

RECORD OF OFFICER DECISION

Local Government (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012.

Type of decision: Material decision

Decision Date: 14 March 2024

Decision Maker: Executive director of development and city services

Decision status: Is Key Decision?: No

Is subject to call in? No

Decision details:

1. Cabinet approved on 08 March 2023 to delegate authority to the Executive Director of Development and City Services, in consultation with the portfolio holder for Community and Wellbeing, to award the construction contract for The Halls Towns' Deal and condition survey project.
2. At the time of the cabinet approval the contract sum was anticipated to be £6,747,0021.
3. NCC procurement team issued the ITT through the YPO framework and the tender process was carried out by YPO as part of their compliant tender process in an open, transparent manner and non-collusion protocol between tenderers.
4. The tender package (ITT) was issued via the YPO portal system on 10th November 2023 at 17:12. The date for tender returns was set at 17:00 on 10th January 2024. YPO advised Norwich City Council on the 11th January 2024 that 3 tender bids had been submitted for evaluation. The project team conducted a thorough evaluation of all tenders, including issuing clarification questions and hold tender interviews.
5. Following the in-depth evaluation and clarification process of all 3 tender submissions, the project delivery team concluded that ND Willian Building Contractors Ltd submitted a high quality and comprehensive tender, clearly detailing how they would approach the package as a whole. They demonstrated their understanding and skill in relation to the complex and historic nature of buildings and the level of workmanship and awareness of planning and legislative requirements working in a Scheduled Ancient Monument. ND Willan Building Contractors Ltd also represent best value in relation to the cost element of the contract. The project team therefore recommended that ND Willan Building Contractors Ltd be awarded the contract.

6. Through the clarification and evaluation process it was agreed by the project team and N D Willian Building Contractors Ltd tender submission, the final negotiated fixed price contract sum is £4,506,557.00.
7. The use of a fixed sum contract will safeguard the council against further inflationary costs within the supply chain.
8. The ITT also included extra over items. These additional items of work were priced during the tender period to fix their costs and allow the project team to introduce them into the works if the budget allows.
9. The awarded contract included contractor designed elements for the Scaffolding and mechanical and electrical. To ensure the project is kept on programme ND Willan Building Contractors Ltd are to be issued a Letter of Intent, which are commonly sent at a time when the recipient will be incurring costs and overheads. The Letter of Intent is an interim arrangement to mobilise the design portion of the contract prior to a formal contract being executed.

The Executive director of development and city services has taken the following decision, following consultation with the Cabinet Member for Wellbeing and Culture:

To approve the issue of a Letter of Intent to N D Willian Building Construction Ltd with a maximum value of £75,000 to commence contractor design elements of The Halls, Town Deal, Repair Works and Refurbishment Project contract.

Reason for decision:

To meet the agreed approved DLUHC Town Deal Funding Business Case and ensure the required repairs to the Listed Building, Ancient Monument are completed by 2025.

Alternative Options: None

Declarations of Interest: None

Reports considered by the decision maker:

Recommendation to award a contract report by Contracts officer, Procurement, 21 February 2024.

Any background documents considered:

[Cabinet decision notice and minutes 8 March 2023](#)

Publication date: 20 March 2024



Signed: Graham Nelson
Executive director of development and city services