



**Officer Key Decision**  
11 August 2025

**Report to the Corporate Director,  
Residents and Housing Services**

**Cabinet Member for Housing  
(Councillor Donnelly-Jackson)**

**Authority to award a Technical Consultancy Framework Agreement**

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Key Decision
<b>Open or Part/Fully Exempt:</b> (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Part Exempt – Appendix 1 and Appendix 2 is exempt as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)"
<b>List of Appendices:</b>	Appendix 1 – List of Tenderers (exempt) Appendix 2 – Evaluation Grid (exempt) Appendix 3 – Evaluation Grid
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> (Name, Title, Contact Details)	Name: Giuseppe Coia Job Title: Major Works and Refurbishments Manager E-mail: <a href="mailto:Giuseppe.coia@Brent.gov.uk">Giuseppe.coia@Brent.gov.uk</a> 07776665790

## 1.0 Executive Summary

- 1.1 This report concerns the award of consultants to the Council's new Technical Consultancy Framework following a procurement process. This is to support and ensure that the future responsive repairs service and capital works programme in relation to several existing Council services and new Council and Government initiatives, can be effectively delivered.
- 1.2 Cabinet initially approved this procurement in the Cabinet Meeting of 12 October 2020.

- 1.3 Further to the Cabinet approval on 12 October 2020, the scope of the original procurement that was approved was amended to support the re-procurement of the repairs and maintenance service. Cabinet delegated the authority to award the Technical Consultancy Framework to the Corporate Director.

## **2.0 Recommendation(s).**

That the Corporate Director, Residents and Housing Services in consultation with the Lead Member for Housing:

- 2.1 Approves the award of consultants to the Council's new Technical Consultancy Framework for a duration of four (4) years, as per the tender results in Appendices 1, 2 and 3.

## **3.0 Detail.**

### **Contribution to Borough Plan Priorities & Strategic Context.**

- 3.1 This framework contributes to the Borough Plan and other strategic policies as follows:
- 3.1.1 A Cleaner, Greener Future – the technical design will include specifications that are sustainably sourced. There will be high levels of energy efficiency in the properties that will lead to reduced fuel usage and bills for residents.
  - 3.1.2 Thriving Communities – the technical consultants will provide support to the local community in terms of work experience and computer equipment.
  - 3.1.3 A Healthier Brent – the works will eradicate the issues of water penetration and dampness within the properties.
  - 3.1.4 Climate & Ecological Emergency Strategy – the design and resultant works will contribute to the Council achieving its climate emergency targets.
- 3.2 These priorities re-affirm the Council's ambition to continue building new Council homes with a target of 1,700 homes by 2028 and improving the quality of housing across the private sector and in the Council's own housing stock. Housing is also a key stakeholder in the delivery of Green Neighbourhoods both through the engagement with Registered Providers and investment in Council owned homes, specifically retrofitting poorly performing housing. It is acknowledged that whilst Housing is not specified in the remaining priorities set out in the borough plan, a safe, suitable, and secure place to call home is a foundation for Thriving Communities, for The Best Start in Life, and a Healthier Brent.

3.3 Other strategies that are relevant to Housing include.

- Black Community Action Plan
- Climate and Ecological Emergency Strategy
- Homelessness and Rough Sleeper Strategy
- Equality Strategy
- Health and Well-being Strategy
- Procurement Strategy
- Local Plan
- Inclusive Growth Strategy

#### **4.0 Background.**

##### **The Tender Process.**

4.1 The framework was procured to provide technical consultancy service disciplines to support the delivery of housing projects. The services include:

- a) Major Works administration.
- b) Minor Works administration.
- c) Building Surveying.
- d) Structural Surveys.
- e) Heating, mechanical and electrical.
- f) Principal Designer.
- g) Cost Consultant / Quantity Surveying.
- h) Architectural Design Services.
- i) Employer's Agent / Client Representative.
- j) Fire Engineering.
- k) Project Management.

4.2 The intention is to set up a Council multi-supplier specific framework agreement with a four-year duration. The Public Contracts Regulations 2015 do not allow for a term of a framework agreement to extend beyond four years save in exceptional circumstances. However, services ordered before the expiry of the term of the frameworks may run past this period.

4.3 A framework agreement for works is being procured at the same time. The award of this is expected to be October 2025.

4.4 It has been decided to set up frameworks as these facilitate a dedicated supply chain for the Council, provide flexibility and provide for much quicker procurement and contract award process. The frameworks will also be leaseholder compliant. The Lots selected reflect the expected works and consultancy services to be procured over the next four years.

