

City Chambers
DUNDEE
DD1 3BY

28th December, 2016

Dear Sir or Madam

You are requested to attend a MEETING of the **NEIGHBOURHOOD SERVICES COMMITTEE** to be held in the City Chambers, Dundee on Monday, 9th January, 2017 following the meetings of the City Council and Community Safety and Public Protection Committees called for 6.00 pm.

Yours faithfully

DAVID R MARTIN

Chief Executive

AGENDA OF BUSINESS

1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

2 PURCHASE OF SKIP CONTAINERS (AN1-2017)

The Council provides a range of skip services to domestic and commercial customers as well as servicing the storage and movement of waste from council recycling centres and processing sites. A number of skip containers are now considered to be beyond economic repair and in need of replacement.

The skip containers can be obtained through the Scotland Excel Procurement Framework "Supply and Delivery of Waste Disposal Equipment 03/15". The skip containers recommended for purchase are from Skip Units, Sinfin Lane Industrial Estate, Derby and are detailed below:

- Supply four – 14 cubic yard demountable skip containers for the sum of £4,192
- Supply two – 20 cubic yard demountable skip containers for the sum of £5,300
- Supply three – 40 cubic yard demountable skip containers for the sum of £9,585

The Executive Director of Corporate Services advises that the total cost of £19,077 can be met from the allowances for Recycling and Waste Management in 2016/17 that are included within the Community Safety/Public Protection section of the General Services Capital Plan 2017-22. Committee are asked to approve the purchase of this equipment.

3 CEMETERY INFRASTRUCTURE IMPROVEMENTS WORKS (AN2-2017)

Following a review of the existing headstone areas in cemeteries, it is proposed to extend the infrastructure required to improve the foundations for headstones. The works entails the construction of additional rows of concrete plinth to a specification and standard sufficient to hold headstones in place at Pitkerro Grove and Birkhill Cemetery. This ensures a consistent foundation and one which will contribute headstone stability and hence to the overall safety of the cemetery. At the same time works are proposed to be undertaken in respect of stabilising some of the existing foundations of older headstone primarily in Balgay Cemetery.

An offer has been received for the works from Construction Services of £44,000.

The Executive Director of Corporate Services advises that the above costs can be met from the allowances of infrastructure improvements within the Community Safety and Public Protection: Cemeteries sections of the Capital Plan 2016-2021. It is recommended that the above proposals be approved and works authorised to be undertaken by the above. It is anticipated that the project will be complete by 31 March 2017.

4 PLAYGROUND IMPROVEMENTS - Page 1

(Report No 11-2017 enclosed).

5 ENVIRONMENTAL IMPROVEMENTS - Page 5

(Report No 12-2017 enclosed).

6 TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY - Page 9

(Report No 10-2017 enclosed).

ITEM No ...4.....

REPORT TO: NEIGHBOURHOOD SERVICES COMMITTEE – 9 JANUARY 2017

REPORT ON: PLAYGROUND IMPROVEMENTS

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO. 11-2017

1. PURPOSE OF REPORT

- 1.1 To gain Committee approval for further playground improvements as part of the 2016/17 programme.

2. RECOMMENDATIONS

- 2.1 It is recommended that approval be given for the projects below at:-

Project Reference Project Description	Contractor	Tender Amount	Fees & Other Costs	Total Amount
<i>PC001324 – Playground Improvements – Various Sites</i>	Neighbourhood Services	£67,000	£7,000	£74,000
Total project cost				£74,000

3. FINANCIAL IMPLICATIONS

- 3.1 The Executive Director of Corporate Service has confirmed that the costs of £74,000 can be met from the capital allowances for Parks and Open Spaces within Recreation, Culture and Arts section of the General Section of the Capital Plan 2017-22.

4. BACKGROUND

- 4.1 It is proposed to undertake a programme of Play Area Improvements at a number of locations to address existing health and safety concerns and to enhance the amenity of these facilities. The proposed measures will also help reduce the long term future maintenance burden.
- 4.2 Proposed works include:
- Milnbank Play Area - Improve all surfacing within the play area. This includes removing slabbed surface and replacing with rubber mulch safety surface and additional ground restoration works.
 - Magdalen Green Play Area - Improve stability of the well-used banking by installation of a Scramble net to enhance play for users and additional restoration to safety surfacing.
 - Kirkton Central – Upgrading of steps and uprights on play equipment, re-painted as required upgraded safety surfacing with “wetpour”/rubber mulch.
 - Law Crescent - Remove play bark and replace with rubber mulch.
 - Castle Green – Replacement of steel framed suspension rope swing.

5. POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6. CONSULTATIONS

- 6.1 The Chief Executive, Executive Director of Corporate Services, Head of Democratic and Legal Services and all other Chief Officers have been consulted in the preparation of this report and are in agreement with its contents.

