

**TO: EXECUTIVE MEMBER FOR CHILDREN, YOUNG PEOPLE AND LEARNING**  
**DATE: 9 SEPTEMBER 2019**

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**NEW TOWN CENTRE YOUTH FACILITY PROCUREMENT PLAN**  
**Executive Director: People**

**1 PURPOSE OF REPORT**

- 1.1 To seek approval to commence the tender process for the construction works to create a new town centre youth facility on Braccan Walk.

**2 RECOMMENDATION**

- 1.2 **That the Executive Member for Children, Young People and Learning & the Executive Director: People approve the Procurement Plan to commence the tender process for the construction works to create a new town centre youth facility on Braccan Walk, attached in Annex A (restricted paper) is approved.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 It is a requirement of the Contract Standing orders that the Director and Executive Member approve any Procurement Plan with a value in excess of £400,000. This decision seeks approval for the procurement process.
- 1.3 During February 2019 the Executive approved the business case for the implementation of a new youth facility and the application for capital funding.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None, as it is a requirement of the Contract Standing orders that any contracts in excess of £181,000 are required to go out to a formal tendering process to ensure value for money and compliance with legislation.

**5 SUPPORTING INFORMATION**

- 5.1 It is expected that the tendering process will provide for an increase in the quality of provision whilst ensuring value for money.
- 5.2 Contact Standing Orders no longer require advertising for works of this size. This tender will not be advertised, however, sufficient competition will be achieved by inviting 5 organisations selected from Construction line data base to submit a fixed price tender submission. The Constructionline database will identify contractors who have the experience and capability to carry out projects of a similar size and value.
- 5.3 The construction duration will be based on the successful tenderer submission. Currently the programme dates are as follows:

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<b>Task</b>	<b>DATE</b>
Planning Approval	19 December 2020
Complete design and draft tender documents	20 December 2020
Issue of Invitation to Tender	13 January 2020
Tender Returns	14 February 2020
Contractor Interviews (If Required)	20 February 2020
Tender Evaluation and submit recommendations	06 March 2020
Approval to award contract	16 March 2020
Mobilisation Period	27 March 2020
Construction commencement date	Late April 2020
Programmed completion date	September 2020

**6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 6.1 Legal elements of the proposal are set out in the report and Plan.

Director of Finance

- 6.2 Capital funding has been approved by Council following consideration of the business case by the Executive during February 2019

Equalities Impact Assessment

- 6.3 The new facility must be accessible to disabled persons and this is achieved through new construction being approved by Building Control which is a statutory process.

Strategic Risk Management Issues

- 6.4 The strategic risk register is currently being developed as part of the design development.

**7 CONSULTATION**

Principal Groups Consulted

- 7.1 Council Officers including the Head of Procurement, Assistant Director: Legal and the Director: Finance were consulted in the drafting of this plan. Consultation on the design will engage young people and stakeholders as previously reported.

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Contact for further information

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