

HARTLEBURY PARISH COUNCIL

Date	02/05/2017	
Agenda Item No	15	
Title	Parish Hall Grounds and Playing Fields Project – Consultant Tenders	
B a c k g r o u n d	<p>At the March Parish Council meeting it was agreed that tenders would invited from the full list of 10 landscape design consultants circulated at that meeting.</p> <p>Invitations were duly sent out by the Parish Clerk on 13th March 2017 and tenders were received from seven of the ten invitees by the closing date of 31st March.</p> <p>The tenders were then reviewed in a selection process by Councillors Tranter, Hickman and Simons plus Ms Radmila Mihajlovic from PHMC, on 6th April 2017, with follow-up interview(s) on 11th April 2017.</p>	
C o n s i d e r a t i o n s	<p>The review team examined the tenders using a weighted scoring system using the criteria “Experience & Suitability” (40%); “Percentage Fee Rate” (25%); “Quality of Proposal” (25%) and “Hourly Rates” (10%). Councillor Tranter also carried out some financial checks.</p> <p>Details of the tenders received are attached. A unanimous clear winner emerged as Greenway Landscape Architects (Greenway LA Limited) of Worcester and Mr Richard Greenway attended an interview on 11th April 2017.</p> <p>Mr Greenway confirmed that his percentage fee includes for the necessary work in connection with the MUGA, but in common with other tenders received, quoted fees do not include for Topography or Ecology surveys, necessary for the design work to be completed. A separate price of £795.00 (plus VAT) was quoted for a Tree Survey and subsequent to the meeting, Mr Greenway has also quoted prices of £1,800.00 (plus VAT) for the Topography work and £475.00 (plus VAT) for the Ecology Survey. Further sums may be payable in respect of Planning Fees in due course.</p>	
P r o p o s a l s	<p>The Parish Council is requested to formally accept the tender of Greenway Landscape Architects (Greenway LA Limited) comprising a scale fee of 3.3% of works costs and hourly rates of from £32.50 to £56.25 per hour.</p> <p>The contract with the Consultant will incorporate by reference the terms of the Landscape Institute’s “Landscape Consultants Appointment” document and will also incorporate a milestone fee payment schedule to be agreed with Greenway LA Limited. The Parish Council is requested to approve the preparation of the necessary documentation.</p> <p>The Parish Council is requested to approve the additional expenditure of £795.00 (plus VAT) for a Tree Survey, £1,800.00 (plus VAT) for the Topography Survey and £475.00 (plus VAT) for the Ecology Survey.</p>	
Risk	Medium	
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