

Record of officer decision

Decision title:	Purchase of Green Cycle Shelters as part of the Hereford City Centre Improvements (HCCI)
Date of decision:	5 January 2022
Decision maker:	Interim Director for Economy and Place
Authority for delegated decision:	<p>On 7 October 2021 the Cabinet Member for Infrastructure and Transport took a decision to update the HCCI project elements and associated spend profile from that outlined within the 3 December 2020 Cabinet Member decision and authorised the following works be progressed:</p> <p style="margin-left: 40px;">a) The following elements of the Hereford City Centre Improvements programme are progressed in place of those originally set out in the cabinet report dated 3 December 2020:</p> <ul style="list-style-type: none"> a. High Town existing enhancements b. High Town area minor works c. Market and event infrastructure d. CCTV enhancements e. Façade improvement grants / business grants f. Cathedral and River Wye Quarter design g. St Owen’s Street cycle contraflow h. Widemarsh Street kerb improvements i. Cathedral & River Wye Quarter planters j. City Link Road planters and Trees k. City Greening l. “City Trees” m. City green cycle shelters n. Public art/Installations o. Hostile Vehicle Mitigation p. Programme project management <p>The decision delegated authority to progress these works as follows:</p> <p style="margin-left: 40px;">b) The Director for Economy and Place be authorised to take all operational decisions necessary in consultation with the Chief Financial Officer to progress and deliver the programme elements within the overall programme budget outlined within paragraph 17 of the report on a programme basis across the projects.</p> <p>This decision can be viewed using the following link: https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=8255</p>
Ward:	Central
Consultation:	Consultation of this decision has taken place with the council’s finance and legal services teams.

<p>Decision made:</p>	<p>To approve the purchase and installation of green cycle shelters as part of the HCCI project within a budget of £30,000.00.</p> <p>The cycle shelters are to be procured and installed through the Council’s public realm contract with Balfour Beatty Living Places (BBLP) as outlined within the 7 October 2021 Cabinet Member decision report which can be viewed using the following link: https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=8255</p> <p>BBLP have been provided with a provisional instruction for £30,000 and have submitted a proposal to procure and install two green cycle shelters at a cost of £24,239.48, which includes a contractual fee.</p> <p>A further proposal will be required to undertake supporting works by BBLP in advance of installation. This will be funded and managed from the remaining budget for this element along with further funding from within the programme through the programme change process as part of the Marches LEP grant funding agreement.</p> <p>Further spend against this element will be the subject of another decision.</p>								
<p>Reasons for decision:</p>	<p>Cabinet Member Infrastructure and Transport took a decision 7 October 2021 to approve the progression of the HCCI project. This included a provision for the installation of city green cycle shelters.</p> <p>A design process to identify the type of green cycle shelters to be purchased has been undertaken which has included consultation with the Cabinet Member Infrastructure and Transport.</p> <p>BBLP’s have sought the following quotations for the supply of green cycle shelters.</p> <table border="1" data-bbox="483 1379 970 1543"> <thead> <tr> <th>Supplier</th> <th>Quotation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>£22,070</td> </tr> <tr> <td>2</td> <td>£20,270</td> </tr> <tr> <td>3</td> <td>Declined to quote.</td> </tr> </tbody> </table> <p>Whilst it is noted that supplier two offers a lower cost, the first supplier has been selected on the basis of quality, consistency with other street furniture materials, lower maintenance requirement and extended life cost and is therefore considered to represent better value for money.</p> <p>A further BBLP proposal is to be provided which includes installation costs for a concrete base and power supply to allow lighting in the shelters. Additionally tree pruning will be required over one of the shelters to allow the sedum to flourish. A proposal and permit to carry out this work is to be provided. These works will be managed within the allocated budget.</p>	Supplier	Quotation	1	£22,070	2	£20,270	3	Declined to quote.
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<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p><i>Financial</i></p> <p>Installation costs are expected to exceed the remaining budget for this element of the programme which will result in additional budget being required. This will be managed through the programme change process as</p>								

	<p>part of the Marches LEP grant funding agreement.</p> <p><i>Risk</i> There is a risk that the supplier may not meet the forecast delivery period and as a result the amount of spend in the period to the end of March 2022 would be significantly reduced.</p>
Details of any alternative options considered and rejected:	<p>Not to proceed with the purchase of the green cycle shelters. This is not recommended as this will reduce the level of spend against the HCCI within the period to the end of March 2022 as laid out in the 7 October 2021 Cabinet Member decision and the commitment outlined in the LEP funding agreement.</p>
Details of any declarations of interest made:	

I am an officer delegated to make the decision

Signed:

Print Name: Neil Taylor

Job Title: Interim Director for Economy and Place