

GBP0106

SINGLE SOURCE REQUEST FORM



**Single Source Request Form**

FOR

**81613 GLA - In the Making – Victoria Road corridor planting coordination (SSJ)**

PRIVATE & CONFIDENTIAL

COMMERCIAL IN CONFIDENCE

TfL Restricted

<b>SUBMITTED BY:</b>	Eleanor Fawcett
<b>Value of Procurement Authority / single source authority being requested in this paper:</b>	£20,000
<b>Paper Completion Date:</b>	09.03.2020
<b>Status:</b>	Final
<b>Version:</b>	V3

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**DETAILS OF SINGLE SOURCE REQUEST**

**1. Requestor details:**

Eleanor Fawcett, Head of Design, Old Oak and Park Royal Development Corporation

Commercial Use Only			
Commercial request		Business request	X

**2. Contracts Register ID**

All proposed single source transactions MUST be entered into the Contracts Register BEFORE this form is finalised, and the associated auto-generated, unique ID number entered into the field below. This is mandatory, and will be verified by the Delegated Procurement Authority (DPA) holder prior to approval.

23038

**3. Title of proposed Transaction / requirement / contract:**

81613 GLA - In the Making – Victoria Road corridor planting coordination (SSJ)

**4. Proposed supplier:**

Jonathan Cook Landscape Architects Ltd (JCLA)  
Company registration: 11886163

**5. Start & end dates of the proposed Transaction**

Start: 9 March 2020  
End: 30 June 2020

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6. Tfl company / contracting entity:

Old Oak and Park Royal Development Corporation

7. Applicable Regulations:

Public Contracts Regulations 2015, PART 2, CHAPTER 2, SECTION 3, Regulation 32, 2c:

*"insofar as is strictly necessary where, for reasons of extreme urgency brought about by events unforeseeable by the contracting authority, the time limits for the open or restricted procedures or competitive procedures with negotiation cannot be complied with."*

8. Contract Type:

Contract for services created by acceptance of OPDC's Terms and Conditions linked to Purchase Order number

9. Actual / estimated value of this Transaction (ex VAT):

£20,000

10. a) Is this Transaction a variation or extension to an existing contract?

No

b) If 'Yes', what is the current, approved, cumulative contract value (excluding this



Transaction)?

N/A

c) If 'Yes', what would be the proposed new, cumulative, total contract value (including this Transaction)?

(Note: Procurement Authority to cover the new, cumulative, total contract value will need to be in place before the Transaction can be awarded.)

N/A

d) If 'Yes', please provide all relevant details of the previous Transactions under this contract.

N/A

**\*\*\*Copies of any previously approved Single Source Requests and / or Derogation Requests relating to this contract must be appended to this request (see Appendix 1).\*\*\***

**11. a) If not a variation / extension, does this Transaction relate to any other previous contracts?**

Yes

**b) If 'Yes' to the above, please provide all relevant details of the previous contract(s) related to this Transaction.**

JCLA are currently sub-consultants within 2 consultant teams appointed by OPDC:

- Willesden Junction Station public realm (lead consultants 5<sup>th</sup> Studio)
- Cerebos Gardens (lead consultants Hyatsu Architects)

Previously JCLA were also sub-consultants within the following teams:

- the Canal Placemaking Strategy led by DKCM Architects – work completed April 2019.



- OPDC public realm, walking and cycling strategy, work completed 2016

All of these commissions were procured via a competitive process utilising the ADUP framework or invited tender.

**\*\*\*Copies of any approved Single Source Requests and / or Derogation Requests relating to those previous contracts must be appended to this request (see Appendix 1).\*\*\***

## 12. Details of the works, supplies and / or services required:

OPDC are currently leading the design and delivery of a suite of four public realm/landscape projects close to one another along the Victoria Road and Old Oak Common Lane corridor, which OPDC has secured funding for:

- Willesden Junction Public Realm
- Old Oak Lane towpath ramp
- Cerebos Gardens
- Wormwood Scrubs entrances

In addition local residents at the 'railway cottages' on Stephenson Street are developing their own landscaping and planting projects also long this route. As all the projects are currently under design development, there is an opportunity to coordinate the approach to shared elements such as planting and signage between the projects. This coordination and potential for identifying common elements between projects will help to increase their impact on the local area and potentially create efficiencies in terms of procuring specific elements across several projects.

The commission would be divided into the following tasks:

### Section A: Character study

- Analysis of the existing character of the area, including site investigations at different times of the day (rush hour, evenings, weekend etc)
- Specificities of the area (OPDC / Victoria Rd corridor)
- Review of baseline info (biodiversity/ecology strategies)
- Review of emerging strategies for the 4 initial projects
- Workshop/walkabout with Ecologist (see suggestion\* below)

### Section B: Outline themes/approaches

- Connections, common themes & approaches (eg. Edible planting, flowering understorey, not cutting within RPAs etc.)
- Developing planning context (eg. UGF, biodiversity net gain, OPDC SINC/BAP strategies)



- Working with OPDC, LB Ealing, developers (eg. Maintenance strategies)
- Provisions for soft landscape (eg. Providing tree rooting volumes, species applicability)
- This section will become clearer once the Section A work is done but may include things like outline palettes, ecological strategies or precedent examples
- Although the study will focus on soft landscape, planting and biodiversity, it may include suggestions on how these elements can interact/engage with the public realm

#### Section C: Opportunities

- 4 initial projects overview - planting/biodiversity common themes & approaches and how they might be applied
- Other local projects (eg. Railway cottage planting)
- Workshop with design teams - inc. summarising the outcomes & influences on the study
- Other opportunity areas

Due to the value of the work the contract will be via the standard terms and conditions linked to OPDC's purchase order system.