7. BACKGROUND PAPERS

- 7.1 None.

Elaine Zwirlein
Executive Director of Neighbourhood Services

Gary Robertson
Head of Environment

14 December 2016

<u>CLIENT</u>	<u>NEIGHBOURHOOD SERVICES</u>
PROJECT NUMBER PROJECT PROJECT INFORMATION	PC001324 Playground Improvements – Various Sites as per 4.2
ESTIMATED START DATE COMPLETION DATE	January 2017 March 2017
TOTAL COST	Several Works £67,000 Allowances £7,000 Total £74,000
FUNDING SOURCE	Capital – allowances for Parks and Open Spaces within the recreation, culture and arts and heritage section of the general services capital plan 2017-22.
BUDGET PROVISION & PHASING	2016/2017
ADDITIONAL FUNDING	None
REVENUE IMPLICATIONS	There are no major issues.
POLICY IMPLICATIONS	None
TENDERS	Offer Price <u>Neighbourhood Services</u> £67,000
RECOMMENDATION	Acceptance of offer
ALLOWANCES	Professional Fees £7,000
SUB-CONTRACTORS	
BACKGROUND PAPERS	None

ITEM No ...5.....

REPORT TO: NEIGHBOURHOOD SERVICES COMMITTEE – 9 JANUARY 2017

REPORT ON: ENVIRONMENTAL IMPROVEMENTS

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO. 12-2017

1. PURPOSE OF REPORT

- 1.1 To gain Committee approval for further environmental improvements as part of the 2016/17 programme.

2. RECOMMENDATIONS

- 2.1 It is recommended that approval be given for the projects below at:-

Project Reference Project Description	Contractor	Amount	Fees & Other Costs	Total Amount
Project No .PC001315 Seabraes	Neighbourhood Services	£30,000	£4,000	£34,000
Project No .PC001317 Claypotts Park	Neighbourhood Services	£16,200	£2,500	£18,700
Project No -PC001318 .Monymusk Park	Neighbourhood Services	£73,000	£9,000	£82,000
Project No – .PC001322 Fairmuir Park	Neighbourhood Services	£123,000	£15,500	£138,500

3. FINANCIAL IMPLICATIONS

- 3.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on attached sheets.

4. MAIN TEXT

- 4.1 Reference is made to Item (v) of the Policy and resources Committee of the 7 December 2015 Street Cleaning and Open Space Management review where there was agreement to introduce a programme of capital expenditure focused on improvement projects. The proposed projects have been designed to improve and enhance the local environment for residents and members of the public.
- 4.2 These projects have been developed in consultation with Community Officers and local groups. The proposed works will comprise of a number of improvements including:
- **Seabraes** - Redesign and landscape improvements to south banking, including improvements to soft landscaped areas with new improved planting and introduction to wildflower/naturalised panels. Improvements to existing seating.
 - **Claypotts Park** – Part replacement of existing chain link fence to enhance safety of Playpark Boundary. Also, removal of North Chain link fence upgrading with new fence in keeping with Boundary fence.
 - **Monymusk Park** – Upgrading of South Boundary fence keeping in with recently installed fence. Improvement and extension to existing car park to cope with demand and reducing pressure on nearby residents. Enhancement to soft landscaped areas by additional tree planting and installation of benches/ bins.

- **Fairmuir Park** – Redesign and Landscape improvements by incorporating the old bowling green into the public park with the introduction of a Community Garden area. Existing footpath to be removed and replaced with additional tree planting and wildflower/naturalised areas.

5. POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6. CONSULTATIONS

- 6.1 The Chief Executive, Executive Director of Corporate Services, Head of Democratic and Legal Services and all other Chief Officers have been consulted on the preparation of this report and are in agreement with its contents.

7. BACKGROUND PAPERS

- 7.1 None.

Elaine Zwirlein
Executive Director of Neighbourhood Services

Gary Robertson
Head of Environment

7th December 2016

<u>CLIENT</u>	<u>NEIGHBOURHOOD SERVICES</u>	<u>NEIGHBOURHOOD SERVICES</u>
PROJECT NUMBER PROJECT PROJECT INFORMATION	PC001318 Monymusk Park As per 4.2	PC001322 Fairmuir Park As per 4.2
ESTIMATED START DATE COMPLETION DATE	10 January 2017 31 March 2017	10 January 2017 31 March 2017
TOTAL COST	Works £73,000 Allowances <u>£9,000</u> Total <u>£82,000</u>	Works £123,000 Allowances <u>£15,500</u> Total <u>£138,500</u>
FUNDING SOURCE	Capital – allowances for Parks and Open Spaces within the recreation, culture and arts and heritage section of the general services capital plan 2017-22.	Capital – allowances for Parks and Open Spaces within the recreation, culture and arts and heritage section of the general services capital plan 2017-22.
BUDGET PROVISION & PHASING	2016/2017	2016/17
ADDITIONAL FUNDING	None	None
REVENUE IMPLICATIONS	There are no major issues	There are no major issues
POLICY IMPLICATIONS	None	None
TENDERS	Offer Price <u>Neighbourhood Services</u> <u>£73,000</u>	Offer Price <u>Neighbourhood Services</u> <u>£123,000</u>
RECOMMENDATION	Acceptance of offer	Acceptance of offer
ALLOWANCES	Professional Fees £9,000	Professional Fees £15,500
SUB-CONTRACTORS		
BACKGROUND PAPERS	None	None

ITEM No ...6.....

