

Finance and Resources Committee

10.00am, Thursday, 4 June 2015

Award of Contract for Flooding Planning Consultancy

Item number	7.17
Report number	
Executive/routine	
Wards	All

Executive summary

This report seeks the approval to award a contract to Mott MacDonald Ltd for Flood Planning Consultancy.

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Single Outcome Agreement [SO4](#)

Award of Contract for Flooding Planning Consultancy

Recommendations

- 1.1 To approve the appointment of Mott MacDonald Ltd to provide a Flooding Planning Consultant at a cost of £36,561.38.

Background

- 2.1 The Council has a statutory obligation to assess planning applications with possible flood implications. This service is undertaken by the Flood Prevention Unit in Services for Communities.
- 2.2 Due to capacity issues, it is necessary to procure these services for the next 45 weeks; during the period of this appointment all potential routes to fulfilling this role will be explored and a long term solution will be agreed and implemented.

Main report

- 3.1 Ten consultancies listed under Lot 5 (Drainage and Flooding) were invited to tender for the service via Public Contracts Scotland with one submitting a tender on 22 January 2015. Nine consultancies declined to submit a tender. One tender was received from Mott MacDonald Ltd.
- 3.2 The tender was evaluated to ensure compliance and Best Value. A ratio of 60% Quality and 40% price was applied.
- 3.3 The tender was independently scored in relation to quality and price.
- 3.4 Following detailed analysis of the tender it was deemed competitive.
- 3.5 The tenderer's scores were as follows:

Company	Quality Score	Price Score	Combined Score
Mott MacDonald Ltd	30	40	70

- 3.8 Following the tender evaluation it is recommended that a contract be appointed to Mott MacDonald Ltd.

Measures of success

- 4.1 The measures of success for this consultancy will include:
 - 4.1.1 meeting the Council's turnaround times for processing planning applications with a possible flooding implication;
 - 4.1.2 ensuring there are no flood risks to proposed developments or to third parties because of a development;
 - 4.1.3 being able to deal with peaks in demand for processing of applications; and
 - 4.1.4 reducing the risk of damage to the Council's reputation through not being able to progress major projects.

Financial impact

- 5.1 The maximum contract value of £36,561.38 will be met from the Flood revenue budget for 2015/16 and 2016/17.
- 5.2 The costs associated with procuring this contract are up to £5,000.

Risk, policy, compliance and governance impact

- 6.1 The contract will be awarded in line with the Council's Standing Orders.

Equalities impact

- 7.1 The contents and recommendations of this report do not detract from the delivery of the general public sector equality duties. The work carried out by the consultant on the Council's behalf as described in this report does not infringe upon the ten areas of Human Rights and makes a positive contribution to advance equalities.

Sustainability impact

- 8.1 The impacts of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below.

- 8.2 The proposals in this report will help achieve a sustainable Edinburgh in relation to:-
- (i) adapting to climate change because of the reduction in flooding risk to properties through the checking of planning applications.
 - (ii) acting sustainably because of the checking of surface water management plans which are included in planning applications.

Consultation and engagement

- 9.1 The consultant's staff member will be based on Council premises and will address planning applications according to Council policies.

Background reading/external references

None.

John Bury

Acting Director of Services for communities

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Links

Coalition pledges

Council outcomes

Single Outcome Agreement

SO4 – Edinburgh's communities are safer and have improved physical and social fabric

Appendices

Appendix 1 – Summary of Tendering and Tender Evaluation Process

Appendix 1 – Summary of Tendering and Tender Evaluation Processes

Contract	Award of contract for Flood Planning Consultancy
Contract Period	45 Weeks
Contract Value	£36,561.38
Standing Orders Observed	<p>2.4 EU Principles applied</p> <p>2.7 Commercial and Procurement Manager provided resource to undertake tendering</p> <p>3.1 Director has responsibility for selecting and appointing contractors</p> <p>3.2 Director has responsibility for all Contracts tendered and let by their Directorate</p> <p>5.1 Tenders were evaluated on the basis of most economically advantageous criteria</p> <p>5.3 Tenders evaluated by a panel with the appropriate technical knowledge and expertise</p> <p>6.1 Standstill period will be observed</p>
EU Procedure Chosen	Mini-competition utilising Scotland Excel Framework
Invitations to Tender Issued	Ten
Tenders Returned	One
Tenders Fully Compliant	One
Recommended Supplier	Mott MacDonald Ltd
Primary Criteria	<p>Most economically advantageous tender to have met the qualitative and technical specification of the client department.</p> <ul style="list-style-type: none"> • 40% Price • 60% Quality
Evaluation Team (quality only)	<ul style="list-style-type: none"> • 3 Flood Prevention Staff
Procurement Advisors	<ul style="list-style-type: none"> • 1 CPS Staff