

Wiltshire Council

Environment Select Committee

23 April 2019

Update on the Award of the New Highway Term Consultancy Contract

Purpose of Report

To provide an update to the Committee on the current position regarding the award of a new Highways Term Consultancy Contract.

Background

The current highway consultancy contract comes to an end on 30 November 2019. The contract provides technical support and assistance to the Council for the provision of essential highway and related services, including specialist assistance in the preparation of reports, studies and bids for central government funding.

On [4 September 2018](#) this Committee considered a report on the options for Wiltshire's Term Highways Consultancy Service from 1 December 2019. The Environment Select Committee asked for the 'climate change considerations' section to be placed nearer the front of the draft report, due to the fact that they felt the environment was an important element. The Committee supported the proposals detailed in the report.

The comments of the Environment Select committee were reported to Cabinet when they considered the matter on [25 September 2018](#). Cabinet approved the invitation for tenders for a single supplier to provide Wiltshire's Term Highways Consultancy Service from 1 December 2019. The Contract is to be for five years with the option to allow the service manager to extend the contract for up to two more years subject to performance.

Two Stage Tender Process

In accordance with the current procurement regulations, a two stage procurement process for the provision of a new Term Highways Consultancy Contract is being undertaken.

Stage one of the procurement for the new contract commenced on 26 November 2018. Potential bidders were invited to complete the selection stage documents, which had to be returned on 8 January 2019. These submissions were evaluated, and a shortlist of suitable bidders was prepared.

Stage two of the process was the invitation to tender in which the shortlisted consultants were invited to submit a tender for the provision of the Term Highway Consultancy service. Tenders were invited on 1 February 2019, and during the tender period five tender clarifications were received from the bidders, and replies were provided to these.

Tender Evaluation

The tender return deadline was 12 noon on Friday 29 March 2019, and the tender assessment process is currently underway. The assessment is being carried out in accordance with the Evaluation Criteria set out in the tender document 'Volume 1 Instructions to Tenderers – Part B Evaluation Criteria'.

As part of the evaluation process the consultants will be invited in to answer some additional questions, and attend interviews which will take place between 15 and 18 April 2019. These will also be scored and form part of the consultants' overall quality score.

The tender evaluation and moderation process is expected to be complete in June. It is proposed that a report will be submitted to the 11 June 2019 Cabinet meeting with a recommendation, subject to the tender submission being acceptable.

An update on the outcome of the tender assessment process can be provided to this Committee when the assessment is complete.

Proposal:

For the Environment Select Committee to decide whether they wish to receive an update on the outcome of the tender assessment process at their 18 June 2019 meeting

**Cllr Bridget Wayman – Cabinet Member for Highways, Transport and Waste
Parvis Khansari – Director for Highways and Environment**

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