

	Officer Key Decision
	Report from the Corporate Director of Neighbourhoods & Regeneration
	Cabinet Member for Regeneration, Planning and Property – Cllr Teo Benea
Authority to Award the contract for the Multidisciplinary Technical Services for the Youth Facilities Capital Programme	

Wards Affected:	All
Key or Non-Key Decision:	Key Decision
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Part Exempt Appendix 1: This part of this report is not for publication as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: "Information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)"
List of Appendices:	Appendix 1 – Names of Bidders Appendix 2 – Tender Evaluation Scoring Matrix
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Name: Neil Martin Job Title: Head of Capital Delivery Email: neil.martin@brent.gov.uk

1.0 Executive Summary

- 1.1. This report concerns the multidisciplinary technical services required to deliver the Youth Facilities Capital Investment Programme approved by Cabinet in October 2025. This report requests approval to award a contract for the multidisciplinary technical consultancy services for this programme as per Contract Standing Order 88.

2.0 Recommendation(s)

That the Corporate Director, Neighbourhoods & Regeneration:

2.1 Approves the award of a contract for the Youth Facilities Capital Programme multidisciplinary technical consultancy services to Arcadis Consulting (UK) Limited for £493,011.68 excluding VAT.

3.0 Detail

3.1 Contribution to Borough Plan Priorities & Strategic Context

3.1.1 The contract for provision of multidisciplinary technical consultancy services required to deliver the Youth Facilities Capital Investment Programme is in line with Strategic priority 4 of the Borough Plan (The Best Start in Life).

3.1.2 This programme also aligns with the refreshed Brent Youth Strategy 2025-2028, approved by Cabinet in March 2025. The aim of the strategy is “to empower every young person in Brent with the skills, opportunities and support needed to lead healthy, fulfilling lives and to become engaged, responsible, and inspired members of society.” This initiative will support in meeting the need, well-articulated by the local voluntary youth sector in the borough, to have suitable spaces where youth organisations can deliver vital youth and community provision.

3.2 Background

3.2.1 In October 2025, Cabinet approved a £4m Capital Investment Programme in Youth Facilities across five youth organisations. Working with the youth sector and young people, the five schemes approved were:

1. Cricklewood Boxing Club, The Boxing Gym (Dollis Hill Ward)
2. Jason Roberts Foundation, Gym and Sports Hall flooring (Stonebridge Ward)
3. The OK Club, Sports Hall refurbishment (Kilburn Ward)
4. Roundwood School and Community Centre with Sport at the Heart (Roundwood Ward)
5. Young Brent Foundation, The Anchor Youth Hub (Roundwood Ward)

3.2.2 Officers wish to appoint a multidisciplinary consultancy organisation for the Youth Facilities Capital Investment programme to design and manage the schemes on behalf of the Council and the youth organisations. Subject to the approval for the award of this contract, the outputs from the design and consultancy work will be used to inform the contractor procurement strategy for delivering the five schemes outlined above.

3.2.3 The estimated cost of these services, based on comparable work and fee percentage rates for commissions of this size was £600,000 and therefore is classified as a medium value services contract as per CSO 82.

The Tender Process

3.2.4 In accordance with Contract Standing Orders 88 and 89, pre-tender considerations were set out and approved by the Director, Property & Assets in November 2025.

3.2.5 The tender evaluation methodology was set at

- Quality: 60%
- Sustainability and Circular Economy: 5%
- Social Value: 10%
- Commercial: 25%

3.2.6 Officers initiated a call-off using a mini-competition from Lot 1 of Construction Professional Services, Crown Commercial Services Framework RM6165 (the 'Framework'). An expression of interest was issued on 17 November 2025 to the 20 Bidders on the framework lot. The Council received four expressions of interest on 28 November 2025.

3.2.7 The tender was issued to these four organisations via the London Tenders Portal on 9 December 2025 and was managed by officers in Procurement with assistance from officers in the Capital Delivery Team.

3.2.8 The Council received two bids by the deadline of 12pm on 16 January 2026 from the organisations listed in Appendix 1. Of the two organisations that did not bid, one failed to return a tender and the other organisation submitted a non-compliant bid which was also late.

3.2.9 In compliance with the Framework further competition guidance, the evaluation of tenders was on the basis of the evaluation criteria detailed in Appendix 2.

Evaluation process

3.2.10 The quality component of the tender evaluation was carried out by a panel of officers from the Council's Capital Delivery Team (Property & Assets) and the Early Help Team (Children and Young People) was moderated by the Council's Procurement Team.

