

# **SALISBURY CITY COUNCIL**

## **Report**

**Subject** : Professional Services Including Architectural Design, Structural Surveying, Quantity Surveying – Procurement Approval  
**Committee** : Full Council  
**Date** : 10<sup>th</sup> November 2025  
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### **1. Report Summary:**

- 1.1. This report seeks Council approval to proceed with the procurement process for a key contract:
  - 1.1.1. A Professional Services Contract including but not limited to, Architectural Design, Structural Surveying, Quantity Surveying estimated to be worth up to £400,000 over its potential duration, consisting of an initial 3-year term with the option to extend for an additional 2 years.
- 1.2. This contract will replace existing arrangements held with various providers.
- 1.3. The procurement process will be designed to enhance contract specifications, improve performance management, and achieve better value for the public purse.
- 1.4. The Council is being supported during a one-year trial by Hampshire County Council's Procurement Services.

### **2. Background:**

- 2.1. Salisbury City Council currently uses a range of providers via historical arrangements that have been in place for a number of years, with differing rate cards.
- 2.2. While these arrangements have served the Council to date, they present limitations in terms of coordination, contract oversight, and measurable performance outcomes. Regular re-tendering is not only a statutory duty and a requirement under the Council's procurement rules, but it also helps to secure better value for taxpayers. In addition, it ensures that new contracts and specifications are more closely aligned with the Council's evolving requirements and supports improved risk management.

### **3. Key Considerations:**

#### **3.1. Contract Scope and Duration**

- 3.1.1. The proposed Professional Services Contract will cover a range of services including Architectural Design, Structural Surveying and Quantity Surveying across the Council's property portfolio.

3.1.2. The proposed Professional Services Contract will consolidate a number of professional services under a single contract (if possible), improving efficiency and service monitoring. By have a single contract, the Council should benefit from economies of scale pricing, it will be easier to manage the contract, check standards are met and apply enforcement of penalties if warranted.

3.1.3. The timeline for the Professional Services Contract should be in place for Summer 2026, having been awarded in Spring 2026.

### **3.2. Financial Estimates**

3.2.1. Professional Services: up to £400,000 over a period of up to 5 years.

### **3.3. Strategic Goals**

3.3.1. Improved contract specification and deliverables aligned to service needs.

3.3.2. Strengthened contract management through KPIs and clear performance frameworks.

3.3.3. A more strategic and value-driven approach to procurement.

3.3.4. Contracts which are professional, and that meet legislative and regulatory requirements.

### **3.4. Supplier Market Engagement**

3.4.1. A competitive tender process will be undertaken for this contract, supported by key professionals from a public sector organisation, experienced in providing these services to other local authorities.

3.4.2. The market will be engaged to ensure it understands the council's requirements, including: appropriate capacity, capability, and social value outcomes as well as practical considerations relating to the submission of tenders. It may also be possible for the market to provide feedback into the service design to ensure the model attracts bidders and represents best value for the council.

## **4. Recommendations:**

It is recommended that the Council:

4.1. Approves the commencement of procurement for a Professional Services Contract valued at up to £400,000 over 3 years, with an option to extend for up to 2 years.

4.2. Notes that these new arrangements will replace existing ad hoc arrangements.

4.3. Endorses the approach of refining contract specifications and performance monitoring to improve service delivery and deliver better value for money.

**5. Wards Affected:** All wards within the Salisbury City Council area are affected by this procurement, as the services apply city-wide.

## **6. Implications:**

### **6.1. Financial:**

Costs are estimated and provisioned within relevant budgets. A competitive process aims to secure the best value.

### **6.2. Legal:**

All procurement rules and statutory obligations will be complied with. Approval of the above recommendations and successful appointment of new contractors will create significant medium term contractual relationships for the Council.

### **6.3. Personnel:**

Staff time will be required for procurement, contract implementation, and ongoing management.

### **6.4. Environmental Impact:**

The contract will require all appointed professionals to embed sustainable design principles, minimise carbon emissions, and support the Council's Climate Emergency objectives through environmentally responsible working practices and materials selection.

### **6.5. Equalities Impact:**

Contractors will be required to adhere to the Council's equality and diversity policies.