

**PROCUREMENT STRATEGY**

**PROCUREMENT STRATEGY FOR THE TREATMENT AND REMOVAL OF JAPANESE KNOTWEED AT THE BORDESLEY PARK DEVELOPMENT SITE**

**1 Service Requirements**

- Removal of vegetation to allow for the treatment of Japanese knotweed
- Treatment of Japanese knotweed present on site and installation of root barriers where required.

**2 Procurement Options**

The following options were considered:

- To carry out a procurement process - there are benefits as prices will reflect current market conditions and the latest corporate requirements can be included for each tender exercise. For these reasons, this is the proposed route.
- To use a collaborative framework agreement - this option was discounted as there is not a framework agreement in place for the treatment of Japanese knotweed that covers the West Midlands region.

**3 Procurement Approach**

**3.1 Duration and Advertising Route**

The contract will be for a period of approximately 26 weeks. This period reflects the proposed delivery programme for the project. The opportunity will be advertised via Find a Tender, [www.findit.in.birmingham.com](http://www.findit.in.birmingham.com) and Contracts Finder.

**3.2 Procurement Route**

The requirement will be tendered using the 'open' route on the basis that:

- There are sufficient suppliers in the marketplace that can provide all the required services
- The service can be clearly defined
- Tenderers' prices will be fixed for the term of the contract.

**3.3 Scope and Specification**

The scope and specification is as follows:

- Removal of vegetation to allow for the treatment of Japanese Knotweed
- Treatment of Japanese Knotweed present on site and installation of root barriers where required.

- Provision of warranty documents covering a period of 6 years transferrable with any sale of the site

### 3.4 Tender Structure (Including Evaluation and Selection Criteria)

The quality / price balances below were established having due regard for the corporate document 'Evaluating Tenders' which considers the complexity of the services to be provided.

Tenders will be evaluated against the specification in accordance with a pre-determined evaluation model.

The evaluation of tenders will be assessed as detailed below:

#### **Assessment A**

The criteria below will be assessed on a pass / fail basis:

<b>Criteria</b>	<b>Evaluation</b>
<b>STAGE ONE - Selection Stage</b>	
Company Information	Pass / Fail
Financial Information (including Insurance)	Pass / Fail
Health and Safety	Pass / Fail
Compliance with Equalities	Pass / Fail
Quality Management	Pass / Fail
Grounds for Mandatory Exclusion	Pass / Fail
Grounds for Discretionary Exclusion	Pass / Fail
Modern Slavery Act 2015	Pass / Fail
Technical and Professional Ability	Pass / Fail
Declaration	Pass / Fail

Those organisations that pass all sections of Assessment A will proceed to the next stage.

#### **Assessment B - Quality (40% Weighting)**

<b>Criteria</b>	<b>Overall Weighting</b>	<b>Sub-Weighting</b>
Service Delivery	<b>100%</b>	40%
Organisation and Resources		20%
Project Methodology		40%

An interview with tenderers may take place if required to clarify their understanding of the requirements and the scoring adjusted accordingly, as appropriate.

Tenderers who score more than the quality threshold of 60% i.e. a score of 60 out of a maximum quality score of 100 marks will proceed to Assessment C – Social Value.

### **Assessment C – Social Value (20% Weighting)**

#### **Social Value (20%)**

	Sub-Weighting	Sub-Criteria	Theme Sub-Weighting
Qualitative	25%	Local Employment	20%
		Partner in Communities	50%
		Green and Sustainable	30%
			TOTAL 100%
		BBC4SR Action Plan	Total of financial proxies (£) score
			TOTAL 100%
Quantitative	75%	BBC4SR Action Plan	Total of financial proxies (£) score
Overall Social Value	10%		

### **Assessment C – Pricing (Weighting 40%)**

Tenderers will submit a fixed price tender for the treatment of the knotweed and provision of the warranties.

