

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Housing, Environmental and Economic Development

Tendering Committee: 4 August 2010

Subject: Tender for the appointment of a Consultant to carry out a sample stock condition survey

1. Purpose

- 1.1** To advise the Committee of tenders received and to seek appointment of a consultant to carry out an updated housing stock condition survey which will inform both our current knowledge of data in the Housing Plan and to support our progression of 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 includes for the execution of this stock condition survey along with a Stage 2 structural survey, tenders for which are currently being invited.
- 2.2** Tender documents were prepared by our lead Housing Consultant, Arneil Johnston for the procurement of a 10% sample housing stock condition survey.
- 2.3** The successful consultant's report is required to guide, support and provide objective data to the Council to inform its 30 year business plan.

3. Main Issues

- 3.1** Tenders were invited to be returned by 23 June 2010.
- 3.2** From the 21 consultants expressing an interest, 6 consultants returned a priced tender document, those being:-
1. Ridge and Partners;
 2. JMP Surveyors;
 3. Michael Dyson Associates;
 4. David Adamson Group;
 5. Property Tectonics; and
 6. Savills Commercial Ltd.

3.3 All six consultants' tenders were subjected to the prequalification selection process which was defined within the contract documentation. Following the pre-qualification stage of the evaluation, two consultants were found to have met the Council's minimum requirements, and the tenders from those two consultants were assessed in accordance with the price/quality stage of the evaluation process defined in the contract documents.

3.4 The scoring criteria for the price/quality evaluation was 70% for quality of submission and 30% for cost.

3.5 The final scoring is summarised in the Statement of Tender appendix 1.

4. Personnel Issues

4.1 There are no personnel issues.

5. Financial Implications

5.1 The cost of awarding the contract to the highest scoring consultant, following the tender evaluation is £94,285, which can be accommodated, as paragraph 2.1 above, from this year's 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 Registered Social Landlords. Failure to have accurate, up-to-date information may prejudice the Council's Scottish Housing Quality Standards and Stock transfer ambitions.

7. Equalities impact

7.1 No significant issues were identified.

8. Conclusions and Officers Recommendations

8.1 The tendering and evaluation process has identified a consultant who can provide the most economically advantageous service.

8.2 The Committee is invited to approve the award of this contract to Savills Commercial Limited in the amount of £94,285.00.

Elaine Melrose

Executive Director of Housing, Environmental and Economic Development

Date: 27 July 2010

Persons to Contact: Finian McElhinney ,Service Manger, Stock Transfer,
Garshake Road, Dumbarton G82 3PU
telephone 01389 737874,
email: finian.mcelhinney@west-dunbarton.gov.uk

Jack Stevenson, Section Head Property Management
Elm Road, Dumbarton, telephone 01389 608331,
e-mail: jack.stevenson@west-dunbarton.gov.uk

Appendices: 1. Statement of Tender

Background Papers: none

Wards Affected: All