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**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

**PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR FINANCE**

**TOPIC – WINNALL MANOR ROAD PLAY AREA**

**PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Legal Services Manager, the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on Thursday 8 February 2018.**

**Contact Officers:**

**Case Officer:** Susan Lord, Tel: 01962 848533, Email: slord@winchester.gov.uk

**Democratic Services Officer:** Nancy Graham, 01962 848 235, ngraham@winchester.gov.uk

**SUMMARY**

Winnall Manor Road play area is scheduled for a complete refurbishment this year in line with the play area refurbishment programme approved by Cabinet on 19 October 2016 (Report WTF237 refers).

The budget for the refurbishment of this site is set at £120,000 and an open tender process through the South East Business Portal and contract finder will be undertaken to seek tenders for the project. This decision notice seeks permission to evaluate those tenders on a 75% quality, 25% price basis as the budget is already set. A copy of the evaluation matrix to be used is attached at Appendix 1.

## **PROPOSED DECISION**

1. That authority be given to the Head of Landscape and Open Spaces to procure the works up to a value of £120,000 for the Winnall Manor Road play area up to through an open tender process as detailed in this decision notice and to evaluate tenders on a 75% quality, 25% price basis in accordance with the evaluation matrix set out in Appendix 1.
2. That in accordance with Financial Procedure Rule 6.4, approval is given to incur expenditure of up to £120,000.

## **REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Winnall Manor Road play area already has a budget allocation of £120,000 as is the usual practice with play area quotations. All quotations received will be either exactly this amount or very close to it and therefore price cannot be the highest determining factor in deciding which contractor should be appointed.

The most important factors in evaluating the quotations, in addition to ensuring that the contractor is appropriate and solvent are:

- Compliance with the quotation brief
- the amount of play value offered by the proposed scheme
- the appearance and layout of the scheme
- inclusivity
- creativity
- suitability of the scheme for the site location

The evaluation matrix shown in Appendix 1 and financial checks on the contractors will be used in order to evaluate the tenders. The 3-4 tenders that pass the financial checks and with the highest matrix score will then proceed to the next stage of the consultation. A public meeting will then be held where the final design options will be voted on by local residents and school children.

If cost was the highest deciding factor in the tender evaluation, there is the risk that contractors would try to undercut each other resulting in less play value and an inferior scheme design.

## **RESOURCE IMPLICATIONS:**

A capital budget of £120,000 has been approved to deliver this scheme, with £64,000 funded from the Winchester Town reserve and £56,000 from S106 open space developer contributions.

The allocated resources for the installation of the play area are not affected by the method of tender evaluation.

**CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

The Portfolio Holder for Environment has been consulted, and is in agreement with and fully supportive of this project.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

n/a

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

n/a

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

n/a

Approved by: (signature)

Date of Decision

Councillor Guy Ashton – Portfolio Holder for Finance

**APPENDICES:**

Appendix 1 – Evaluation Matrix.

Appendix 1

**WINNALL MANOR ROAD PLAY AREA**

**25%**

	%	Unacceptable	Poor	Acceptable	Good	Very Good	Excellent	Score
<i>Evaluation Criteria &amp; Score weighting</i>		0	1	2	3	4	5	
Total installed cost								0
<b>TOTAL</b>	<b>25</b>							<b>0</b>

**75%**

	%	Unacceptable	Poor	Acceptable	Good	Very Good	Excellent	Score
<i>Evaluation Criteria &amp; Score weighting</i>		0	1	2	3	4	5	
Overall appearance/ layout of scheme and inclusivity	10							0
Play value evaluation	10							0
Creativity	8							0
Suitability to location	8							0
Compliance with quotation brief	10							0
Method statement / approach to works	5							0
Sustainability / environmental rating	5							0
References	8							0
Ability to meet installation timeframe	8							0
Warranty provision (period and scope)	3							0
<b>TOTAL</b>	<b>75</b>							<b>0</b>