

Professional Services in the Built Environment

PURCHASING FRAMEWORK CUSTOMER USER GUIDE

Introduction

This user guide informs customers how to contract with providers through the purchasing framework “Professional Services in the Built Environment”.

The framework is available to the following organisations based within the local authority boundaries (including districts and boroughs therein) of Stoke-on-Trent; Staffordshire; Telford & Wrekin; Shropshire; Cheshire East; Cheshire West; Warrington; Derby; Derbyshire:

- Local authorities (including any “Teckal” companies);
- Higher education establishments;
- Further education establishments;
- NHS Trusts;
- All Police and Fire & Rescue authorities;
- All registered social landlords.

Legal Status

The framework was established following a legally compliant procurement process. The opportunity was advertised in compliance with the Public Contract Regulations 2015; the OJEU Contract Notice reference is 2019/S 134-329680.

Duration

The framework agreement commenced on the 7th February 2020, and will end on 31st January 2024. Contracts under this framework must be awarded prior to the latter date (although services delivered under those contracts can continue beyond the framework end date).

Specification

Users are referred to a separate Specification Document for a detailed list of eligible activities. There are sixteen Lots in all. In summary the Lots cover the following:

Lot (Number and Title)	No. suppliers	Maximum value
Lot 1A: Architectural Services to support capital projects with a budgeted value of up to £750K	6	£2,000,000
Lot 1B: Architectural Services to support capital projects with a budgeted value of £750K-plus	6	£6,000,000

Lot 2: Building Surveying	6	£2,000,000
Lot 3: Employers Agent	6	£4,000,000
Lot 4: Cost Management/Quantity Surveying	6	£2,000,000
Lot 5: Facilities Management Advisory	4	£1,000,000
Lot 6: Planning Consultancy	6	£2,000,000
Lot 7: Mechanical & Electrical Design	4	£1,000,000
Lot 8A: Highway & Civil Engineering to support projects with a budget value of less than £1M	4	£1,000,000
Lot 8B: Highway & Civil Engineering to support projects with a budget value £1M-plus.	4	£5,000,000
Lot 9: Fire Safety Management	4	£500,000
Lot 10: Project & Programme Management	6	£5,000,000
Lot 11: NOT USED		
Lot 12: Water & Environment Management	6	£2,000,000
Lot 13: Clerk of Works Services	3	£500,000
Lot 14: Principal Designer Services	3	£500,000
Lot 15: Transportation & Traffic Modelling	4	£3,000,000
Lot 16: Structural & Geotechnical Engineering	4	£3,000,000

Using the framework

The first stage is for the user to identify a requirement which is eligible under this framework. The user will need to consider:

- Whether the requirement can be met under a single Lot;
- Or whether the requirement can only be achieved by using providers across two or more Lots. In this situation, the user has a choice of either appointing providers(s) across separate Lots OR appointing a project manager through Lot 10 to assemble the necessary supply chain.

The user needs to define a clear scope of services and commission brief against which providers on the Lot can provide a fee proposal. The two means of appointment are:

- Further competition. This is the preferred route to appoint a provider. In this situation ALL providers on the Lot must be approached and invited to submit a fee proposal;
- Direct award. Where the user identifies a strong rationale for doing so, direct awards are permissible. Usually this will be the extension of a contract with a previously-appointed provider, or it could be for other reasons (e.g. extreme urgency).

In terms of a further competition, users are encouraged to use e-Procurement platforms (where those platforms allow for a restricted procedure) to invite fee-proposals. In this situation, providers on the Lot should be e-mailed to alert them to the opportunity, and a link to the platform provided.

Alternatively, for lower value and/or simpler requirements, a simple exchange of e-mails will suffice.

The time allowed for providers to respond must be proportionate to the value and complexity of the scope of services.

A further competition can be evaluated on one of the following approaches:

- A straightforward commercial proposal (i.e. price only) where the scope of services is straightforward and relatively low value;
- A mix of commercial (80%) and technical (20%) responses. Technical responses are usually limited to method statements at this stage. Please bear in mind that technical competencies will have been established at the framework stage;
- A more complex proposal can be evaluated on the basis of commercial (60%) and technical (40%) scoring.

A direct award will be made following the agreement of a fee proposal between a user and provider, and the user's requirements and the provider's price agreed.

