

Decision under Delegated Powers to appoint Apex Parking Ltd to supply a consultation service for a parking strategy.

Officer Requesting Decision

Karl Harrison, Car Parks and Civil Parking Enforcement Manager

Officer Making the Decision

Rob Mitchell, Chief Executive

Recommendation

To appoint Apex Parking Ltd to supply consultation services for a parking strategy and raise a purchase order to carry out the works.

Reason

To enter into an agreement to procure the services of Apex Parking Ltd using a purchase order with key deliverables for full payment of services provided.


Authority for Decision

Section 8.3 Delegation of Executive functions:

Delegations to the Chief Executive, Directors and Heads of Service:

Item 3. To sign contracts up to a value of £100,000 entered into on behalf of the Council in the course of the discharge of an executive function.

Decision and Date



Robert Mitchell (he, him, his)

Chief Executive

6th September 2023

Background

The car park strategy project group has asked for quotes from appropriate consultants to complete an options appraisal of Charnwood Borough Council's current car parking provision, outlining best use moving forward and to develop an action plan for delivery. Initial findings will be used to create a car parking strategy outlining Charnwood's vision and agreed strategic direction moving forward.

The car park strategy project group identified suppliers who are members of the British Parking Association and asked for quotes and additional supporting information. The responses were scored based on 20% price and 80% quality responses.

The responses were scored independently by four members of the project group using the corporate support template. Apex Parking Ltd scored the highest total score out of the responses compared to the other suppliers.

Apex Parking Ltd have agreed to proceed with the works as detailed in the project scope and as per their response to the Request for Quote (RfQ).

A purchase order will be raised requesting works to be carried out to match the key deliverables:

1. Match the project scope as supplied to all potential contractors with the stated outcomes and quoted against.
2. Meet the timetable presented by Apex Parking Ltd in their quote showing the number of hours dedicated to the project.
3. Meet the price given by Apex Ltd to deliver the project within the timescales provided.

Full payment to Apex Parking Ltd will be made on satisfactory completion of these deliverables.

Comments from HR

N/A

Financial Implications

We have now evaluated the quotes for the Parking Strategy phase 1 works and will be awarding the works to Apex Parking Ltd. - The cost quoted for phase 1 being £16,910.

Senior Leadership Team and the Director of Finance have authorised the transfer of up to £20,000 for phase 1 and phase 2 (yet to be agreed) of the parking strategy from the “reinvestment reserve transformation monies” over to the Street Management budgets.

A purchase order for phase 1 of the works to the value of £16,910, will be placed with the preferred supplier Apex Parking Ltd.

Quote details provided by Apex Parking Ltd have indicated how both phase 1 and 2 can be completed within the £20,000 budget envelope that has been allocated. There is no additional funding identified beyond this amount.

Note that up to £20,000 was authorised for the whole project. More monies may be requested should we progress to phase 2 with the preferred supplier.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Key deliverables are not met	Low	Low	Low	Regular project meetings and communication to ensure project is on track.

Key Decision:

No

Background Papers:

Planning application ref.