

Report to	Cabinet	Item
	14 November 2018	
Report of	Director of neighbourhoods	11
Subject	Procurement of works to refurbish the grounds maintenance storage and welfare facilities at Eaton Park	

KEY DECISION

Purpose

To advise cabinet of the procurement process for refurbishing the grounds maintenance storage and welfare facilities at Eaton Park and to seek approval to delegate authority to award the contract.

Recommendation

To delegate approval to the director of neighbourhoods in consultation with the portfolio holder for resources to award the contract for refurbishing the grounds maintenance storage and welfare facilities at Eaton Park

Corporate and service priorities

The report helps to meet the corporate priority a safe, clean and low carbon city

Financial implications

The costs arising from this decision will be met from the approved budgetary provision within the General Fund capital budget for 2018/19.

Ward/s: Eaton

Cabinet member: Councillor Kendrick - resources

Contact officers

Adrian Akester - head of City Wide Services 01603 212331

Neil Watts - major works and services manager, NPS 01603 227900

Background documents

None

Report

1. The current timber buildings that form the stores and workshops in Eaton Park used by Norwich Norse Environmental are in a poor state of repair and are no longer suitable for their intended purpose. In addition the surface standing is breaking up and due to poor drainage is prone to flooding.
2. It is therefore proposed that the timber buildings are replaced to provide fit for purpose facilities and the site reconfigured to make improvements to storage, site security and parking for operational vehicles and staff parking.
3. The works which will be on the current footprint of the site include the following:
 - The demolition of the original timber stores/workshops and all structures requiring upgrading
 - The temporary re-location of many of the existing steel storage containers and welfare facilities
 - The adaptation of remaining buildings to optimise their usage
 - The removal of the existing site surfacing and improvements made to the existing drainage system
 - The replacement of the existing poor site surfacing with a permeable sustainable underground drainage system surfacing. This allows water to permeate through the paving and minimises surface water run-off into the sewer system
 - The reconfiguration of the depot layout to allow for better and safer working practices
 - The construction of secure perimeter fencing, gates, and the planting of a mature Yew hedge on the public car park side to improve the appearance of the depot
 - The re-positioning of the steel storage containers and welfare facilities
 - The upgrading of lighting across the site with energy efficient LED lighting.
4. The cost of the works is estimated to be £290,000 and will be funded from the general fund capital programme.
5. These new works will provide facilities that are up to date and meet current working practices reduce maintenance requirements in the short to medium term. In addition:
 - the new surfacing will be more environmentally sustainable with reduced water run off to the sewer system

- the new surfacing and rationalised layout and lighting allows for the safe use of the depot by staff and vehicles and relieve pressure on public parking facilities by employees
- improved landscaping of the facilities in one of the city's major parks.

Procurement Process

6. This opportunity is currently being advertised on the council's e-procurement portal and Contracts Finder with a return date of 19 November 2018.
7. Suppliers will be 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 will be evaluated to ensure that suppliers met the Council's basic requirements.
8. At the same time suppliers will be asked to submit details in the form of method statements proposing how they will meet the requirement for the work package and the price that they will charge to carry out this work. These method statements will be evaluated once it had been confirmed that the supplier has met the Council's basic requirements.

Tender evaluation

9. The supplier selection process requires suppliers to complete a questionnaire.
10. The responses given will be evaluated against pre-determined criteria. This quality assessment carries a maximum of 40% of the marks. The lowest price will be allocated 60% of the marks and marks will be deducted, pro-rata, with each increasing tender price.
11. The supplier with the highest cumulative score is deemed the best value submission. The results will be reported to the director of neighbourhoods and the Portfolio holder for social housing.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	14.11.2018
Director / Head of service	Bob Cronk/Adrian Akester
Report subject:	Procurement of works to refurbish the grounds maintenance storage and welfare facilities at Eaton Park
Date assessed:	22.10.2018
Description:	Refurbishment works to include demolition of original timber buildings, re-location of steel containers, resurfacing works and the development of an improved layout and associated works. See attached report.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	X	<input type="checkbox"/>	Value for money is achieved by open tendering the works
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	X	<input type="checkbox"/>	Improved facilities for Norwich Norse Environmental operatives
ICT services	X	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	X	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	X	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	X	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	X	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	X	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	X	<input type="checkbox"/>	The new layout will be much improved. The site will be free of standing water and well lit.

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	X	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	X	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	X	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	X	<input type="checkbox"/>	Improved parking facilities within the depot itself allowing better usage of car parking in public car park
Natural and built environment	X	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	X	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	X	<input type="checkbox"/>	The installation of a fully automated petrol interceptor ensures that no contaminants will affect the site area
Sustainable procurement	X	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Energy and climate change	<input type="checkbox"/>	X	<input type="checkbox"/>	The installation of a Sustainable Underground Drainage System (SUDS - permeable surfacing) allows surface water to percolate into the subsoil without discharging into the sewage system. This relieves pressure on the fixed drainage system and minimises the affects of flooding. The perimeter of the site will be hedged creating a pleasing visual appearance and assisting in the reduction of CO2.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input type="checkbox"/>	X	The works are due to be carried out Jan – Feb 2019. The weather may affect the works but part of the tender evaluation process requires the successful contractor to detail how they will operate in adverse weather conditions.

Recommendations from impact assessment	
Positive	
The formation of a newly refurbished depot ensures better use of the site, safer and more secure site conditions, improved staff morale etc.	
Negative	
Neutral	

Issues