#### **Overall Evaluation**

The evaluation process will result in comparative quality, social value and price scores for each tenderer. The maximum score will be awarded to the tender that demonstrates the highest for quality. Similarly, the maximum price score will be awarded to the lowest acceptable price. Other tenderers will be scored in proportion to the maximum scores in order to ensure value for money with the recommendation for the contract to be awarded to the first ranked tenderer.

#### **3.5 Evaluation Team**

The evaluation of the tenders will be undertaken by the Project Manager, representatives from the Council's technical advisor, Tetra Tech Ltd, supported by Corporate Procurement Services.

#### **4 Indicative Implementation Plan**

The implementation plan below has been produced to meet the overall deadline for the project.

Cabinet Approval (Strategy)	October 2021
ITT Issued	November 2021

ITT Return	December 2021
Evaluation Period	December 2021
Cabinet Member and FBC Approval (Award)	January 2022
Contract Start	February 2022

## 5 Service Delivery Management

### 5.1 Contract Management

Tetra Tech Ltd has been commissioned as the project managers for the delivery of the contract reporting the Project Delivery Officer.

### 5.2 Performance Measurement

The following Key Performance Indicators will be included to ensure the delivery of the works is in accordance with the requirements of the contract with appropriate default measures. These include the delivery of the:

- Project delivered to agreed milestones
- Project delivered to agreed scope

## **PROCUREMENT STRATEGY / CONTRACT AWARD FOR THE SITE INVESTIGATIONS AT THE BORDESLEY PARK DEVELOPMENT SITE**

### **1. Service Requirements**

- The provision of site investigations to inform the ground conditions of the site

### **2. Procurement Options**

The following options were considered:

- To carry out a procurement process – this option was discounted on the basis that the Crown Commercial Services Project Management and Design Services Framework Agreement was used for the original commission and no additional benefit would be realised from carrying out a tender process advertised to the open market.
- Use a collaborative framework agreement - As the CCS Project Management and Design Services Framework Agreement Framework Agreement was used for the original commission for technical advice, it is considered that there would be no benefit from utilising an alternative framework. This is recommended option.

### **3. Procurement Approach**

#### **3.1 Duration**

The contract will be for a period of approximately 12 weeks.

#### **3.2 Scope and Specification**

The scope and specification for the site is as follows:

- An updated Phase 1 Geo-Environmental Desk Study
- A Topographic Survey of the site (subject to access arrangements)
- Carrying out a ground investigation across the Wheels Site
- Provision of a Factual Report on the results of the ground investigation
- Provision of warranties for the Factual Ground Investigation Report and the Desk Study
- Provision of an interpretation of the results of the investigation to BCC for their information

#### **3.3 CCS Project Management and Design Services Framework Agreement**

- 3.3.1 This framework agreement provides access to project management services. The protocol for the use of the framework agreement is either direct award or a further competition exercise is undertaken with the opportunity to be sent to all framework providers against the lot. It is recommended that the direct award mechanism. In accordance with the CCS framework agreement guidance, it is permissible to use direct award where the customer identifies this as the most appropriate route and on the basis that it is an urgent requirement where the delay caused by undertaking a further competition exercise would be detrimental to the outcome.
- 3.3.2 It is recommended that a contract is awarded to Tetra Tech Ltd by direct award on the basis that they have been identified as the most suitable provider on the CCS framework to meet the Council's requirements for this contract with the availability to deliver the assessment within the tight timescale of the Council. Engaging another supplier is not a practical option due to the familiarisation time required for an organisation to hit the ground running for a time-limited services to support a major project.

#### 3.4 Indicative Implementation Plan

Cabinet Approval (Strategy and Award of Contract)	October 2021
Contract Start	w/c 18 <sup>th</sup> October 2022

#### 3.5 Service Delivery Management

##### 3.5.1 Contract Management

The contract will be managed by the Project Delivery Officer.

##### 3.5.2 Performance Management

Formal contract management measures will be included as a requirement of the contract including key performance indicators around service levels.