

**Report to the North Weald Airfield  
Strategy Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: NWA-006-2009/10**  
**Date of meeting: 7 December 2009**

**Portfolio: Finance & Economic Development.**

**Subject: Aviation Intensification Study Update**

**Responsible Officer: Derek Macnab (01992 564051).**

**Democratic Services Officer: Rebecca Perrin (01992 564532).**

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**Recommendations/Decisions Required:**

**That Members note progress on the Appointment of Consultants to undertake an Aviation Intensification Study for North Weald Airfield.**

**Executive Summary:**

Subsequent to Cabinet approval on the 12 October 2009, this report advises Members of steps being taken to appoint appropriate qualified and experienced consultants to undertake an Aviation Intensification Study for North Weald Airfield.

**Reasons for Proposed Decision:**

To seek Members of the Panel's input into the proposed procurement process.

**Other Options for Action:**

Not to progress the study contrary to earlier decisions.

**Report:**

1. At their meeting of the 27 July 2009, Members of the Cabinet Committee considered a draft Briefing Document and Invitation to Bid for Consultancy Services, to undertake an Aviation Intensification Study, for North Weald Airfield.
2. The Portfolio Holder for Finance and Economic Development presented the report of the North Weald Airfield Cabinet Committee, to the Cabinet on the 12 October 2009. Cabinet endorsed the recommendations of the Committee with respect to this issue, namely that;
  - (1) The draft briefing document and invitation to bid for consultancy services to undertake an aviation investigation study for North Weald Airfield be approved.
  - (2) That the study be undertaken in two stages with an initial scoping study allowing for the consideration of any proposals, before proceeding with a more intensive level of assessment.
  - (3) That, to allow for the possibility of different consultants undertaking the two stages, the documents should specify that all working papers and reports

prepared by the consultants for the first stage be made available to the consultants undertaking the second stage.

3. On the basis of the Cabinet Approval, Officers have met with the Essex Procurement Hub to obtain their advice and support in the appointment process. A view was reached that the commission is fairly specialist and may involve a consortium approach from a number of consultants.
4. In terms of developing a shortlist, a Pre-Qualification Questionnaire has been developed in order to establish the level of qualification, experience and financial standing of potential consultants. This pre-qualification questionnaire will be sent to those consultants expressing an interest.
5. With respect to notifying potential bidders for the commission, it is recommended that an advert is placed within the Aviation Press, Flight International being identified as the most appropriate publication. In addition, notification will be sent to a number of companies who are registered on the British Association of Aviation Consultants Website. In this way the Council's Financial Regulations will be satisfied and interest generated on an industry wide basis.
6. It is planned that the advertising and notification will take place in early January 2010, with a view to being able to develop a potential shortlist of those who satisfy the selection criteria best, by the end of February 2010. These consultants will then be sent the detailed brief and be invited to submit a fixed price fee bid together with a method statement, consisting of no more than 4 sides of A4 text, clearly detailing how they propose to undertake the commission.
7. After due consideration of the fee bids and method statements received, firms will be invited to interview, which will include a presentation against pre-set questions to a panel of elected Members and Officers. This will be followed by a question and answer session. Notes of the interviews will be taken and a copy appended to and form part of the appointment agreement. The decision of the interview panel will be conveyed to all consultants and contract formalities will then be concluded.
8. The procurement hub have advised that although the value of the contract does not exceed European Union Procurement limits and, as such, will not require an EJ Notice, it is still extremely important to ensure complete objectivity and transparency in the procurement process, to reduce the risk of challenge by unsuccessful tenderers.
9. Due to the importance of the commission, the North Weald Airfield Cabinet Committee will oversee the study. It is hoped to be able to undertake the procurement process and make a final appointment by the end of May 2010.

**Resource Implications:**

**Legal and Governance Implications:**

The procurement process will be undertaken in accordance with the Council's Financial Regulations and Standing Orders.

**Safer, Cleaner and Greener Implications:**

The environmental impact of any increased aviation at North Weald will be fully assessed as

part of the study.

**Consultation Undertaken:**

A strong commitment to local consultation with users, residents and the local Parish Council is contained within the brief.

**Background Papers:**

Agenda and Minutes of the Cabinet Committee 27 July 2009.

**Impact Assessments:**

Risk Management

There is a risk that the Council will not realise the benefits that could be achieved by maximising its assets at North Weald Airfield.

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?  
N/A

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?  
N/A