

Decision by Portfolio Holder



Report reference: HSG-016-2017/18

Date of report: 24-April-2018

**Epping Forest
District Council**

Portfolio: Housing – Cllr S. Stavrou

Author: Paul Pledger, Asst. Director (Housing Property & Development) – Ext 4004

Democratic Services: Jackie Leither – Ext 4756

Subject: Oakwood Hill Depot Relocation - Appointment of Surveying Consultants and Principal Designer

Decision:

That Stace LLP be appointed as Principal Designer and lead Building Surveying Consultants to oversee the Oakwood Hill Depot alterations necessary to enable the relocation of the Housing Repairs Service and Housing Assets, for the contract fee of £64,863, based on the procedures set out in Section 19 of the Council's Procurement Rules for Negotiated Contracts, due on their detailed knowledge of the building from its original construction.

ADVISORY NOTICE: <i>A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest. A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.</i>	
I have read and approve/ do not approve (delete as appropriate) the above decision:	
Comments/further action required: None	
Signed: Cllr S-A Stavrou	Date: 24 th April 2018
<i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i> None	<i>Dispensation granted by Standards Committee:</i> Yes/No or n/a N/A
Office use only: Call-in period begins: 25 th April 2018	Expiry of Call-in period: 1 st May 2018

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Democratic Services IMMEDIATELY**

Reason for decision:

There are many alterations required at the Oakwood Hill Depot to enable the Housing Repairs Service and Housing Assets to relocate. The Cabinet have already approved the Principal and

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Portfolio Holder:**

budget necessary to enable the relocation. However, the Cabinet delegated authority to the Portfolio Holder to agree the appointment of Stace LLP, subject to agreeable terms, taking account of their substantial knowledge of the structure, services, fabric and layout of the building. This appointment is in accordance with Section 19 of the Council's Procurement Rules for negotiated contracts.

Options considered and rejected:

To undertake a competitive tender in accordance with the Council's Procurement Rules. However, this may result in the appointment of an alternative Consultancy without any prior knowledge of the structure and fabric of the building, which in turn may result in additional works costs later due to a lack of detailed knowledge of the building. This would also be time consuming and could add as much as 3-months to the timeline and could impact on the delivery of the St Johns Road redevelopment.

Background

1. The Cabinet, at its meeting in September 2017, agreed to relocate the Housing Repairs Service and the Housing Assets team to Oakwood Hill Depot. A budget of around £755k for works (excluding fees, Services and fit-out costs) was agreed. The services and fit-out costs were subject to a separate piece of work by PwC, who are the appointed Consultants advising the Council on the Accommodation Strategy.

2. The Cabinet also agreed to delegate authority to the Housing Portfolio Holder to consider and agree, if found appropriate, the negotiated contract fee for the appointment of Stace LLP as Principal Designer and lead Building Surveyors for the alterations, due to their substantial detailed knowledge of the structure, fabric, services and layout of the depot, having been the lead consultants in its original construction.

3. Now that PwC, and their Architects Bisset Adams, have substantially developed their ideas on the Accommodation Strategy relating to the Oakwood Hill Depot, Stace LLP have then considered their fees in detail, having taken account of the Bisset Adams design layouts, and have presented the Council with a lump sum offer of £64,863 to undertake the role of Principal Designer under the CDM Regulations and lead Building Surveyors for the alteration works to the Depot to enable the relocations. This equates to 8.59% of the works value alone and represents good value for money.

4. It is therefore recommended that Stace LLP be appointed as Principal Designer and lead Building Surveying Consultants to oversee the Oakwood Hill Depot alterations necessary to enable the relocation of the Housing Repairs Service and Housing Assets as set out in the recommendations and the report above.

Resource Implications:

A budget of £755,000 plus fees and fit out costs associated with the PwC Accommodation Review, which is to be met from the Housing Revenue Account (HRA) was agreed by the Cabinet in September 2017. This is from the original £3.2m allocated in the budgets for the Repairs HUB at North Weald, which is no longer a committed project.

Legal and Governance Implications:

The Council's Procurement Rules
EU Procurement Rules
CDM Regulations

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

None.

Background Papers:

Cabinet report on the relocation of the Housing Repairs Service and the Housing Assets team to Oakwood Hill Depot dated September 2017.

Impact Assessments:

Risk Management:

The risks of the proposed approach are low, especially since Stace LLP have a detailed knowledge of the structure, fabric, services and layout of the existing depot building.

Key Decision Reference (Y/N): No

Equality Analysis

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to the report.

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