
**MANCHESTER, SALFORD AND TRAFFORD LEVEL 2/HYBRID STRATEGIC FLOOD
RISK ASSESSMENT**

MEMORANDUM OF UNDERSTANDING

1: BACKGROUND

- 1.1 Manchester City Council, Salford City Council and Trafford Council have agreed to the joint commissioning, on a contract basis, of a specialist consultancy firm to undertake a Level 2/Hybrid Strategic Flood Risk Assessment for their areas. The scope and nature of the commission are outlined in the Tender Brief dated 26th February 2009 and in the Tender Document dated 9th March 2009.

2: RESPONSIBILITY FOR PROCUREMENT OF THE WORK

- 2.1 The procuring authority for the commission will be Trafford Council. Trafford Council will be responsible for administering the procurement and tender process, ensuring compliance with Trafford's own Contract Procedure Rules and with the Official Journal of the European Union (OJEU). This will include production of all relevant documentation, liaison with bidders and maintenance of appropriate records.
- 2.2 Whilst Trafford Council is acting as the procuring authority, the evaluation of the submitted tenders and decision on award will be made jointly by the 3 authorities.
- 2.3 In its capacity as procuring authority, Trafford Council will maintain general oversight of the management of the commission from commencement of work to completion.

3: OVERALL TIMESCALE FOR THE WORK

- 3.1 The overall timescale for the work is as follows:-
- Beginning of June 2009 – Award of Contract.
 - Early June 2009 – Initial Inception Meetings.
 - End of September 2009 – Completion of submissions by the Contractor.
- 3.2 The Contractor will be required to report on their findings as follows:-
- Draft Report, to allow for comment by the commissioning authorities.
 - Final Report.
 - Workshop/Presentation to outline the Final Report findings.

4: STEERING GROUP

- 4.1 A Steering Group will be established to provide management of the commission on a day-to-day basis, including receiving progress reports from the Contractor, addressing any issues that arise during the programme of work and approving the Final Report on behalf of the commissioning authorities.
- 4.2 The Steering Group will comprise representatives of Manchester City Council, Salford City Council and Trafford Council, together with representatives from other bodies (including the Environment Agency and the Association of Greater Manchester Authorities) who will be invited to attend in an advisory capacity.
- 4.3 The Steering Group will meet as required in order to progress the commission.


5: DATA REQUIREMENTS

- 5.1 Progression of the commission will require a range of data, including modelling results and mapping, to be provided to the Contractor. Due to the licensing requirements of external bodies, including the Environment Agency, this data will need to be obtained by the commissioning authorities for use in the project.
- 5.2 The lead authority for the acquisition of relevant data from external bodies will be Manchester City Council.


6: FINANCIAL MATTERS

- 6.1 The costs of commissioning the work will be divided equally between Manchester City Council, Salford City Council and Trafford Council.
- 6.2 Each Council will make necessary provision for financing its share of the total costs of the commission. Manchester City Council and Salford City Council will ultimately make due payment to Trafford Council.
- 6.3 Responsibility for overall budget monitoring and invoicing will lie with Trafford Council. Trafford Council will administer all due payments to the Contractor, as and when they become due, on behalf of Manchester City Council, Salford City Council and Trafford Council.


For Manchester City Council

Signed 
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Date 28th July 2009

For Salford City Council

Signed 
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Date 5th August 2009

For Trafford Council

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