

# Finance and Resource Committee

10am, Thursday, 9 June 2016

## Award of Contract for Consultancy Services to provide the Water of Leith Basin Siltation Study

Item number	7.15
Report number	
Executive/routine	
Wards	13 - Leith

### Executive Summary

---

This report seeks the approval of the Finance and Resources Committee for the award of a contract for consultancy services to provide a study of siltation in the Water of Leith Basin.

This recommendation follows a full procurement exercise, where the preferred bidder has provided the most economically advantageous tender in terms of cost and quality for the Council.

### Links

---

Coalition pledges	<a href="#">P28</a>
Council priorities	<a href="#">CP12</a>
Single Outcome Agreement	<a href="#">SO4</a>

## **Award of Contract for Consultancy Services to provide the Water of Leith Basin Siltation Study**

### **1. Recommendations**

---

- 1.1 To recommend that the Finance and Resources Committee approves the appointment of AECOM to undertake a study and provide a report on siltation in the Water of Leith Basin for a contract sum of £35,561.95.

### **2. Background**

---

- 2.1 Silt has built up in the Water of Leith Basin since locks were formed in 1969 to control the water levels within the docks. Prior to the locks being installed, the Water of Leith flowed directly into the Firth of Forth and was faster flowing. The river is now retained at a higher level to permit the Docks to function more efficiently, this has resulted in the water flowing slower and silt being deposited in the Water of Leith Basin. Under the Flood Risk Management (Scotland) Act 2009 the Council has a duty to assess flood risk.
- 2.2 On 28 October 2014, details were provided to the Transport and Environment Committee on the build up of siltation levels in the Water of Leith Basin. Information was also given on the various parties which had an interest in the basins and how their operations had affected siltation and flood risk. The Transport and Environment Committee agreed that further investigations be undertaken in 2016 and the level of flood risk be re-evaluated.
- 2.3 The investigations are to assess flood risk and to determine if silt requires to be removed. The investigations required are of a technical/specialist nature and the Council does not have the in-house capacity or expertise to carry out the siltation study. Consultancy services have been tendered through the Scotland Excel Engineering and Technical Consultancy Framework.
- 2.4 It is anticipated that the study will take four months to complete. Findings of the study will be subject of a future report to the Transport and Environment Committee.

### 3. Main report

---

- 3.1 Ten consultancies listed under Scotland Excel Engineering and Technical Consultancy framework Lot 5 (Drainage and Flooding) were invited to tender for the service, via Public Contracts Scotland. Seven consultancies declined to submit a tender.
- 3.2 Evaluation included an emphasis on quality, as well as price, with 60% of the overall evaluation score given to quality and 40% of the overall evaluation score given to price. Quality was included in the evaluation to ensure that those consultants tendering on this project are able to deliver the contract key tasks and produce the siltation study within programme.
- 3.3 The quality analysis was based on answers provided in response to weighted Award Criteria Questions. Responses to these questions were scored 0 to 4 as per the scoring matrix included in the Invitation tender document.
- 3.4 In order to safeguard an acceptable level of quality, the Council reserved the right to reject bids which had any individual quality scores of less than 2.
- 3.5 Following completion of the quality analysis, tenders were subject to a cost analysis. The cost analysis established the full price of tenders, considering responses to the Pricing Schedule. The lowest priced bid was allocated the 40% weighting. All other bids were scored on a pro-rated basis against the lowest bid. Scores from the quality analysis were then combined with the scores for the cost analysis to reach a combined score for each tender submission.
- 3.6 The tender returns were deemed competitive following detailed analysis against the specification and submitted prices.
- 3.7 The scores from the cost analysis are as follows:

Company	Quality Score	Price Score	Combined Score	Notional Tender Total
AECOM	45.00	40.00	85.00	£35,561.95
Tenderer 2	52.50	2.74	55.24	£68,684.39
Tenderer 3	45.00	1.55	46.55	£69,750.31

- 3.8 The outcome of the tender evaluation is that AECOM submitted the most economically advantageous tender with a notional tender total of £35,561.95 and has been identified as the preferred bidder. As this tender is much less than the other two tenders submitted, AECOM were requested to clarify their proposals and satisfactory responses were received. In particular AECOM were required to demonstrate that they would validate elevations/degree of siltation at bridges, carry out silt analyses identifying if special precautions require to be taken in disposing of silt and provide option assessments. AECOM also confirmed that the cost of various surveys and sampling were included in their price.
- 3.9 A summary of the tendering and evaluation process is included in Appendix 1.

