

**TO: EXECUTIVE**  
**DATE: 1 JUNE 2021**

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**The Redevelopment of Depot Site**  
**Executive Director: Delivery**

**1. Purpose of Report**

- 1.1. To seek approval of the strategic procurement plan (Appendix A) to enable the commencement for the procurement process. This will enable the appointment of a main contractor, which will develop the design and redevelopment of the Commercial Centre, in order to provide new depot facilities.

**2. Recommendation**

- 2.1. **That the executive approve the strategic procurement plan to tender the design development and construction works to create a new depot facility.**

**3. Reasons for Recommendation**

- 3.1. The Executive has agreed to the redevelopment of the Commercial Centre, in order to develop a new depot facility. This was approved as part of the council's budget setting with the project added to the council's capital programme. This report progresses with this project, implementing the procurement activity.
- 3.2. It is a requirement of the contract standing orders that the Executive approve any strategic procurement plan with a value more than £1m. This decision seeks approval for the procurement process.

**4. Alternative Options Considered**

- 4.1. None, as it is a requirement of the Council's contract standing orders that any contracts in excess of £189k are required to go out to a formal tendering process to ensure value for money and compliance with legislation.

**5. Supporting Information**

**Background**

- 5.1. The redevelopment of the Commercial Centre was agreed as part of the strategic objectives of the council's Asset Management strategy. This strategy set out to deliver a new depot facility on the site, while moving off site, office-based activities in order to maximise the efficiency of the depot operations.
- 5.2. To this end the Executive agreed to create a new purpose build depot facility to accommodate BFC's Transport team, Unison and the council's contractor partners (Continental Landscapes, Ringway and Suez) including their equipment, workshops and vehicles.

## Construction scheme

- 5.3. The scheme and estimate costs were agreed as part of the 2021/2022 Capital programme. This has allowed work to progress to the point that a procurement exercise can now take place. In establishing the outline project costs, options for the site have been explored by the Council's Managing Partner and were presented as part of the business case that was agreed by the Executive, as part of the approval for the scheme being included in the capital programme.
- 5.4. The Managing Partner have now produced a Royal Institute of British Architects (RIBA) Stage C report which provided a more detailed estimates of the project costs. The Managing Partners breakdown of the construction budget is based on an elemental cost breakdown calculated by a Quantity Surveyor and indexed linked to Building Cost Information Service (BCIS) for the work areas on the site, which have been summarised in the Strategic Procurement Plan.
- 5.5. The Managing Partner are already contracted to design and manage the construction works on site. The procurement of the main contractor to carry out construction works will be subject to competitive tender following advertisement on the South East Business Portal and Contracts Finder, in accordance with the Council's Contract Standing Orders. Value for money will be demonstrated at contract award through application of these procedures.
- 5.6. Timescales

<b>Milestone</b>	<b>Approximate Date</b>
Publish adverts in South East Business Portal and Contracts Finder	11/06/2021
Deadline for returning Selection Questionnaires	09/07/2021
Issue Invitation to Tender to shortlisted suppliers	23/08/2021
Receive Response from Tenderers	15/10/2021
Contract Award	07/01/2022
*Mobilisation Period	07/03/2022 – 01/04/2022
*Contract Start Date	04/04/2022
*Completion Date	31/03/2023

\*The actual construction will be based on the successful contractor project delivery programme

- 5.7. Financial Analysis - Current Cost Breakdown

included within the strategic procurement plan (Appendix A).

### **Other considerations on the site**

- 5.8. In terms of the development of the site, the Executive has already taken a number of enabling decisions. Firstly, in relation to the Emergency Duty Service (EDS) and Forest Care, plus in terms of the excess land that will be created as part of the project.

- 5.9. In terms of the non-depot users of the site, the key services to relocate under the strategy were the Emergency Duty Service (EDS) and Forest Care. On the 28/04/2020, the Executive agreed to move EDS and Forest Care to Waterside Park Unit B, along with the creation of an emergency planning and resilience location. The construction work for Waterside Park unit B have been completed, with EDS having already moved into the new site, and Forest Care, due to be at the new location in quarter 3 of the 2021/22 performance year. The dilapidated building that houses this service will be demolished at this stage.
- 5.10. The excess land has been factored into the depot scheme's financing costs; the land being earmarked for future development. However, in the programming of the release of this land, this has been programmed into both the development of the depot and the development of the Market Street site. Initially the space will be used as a temporary storage location for the material currently stored at the Market Street site, enabling this project to progress to schedule. The excess land will also form part of the working space needed for the construction of the new depot, enabling safe construction to take place. Therefore, this excess land won't be released until the end of the depot project and subject to further decision making as to how to maximise its value, while meeting the needs of the community.

## **6. Advice Received from Statutory and Other Officers**

### Borough Solicitor

- 6.1. The Council has the legal power to maintain and develop its landholdings and buildings in connection with its functions. In furtherance of these powers the Council may provide and commission through a contract the works outlined in this report.
- 6.2. The commissioning of works as described in this report to carry out the redevelopment shall constitute a public works contract within the meaning of the Public Contracts Regulations 2015 (PCR 2015).
- 6.3. Due to the value falling below the relevant threshold a full procurement which meets the requirements of the PCR 2015 is not required.
- 6.4. The report explains the way in which it is proposed the market shall be engaged which appears to be consistent with accepted good practice and requirements for contracts which fall below the threshold of the PCR 2015.
- 6.5. All works will need to be carried out with regard to the Council's statutory obligations and to owners and occupiers of all adjoining and neighbouring land.

### Director: Resources

- 6.6. Comments are included within the strategic procurement plan (Appendix A).

### Equalities Impact Assessment

- 6.7. Attached as Appendix B.

### Strategic Risk Management Issues

- 6.8. Attached as Appendix C.

## Environment and Climate Implications

- 6.9. The recommendations in section 2 above are expected to: reduce emissions of co2, due to the new depot building being built to modern standards which incorporates heat loss calculations, energy efficient lighting and increased insulation to the office areas. The new depot building is also to be partly powered from photovoltaic panels which are to be mounted on the roof, the number of which are to be reviewed as part of the final technical submission.

## **7. Consultation**

### Principal Groups Consulted

- 7.1. Council officers including the Head of Corporate Procurement, Borough Solicitor and Director: Resources were consulted in the drafting of this plan.

### Background Papers

Appendix A – The Depot Strategic Procurement Plan  
Appendix B – Initial Equalities Screen Record - Impact Assessment  
Appendix C – The Depot Risk Register

### Contact for further information

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