

Record of Officer Decision

Decision title:	Award of professional services contract to undertake design and consultation of Transport Planning and design pursuant to the ESPO Framework Agreement (reference 664_21 Consultancy Services)
Date of decision:	07 September 2022
Decision maker:	Corporate Director for Economy and Environment
Authority for delegated decision:	<p>Funding for this work is covered under the following decision:</p> <p>A cabinet member decision taken on 24 June 2021 gives the Interim Delivery Director authorization to take operational decisions associated with the commissioning of technical support required to deliver this project. The full report and decision notice can be found here Agenda for Cabinet on Thursday 24 June 2021, 2.30 pm - Herefordshire Council</p>
Ward:	All Wards.
Consultation:	<p>Work falls under the budget for delivering a Hereford City Centre Masterplan framework. 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 consultants to provide the Transport Planning and Design aspect of the City Masterplan Project. The quoted cost for delivery of the works is £337,901.00. As consultancy budgets are limited we are not asking for any contingency within this contract, as project contingency is covered elsewhere within the budget.
Reasons for decision:	<p>A Hereford City Masterplan framework will help Hereford to become a more active travel city in the short, medium and long term.</p> <p>A specialist consultant would be required to take on the Transport planning and design element of this masterplan to help contribute to a high level action plan for action in short, medium and long term as well as to undertake testing of the impact of a prioritised action plan on motor traffic movements.</p> <p>To do this, consultants will need to review relevant existing information and gather their own evidence in able to reach a reasonable level of knowledge to feed in to the masterplan final document.</p> <p>As outlined in the Cabinet report, a decision was taken to review the transport movements throughout the City. A specialised transport planning and design consultant will have the expertise to identify transport movement patterns and constraints as well as to undertake data sufficiency exercises to determine what appropriate assumptions will need to be made to form a comprehensive baseline design and principal going forward.</p> <p>The project used the ESPO framework to speak to the specialist consultant</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>The contract is to be awarded ESPO Framework Agreement (reference 664_21 Consultancy Services). 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 take on any specialised consultants within the transport planning and design fields. If we do not award this service provider, then we risk being unable to go in to the detail outlined by Cabinet that was required for the final Masterplan document. Transport Planning and Design is a key element needed to produce a sufficient transport strategy to feed in to the overall Hereford City Masterplan.</p> <p>Not to progress with the project. This is not recommended as this will not achieve the framework needed to promote active travel within Hereford City Centre</p>
Details of any declarations of interest made:	<p>None</p>

I am an officer delegated to make the decision

Signed:

Print Name: Ross Cook

Job Title: Corporate Director Economy and Environment