- 4.5 The Framework for consultancy was split into six Lots with bidders able to apply for one or multiple Lots and a maximum number of consultants appointed to the Framework as indicated below:

<b>Lot</b>	<b>Consultancy Type</b>	<b>Annual Value From</b>	<b>Annual Value To</b>	<b>Award</b>
1	Multi-disciplinary Consultancy Services - Major Works	£300,000	£1,000,000	4-8
2	Multi-disciplinary Consultancy Services - Minor Works	£100,000	£400,000	4-8
3	Structural Engineering	£50,000	£200,000	3-6
4	Energy Design and Retrofit Consultancy	£50,000	£250,000	3-6
5	Fire Engineering	£50,000	£250,000	3-6
6	Mechanical and Electrical Engineering	£100,000	£300,000	3-6

- 4.6 This will ensure that the opportunity is attractive to suppliers by:

- Providing ongoing opportunities to win work based on price and ongoing good levels of service
- Encouraging long-term relationships to be formed
- Facilitating the ability to gain understanding of the borough and the Council so that future contracts become easier to deliver and will also benefit the Council by:
  - Giving officers timely access to value for money services and works (a competitive process will ensure that the Council achieves optimum rates)
  - Development of collaborative working practices
  - High quality contract management
  - Deliver social value outcomes that provide a greater social value impact to the Borough

- 4.7 The procurement is in accordance with Contract Standing Orders 88 and 89.

- 4.8 The total annual value across all Lots for consultancy will range between £0.8 million to £2.7 million per annum. £3.2 million to £10.8 million full term.

- 4.9 Use of the frameworks will be restricted to Brent Council.

- 4.10 The tender procedure followed was the Restricted Procedure.

- 4.11 The procurement was advertised in accordance with the Public Contracts Regulations 2015, Contracts Finder and on the London Tenders Portal and a robust tender evaluation process has been carried out in order to support the Council's best value duties.

## Tender Evaluation.

- 4.12.1 As a Restricted Procedure was followed, all interested bidders completed a Selection Questionnaire (SQ) which was assessed to ensure bidders meet the Council's minimum requirements in respect of financial standing, technical capacity and technical expertise. The highest-ranking qualified bidders were then invited to tender.
- 4.13 At tender evaluation stage, the panel evaluated all of the tender lots against the following criteria: 40% Quality – delivery of the service, 10% Social Value and 50% Price.

Technical / Quality	Area weighting	Overall weighting
Q1 Resourcing & Management	20%	<b>40%</b>
Q2 Delivery of Service	40%	
Q3 Quality & Monitoring	20%	
Q4 Stakeholder Engagement	20%	
<b>Total for Quality / Technical</b>	<b>100%</b>	
Social Value	Area weighting	Overall weighting
Social Value	100%	<b>10%</b>
Commercial	Area weighting	Overall weighting
Commercial (Tendered Framework Prices)	100%	<b>50%</b>
<b>Total</b>		<b>100%</b>

- 4.14 The tender evaluation was carried out by a panel of officers from Housing Property Services and Currie & Brown, the procurement consultant.

See Appendix 2 for the 6 No. Scored Moderated Lots, for the 36 No. tenders received.

- 4.15 All tenders had to be submitted electronically no later than 27/09/2024. Tenders were opened on 27/09/2024 and a total of 36 No. tenderers submissions were received across the six lots. Each member of the evaluation panel read the tenders and carried out an initial evaluation of how well they considered the quality award criteria was addressed in the tender. The Currie & Brown consultant assessed the price award criteria.
- 4.16 The panel met on 8<sup>th</sup> January 2025, and each submission was moderated by the whole panel against the award criteria. The moderator was a Procurement Category Manager. The Currie & Brown consultant prepared the tender report in Appendix 2. This was checked by the procurement category manager.