#### **4. Measures of success**

---

- 4.1 The contract enables the Council to buy in specialist technical advice to support Council staff in meeting its statutory obligations under the Flood Risk Management (Scotland) Act 2009.
- 4.2 This study will carry out one of the measures identified in the Flood Risk Management Plan to be published in June 2016.
- 4.3 Success will be measured against the consultant's ability to produce the necessary deliverables on programme and within budget. This will be monitored on a monthly basis for the duration of the contract.

#### **5. Financial impact**

---

- 5.1 The full allocation of £44,452.44 including an additional risk allowance for this project has been made in financial year 2016/17 and is allowed for in the Maintenance - Flood Prevention Revenue Budget.
- 5.2 The contract value is £35,561.95.
- 5.3 The budget for this scheme allows for an additional risk allowance of 25% (£8,890.49 in this instance for AECOM) of the tender total for any compensation events or other issues that may occur.
- 5.4 The costs associated with procuring this contract are up to £10,000.

#### **6. Risk, policy, compliance and governance impact**

---

- 6.1 Failure to fulfil one of the actions on the Council detailed in the Local Flood Risk Management Plan to be published in June 2016.
- 6.2 A risk exists that if the Council fails to properly investigate the Water of Leith Basin siltation level there is a potential flood risk to local residents.

- 6.3 Risk of damage to Council reputation as interested groups are expecting flood risk assessment.

## **7. Equalities impact**

---

- 7.1 There are no equalities implications as the recommendation in this report does not affect groups of people in different ways. Equality and Rights Impact Assessments will be undertaken for actions as they are developed.

## **8. Sustainability impact**

---

- 8.1 There are no sustainability implications as the recommendation in this report does not affect public bodies' duties with regards to the three elements of the Climate Change (Scotland) Act 2009.

## **9. Consultation and engagement**

---

- 9.1 Commercial and Procurement Services has been engaged in the procurement of this consultancy contract.
- 9.2 No other specific consultation or engagement has been considered necessary or appropriate for this contract.

## **10. Background reading/external references**

---

- 10.1 Transport and Environment Committee 28 October 2014 – Water of Leith Basin.
- 10.2 Transport and Environment Committee 25 August 2015 – Flood Risk Management – Consultation and Prioritisation.

### **Paul Lawrence**

Executive Director of Place

Contact: Tom Dougall, Maintenance Manager

E-mail: [tom.dougall@edinburgh.gov.uk](mailto:tom.dougall@edinburgh.gov.uk) | Tel: 0131 469 3753

## 11. Links

---

<b>Coalition pledges</b>	P28 – Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic well being of the city.
<b>Council priorities</b>	CP12 - A built environment to match our ambition.
<b>Single Outcome Agreement</b>	SO4 - Edinburgh's communities are safer and have improved physical and social fabric.
<b>Appendices</b>	Appendix 1 – Summary of Tendering and Tender Evaluation Process.

## Appendix 1 – Summary of Tendering and Tender Evaluation Processes

Contract	Water of Leith Basin Siltation Study Ref: CT0192
Contract Period	27 June 2016 - 28 October 2016 (Four Months)
Estimated Contract Value	£35,561.95
Standing Orders Observed	<p>2.4 EU Principles applied</p> <p>2.9 Commercial and Procurement Manager provided resource to advise on and arrange 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>4.1 Tender documents clearly set out the proposed method of evaluation as well as the scope, timing, quality and quantity of the services required</p> <p>5.1 Tenders were evaluated on the basis of the most economically advantageous criteria</p> <p>5.3 Tenders evaluated by a panel comprising officers having sufficient knowledge and technical ability</p> <p>8.1 Invitations to tender issued and received by electronic means</p>
Portal used to advertise	Public Contracts Scotland
EU Procedure Chosen	Mini-competition utilising Scotland Excel Framework for Engineering and Technical Consultancy Services 01-11
Invitations to Tender Issued	Ten
Tenders Returned	Three
Tenders Fully Compliant	Three
Recommended Supplier	AECOM

Primary Criteria	Most economically advantageous tender to have satisfied compliance checks and technical specification, with the following Price : Quality ratio - 40% Price 60% Quality
Evaluation Team	3 Maintenance (Flood Prevention) Staff
Procurement Advisors	1 CPS Staff