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Briefing Note

Reeds Lane Drainage – Consultant

Introduction

The Council has agreed a design for a drainage solution for Reeds Lane Recreation Ground (attached as Annex A). The estimated cost of the works is over £25,000 (net of VAT) and therefore the Public Procurement Regulations 2015 must be adhered to as per Standing Orders and Financial Regulations.

Proposal

It is proposed that a consultant is engaged to manage the tender process on behalf of the Parish Council and oversee the works on site. One such consultant has been identified and a description of the proposed process is included below. Despite efforts to identify other consultants this has not been possible.

Methodology

The consultant's proposal for the procurement and management of the Reeds Lane Drainage project is attached as Annex B.

Consultant's Resume

Matthew Hayden worked with Kent County Council on managing its facilities management contract, maintaining Council buildings eventually becoming the Head of Facility Management. Prior to this employment his experience was within the private sector managing construction contracts on behalf of the Investor Banks supplying PFI buildings. Since retiring from full time employment with Kent County Council, Matthew became self employed and commenced employment in project management as well as continuing to assist Kent County Council with maintenance and building works over the last 3 ½ years. Other specialist drainage projects include Southborough Town Council, Paddock Wood Town Council and Maidstone Borough Council. Projects undertaken:

- Turner Contemporary internal and external refurbishment.
- Procurement and management of a street-lighting project in Maidstone.
- Facility Management contract, tender and operational management in Southborough and Paddock Wood.
- Installation of a drainage scheme at Southborough.
- Solar Farm management of operational contracts in Kings Hill.
- Digital Autopsy Unit; feasibility and project design.

The consultant has Professional Indemnity Insurance of £250,000. Two references had been provided from Southborough Town Council and Paddock Wood Town Council.

Legal Fees

The consultant has also advised that Legal Fees will be payable to ensure i) that a compliant procurement process is used to appoint a contractor and ii) that all the contract documentation will be prepared and executed for the appointed Contractor ensuring that the Parish Council's risks are protected and managed.

Funding

Mid Sussex District Council has confirmed that the costs associated with the topographical survey, drainage design, consultant and the works themselves will be able to be claimed from Section 106 funds providing the works to take place.

Conclusion

The Committee is asked to agree to appoint Matthew Hayden to manage the tender process on behalf of the Parish Council and oversee the works on site. Additional legal fees will also need to be approved in due course.

RECOMMENDATION: The Committee is asked to **AGREE to appoint Matthew Hayden, Consultant Project Manager to manage the tender process on behalf of the Parish Council and oversee the works on site, at a cost of £6,000 plus expenses, and to claim the costs from Section 106 funds.**

Annex A – Reeds Lane Drainage Design

Annex B – Procurement and Management of Reeds Lane Drainage Project Proposal



- DESIGN NOTES**
1. CONTRACTOR TO ESTABLISH LOCATIONS OF ALL EXISTING SERVICES PRIOR TO COMMENCING.
 2. EXISTING TREES TO BE PROTECTED WHERE EXCAVATIONS RUN CLOSE AND TO AVOID ANY ROOT PROTECTION AREAS.

FILTER DRAIN SCHEDULE

ITEM	LENGTH	BED LENGTH	BED WIDTH	BED LEVEL
1. FILTER DRAIN REF 1	12.5M	13M	1.5M (VARIES)	16.2M AOD FLAT
2. FILTER DRAIN REF 2	12.5M	8M (DIA)	15.7M AOD FLAT	
3. FILTER DRAIN REF 3	12.5M			
4. FILTER DRAIN REF 4	12.5M			
5. FILTER DRAIN REF 5	12.5M			
6. FILTER DRAIN REF 6	12.5M			
7. FILTER DRAIN REF 7	12.5M			
8. FILTER DRAIN REF 8	12.5M			
9. FILTER DRAIN REF 9	12.5M			
10. FILTER DRAIN REF 10	12.5M			
11. FILTER DRAIN REF 11	12.5M			
12. FILTER DRAIN REF 12	12.5M			
13. FILTER DRAIN REF 13	12.5M			
14. FILTER DRAIN REF 14	12.5M			
15. FILTER DRAIN REF 15	12.5M			
16. FILTER DRAIN REF 16	12.5M			
17. FILTER DRAIN REF 17	12.5M			
18. FILTER DRAIN REF 18	12.5M			
19. FILTER DRAIN REF 19	12.5M			
20. FILTER DRAIN REF 20	12.5M			
21. FILTER DRAIN REF 21	12.5M			
22. FILTER DRAIN REF 22	12.5M			
23. FILTER DRAIN REF 23	12.5M			
24. FILTER DRAIN REF 24	12.5M			
25. FILTER DRAIN REF 25	12.5M			

