

<b>Report to:</b>	Cabinet	<b>Date of Meeting:</b>	7 October 2021
	Council		18 November 2021
<b>Subject:</b>	North West Regional Coastal Monitoring Programme Pre-Procurement Report – Topographic Services		
<b>Report of:</b>	Head of Operational In-house Services	<b>Wards Affected:</b>	All
<b>Portfolio:</b>	Cabinet Member – Health & Wellbeing		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt Confidential Report:</b>	No		

### Summary:

To seek approval for the completed procurement process through the National Network of Regional Coastal Monitoring Programmes' Framework for topographic surveys over the period of 2021-2027 and subsequent approval for award of contract.

**Recommendation(s):** That the Cabinet be requested to:

- (1) ratify/approve the tendering process undertaken to procure topographic surveys over the period of 2021-2027 for the north west coast via the national network of coastal monitoring programme's framework; and
- (2) grant delegated authority to the Head of Operational In-House Services in consultation with the Cabinet Member for Health and Wellbeing to award the contract to the preferred bidder.

### Reasons for the Recommendation(s):

In compliance with Sefton Council's Contract Procedure Rule 1.10.1, a Pre Procurement Report was submitted for Cabinet Member approval in order to commence a procurement exercise for topographic services. The value of the contract and thus the required level of approval was based on previous coastal monitoring costs.

Approval was received and the contracted works were advertised on the Chest.

However, the tender return was over Cabinet Member approval limit and needs to be approved by Cabinet.

### Alternative Options Considered and Rejected:

Re-run the procurement exercise with Cabinet approval. As only 1 company submitted a tender it is unlikely there would be any benefit in so as it would require additional officer time and resources.

Surveys could be procured individually and independently through separated procurement processes. This would require additional officer time and resources for each procurement exercise and could lead to a lack of consistency between surveys.

**What will it cost and how will it be financed?**

**(A) Revenue Costs**

There are no revenue costs

**(B) Capital Costs**

The cost of the procurement and services are fully funded through grant in aid from the Environment Agency. An allocation of £5.669m has been made to cover the period of 2021-2027 and this is due to be approved by Council in July for inclusion in the capital programme. The budget allocation for topographic surveys is £1.127m

**Implications of the Proposals:**

<b>Resource Implications (Financial, IT, Staffing and Assets):</b>	
There are no additional resource implications.	
<b>Legal Implications:</b>	
There are no legal implications.	
<b>Equality Implications:</b>	
There are no equality implications.	
<b>Climate Emergency Implications:</b>	
The recommendations within this report will	
Have a positive impact	N
Have a neutral impact	Y
Have a negative impact	N
The Author has undertaken the Climate Emergency training for report authors	Y
The delivery of the project will have some short term negative impacts, such as using specialist vehicles on the beach to survey and driving to sites across the northwest to survey. However, the purpose of the programme is to better understand the changing coastal conditions to enable future sustainable management along the northwest coastline. The project actively seeks to use new technologies that reduce the need for site based surveys, thus reducing carbon footprint.	

On balance the project has a neutral impact.

### Contribution to the Council's Core Purpose:

Protect the most vulnerable: The information gathered will inform communities at risk of coastal erosion and flooding to assist in planning and mitigation.
Facilitate confident and resilient communities: The information gathered will inform communities at risk of coastal erosion and flooding to assist in planning and mitigation.
Commission, broker and provide core services: Proposal delivers competitive contracts for works.
Place – leadership and influencer: Sefton Council lead on this project on behalf of the North West Coastal Authorities.
Drivers of change and reform: NA
Facilitate sustainable economic prosperity: The information gathered can be used to steer development away from inappropriate locations.
Greater income for social investment: NA
Cleaner Greener The data collected can be used to improve land management techniques across the NW.

### What consultations have taken place on the proposals and when?

#### (A) Internal Consultations

The Executive Director Corporate Resources and Customer Services (FD 6517/21.) has been consulted and notes the report indicates no direct financial implications for the Council. The Chief Legal and Democratic Officer (LD 478/21) has been consulted and any comments have been incorporated into the report.

#### (B) External Consultations

None

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## **Background Papers:**

Attached is the initial pre procurement report with LD and FD approval numbers.

## **Introduction/ Background:**

Sefton Council has been the lead authority for the North West Regional Coastal Monitoring Programme (NWRCMP) since 2007, collecting and analysing data to inform decisions relating to coastal erosion and flood risk management issues and support the delivery of the Shoreline Management Plan.

The programme is 100% grant funded by the Environment Agency and aligns with their funding programme.

In 2011 the national network of coastal monitoring programmes was established with all the regional programmes around England agreeing to work together to maximise efficiencies and best practice.

## **Topographic Surveys**

Topographic surveys are the collection of position and elevation data, normally using GPS systems, to record changes in coastline position and levels. Repeating surveys allow comparison and analysis to take place to understand changes along the coastline to support land managers in making sustainable coastal management decisions.

## **PROCUREMENT METHOD**

Cabinet member approval was sort based on the costs for contractor surveys during the last programme 2016-2021 which totalled £422,300. However, this was for a 5yr programme, and the current programme is for 6yrs, taking this into account, the anticipated costs for surveys for the 2021-2027 programme were anticipated to be c£506,000.

To identify a suitable contractor to undertake the above works the tender was advertised on the Chest procurement portal in July 2021 to the contractors who are pre-approved as part of the Dynamic Purchasing System, set up and maintained, on behalf of the English Regional Coastal Monitoring Programmes, by New Forest District Council.

This method was in line with the Council's procurement rules and regulations considering the potential value of any resulting contract. The Councils procurement Team has supported Green Sefton through this process to make sure we are compliant throughout.

The tender exercise was weighted 40% on price and 60% on quality based on 6 questions relating to staff competence, equipment used, data collection and processing methodology and health and safety to demonstrate the specific requirements of the project.

## **EVALUATION**

Bids were requested from 15 suppliers on the framework. However, only one tenderer responded, on time, to the tender.

The value of the received tender was:

£627,300

From a quality perspective the tenderer scored over 60% and thus passed the criteria.

The value of the tender was above the estimated costs, though within the overall budget, and thus the approval level that had been sort by officers, and the procurement responsibility is at a level that requires Cabinet approval.

Following discussions with Legal Services and Procurement, the optimal way to proceed was to gain Cabinet approval for the procurement process and to delegate the award of contract responsibility to the Head of Service.