### **13. Single Source Request reasons:**

As JCLA are the landscape sub-consultants already working across several of these projects, it is proposed that JCLA should be commissioned directly to undertake this coordination work to produce a high level strategy for planting and biodiversity because:

- The team already have extensive knowledge of the landscaping and biodiversity issues and opportunities relating to the specific projects and the wider corridor because they have or are currently working on the majority of the relevant projects (see 11b above).
- It represents best value for OPDC to utilise this knowledge fully instead of funding a new team to develop the same level of knowledge required for this study.
- Due to the projects currently being at design stage it is necessary to quickly input in order to influence the proposals before they are finalised in May 2020. Therefore there is no time available to undergo a full procurement process within this time period.
- JCLA already have knowledge of local stakeholders and communities developed through the projects, which is essential to this commission as the coordination will required successful working across all of the various stakeholders and project client teams.



As JCLA are sub-consultants on the teams where they have worked on projects for OPDC it is not possible to just extend an existing contract to include this task.

#### Commercial use only

#### 14. Commercial assessment, comments & mitigation actions:

An SSJ to JCLA, as a direct award on OPDC Purchase order terms and conditions has been recommended.

This requirement was unforeseen and only came to light week commencing 24 February 2020, following suggestions from local residents at a consultation event. It could not have been pre-planned.

Proposals relating to this requirement are presently at design stage, and will be finalised in May 2020. It is necessary for services to be carried out quickly in order to influence proposals before finalisation; hence there is no time to run a full procurement process.

Risk of duplication of work is mitigated as this requirement will not produce actual design proposal for a particular project, rather it will take a strategic overview of the existing local landscape context and make strategic recommendations on how the projects could best be coordinated in terms of planting. Therefore the focus and deliverables will be different.

Avoiding risk of duplication is a key reason to get JCLA rather than a new consultant, as someone new would need to spend time familiarising themselves with the projects.

The client has confirmed at this point they do not know if any follow up tasks will be required, or what they will be. To ensure future SSJ's are mitigated a £5k contingency has been added on top the original £15k requested for work to be completed.

Future SSJ's relating to this contract are strictly prohibited, unless circumstances are extenuating, in which extensive a review will be carried out.

If any additional work is required. compliant procurement options will be explored.

#### 15. Risks:

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Risk	Mitigation	Owner
Duplication of work carried out in similar projects	Deliverables are different	Eleanor Fawcett

**16. Is this a retrospective transaction? If 'Yes', please provide detailed reasons below.**

Note: A retrospective transaction is when work or service delivery has already commenced, goods have been received or an instruction to proceed has already been given to a supplier prior to formal approval being in place.

**Retrospective transactions go against TfL Standing Orders and can result in disciplinary action.**

No



**ENDORSEMENTS / APPROVALS OF SINGLE SOURCE REQUEST**

**IMPORTANT NOTE TO SIGNATORIES:** By signing below, you are not only endorsing this Single Source Request but also:

- (1) Acknowledging that the single sourcing of this requirement may be subject to legal challenge by an external third party on the grounds that it does not comply with UK or EU procurement law; and
- (2) Declaring that you have no prior or existing personal or financial interest(s) in this supplier other than for the supply of the requisite works, supplies or services under the proposed contract.

To be completed by the requestor			
Print Name:	Signature:	Job title / Position:	Date:
Eleanor Fawcett		Head of Design	<del>03</del> .03.2020 12
Comments (if any):			

To be completed by the DPA holder (for values of £500,000 or less).			
By signing below, I confirm that I have the relevant level(s) of Procurement Authority and hereby:			
Grant authority to proceed with this Transaction on a single source basis AND grant Procurement Authority for contract award without the need for further approval.]			
Print Name:	Signature:	Job title / position:	Date:
Comments (if any):			

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**APPENDIX 1**

**Attached are all approved Single Source Requests and / or Derogation Requests associated with this Single Source Request**

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**APPENDIX 2**

**(A) List of Further Supporting Documents:**


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APPENDIX 3

To be completed by any additional TfL consultees (*where required*), to capture their endorsement of this Single Source Request:

Print Name:	Signature:	Job title / position:	Date:
Amin Rahman		Assistant Commercial Manager	09.03.2020
Comments (if any):			

Print Name:	Signature:	Job title / position:	Date:
Comments (if any):			

Print Name:	Signature:	Job title / position:	Date:
Comments (if any):			

Print Name:	Signature:	Job title / position:	Date:
Comments (if any):			

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