



ADUR & WORTHING
COUNCILS

**Record of Officer
Executive Decision**
Ref. No: ADforH&W/019/19-20
Date of Decision: 30 March 2020

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email democratic.services@adur-worthing.gov.uk

Record of Decision: Award of Contracts for Adur Small Sites Programme A and B

Decision taken by: Acting Director for Housing and Wellbeing

Declaration of Disclosable Pecuniary Interests:

I do not have a disclosable pecuniary interest, or conflict of interest.

Delegated authority:

Under 2.6.8 of the Scheme of Delegations, a Director has delegated authority to do all matters in relation to procurement and the letting of contracts (after consulting with the Head of Business & Technical Services and the Solicitor to the Council).

The procurement for this contract must have regard to the Councils' Joint Contract Standing Orders and to the Public Contract Regulations 2015.

As agreed at the Joint Strategic Committee meeting held on 14 January 2020, the Director of Communities, has delegated authority to to award the contract for design and consultancy services (following a competitive tender process) in respect of the small sites programme.

Decision:

To award the contract for architectural services for Package A of the Hidden Homes sites to Yelo Architects to draw up plans for affordable housing.

To award the contract for architectural services for Package B of the Hidden Homes sites to MH Architects to draw up plans for affordable housing.

The details of the award are commercially sensitive and further details are provided in the exempt information report at Appendix 1.

Key Decision: Yes

Reason For Decision:

Adur and Worthing have recently embarked on a development programme to help enable it meet the acute demand for affordable and temporary housing within Adur and Worthing.

Part of this is the small sites or 'Hidden Homes' programme which involves the development of sites within the Council's ownership to provide housing. A review of 40 garage sites owned by Adur Homes identified 10 possible development sites which warrant further investigation and the next step is the appointment of a design team to draw up plans of which the architects are the lead member. The proposal and budget for this work was approved at the JSC meeting on 14th January 2020.

It was agreed that in order to ensure capacity, it would be likely that 2 firms would be required to cover the work needed. The sites were therefore divided into 2 packages (A and B) which would each be let as a separate contract and architects were invited to bid for each of these.

A procurement process in line with all Council rules and procedures has been carried out and a full cost and quality assessment of the 14 tenders received was completed with the support of the Council's Employer's Agent, Calford Seaden Partnership. The tender scoring which was based on both cost and quality criteria was refined following interviews with 6 firms and a decision was made to appoint 2 firms, one for each site package. Yelo have been selected for Package A. MH architects have been selected for Package B. A copy of the tender evaluation report is retained on file for our records.

Alternative Options Considered:

As indicated above, 14 tenders were received and assessed against a set of quality and cost criteria. From this process it was agreed that Yelo and MH Architects presented the best proposals for this project.

Other Matters Considered:

Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health & Safety Issues	x		

Consultation:

Members were consulted on the project at the JSC on 14th January 2020.

Background Papers: Delivering our Housing Strategy - Housing Development Next Steps - JSC Report - 14 January 2020

Call-in: The call-in deadline for this decision will be 5:00pm on 6 April 2020



Signed:

Dated: 30 March 2020

Name: Tina Favier, Acting Director for Housing and Wellbeing

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