REPORT TO: NEIGHBOURHOOD SERVICES COMMITTEE – 9 JANUARY 2017
REPORT ON: TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY
REPORT BY: HEAD OF DESIGN AND PROPERTY
REPORT NO: 10-2017

1 PURPOSE OF REPORT

1.1 This report details tenders received and requests a decision on acceptance thereof.

2 RECOMMENDATION

2.1 Approval is recommended of (1) the acceptance of the tenders submitted by the undernoted contractors and (2) the undernoted total amount, including allowances, for each project.

Project Reference	Project Description	Contractor	Tender Amount	Fees & Other Costs	Total Amount
P16590	External Concrete Stair Upgrade	Anderson Specialist Contracting Ltd, Forfar	£84,303.00	£23,400.00	£107,703.00
15-1038	- Corso Street Sheltered Lounge - Lighting Upgrade and Decoration Works	Construction Services	£26,421.68	£2,245.84	£28,667.52
15-532	- Camperdown 11th Development Phase 2 Roof Replacements	Construction Services	£106,286.34	£9,034.34	£115,320.68
16-507	- Lawton Road Tenements - Boiler Renewal	Construction Services	£161,335.00	£17,713.48	£179,048.48
Total			£378,346.02	£52,393.66	£430,739.68

3 FINANCIAL IMPLICATIONS

3.1 The Executive Director of Corporate Services has confirmed that funding for the above project is available as detailed on the attached sheet.

4 POLICY IMPLICATIONS

4.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

5 CONSULTATIONS

5.1 The Chief Executive, Executive Director of Corporate Services and the Head of Democratic and Legal Services have been consulted and are in agreement with the contents of this report.

6 BACKGROUND PAPERS

6.1 None.

7 FURTHER INFORMATION

7.1 Detailed information relating to the above Tenders is included on the attached sheet. The construction works in this report have been procured using the general guidance contained in the following documents approved by the Council:

- a Report: 148-2003 - Partnering Guidelines for Construction Projects;
- b Report: 356-2009 - Construction Procurement Policy; and
- c Standing Orders - Tender Procedures of the Council.

