issue instructions to search for defects. Be specifically responsible for issuing Defects Certificates. <p>The council will require these services for the full duration of the project, which is currently programmed to run until May 2020. The sum listed above is for this period.</p> <p>It is considered that the NEC role would require monthly progress meetings and additional valuations every four weeks. This would require a fee for each visit from a consultant and as a bespoke contract would require a budget for the NEC Supervisor works in the region of £8k.</p> <p>Mace indicated that they would undertake the NEC Supervisor works alongside their Project Management and cost consultancy works and visits thereby reducing their fee by only pricing for inspections falling between their existing monthly progress meetings. The Mace fee for the NEC Supervisor works is £3,800.</p> <p>The Shell Store project board (including representation from finance, legal and procurement) have considered the requirement and agreed to recommend the appointment of Mace to undertake the NEC supervisor</p>

	works at a value of £3,800.
Highlight any associated risks/finance/legal/equality considerations:	<p>Procurement: As it is considered that there are synergies with the services that Mace are currently delivering for the council, it is within the area of their professional competence and there is an urgent need for the council to urgently appoint these services; varying the Mace appointment is a suitable procurement mechanism.</p> <p>The original agreement with Mace Group Ltd has previously been extended for additional services, the additional NEC supervisor works will not take the contract variation beyond the threshold of 50% of original contract value.</p> <p>Finance/Risks: There is an additional cost of £3,800 to provide these services, which can be accommodated within the Shell Store fees budget. To date £23,600 has been spent against a total budget of £113,000. Without these services there are greater financial and other risks the council could be exposed to as it could not be assured the contractor works are being delivered to scope or other relevant standards.</p>
Details of any alternative options considered and rejected:	<p>Not undertaking the appointment: This has been rejected due to the potential risks the council would be exposed to in relation to the delivery of the NEC 4 contract for the Shell Store</p> <p>Appointing a different contractor: As the contract is relatively low value, there are synergies with the services that Mace are already providing and there is an urgent need to make the appointment to reduce risk to the council, the option was rejected.</p>
Details of any declarations of interest made:	n/a

Signed

Richard Ball
Director for Economy & Place

Date: 29 October 2019