



ACCOMMODATION STRATEGY - SELECTION OF BIDDERS

SUMMARY

- 1.1 To consider the expressions of interest received following the notice in the Official Journal of the European Union (OJEU) for the tender for the provision of office accommodation and approve the proposed shortlist to participate in the next stage of the procurement process under which more detailed proposals will be submitted.

RECOMMENDATION

- 2.1 To approve the shortlist as detailed in the Report in Appendix 2 in the confidential section of the Agenda.

REASONS FOR RECOMMENDATION

- 3.1 Eighteen expressions of interest were received in response to the OJEU notice. These have been evaluated against pre-determined criteria and a short list of the applicants most suitable to progress to the next stage of the procurement process established.

SUPPORTING INFORMATION

- 4.1 Cabinet, at its meeting on 2 September 2008, approved the refurbishment of the Council House and the beginning of the procurement process to acquire new or refurbished offices to accommodate the remaining staff.
- 4.2 In light of the changed economic circumstances Cabinet then agreed, on 13 January 2009, to suspend work on the refurbishment of the Council House pending a review of receipt of responses to an OJEU notice for proposals to provide administrative accommodation to:
- meet all the Council's needs (Option A)
 - provide for 'back office staff' assuming the Council House is retained (Option B).

The site was required to be located within or immediately adjacent to the line of the Inner Ring Road.

- 4.3 Eighteen responses were received by the date set for submission. Each applicant was required to complete a Pre- Qualification Questionnaire which sought details about the company, their technical and financial standing, experience and the proposed sites. The applications have been scored on pre-determined published criteria and ranked accordingly. The evaluation criteria was weighted as follows:
- Evidence of a suitable site and the technical capacity to deliver the project and provide a building in accordance with the brief: 30%
 - Quality, sufficiency and availability of management and professional staff provided: 20%
 - Experience of undertaking similar development: 20%
 - Economic and financial standing: 30%
- 4.4 Within the first criteria relating to a suitable site, evidence of both site ownership and site location were scored. For location the consideration for Option A - full new building – was customer access and for Option B - ‘back office’ accommodation – was proximity to Council House.
- 4.5 The bids have been evaluated to establish a shortlist to proceed to the next stage, invitation to submit an outline solution, which will include outline proposals and indicative costs. It is proposed to invite the top three scoring companies for both options A and B to submit further proposals. A summary sheet showing of the ranking of the bidders based on the scores achieved and the proposed shortlist is shown at Appendix 2 in the confidential section of the Agenda.
- 4.7 The documents, including specification requirements, for the next stage will be sent out in early May and returned in July with the intention of reporting outcomes to Cabinet in September. This will allow further consideration on affordability and scheme suitability to determine the accommodation strategy.

OTHER OPTIONS CONSIDERED

- 5.1 The process adopted will allow suitable currently available options to be considered as part of the accommodation strategy.

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Background papers:	None
List of appendices:	Appendix 1 – Implications Appendix 2 (confidential section) – Evaluation ranking and proposed shortlist

IMPLICATIONS

Financial

- 1.1 £36.6 million is included in the Capital Programme 2009/10 – 2011/12 for the Accommodation Strategy.

Legal

- 2.1 The procurement process is being carried out in accordance with the European Procurement Directive

Personnel

- 3.1 None

Equalities Impact

- 4.1 The specification for the next stage will require access to meet the requirements of the Disability Discrimination Act. Consultation with the New Ways of Working Equalities Group is on-going and the Disabled People's Advisory Forum will be consulted at appropriate stages in the procurement process.

Corporate objectives and priorities for change

- 5.1 The project will contribute to the priorities of **creating a 21st century city centre, leading Derby towards a better environment**, though providing an energy efficient building and **giving you excellent service and value for money**.