

Authority to Procure Civil Works for Electrical Mains Upgrade at Woodhouse Lane Car Park

Date: 27th June 2024

Report of: Head of Leeds Building Services

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief Summary

- Leeds Building Services (LBS) requests authority to undertake a procurement exercise with an estimated spend of £300,000 and a construction period of up to 15 weeks. The proposed strategy is to appoint one external contractor to carry out the ground works required to support the upgrade of the mains power supply to Woodhouse Lane car park.
- The project was initiated by Climate Energy and Green Spaces and is now transferred to Leeds Building Services (LBS) to initiate and manage the procurement exercise and project delivery on site.
- The purpose of this exercise is to compliantly source a contractor to carry out the ground and civil works needed for the installation and update of the electrical mains supply to Woodhouse Lane Carpark

Recommendations

In accordance with the Council's Contracts Procedure Rule 3.1.7, this report requests the Chief Officer Civic Enterprise Leeds to approve a procurement strategy based on an estimated 15-week contract duration with an anticipated spend of £300,000.00 to appoint one contractor to carry out the ground and civil works needed for the installation and update of the electrical mains supply to Woodhouse Lane car park.

What is this report about?

1. This report seeks the authority to procure a short-term contract in line with CPR 3.1.7 to ensure the completion of civil works to enable an electrical mains upgrade to Woodhouse Lane car park.
2. Climate Energy and Green Spaces requested LBS to support and manage the procurement and oversee the upgrade of the electrical power supply to the car park. The tender is anticipated to be published via the YORtender portal in August 2024 with a tender return date of late August/early September.
3. The project consists of 2 parts: the first is the disconnection of the existing power supply and provision of a new supply with increased current which meets the statutory safety requirements for cut off times. Part 2 will be the wiring and installation of additional electrical vehicle charging points in the car park to be installed at a later date.
4. The works are to be split between the successful contractor to provide the ground works and civils, National Power to carry out the statutory work of testing supply and LBS electrical team.
5. The civic ground works required consist of the provision of the trenching and ducting for the new power supply, supply of transformer housing station and surrounding groundworks.
6. It is proposed that the contract will be up to a 15-week period with no option to extend. The contract is anticipated to start in September 2024/October 2024.
7. It is proposed that the tender evaluation methodology will be based on the price-only approach. A contract will be awarded to one contractor that submitted the lowest price. Approval of the evaluation criteria will be sought from the Head of LBS in accordance with Contract Procedure Rule 15.1 and the sub-delegation scheme of the Director of Strategy and Resources.
8. Once tenders have been received and evaluated we will seek confirmation from the client of budget provision prior to contact award.

What impact will this proposal have?

9. This proposal is a long-term capital investment to improve the facilities at the car park to make them compliant with statutory requirements and allow for additional voltage capacity which will enable additional electrical charging points to be provided.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

10. This proposal will help with the health and wellbeing of residents in Leeds by improving the safety of the electrical supply at the car park.
11. It will facilitate the addition of more electrical charging points to be available in the city to support the aims of zero carbon.

What consultation and engagement has taken place?

Wards affected: Little London and Woodhouse

Have ward members been consulted? Yes No

12. Consultation has taken place with the Head of LBS, LBS stakeholders, along with the Procurement & Commercial Services (PACS). All parties are supportive of the proposal.

What are the resource implications?

13. There will be no additional resource implications to LBS, works are funded by the Climate Energy and Greenspaces service.

What are the key risks and how are they being managed?

14. The following are possible risks that could arise from this contract. However, actions will be taken to mitigate them:

- Over budget – This is possible, but low risk at this stage. This project is estimated to be £300,000, however the exact figure and budget implications will be known after tenderers return their price.
- Contractor insolvency - To ensure the contractor solvency, LBS will perform the credit screening checks and PAS91 will be required to be completed If winning supplier is not on Constructionline.
- Failure to deliver the contract. This will be managed by a contract management plan that will monitor performance and delivery targets.

15. A risk register for the contract is in place and will continue to be managed to monitor, mitigate, and identify any new risks as they arise.

What are the legal implications?

16. The procurement will be carried out in an open and transparent manner in line with the Council's Contract Procedure Rules, ensuring competition is sought to identify the best value.

17. Due diligence checks of the preferred contractor will be done to ascertain their financial position prior to contract award. This will ensure we are contracting with a financially sound organisation, limiting the risk of work not being completed.

18. Given the projected costs related to this contract, this is a publishable administrative decision and is not eligible for call-in. There are no grounds for keeping the contents of this report confidential under the Access to Information Rules

Options, timescales and measuring success.

What other options were considered?

19. In discussion with the internal stakeholders, the following procurement options have been considered in line with the Contract Procedure Rules: -

- a) **Insource all work** – LBS has no internal expertise to perform the ground and civil works. Therefore, this is not a viable option.
- b) **Allocate the work to one of already existing contracts** – There is no contract in place with the supplier that can perform these types of works. Therefore, this is not the recommended option.
- c) **Conduct a below threshold open tender exercise (recommended option)** – This route would provide an opportunity to test the market through a competitive exercise managed via YORtender. Each contractor that submits their bid will be vetted based on their financials, insurance, staff qualifications, health and safety certificates, and references, and only those that have satisfied the Council's vetting requirements will be considered subject to the tender evaluation process as part of any award of contract.

How will success be measured?

20. Success will be measured through regular contract management meetings and site visits, where the progress of works against the programme will be assessed.
21. Success will be based on the work being completed on time, in budget and in accordance with the specification provided.

What is the timetable and who will be responsible for implementation?

22. The timetable proposed for the delivery of this programme is as follows: -

Tender Published	August 2024
Tender Returned	August/September 2024
Tender evaluation (inc. governance reporting, and contract award prep)	August/September 2024
Contract Award	September/October 2024
Contract Start	October/November 2024

Appendices

- None

Background papers

- None