3.2.11 Bidder A was the highest scoring bidder, scoring 83.20% overall. Their quality score was 48.00%, their sustainability and circular economy score was 3.60%, their social value score was 6.60%, and their pricing submission is £493,011.68 excluding VAT, which scored 25%. Officers confirm the bid was compliant. Appendix 2 provides a detailed breakdown of the full tender evaluation outcome.

3.2.12 The highest scoring bidder has submitted a compliant programme approach and identified appropriate recourses to provide the necessary technical services to design and manage the projects within the programme.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 The Cabinet Member for Regeneration, Planning and Property has been consulted in respect of the proposed contract.
- 4.2 The Youth Organisations have been kept up to date on the procurement process and will be contacted following contract award to set up initial meetings to progress design and surveys.

5.0 Financial Considerations

- 5.1 The contract amount is £493,011.68 excluding VAT. The budget for these services has been included in the Youth Facilities Capital Investment Programme which is £4m and this was approved by Cabinet in October 2025. The project is forecast to come within budget and these costs are included into the forecast.
- 5.2 This budget is funded by Strategic Community Infrastructure Levy (SCIL).
- 5.3 The spend under the contract is a valid capital expenditure as it is necessary for delivering capital improvements at the five youth facilities. As the centres are not owned by the Council, the spend is classified as revenue expenditure funded by capital under statute.
- 5.4 VAT is recoverable on the contract under the Council's usual VAT recovery procedures as it is services for the Council that do not directly lead to income generation.

6.0 Legal Considerations

- 6.1 This Framework was procured prior to 24 February 2025 in accordance with the Public Contracts Regulations 2015 ("PCR 2015"). As a result, the PCR 2015 will govern a call off under the Framework.
- 6.2 The value of the proposed call off contract is above the threshold for Services under the Public Contracts Regulations 2015 (the 'PCR 2015'/ 'Procurement Regulations') and the procurement is therefore governed by the Procurement Regulations. The procurement as set out in paragraph 3 above was carried out through a framework established by the Crown Commercial Service Framework Agreement for the provision of Consultancy Services. The PCR 2015 allow the use of framework agreements for procurement and also prescribe rules/controls for procurement through a framework.
- 6.3 The award of the Contract is also subject to the Council's own Contract Standing Orders (CSO) in respect of Medium Value Contracts and Financial Regulations. In this respect, it should be noted that, in accordance with CSO 86(e)(ii), the Council's participation in the Framework was confirmed as legally permissible by the Director of Law and it was considered appropriate to use the framework for the procurement. The Director, Property & Assets also approved the pre-tender considerations and inviting of tenders in accordance with CSOs 89 and 88 and confirmed there is sufficient budgetary provision for the Contract as required by CSO 86(e)(ii).

6.4 Under Part 3 of the Constitution, at paragraph 9.7 in section 3(a) of the table therein, relevant Directors have delegated to them authority to award Medium Value Contracts, so far as the contract relates to the service area which they are responsible for. As this contract relates to works which the Corporate Director, Neighbourhoods & Regeneration is responsible for, it is considered that the Corporate Director, Neighbourhoods & Regeneration has delegated authority to approve the award of the contract.

6.5 The form of agreement for this Contract is the JCT Consultancy Contract Agreement, with additional and amended terms and conditions required by the Council which strengthen the Council's overall position and which the highest winning bidder has accepted without qualification.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

7.1 The Council must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment and victimisation
- (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, pursuant to s149 Equality Act 2010. This is known as the Public Sector Equality Duty.

7.2 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.

7.3 The purpose of the duty is to enquire into whether a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision. Due regard is the regard that is appropriate in all the circumstances.

7.4 In March 2025, Cabinet approved the Youth Strategy 2025-28. This report addresses Equity, Diversity and Inclusion considerations under the Equality Act 2010 to ensure fair access and inclusivity for all children and young people in Brent.

8.0 Climate Change and Environmental Considerations

8.1 In designing the youth facilities project works, consideration will be given to low carbon and energy efficiency works where possible, in line with the Council's Climate & Ecological Emergency Strategy.

9.0 Human Resources/Property Considerations (if appropriate)

- 9.1 This service will be provided by an external consultancy organisation and there are no implications for Council staff arising from tendering the contract.
- 9.2 Some of the proposed projects are in buildings the Council does not own. Therefore, legal agreements to conduct works on these properties will need to be in place with the respective landlords.

10.0 Communication Considerations

- 10.1 Young people, local residents and community groups will be kept up to date on progress of the projects through a communication plan drafted and agreed with the youth facility provider.

Report sign off:

Jehan Weerasinghe

Corporate Director of Neighbourhoods & Regeneration