

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Housing, Environmental and Economic Development

Tendering Committee - 20 October 2010

**Subject: Tender for the appointment of a Consultant to carry out a
Housing Stage 2 Structural Survey**

1. Purpose

- 1.1** To advise committee of tenders received and seek approval for award of contract to carry out a stage 2 structural survey which will inform both our current knowledge of data in the Housing Plan and to support our progression on discussions with stock transfer arrangements.

2. Background

- 2.1** The Council at its meeting of 24 February 2010 approved the 2010/11 HRA capital programme which included the Standard Delivery Plan investment budget of £450k. This budget is required to carry out this stage 2 survey.
- 2.2** Tender documents were prepared by our lead Housing consultant, Arneil Johnston for the procurement of this tender.
- 2.3** The successful consultants report is required to guide, support and provide objective data to the council to inform its 30year business plan

3. Main Issues

- 3.1** Tenders were invited to be returned by 23rd June 2010
- 3.2** From the 20 consultants expressing an interest, 3 consultants actually returned a costed tender document. They are:-
1. W.A. Fairhurst and Partners
 2. Michael Dyson Associates Ltd
 3. Curtins Consulting
- 3.3** All three consultants tenders were initially subjected to a robust pre-qualification check which was defined within the contract documentation. Only one passed this stage and their tender was then subjected to the pre-defined scoring criteria based on their tender price and quality
- 3.4** The tender was reviewed by the Councils lead consultant representative, the Section Head, Property Management and Senior Quantity Surveyor in consultation with the Housing Stock Transfer Manager.

- 3.5 Following this evaluation, the successful consultant was invited to interview as the final stage in the selection process.
- 3.6 The scoring criteria was fixed pre-tender at 70% for quality of submission and 30% for cost.
- 3.7 The final scoring is summarised in the **Statement of Tender** appendix 1.

4. People Implications

- 4.1 There are no implications.

5. Financial Implications

- 5.1 The cost of awarding the contract to the highest scoring consultant, following the tender evaluation is £183,400, which is funded, as paragraph 2.1 above, from this years approved capital programme.

6. Risk Analysis

- 6.1 Effective data is essential to inform the Business Plan and to assist and indemnify the council in its bid to transfer stock to interested RSL's. Failure to have accurate, up to date information may prejudice the councils SHQS and Stock transfer ambitions.

7. Equalities impact

- 7.1 No significant issues were identified.

8. Conclusions and Recommendations

- 8.1 The tendering and evaluation process has identified a consultant who can provide a quality and economically advantageous service.
- 8.2 The committee is invited to approve the award of this contract to Curtins Consulting.

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Date: 6 October 2010

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Appendix: 1. Statement of Tender

Background Papers: None

Wards Affected: All