

**Report To: Safe, Sustainable Communities Committee**      **Date 27 October 2009**

**Report By: Corporate Director Environment and  
Community Protection**

**Report No  
ECP/ENV/AB09.27**

**Contact Officer: David Greenslade**

**Contact No: 01475  
714817**

**Subject: Environmental Services Consultancy Services – Term Commission  
Professional Consultants Call Off Contract 2010 - 2013**

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**1.0 PURPOSE**

1.1 The purpose of this report is to (i) seek approval to issue a Term Commission Professional Consultants Call Off Contract for the period 2010 – 2013 and (ii) seek approval to advertise the contract in the Official Journal of the European Union.

**2.0 SUMMARY**

2.1 Environmental Services require to renew their Consultancy Call Off Contract. The contract will be for a period of one year with an option to extend the period for two further extensions of one year each.

2.2 It is anticipated that Tender Documents will be issued in January 2010

2.3 The format of the tender will follow that used in previous years amended to reflect changes in legislation.

**3.0 RECOMMENDATIONS**

3.1 That the Committee approves the placing of an advertisement in the Official Journal of the European Union as required under Standing Orders Relating to Contracts.

3.2 That the Committee approves the issue of tender documents to approved Professional Consultant Engineering Firms for a period of one year with an option to extend the period for two further extensions of one year each.

3.3 That the Head of Environmental Services in conjunction with the Head of Legal Services, the Chief Financial Officer and the Head of Performance Management and Procurement be delegated to process the tender in accordance with Council Policy.

**Alan G. Barnes  
Head of Environmental Services**

#### 4.0 **BACKGROUND**

- 4.1 The contract covers all aspects of Environmental Services (Roads) needs including:  
Road design,  
Design, maintenance and assessment of bridges and road related structures,  
Topographical surveys,  
Traffic engineering and management,  
Transportation and traffic assessments,  
Road safety audits,  
Environmental assessment and engineering,  
Geotechnical engineering,  
Development control and urban design,  
Flood prevention  
Reservoirs,  
Health and Safety (CDM).
- 4.2 This contract accords with the Service's Best Value aims in that it allows the Service to engage the holder of the Call Off Contract to assist in any upturn in the Service's work load or to provide specialist services should the need arise.

#### 5.0 **CURRENT SITUATION**

- 5.1 The current contract commenced in April 2007 and is due to end in April 2010.

#### 6.0 **IMPLICATIONS**

- 6.1 All works which are identified to be given to the successful consultant will require to have an identified approved budget prior to commissioning of that work.
- 6.2 The average annual value of the work issued during the previous contract was £85,000.

#### 7.0 **CONSULTATION**

- 7.1 The Head of Legal Services has been consulted on this report
- The Head of Finance Services has been consulted on this report
- The Head of Performance Management and Procurement has been consulted on this report

#### 8.0 **EQUALITIES**

- 8.1 This report has no impact on the Council's Equality Agenda