

EAST RENFREWSHIRE COUNCIL

CABINET

5 June 2014

Report by Director of Environment

REPORTING OF VARIATION TO CONTRACT  
ROUKEN GLEN PARK EXHIBITION AND SIGNAGE PROJECT

**PURPOSE OF REPORT**

1. The purpose of this report is to seek Cabinet approval for a variation to a contract in accordance with the Council's Financial Regulations paragraph 8.3.

**RECOMMENDATIONS**

2. It is recommended that the Cabinet approve the variation to the original contract with Bright3d up to a maximum additional cost of £20,000.

**BACKGROUND**

3. Bright3d was awarded the contract to provide interpretive design services and artwork for the Rouken Glen Park Pavilion exhibition and park signage as part of the Council and Heritage Lottery Fund park improvement project. The budget available for this project is £225,000.

4. The exhibition will complement the refurbishment of the Pavilion and will provide information on the heritage, ecology and activities in the park. The replacement signage will assist with park orientation and new entrance signage will complete the park entrance improvement works onto Rouken Glen Road.

**REPORT**

5. Two tender exercises to procure suitable consultants were carried out. Bright3d was the only company to express an interest in this project. Following negotiation, they were contracted to deliver the **initial** interpretation plan and design services at a cost of £21,690. It was intended that the project would then be delivered in stages by the Council. However it has become evident that this is a complex project involving a multitude of specialist inputs and that particular skills are required to effectively and efficiently project manage the delivery of the various elements.

6. The delivery of the exhibition will include production of bespoke display units, audio visual filming and editing, illustration and photography, display lighting, model making, exhibiting of artefacts and designing of digital applications. The estimated project cost is currently around £170,000, excluding fees.

7. Bright3d has offered to see the project through to completion, including advising on suitable contractors, assisting with the tender evaluation and project management on site, for an additional fee of 10% of final project costs, up to a maximum of £20,000.

8. Financial Regulation 8.3 states:-

“Subject to the provisions of the contract in each case, every extra or variation shall be authorised in writing by the Director responsible or other officer nominated in writing by the Director for that purpose

Variations over £20,000 or 10% of the original contract sum whichever is the greater up to a maximum of £50,000 shall be reported as soon as practicable to Cabinet”

9. As this project has progressed and the full potential of what can be delivered as part of this key Council initiative has been realised, it has become clear that the Council does not have the specialist skills or experience to deliver the project to the standard anticipated and within a reasonable timeframe.

## **FINANCE AND EFFICIENCY**

10. The additional fee expenditure increase of up to £20,000 will be funded from the existing Rouken Glen Park HLF capital budget allocation including use of contingences and underspend from other HLF projects if required.

## **CONSULTATION**

11. The Chief Procurement Officer has been consulted with regard to this variation to contract. Consultation has also taken place with the Heritage Lottery Fund to seek their support to incur the additional spend on consultant support to deliver the project.

## **PARTNERSHIP WORKING**

12. The Heritage Lottery Fund is supportive of the use of additional consultant input and the variations in the overall project spend profile.

## **IMPLICATIONS OF THE PROPOSALS**

13. There are no financial implications to the overall Rouken Glen Park HLF capital budget provision. There are no implications in terms of staffing, property, legal, IT, equalities and sustainability.

## **CONCLUSIONS**

13. Due to the specialist nature of the project it is considered appropriate to retain Bright3d to undertake the delivery of the works to ensure the project is completed to a high standard and within a reasonable timeframe that should see the installation and signage completed by autumn 2014.

## **RECOMMENDATIONS**

14. It is recommended that the Cabinet approve the variation to the original contract with Bright3d up to a maximum additional cost of £20,000.

Director of Environment

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## **KEY WORDS**

Rouken Glen Park, Exhibition, Signage, HLF, Exemption, Tendering