Contractual Arrangements

When calling off from the framework, users should use the call-off order form which forms Schedule 1 to the "Professional Services Framework Agreement", provided by Stoke-on-Trent City Council. This is based on the NEC4 Professional Services Contract. Users are encouraged to incorporate any alternative clauses in the Scope of Services; however, where the user requires those clauses to be included within the Agreement ("Z clauses") such an approach may be permitted provided that they do not materially alter the Agreement nor contradict it.

Prices

It is the responsibility of the user to establish whether or not the providers' fee proposals exceed the daily rate tendered in establishing the framework (which is not permitted).

However, please bear in mind the following:

- Providers are permitted an increase, in line with the Consumer Price Index, annually over and above the amount quoted within their tender response.

Due Diligence

Users are required to undertake their own due diligence prior to entering into a contract with a provider, particularly in terms of that provider's financial standing. The latter was evaluated when the framework was established, but Stoke-on-Trent City Council cannot be responsible for any changes in a provider's trading status.

Reporting Requirements

When a user enters into a contract with a provider, the user is required to inform Stoke-on-Trent City Council within 30 days of that contract coming into effect (please see contact

details below). The information submitted should include: the provider; the Lot; the value of the contract; and a brief description of the nature of the works.

The user is also required to inform the City Council of the value of all invoices issues to the user by that provider, again within 30 days of the invoice being received.

Fees

The fee for accessing the framework is 3% of invoice value. Please note that this will be levied on the provider not the user. The 3% fee has been built into all providers' day rates at tender stage (and by definition the fee proposal) so there are no additional costs to be incurred by the user. The sum quoted by the provider is what the user will pay (subject to compensation events and other variances etc).

Contact

For further information, please contact the City Council Procurement team on:

CommDev@stoke.gov.uk

Tel. 01782-232747

ANNEX : LIST OF FRAMEWORK SUPPLIERS

Lot 1A: Architectural Services (Small projects)

Provider
Mode
Maber Architects
Entrust
TACP
Brownhill Hayward Architects
Townsend Renaudon

Lot 1B: Architectural Services (Large projects)

Provider
Affinity Design
Maber Architects
Entrust
Seymour Harris
BM3 Architects
Pozzoni Architects

Lot 2: Building Surveying

Provider
Entrust
Currie & Brown
Gleeds
Faithful & Gould
Townsend Renaudon
Rapleys

Lot 3: Employers Agent

Provider
Poole Dick
CPC
Currie & Brown
Mace
Entrust
Pick Everard

Lot 4: Cost Consultants/Quantity Surveyors

Provider
Prosurv
CPC
Currie & Brown
Mace
Entrust
Townsend Renaudon

Lot 5: Facilities Management Advisory

Provider
WYG
Turner & Townsend
Mott MacDonald
Ayer Associates

Lot 6: Planning Services

Provider
Wardell Armstrong
Mott MacDonald
Wood Environmental
Mode
WYG
Nexus

Lot 7: Mechanical & Electrical Design

Provider
Entrust
Affinity
Redworth
Stephen A Hunt

Lot 8A: Highways & Civil Engineering (Small projects)

Provider
RPS Consulting
Wilde Consultants
Wardell Armstrong
WSP

Lot 8B: Highways & Civil Engineering (Large projects)

Provider
RPS Consulting
Wilde Consultants
Sweco
WSP

Lot 9: Fire Safety Management

Provider
Turner & Townsend
Hydrock
Pennington
WYG

Lot 10: Project & Programme Management

Provider
Poole Dick
Townsend Renaudon
Entrust
Mace
Prosurv
Arcadis

Lot 12: Water & Environment Management

Provider
JBA Consulting
Wardell Armstrong
AECOM
Arcadis
Hydrock
Richard Allitt Associates

Lot 13: Clerk of Works Services

Provider
Entrust
Ridge Consultants
Interserve Construction

Lot 14: Principal Designer

Provider
Keelagher Okey Associates
Townsend Renaudon
Wardell Armstrong

Lot 15: Transportation and Traffic Modelling

Provider
Mott MacDonald
Sweco
Capita
WSP

Lot 16: Structural & Geotechnical Engineering

Provider
Wilde Consulting
Wardell Armstrong
Hydrock
WSP