



ADUR & WORTHING
COUNCILS

Adur Executive Member for
Environment & Worthing Executive
Member for Digital & Environmental
Services
20 December 2019

Decision to be taken on or after
2 January 2020

Key Decision: Yes

Ward(s) Affected: Northbrook

Award of Contract - Highdown Gardens

Report by the Director for Communities

Executive Summary

1. Purpose

- 1.1. To provide information regarding the tender process to select a construction company to deliver the Highdown Gardens bungalow conversion and associated works.
- 1.2. To authorise the reward for this work to P.H.Beck Ltd of Unit 8, Wellington House, Camden Street, Portslade BN41 1DU.

2. Recommendations

- 2.1. The Executive Members are recommended to authorise the contract for the Highdown Gardens bungalow conversion and associated works to P.H Beck Ltd following the procurement process and noting that the tender was within budget.

3. Context

3.1 Background

3.2 In summer 2019 WBC were successful in securing a National Lottery Heritage Fund (NLHF) grant to save the horticultural heritage at Highdown Gardens and engage existing and new visitors in different and exciting ways:

- We will undertake a propagation programme to save the endangered National Plant Collection (threatened by climate change, disease, visitor behavior); existing glasshouses and cold frames will be upgraded to support this programme;
- We will convert the old gardener's bungalow into a visitor engagement centre;
- We will improve access by redesigning the entrance, providing an accessible pathway, extending opening hours and deliver a wheelchair-accessible Sensory Garden;
- We will develop new activities and resources to encourage a love and respect for this fragile environment;
- We will partner with schools, colleges, community groups and mental health charities to support volunteering, social and well-being activities in the gardens.

3.3 In addition to the NLHF-funded improvements, WBC has committed to refurbish the existing public toilets at the garden entrance funded by the Council's capital programme.

3.4 The proposals contained in the Invitation to Tender comprised the following elements of work:

- Improvement to the entrance to comply with accessibility requirements.
- Regrading and resurfacing of the main path.
- New path to the sensory garden (former rose garden).
- New glasshouse for propagation.
- Rebuilt cold frames.
- Alteration of the existing bungalow to form a visitor centre and staff facilities, including a platform lift and timber decked terrace.
- Refurbishment and alteration of the public toilets.
- Restructuring of the garden team's composting area and replacement or repositioning of existing storage container.

4. Issues for consideration

4.1 An open Invitation to Tender process was made available on the Councils' In-Tend procurement system on Wednesday 6 November 2019, with a tender return date of Friday 6 December 2019. Six tenders were received.

4.2 A full evaluation of these tenders was completed. The Quality evaluation (representing 25% of the overall score) was carried out by the Highdown Project Manager, the Architect and the Capital Project Manager.

4.3 The Price assessment (representing 75% of the overall score) was carried out by the Quantity Surveyors engaged on the project as part of the multidisciplinary team.

4.4 The combined Quality and Price assessment scores put P.H. Beck firmly in the lead.

5. Engagement and Communication

5.1 This project is overseen by a Project Board comprising the Director for Communities, Executive Member for Digital & Environmental Services, Head of Environmental Services, Head of Place and Economy and Head of Communications.

6. Financial Implications

6.1 The full budget for the project at Highdown Gardens is £938,200 funded as follows:

Heritage Lottery:	£813,200
Council Resources:	£46,040
S106 receipts:	£73,960
Southdowns National Park:	£5,000
Total Budget:	£938,200

6.2 In addition, the Council has set aside £150,000 from the public convenience improvement programme as funding towards this aspect of the project

6.3 The final NLHF agreed budget for capital works is as follows:

Bungalow	£211,029
Greenhouse	£85,560
Pathways and External	£143,685
Temp Staff Facilities	£10,000
Inflation	£63,400
Contingency	£54,275
TOTAL	£567,949

6.2 Inflation can be spent without reference to the NLHF provided it is used for inflation and not anything else. Contingency requires NLHF approval to spend. The remainder of the £813,200 (£245,250) will be used to fund 2 new roles and a programme of activity at the gardens.

6.4 The Price submission from P. H. Beck Ltd is within the available budget.

7. Legal Implications

7.1 Section 1 Local Government (Contracts) Act 1997 confers the power on a Local Authority to enter into a contract with another person for the provision of services in connection with the discharge of their services.

7.2 Article 12 of the Council's constitutions define key decisions which include the letting of contracts in excess of £100,000. The award of this contract is a key decision due to its value.

Background Papers

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Sustainability & Risk Assessment

1. Economic

- Additional income will be generated as a result of this project - through the sales of propagated plants, leaflets and guides, tours and events. The newly built visitor centre will contain a 'tap to donate' donations facility which will allow visitors to donate for the first time via debit card rather than giving small change.

2. Social

2.1 Social Value

- The successful tenderer P.H.Beck will help contribute to the social value of this project:
- As part of ISO 14001, environmentally friendly materials and operational processes are included in all the supply chain procurement.
- Reducing waste and increasing recycling opportunities - all recyclable materials are separated as part of the site management plan.
- Local employment opportunities: all of P H Beck's employees live in Sussex, and a high percentage of their sub-contractors live in Sussex.
- P.H. Beck recruit apprentices who reside in Sussex. Their latest carpenter apprentice, who is in his 3rd year, lives in West Sussex.

2.2 Equality Issues

- The improvements to physical accessibility will enable wheelchair users to more easily engage with the heritage at Highdown Gardens.
- With the help of Sight Support Worthing, we will be training volunteers to offer guided tours for blind or partially sighted visitors.

2.3 Community Safety Issues (Section 17)

- Matter considered and no issues identified.

2.4 Human Rights Issues

- Matter considered and no issues identified.

3. Environmental

- The investment into Highdown Gardens is an exciting example of how the Council is delivering on the ambitions contained in 'Platform for our Places', in particular in its commitment to responsibly steward our natural resources.
- The project goal is for the horticultural heritage to be in a better condition due to the focus of the propagation programme, as well as being better maintained, managed, appreciated and valued.
- P.H Beck have committed that prior to any works taking place they would instruct an **Arboricultural Services Specialist** to carry out a full tree protection plan of the work site to identify sensitive areas.
- They would also carry out a detailed vetting process on all of our supply chain as part of their ISO 9001 accreditation.
- Toolbox talks will be held regularly to ensure that all of the workforce are aware of the sensitive nature of this site.

4. Governance

- All subcontractors will be vetted as part of P.H.Beck's ISO 9001 accreditation. This will include:
 - Checking insurance documents
 - Checking suitable qualifications
 - Ensuring correct Health & Safety training has been delivered
 - Location of contract to see if they are based close to the project
 - Historical feedback from previous jobs for PH Beck
- Mackellar Schwerdt, the project Architects, will be acting as Principal Designers, for the purposes of the CDM Regulations 2015, on this project. The project is notifiable under these regulations so we are in the process of notifying the HSE of the project.
- Weekly site meetings will be conducted between P.H.Beck and the Highdown garden team to ensure risks are being mitigated.

- Monthly project team meetings will be formalised.