

HARTLEBURY PARISH COUNCIL

Proposal Template

Date	07/02/2017	
Agenda Item No	9	
Title	Consultant Appointment for Parish Hall Grounds and Playing Fields Project	
Background	<p>As Chairman of the Steering Group, Councillor Mrs Sandra Hickman has recently submitted funding applications for NHB and Section 106 funding for the schemes supported and presented at the Consultation evening on 10th November 2016 and subsequently discussed in Steering Group meetings.</p> <p>Advice obtained from WDC representatives regarding procurement of the necessary works confirms that it would be sensible to engage an independent Landscape/Project Design consultant to assist us in preparing the necessary drawings, specifications and tender documentation for the various components or phases of the project. A WDC representative has also indicated that up-to 5% of the available funding can be allocated to professional fees for this purpose.</p>	
Considerations	<p>Some components of the project will require completion of design work and specifications in consultation with the Steering Group and the Parish Council, but some elements can be procured from specialist design & build contractors, such as the MUGA, for example. The amount of detailed design work required from the independent consultant for these elements is minimal, but a comprehensive performance specification will be required. The consultant would also be able to resolve design coordination issues between components or phases and assist us in planning the phasing of works to enable maximum use of the existing facilities whilst construction is in progress.</p> <p>However, it will not be necessary for further assistance from consultants during the construction phases of the project, as there is sufficient expertise available from Parish Councillors and/or local volunteers to monitor the progress and standards of the work and deal with payments, etc. An allowance for professional fees of 5% of construction costs is therefore reasonable.</p> <p>If funding becomes available for works to commence on the project in (say) Autumn of this year, then an independent Landscape/Project Design consultant needs to be appointed as soon as possible so that design completion and tendering for the initial components of the project can be completed during Spring and Summer of 2017.</p>	
Proposals	<p>The Parish Council is requested to approve in principle the obtaining of tenders from at least three independent Landscape/Project Design consultants and to decide upon an appropriate means of inviting tenders.</p> <p>Whether the tenders are obtained from a select list formulated by the Parish Council, or publicly from Worcestershire CC's tendering portal, or via advertisements in an appropriate trade or professional journal, is a matter for further discussion in the Meeting, but WDC representatives have indicated that all three options are available</p>	
Risk	Medium	
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