Mike Galloway
Director of City Development

Fergus Wilson
Head of Design and Property

FW/MF/CM/EC

15 December 2016

Dundee City Council
Dundee House
Dundee

CLIENT	Neighbourhood Services	Neighbourhood Services														
PROJECT NUMBER PROJECT PROJECT INFORMATION	P16590 External Concrete Stair Repairs Upgrade to external stairs. Works involve removal and replacement of steps, landings, railings and supporting walls at 31 Dundee City Council housing addresses	15-1038 Corso Street Sheltered Lounge - Lighting Upgrade and Decoration Works Lighting Upgrades, Decoration Works and General Upgrades to Lounge Area at Corso Street Sheltered Lounge.														
ESTIMATED START AND COMPLETION DATES	February 2017 – May 2017	Start January 2017 Complete March 2017														
TOTAL COST	<table> <tr> <td>Contract</td> <td>£84,303.00</td> </tr> <tr> <td>Non Contract Allowances</td> <td>£8,400.00</td> </tr> <tr> <td>Fees</td> <td><u>£15,000.00</u></td> </tr> <tr> <td>Total</td> <td>£107,703.00</td> </tr> </table>	Contract	£84,303.00	Non Contract Allowances	£8,400.00	Fees	<u>£15,000.00</u>	Total	£107,703.00	<table> <tr> <td>Several Works</td> <td>£26,421.68</td> </tr> <tr> <td>Allowances</td> <td><u>£2,245.84</u></td> </tr> <tr> <td>Total</td> <td>£28,667.52</td> </tr> </table>	Several Works	£26,421.68	Allowances	<u>£2,245.84</u>	Total	£28,667.52
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Several Works	£26,421.68															
Allowances	<u>£2,245.84</u>															
Total	£28,667.52															
FUNDING SOURCE	Capital - Housing Department Planned Maintenance Budget	Capital														
BUDGET PROVISION & PHASING	<table> <tr> <td>2016/2017</td> <td>£53,852.00</td> </tr> <tr> <td>2017/2018</td> <td><u>£53,851.00</u></td> </tr> <tr> <td>Total</td> <td>£107,703.00</td> </tr> </table>	2016/2017	£53,852.00	2017/2018	<u>£53,851.00</u>	Total	£107,703.00	<table> <tr> <td>2016/2017</td> <td>£28,667.52</td> </tr> </table>	2016/2017	£28,667.52						
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Total	£107,703.00															
2016/2017	£28,667.52															
ADDITIONAL FUNDING	None															
REVENUE IMPLICATIONS	None	None														
POLICY IMPLICATIONS	There are no major issues.	There are no major issues														
TENDERS	<p>Tenders were invited from 6 contractors and the following tenders received:-</p> <table> <thead> <tr> <th><u>Tenderers</u></th> <th><u>Tender</u></th> </tr> </thead> <tbody> <tr> <td>Anderson Specialist Contracting (Forfar)</td> <td>£84,303.00</td> </tr> <tr> <td>Castle Group Scotland Ltd (Auchterarder)</td> <td>£119,001.00</td> </tr> <tr> <td>Construction Services (Dundee)</td> <td>£128,131.57</td> </tr> <tr> <td>Andrew Shepherd Construction (Forfar)</td> <td>£180,845.21</td> </tr> </tbody> </table>	<u>Tenderers</u>	<u>Tender</u>	Anderson Specialist Contracting (Forfar)	£84,303.00	Castle Group Scotland Ltd (Auchterarder)	£119,001.00	Construction Services (Dundee)	£128,131.57	Andrew Shepherd Construction (Forfar)	£180,845.21	<p>Negotiated Project</p> <table> <thead> <tr> <th><u>Tenderers</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Construction Services</td> <td>£26,421.68</td> </tr> </tbody> </table>	<u>Tenderers</u>	<u>Total</u>	Construction Services	£26,421.68
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Andrew Shepherd Construction (Forfar)	£180,845.21															
<u>Tenderers</u>	<u>Total</u>															
Construction Services	£26,421.68															
RECOMMENDATION	To accept the lowest tender from Anderson Specialist Contracting Ltd	Acceptance of Offer														
ALLOWANCES	<table> <tr> <td>Contingencies</td> <td>£8,400.00</td> </tr> <tr> <td>Professional Fees</td> <td>£14,000.00</td> </tr> <tr> <td>CDM Principal Designer</td> <td><u>£1,000.00</u></td> </tr> <tr> <td>Total</td> <td>£23,400.00</td> </tr> </table>	Contingencies	£8,400.00	Professional Fees	£14,000.00	CDM Principal Designer	<u>£1,000.00</u>	Total	£23,400.00	<table> <tr> <td>Professional Services</td> <td><u>£2,245.84</u></td> </tr> <tr> <td>Total</td> <td>£2,245.84</td> </tr> </table>	Professional Services	<u>£2,245.84</u>	Total	£2,245.84		
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Professional Services	<u>£2,245.84</u>															
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SUB-CONTRACTORS	None	None														
BACKGROUND PAPERS	None	None														

CLIENT	Neighbourhood Services	Neighbourhood Services
PROJECT NUMBER PROJECT PROJECT INFORMATION	15-532 Camperdown 11th Development Phase 2 Roof Replacements The works comprise the renewal of roof coverings to 18 houses (3 blocks of 6) at 40,42 & 44 Craigmount Road. None of the properties are in the demolition programme.	16-507 Lawton Road Tenements - Boiler Renewal The works comprise renewal of the existing gas boiler and associated work to 40 houses at 66, 72 & 74 Byron Terrace, 1-11(odd) and 2-12(even) Lawton Terrace. This equates to approximately £4,476.00 per house, including allowances. None of the properties are in the demolition programme.
ESTIMATED START AND COMPLETION DATES	Start January 2017 Complete March 2017	Start January 2017 Complete March 2017
TOTAL COST	Several Works Allowances Total	Several Works Allowances Total
	£106,286.34 <u>£9,034.34</u> £115,320.68	£161,335.00 <u>£17,713.48</u> £179,048.48
FUNDING SOURCE BUDGET PROVISION & PHASING	Capital - 2016/2017	Capital - 2016/2017
	£115,320.68	£179,048.48
ADDITIONAL FUNDING	None	None
REVENUE IMPLICATIONS	None	None
POLICY IMPLICATIONS	There are no major issues.	There are no major issues.
TENDERS	Negotiated Project Tenderers Construction Services	Negotiated Project Tenderers Construction Services
	Total £106,286.34	Total £161,335.00
RECOMMENDATION	Acceptance of Offer	Acceptance of Offer
ALLOWANCES	Professional Services Total	Decoration, carpet allowances and decants Professional Services Total
	<u>£9,034.34</u> £9,034.34	£4,000.00 <u>£13,713.48</u> £17,713.48
SUB-CONTRACTORS	None	None
BACKGROUND PAPERS	None	None