



**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

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

**TOPIC – Re-appointment of i-Transport to support the Station Approach Project**

**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 Head of Legal and Democratic Services, 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 29/08/2018**

**Contact Officers:**

**Case Officer:** Ian Charie, Head of Programme Tel: 01962 848420 Email: [icharie@winchester.gov.uk](mailto:icharie@winchester.gov.uk)

**Democratic Services Officer:** Matthew Watson, 01962 848 317, [mwatson@winchester.gov.uk](mailto:mwatson@winchester.gov.uk)

**SUMMARY**

- Further transport assessment work is needed to underpin the design work for the Station Approach project. An extension of the contract with i-Transport is therefore requested.
- This extension can be funded from the existing Station Approach budget.
- Sufficient resource is not available in-house to provide this service to the project.

- The specialist transport planning consultancy i-Transport has been commissioned to support this project since September 2016 to advise on transport related issues.
- Cabinet (CAB2864, 20 March 2017) authorised the retention of i-Transport throughout the design stages of the project to provide professional advice on the emerging design in relation to transport assessment under Contract Procedure Rule 2.4(a).
- As the design work has progressed a significant amount of work, additional to the original agreed scope, has been needed to address transport and access issues and develop additional alternatives and options for the County to consider in the context of their role as transport planning authority and the wider movement strategy.
- This PHD therefore asks for the Council's Contracts Procedure Rules 27.2 and 27.3 to be waived and the extension approved by the Portfolio Holder for Finance to continue this important area of work and use the existing expertise of i-Transport.

### **PROPOSED DECISION**

That paragraphs 27.2 and 27.3 of the Council's Contracts Procedure Rules be waived and the extension approved by the Portfolio Holder for Finance as set out in paragraph 27.2 (extract below).

27.2 Contracts should not be extended beyond the period for which they were awarded unless i) provision for extension was included in the contract documents and ii) (where the value of the extension exceeds £100,000), the extension is approved by Cabinet, Committee or the relevant Portfolio Holder under the scheme of delegation in the Constitution. Where the terms do not expressly provide for extension, advice must be sought from the Head of Legal and Democratic Services.

27.3 Any contract extension must not be longer than two years. In all other circumstances an extension of contract will require the written approval of the Head of Legal and the Head of Finance following consideration of a report from the Head of Team. They shall only approve an extension if it can be demonstrated that this will achieve best value for money for the Council and will not contravene any legal requirement. Extensions of contract cannot be approved retrospectively. Once a contract expires it cannot be extended.

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

The specialist transport planning consultancy i-Transport was commissioned in September 2016 to undertake the preliminary transport assessment for the previous 2016 scheme. Three companies were approach for a quote for these works, in line with the Council’s Contracts Procedure Rules (2016).

On 20 March 2017 Cabinet (CAB2864) authorised the reappointment of i-Transport under Contract’s Procedure Rule 4.2(a). The scope for this work is included in Appendix A.

To date, the following work has been commissioned with i-transport on the Station Approach project:

<b>Date</b>	<b>Procurement route/decision</b>	<b>Task</b>	<b>Cost</b>
September 2016	i-Transport procured following an approach to 3 companies for a quote	Completed Preliminary Transport Assessment	£18,194
March 2017	Cabinet authorisation under Contract Procedure Rule 2.4(a)	Transport Professional Services for staged approach	£30,000
March/April 2018	Addition to contract agreed by Head of Programme	Agreed additional for meetings:	£5,400
New additional fee request			£40,000

As work on RIBA stages 0-2 has progressed and further discussions held with Hampshire County Council as Highways Authority, it has become clear that additional work outside the scope agreed in March 2017 is needed to progress the transport and access side of the design work.

The areas where work has extended beyond the original agreed scope include:

- Additional designs for preferred public realm scheme. The original agreed scope included two designs, the subsequent requirement was for four: i) Carfax Junction, ii) Sussex Street two-way, iii) Andover Road bus lane and cycleway and iv) Station forecourt.
- Additional extensive and detailed modelling work required on analysis of the bus network and potential re-routing. Agreed in the original scope was a simple time based analysis. Following discussions with the County, it became clear that more extensive and detailed modelling work of buses was needed to satisfy concerns about how any proposal will impact the bus network,

extending into the work on junction modelling in addition to work on pedestrian movements.

- The need to re-engage with the County's regulatory team and agree the revised scope of the Transport Assessment, originally agreed in 2016 to now reflect the current scope of the new Masterplan Framework and RIBA Stage 2 design.
- In addition, many more meetings than initially envisaged are needed with the design team, the County and the Council to agree and progress this area of work.

Following a request from the Council for the additional work, i-Transport has quoted for an extended scope and it is proposed that £40,000 is allocated for their work. The total spend on i-Transport would remain well below the European Procurement threshold of £181,302 for services.

This PHD is therefore to request the extension to the contract with i-Transport to continue this crucial area of work for the Station Approach project. This extension can be funded from the existing Station Approach budget.

The alternative consideration is to not agree the extension; to halt work with County on transport issues and to begin a new procurement process for the additional scope. It is not considered that this would represent the best option for the Council. i-Transport have undertaken a considerable amount of work including the publication of a preliminary transport assessment and extensive research, design and liaison work, particularly with the County Council and have an established relationship with the County as well as the Design Team. Restarting a procurement process would lose these relationships and the expertise which has been built up and the valuable work undertaken by i-Transport to date.

It is also considered that extending the contract with i-Transport is also a low risk option as the total spend with i-Transport on the project is significantly below the European Procurement threshold and therefore extending the contract represents the best option for the Council.

#### **RESOURCE IMPLICATIONS:**

The cost of the procurement exercise will be met from the existing project revenue budget.

#### **CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

*Note for Author: Please briefly summarise any consultation undertaken on the proposed decision (eg. with local residents, county councillors, partner organisations, etc).*

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

[CLICK AND ENTER TEXT]

*Note for Author: please include detail of any representations received (including those of consulted Members). This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected. Include comments on risk management where relevant. These need to be taken into consideration when the Portfolio Holder makes the final decision in consultation with the Case Officer.*

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

[CLICK AND ENTER TEXT]

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

[CLICK AND ENTER TEXT]

**Approved by: (signature)**

**Date of Decision**

**Councillor Guy Ashton – Portfolio Holder for Finance**

**APPENDICES:**

Appendix 1 – Scope of works agreed March 2017