

Record of officer decision

Decision title:	Award of professional services contract to undertake outline design and consultation for the Cathedral and River Wye Quarter as part of the Hereford City Centre Improvements (HCCI)
Date of decision:	30 August 2021
Decision maker:	Interim Director for Economy and Place
Authority for delegated decision:	<p>On 3 December 2020 the Cabinet Member Infrastructure and Transport took a decision to authorise the following works to be progressed:</p> <p>(b) The Hereford City Centre Improvements project is progressed to develop and deliver the following initial elements within a budget of £1.65m (as detailed in paragraph 49 of the report):</p> <p>(i) A package of streetscape and green infrastructure elements, including improvement to market and event facilities for the Hereford City Centre Improvements (HCCI) area are identified and delivered as outlined in paragraph 19.</p> <p>(ii) A review of the design for the public realm improvements in the remaining High Town area be undertaken;</p> <p>(iii) The outline design for the Cathedral and River Wye quarter areas is undertaken, to include stakeholder engagement and public consultation of the proposals;</p> <p>(iv) Further materials for the High Town area be procured in the event that expenditure on items (i) to (iv) above is forecast to be insufficient to meet the spend criteria of the LEP grant.</p> <p>The decision delegated authority to progress these works as follows:</p> <p>(c) The Director for Economy and Place be authorised to take all operational decisions necessary to procure and deliver the elements (i) to (v) above and that a further report be prepared once items iii and iv have been completed to determine the remaining delivery programme for the completion of the overall HCCI project.</p> <p>This decision can be viewed using the following link: http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?IId=50036070</p>
Ward:	Central
Consultation:	Consultation of this decision has taken place with the council's finance, procurement and legal services teams.
Decision made:	To award a professional services contract for the outline design and consultation of the Cathedral and River Wye Quarter as part of the HCCI to Burroughs following an open competitive tender process.

Reasons for decision:

A feasibility business case was developed and approved in 2019 to continue the development of the HCCI project. This requested funding to broaden the extents of the HCCI project to include an area to the west of High Town which includes Broad Street, King Street, Bridge Street and other smaller streets in the vicinity referred to as the Cathedral and River Wye Quarter.

Procurement of professional services is required to develop an outline design for improvements to the Cathedral and River Wye Quarter which will draw on the approach to the High Town area but will reflect the distinct character and function of this area. The package of streetscape and green infrastructure elements outlined for the project will also cover this area. Where feasible, these will be initially installed in the existing streets and will be subsequently be integrated into the improvements in this area.

Following the addition of the Cathedral & River Wye Quarter to the HCCI project, some early engagement with stakeholders was undertaken in late 2019 and early 2020. This engagement will continue as part of the development of the outline design. A public consultation will also be undertaken to inform the outline design.

The Director for Economy and Place took a decision 18 December 2020 to authorise the commencement of a competitive procurement for professional services within a budget of £150,000. This decision can be viewed using the following link:

<http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7446>

A tender for professional services to develop an outline design and undertake consultation was advertised directly by the council through an open procurement process on the councils tendering portal.

Twelve compliant tender returns were received and evaluated independently by three officers. Tenders were evaluated against the following scoring criteria:

Scored Criteria	Weighting (%)
Cost Element	55
Quality Element	45

Following a moderation session with the three evaluators supported by a member of the procurement team, Burroughs were ranked first with a tender price of £79,930.00 and an overall moderated scored of 77.36% which was made up of 46.61% against cost and 30.75% against quality.

Highlight any associated risks/finance/legal/equality considerations:

Financial

If the required spend profile outlined by the LEP as part of the funding agreement cannot be met then it may result in a loss of grant funding and the return to a fully HC funded scheme.

Risk

As part of the consultation for the outline design key stakeholders, businesses and organisations will be consulted. There is a risk that consensus cannot be reached in a timely manner which may affect the ability to complete this element within the required period.

Details of any alternative options considered and rejected:	Not to progress with the project. This is not recommended as this will reduce investment in Hereford city centre which is not consistent with the council's corporate policy to support the local economy and growth.
Details of any declarations of interest made:	

Signed

Date: 30 August 2021

Neil Taylor
Interim Director for Economy & Place