## **Appointment to the Framework and Call Off.**

- 4.17 Once successfully appointed to the Framework, call off contracts will ordinarily be awarded to the Consultant who can deliver the commission at the lowest rate as indicated by the Price Book. Where services are not included in the Price Book or there is a significant change of scope a mini competition will be undertaken between the appointed consultants to award any such services. Factors such as capacity, contract performance and financial standing will also be taken into account before awarding a Call off from the Framework. The use of right is reserved to undertake mini-competition regardless of the circumstances.
- 4.18 The procurement was advertised in accordance with the Public Contracts Regulations 2015, Contracts Finder and on the London Tenders Portal and a robust tender evaluation process has been carried out in order to support the Council's best value duties.
- 4.19 The names of the tenderers are contained in Appendix 1. The scores received by the tenderers are included in Appendix 2. Officer's recommendations for consultants to be awarded to the framework are as listed in Appendix 1 and Appendix 2.
- 4.20 The Framework will commence on 1<sup>st</sup> November 2025 for a period of four years. As this is awards to a framework, there is no immediate contract value. However, it is expected that the value of the service to be delivered by the framework will be in the range of between £0.8 million to £2.7 million per annum. £3.2 million to £10.8 million full term.

## **5.0 Award**

- 5.1 Once this report is approved a Section 20 Leasehold Consultation shall be issued. This is for the award of consultants to the framework only.
- 5.2 Post-framework award, it will be necessary to tender and award a series of contracts either as direct call-offs or mini-competitions. The tender and award route will follow the Procurement Rules based on each contract award value. A further Section 20 Leasehold Consultation will be issued for each contract award.
- 5.3 The decision to tender and award most contracts will be by delegated authority to the Corporate Director / relevant Director or such other person they have formally authorised for all values of contract with the exception of
- Contracts for services and supplies above £2M.
- 5.4 The decision to tender and award these contracts will be via the Corporate Director, Residents and Housing Services in consultation with the Lead Member for Housing.

5.5 DMT / Commissioning & Procurement Board / Capital Board requirements will be followed as set out in the Council Procurement Rules.

## **6.0 Stakeholder and ward member consultation and engagement.**

6.1 The Cabinet Member for Housing will be briefed as part of the governance process for this scheme. Ward members will also be briefed as and when it is appropriate to do so.

## **7.0 Financial Considerations.**

7.1 There are no direct financial implications as a result of this report, but there will be when contracts are awarded, which will be set out in relevant reports associated with each tender. Based on prior year's spend trends, it is estimated that consultancy costs would be in the region of £1.5m per annum.

## **8.0 Legal Considerations.**

8.1 The value of the Contract over its lifetime is in excess of the Public Contracts Regulations 2015 (the "PCR 2015") threshold for Services and the award of the Contract is therefore governed by the PCR 2015.

8.2 The PCR 2015 allow the use of framework agreements and prescribe rules and controls for their procurement. Contracts may then be called off under such framework agreements without the need for them to be separately advertised and procured through a full procurement process. Call offs under the framework agreement need to be carried out in accordance with the framework rules, to include using evaluation criteria specified in the framework agreement and utilising the terms and conditions set out in the framework agreement.

8.3 Cabinet on the 12<sup>th</sup> of October 2020 delegated authority to the Corporate Director, Residents and Housing Services in consultation with the Lead Member for Housing and Resident Services (now Cabinet Member for Housing) to appoint consultants to the framework. In addition to the Cabinet decision, under the Council's own Standing Orders, the Corporate Director has delegated power to award Medium Value Contracts in accordance with paragraph 9.5 of Part 3 of the Constitution.

8.4 The Council will observe a 10-day standstill period under the PCR 2015

8.5 The Council is under a duty pursuant to the Public Services (Social Value) Act 2012 ("the Social Value Act") to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. Officers have had regard to considerations contained in the Social Value Act in relation to the procurement.

8.6 Social Value was considered and had 10% weighting as evaluation criteria. The successful supplier offered the following Social Value commitments:

- Work experience opportunities
- Apprenticeship
- Sustainable job for people with disabilities
- Financial Value of Investment towards schools

## **9.0 Equity, Diversity & Inclusion (EDI) Considerations.**

9.1 Pursuant to s149 Equality Act 2010 (the “Public Sector Equality Duty”), the Council must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,

9.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

9.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

9.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.

9.5 The proposals in this report have been subject to screening and officers believe that there are no adverse equality implications.

## **10.0 Climate Change and Environmental Considerations.**

10.1 The technical consultancy services will undertake the design and specification of highly energy efficient materials and components. This will include specialist energy efficiency and environmental technical advice. This will support the Council’s Climate Emergency Strategy.



**11.0 Human Resources/Property Considerations.**

11.1 There are no implications for Council staff.

**12.0 Communication Considerations.**

12.1 A comprehensive engagement and consultation plan will be developed and implemented in relation to the residents affected by the call-off contract.

**Report sign off:**

*Tom Cattermole*

Corporate Director Residents and Housing Services