

ANGUS COUNCIL**ROADS COMMITTEE****11 JUNE 1998****PROPOSED STANDING LISTS OF CONSULTANTS****REPORT BY THE DIRECTOR OF ROADS****ABSTRACT**

This report informs the Committee that the Director is drawing up standing lists for four categories of work to assist him in the flexible use of consultants as and when required.

1 RECOMMENDATION

It is recommended that the Committee:-

- (i) notes that standing lists for consultants are being drawn up and will be reported to the August meeting of the Roads Committee;
- (ii) approves the use of the appropriate prospective lists to bring forward to a summer recess Executive Sub-Committee select lists of consultants to carry out (a) the design work for a flood prevention scheme at River Street, Brechin., and (b) Town Centre Traffic Studies in Forfar and Monifieth.

2 INTRODUCTION

Where peaks in workload or insufficient in-house expertise have occurred in the past either secondment of staff from consultants or a project specific select list of consultants has been used.

To allow more flexibility and to remove the need to advertise for a new list of consultants for each project the Director has advertised in the appropriate technical press (advert is shown in Appendix 1) with a view to drawing up standing lists of consultants for the four categories listed.

3 DETAILS

- (i) Until now the tendering procedures for the appointment of consultants have been based on ad-hoc lists approved on a one-off basis for each individual project.
- (ii) Rather than continue to produce one-off select lists for each specific project the Director of Roads now wishes to widen the scope of the current standing lists by adding lists of consultants for river and marine projects, structural engineering, traffic engineering and general highway work. These categories will allow an immediate response as and when peaks in workload occur.
- (iii) These standing lists of consultants would be subject to review quarterly and updated on a three yearly basis similar to the standing lists for contractors currently utilised by the department.
- (iv) The closing date for the return of applications for these lists is 8 June 1998. It has not therefore been possible to bring forward lists for approval to this meeting of the Roads Committee, and the recommended standing lists will be reported to the Roads Committee meeting in August.
- (v) As discussed above the Standing Lists of Consultants will normally be used when in-house resources are fully committed due to peaks in the workload.
- (vi) This is currently the case due to the A92 project, the bridge strengthening and repair programmes and the current workload in the traffic section making heavy demands on staff time.

- (vii) However there are projects pending which are programmed in the current financial year which will require early preparation if the budgets allocated are to be spent before the end of the financial year.
- (viii) Since assuming responsibility for Flood Prevention, to date only maintenance works and assessments have been carried out. However, the need for a flood prevention scheme at River Street, Brechin has been identified and allowance has been made in the capital financial plan.
- (ix) Due to the current workload peaks and the specialist nature of the hydraulic modelling work required the Director of Roads proposes to have this scheme carried out by suitably qualified and experienced consultants.
- (x) In addition, there is provision in the Capital Estimates during the current financial year to carry out Town Centre Traffic Studies in Monifieth and Forfar. In order, again, that this work can proceed timeously it is proposed to employ external consultants to carry out these studies.
- (xi) It is essential that the consultancy work on these schemes be put in hand quickly and it is therefore proposed to bring forward select lists of consultants for these schemes drawn from the advertisement for the standing lists in advance of these standing lists being approved. These select lists would be subject to the normal vetting procedures (financial, technical, safety, experience and quality checks) and would be the subject of further reports to an Executive Sub-Committee during the summer recess. This “cart-before-horse” procedure will achieve the objective of having the work put in hand quickly and, although it pre-empts the formal approval of the standing lists, will allow the work to be put out to tender to those consultants who would have been recommended for consideration if the lists had been approved. It is unlikely that consultants who declined the opportunity to apply for inclusion on the proposed standing lists would have applied for inclusion on ad-hoc lists for specific projects which by definition are jobs of the type covered by the standing lists. Thus while not strictly in accordance with Financial

Regulations the procedure proposed will have the same net effect, albeit earlier in time, and is unlikely to disadvantage any individual Consultant.

4 **FINANCIAL IMPLICATIONS**

There are no specific implications arising out of this report except for the advertising costs which can be contained within the department's administration Revenue Budget.

5 **CONSULTATION**

The Chief Executive, the Director of Law and Administration, the Director of Finance and the Director of Personnel have been consulted in the preparation of this Report.

Dr Bob McLellan
DIRECTOR OF ROADS

NOTE

No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

WW/JSG
20 May 1998
REPORTS/list.consult

ANGUS COUNCIL

STANDING LISTS OF CONSULTANTS

Angus Council is proposing to draw up standing lists of suitably qualified and experienced Consultants for the following categories of work to provide professional assistance as and when needs arise.

A **River and Marine Projects**

Consultants may be required to assist the Council carry out its responsibilities under the Coast Protection Act (1949) and the Flood Prevention and Land Drainage (Act) 1997 etc. The main services to be provided are

- Design and Supervision of Coast Protection and Flood Prevention Schemes
- Hydrology and Flood studies
- Drainage and Catchment studies
- Shoreline Management studies
- Harbour works

B **Structural Engineering Services**

Consultants may be required to assist the Council primarily in the following areas of work.

- Feasibility Studies
- Design and Supervision of Structural Works (Building and Civil Engineering)
- Category II and III checks for bridge designs
- Bridge Assessments

C **Highway Engineering**

Consultants may be required to assist the Council primarily in the following areas of work.

- Feasibility Studies
- Detail Design and Supervision of Highway Improvement Schemes

D **Traffic Engineering**

Consultants may be required to assist the Council in the following areas of work.

- Assessment of TIA's for Developments
- Design, Commissioning and Maintenance of Traffic Signals
- Traffic and Parking Surveys
- Town Centre Traffic Studies

- Road Safety Plans
- Provision of Cycling Facilities
- Preparation of Road Design Standards Document

Firms wishing to be considered should forward their application for the appropriate categories above together with details of:-

- 1 Statement of Safety Policy,
- 2 Most recent set of audited accounts available,
- 3 Names and addresses of three technical referees,
- 4 Experience of previous projects of a similar nature.

to the Director of Roads, Angus Council, County Buildings, Market Street, Forfar, DD8 3WR not later than 8 June 1998.

If you have any queries concerning the above please contact Bill Wallace on 01307 473288.

The decision on the standing lists by the Council is final.