WATERCOURSE WIDENING SCHEDULE

ITEM	LENGTH	BED LENGTH	BED WIDTH	BED LEVEL
1. WATERCOURSE REF A	12.5M	13M	1.5M (VARIES)	16.2M AOD FLAT
2. WATERCOURSE REF B	12.5M	8M (DIA)	15.7M AOD FLAT	
3. WATERCOURSE REF C	12.5M			

WATERCOURSE REF A

WATERCOURSE REF B

WATERCOURSE REF C

WATERCOURSE REF D

WATERCOURSE REF E

WATERCOURSE REF F

WATERCOURSE REF G

WATERCOURSE REF H

WATERCOURSE REF I

WATERCOURSE REF J

WATERCOURSE REF K

WATERCOURSE REF L

WATERCOURSE REF M

WATERCOURSE REF N

WATERCOURSE REF O

WATERCOURSE REF P

WATERCOURSE REF Q

WATERCOURSE REF R

WATERCOURSE REF S

WATERCOURSE REF T

WATERCOURSE REF U

WATERCOURSE REF V

WATERCOURSE REF W

WATERCOURSE REF X

WATERCOURSE REF Y

WATERCOURSE REF Z

WATERCOURSE REF AA

WATERCOURSE REF AB

WATERCOURSE REF AC

WATERCOURSE REF AD

WATERCOURSE REF AE

WATERCOURSE REF AF

WATERCOURSE REF AG

WATERCOURSE REF AH

WATERCOURSE REF AI

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WATERCOURSE REF BC

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WATERCOURSE REF BX

WATERCOURSE REF BY

WATERCOURSE REF BZ

WATERCOURSE REF CA

WATERCOURSE REF CB

WATERCOURSE REF CC

WATERCOURSE REF CD

WATERCOURSE REF CE

WATERCOURSE REF CF

WATERCOURSE REF CG

WATERCOURSE REF CH

WATERCOURSE REF CI

WATERCOURSE REF CJ

WATERCOURSE REF CK

WATERCOURSE REF CL

WATERCOURSE REF CM

WATERCOURSE REF CN

WATERCOURSE REF CO

WATERCOURSE REF CP

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WATERCOURSE REF CR

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Report to Hurstpierpoint and Sayers Common Parish Council (HSPC)

Procurement and Management of the Drainage Project in Reeds Lane Sayers Common.

Background:

HSPC has procured a specification by GTA Civils and Transport for the works to install a drainage system in the recreation ground in Reeds Lane in Sayers Common.

An estimate of the works has been assessed at circa £50,000.

Having been asked to provide a fee and programme of work for the procurement and management of the tender plus possible management of construction please see my initial proposal to place before your Members.

Procurement:

As the estimated cost of the works is £50,000 Council Financial Regulations require you to publish an open tender although below the Public Contracting Regulations 2015.

Tender documents will need to be published onto a portal normally through the government Contract Finder system to seek contractors' interest and ultimately tenders for the works.

Expressions of interest will need to be published in the first instance.

I have provided a draft program for the likely timescale for this phase of the works.

Outline Programme: Approximately 17 weeks to commencement of works.

Expression of Interest (EOI)	March 2024 – 2 weeks to
Letter to publish	submit an EOI.
requirement to express an	
interest.	

Review EOI submissions and	1 week
select contractors.	

Prepare Invitation to Tender	2 weeks
documents (ITT)	

Dispatch ITT for return by	Minimum 3/4 weeks
Contractors.	

ITT Returns and Evaluation.	1 week
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Report of evaluation to	2 days
Council and recommended	
Contractor.	

Full Council Meeting.	Date tbc ?
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Award Notice.	1 day
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Award and Standstill. 10 days

Agree Contract Documents. 2 weeks

Mobilisation. 1 week

Services Commencement. Date tbc

Deliverables:

A summary has been compiled which sets out the delivery of the project.

1. Establish a list of competent Contractors through Expressions of Interest.
2. Procurement of Contractors through national portal.
3. Tender to the open market – procure winning Contractor on the basis of a set quality and price basis from those suppliers who bid.
4. Evaluate Contractor submissions and prepare report to recommend the successful Contractor to the Council.
5. Award contract following a standstill period and execute Contract documents.
6. Arrange site mobilisation.
7. Examine methods of operation and safe systems of work.
8. Commencement of works with two weekly site visits and or Teams meetings.
9. Monitor the programme and quality of the works.
10. Sign off milestone payments to the Contractor.
11. Issue Practical Completion.
12. Manage Defects Liability Period (One Year – and release of retention payment).
13. Final Inspection of works.
14. Issue Full Completion Notice.

Fees:

1. Procurement and Contract Execution £3,500 plus expenses;
2. Construction Phase £2,500 plus expenses;
3. Estimated Legal Fees £5,000 (unless conducted by the Council)

MGF Hayden.

Consultant Project Manager

6th February 2024