

Report to	Cabinet	Item
	12 July 2017	
Report of	Head of neighbourhood housing	9
Subject	Procurement of structural consultancy services for housing repairs	

KEY DECISION

Purpose

To seek delegated authority to award a contract for structural consultancy services.

Recommendation

To delegate authority to the director of neighbourhoods, in consultation with the deputy leader and social housing portfolio holder, to award a contract to the best value supplier for structural consultancy services once a detailed evaluation is completed.

Corporate and service priorities

The report helps to meet the corporate priority a healthy city with good housing.

Financial implications

The financial consequences of this report are awarding a contract which will be an initial two year term with an estimated total value of £500k (over the 2 year contract period) to be financed from existing budgets within the Housing Revenue Account.

The anticipated maximum spend per year is as follows:

Planned works	£200,000
Responsive works	£50,000

Ward/s: All Wards

Cabinet member: Councillor Harris – Deputy leader and social housing

Contact officers

Gary Atkins, director of property services, NPS Norwich Ltd	01603 227903
Carol Marney, head of operational property services, NPS Norwich Ltd	01603 227904
Lee Robson, head of neighbourhood housing	01603 212939

Background documents

None

Report

Background

1. NPS Norwich provides services to the council including structural consultancy, preparation of specifications for structural repairs such as stair repair/replacement and concrete repair of blocks of flats as well as responding to urgent matters such as subsidence or issues identified during an upgrade.
2. This is an important element of maintaining the council housing stock in good condition.
3. At peak times there are insufficient resources within NPS Norwich to meet demand. This workload can be balanced by using external advice. This allows the council to optimize the NPS Norwich retained resource and supplement this with additional resource as and when required.
4. The previous structural consultancy contract duration has expired and therefore needs re-procuring in order to establish best value.

Tender Process

5. The contract was advertised on the official journal of the European Union, OJEU, the council's e-tendering portal and Business Link/Contracts Finder.
6. Suppliers were asked to submit details of their organisation in terms of finance, contractual matters, insurances, quality assurance, environmental standards, health and safety, equality and diversity credentials, references and previous experience. These aspects were then evaluated to ensure that suppliers met the Council's basic requirements.
7. At the same time suppliers submitted details in the form of answers to questions relating to how they would meet the requirement for the various work packages and the price that they would charge to carry out this work. These answers will be evaluated once it has been confirmed that the suppliers have met the Council's basic requirements.
8. The tender return date was 19 June 2017.

Tender evaluation

9. The responses will be evaluated against pre-determined criteria. This quality assessment carries a maximum of 50% of the marks. The lowest price will be allocated 50% of the marks and marks will be deducted, pro-rata, with each increasing tender price.
10. Three suppliers have returned tender documents. Evaluation and notification to suppliers will not be complete by the time Cabinet meets in July, hence the request for delegated authority.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	12 July 2017
Head of service:	Lee Robson – head of neighbourhood housing
Report subject:	Procurement of structural consultancy services for housing repairs
Date assessed:	23 June 2017
Description:	Structural consultancy service for planned and responsive housing repairs

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural repairs ensure that dwellings remain safe to live in.
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural repairs ensure that the built environment is kept in good condition.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural repairs help to mitigate the council's property liability.

Recommendations from impact assessment
Positive
Negative
Neutral
Issues