

Record of officer decision

Decision title:	Award of professional services contract to undertake design and consultation of for Quiet Route Active Travel Measures (ATM's) for improved access to Hereford Enterprise Zone (HEZ).
Date of decision:	23 October 2021
Decision maker:	Director for Economy and Place
Authority for delegated decision:	<p>Funding for this work is covered under the following decision:</p> <p>A cabinet member decision taken on 15 August 2019 (Phase 5 budget for the HEZ infrastructure project) gives the Director of Economy and Place the authority to implement interventions relating to this work. The full report and decision notice (Enterprise Zone Capital Interventions Phase 5) can be found here http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?Id=6182</p>
Ward:	Belmont Rural, Dinedor Hill, Hinton & Hunderton, Newton Farm, Red Hill and Saxon Gate.
Consultation:	<p>Work falls under the Phase 5 budget for Hereford Enterprise Zone (HEZ) infrastructure (as above) which gives the Director of Economy and Place the authority to implement the decision, as confirmed by Governance. The tender process has been carried out in consultation with Commercial Services to ensure that the council's contract procedure rules are followed correctly.</p> <p>Consultation has taken place with Finance, Legal and the S151 Officer.</p>
Decision made:	To award a professional services contract for the design and consultation of the Quiet Routes ATM's to Project Centre Limited following an open tender process. The quoted cost for delivery of the works is £73,180.00. An additional £25,000 contingency is also needed to allow for any modifications/changes to the brief and accommodate identified risks (to be managed through the project risk register). The total amount required to implement this decision is therefore £98,180.00.
Reasons for decision:	<p>The HEZ and the council are looking to maximise active travel in and out of the Rotherwas area; creating and supporting the implementation of a specific Rotherwas Travel Plan. As investment and employment growth continues, it is vital that the HEZ works within the Local Development Order (LDO) traffic cap, minimising the impact of new development on peak time traffic through encouraging continued uptake of cycling, walking and other ATM's.</p> <p>The Funding Agreement (relating to HEZ activities) between the council and Marches LEP (dated 23 October 2020 as varied on 26 March 2021) includes milestones for the design and installation of a series of measures that implement the Rotherwas Travel Plan and provide ways for people to access the Enterprise Zone more sustainably. The appointment of Project Centre Limited supports this outcome, and will use identified match funding (i.e. - HEZ Phase 5 funds) to implement the decision.</p> <p>The project was advertised via open tender using pro-contract. Six compliant tenders were received and evaluated independently by three officers according to both cost and quality.</p> <p>Further clarifications were sought from the company that was ranked first, following the moderated scoring. This led to the company withdrawing their bid.</p>

	<p>Project Centre Limited, was ranked the next highest with a tender price of £73,180.00.</p> <p>On this basis, Project Centre Limited have been identified as the preferred supplier to deliver this work.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>The identified contingency sum will ensure that the project has adequate funds to cover all eventualities detailed in the risk register. The risk register will be regularly monitored, reviewed and updated as work progresses to ensure that activities are delivered as planned.</p> <p>Phase 5 HEZ funds and transport capital budgets have been identified as potential funding sources for the construction phase. Overall construction costs however will not be known until the design stage is more advanced.</p> <p>The contract is to be awarded under an NEC 4 Option A professional services contract. The contract documentation and HC specific clauses have been reviewed and developed in conjunction with Legal Services.</p>
Details of any alternative options considered and rejected:	<p>Not to progress with the project. This is not recommended as this will not achieve the mode shift to active travel and further delay development of the Quiet Route ATM's. The wider benefits to the Enterprise Zone would not be realised with future development likely to be restricted.</p>
Details of any declarations of interest made:	<p>None</p>

I am an officer delegated to make the decision

Signed:

Print Name: Neil Taylor

Job Title: Director for Economy and Place