

# Finance and Resources Committee

10am, Thursday, 26 November 2015

## Award of contract for consultancy services for Edinburgh Street Design Guidance – Phase 2 works

Item number	7.16
Report number	
Executive/routine	
Wards	All

### Executive summary

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This report seeks the approval of the Finance and Resources Committee for the appointment of a contractor(s) for the consultancy services required for the Edinburgh Street Design Guidance Phase 2 works.

### Links

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Coalition pledges	<a href="#">P31</a> , <a href="#">P40</a>
Council outcomes	<a href="#">CO7</a> , <a href="#">CO8</a> , <a href="#">CO9</a> , <a href="#">CO19</a> , <a href="#">CO26</a>
Single Outcome Agreement	<a href="#">SO1</a> , <a href="#">SO2</a> , <a href="#">SO4</a>

## Award of contract for consultancy services for Edinburgh Street Design Guidance – Phase 2 works

### Recommendations

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- 1.1 To approve the appointment of Atkins Ltd for consultancy services required for the Edinburgh Street Design Guidance Phase 2 works.

### Background

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- 2.1 The new Street Design Guidance for Edinburgh provides consolidated guidance to those changing or adding to any part of the street network in Edinburgh. It was approved for by Transport and Environment Committee on 25 August 2015 and Planning Committee on 1 October 2015.
- 2.2 The new guidance has been prepared in the context of Designing Streets, the Scottish Government's policy on street design. This moves away from an approach to design that has centred on catering for cars, towards one that focuses on place making and sustainable forms of transport. Edinburgh's new Street Design Guidance complements the Edinburgh Design Guidance, and helps to achieve the Council's wider policy objectives relating to a safer, more accessible, sustainable, healthier and prosperous Edinburgh.
- 2.3 There is an urgent requirement to undertake Phase 2 works to meet the secured external (from Sustrans and Paths for All) funding. This funding is secure until the end of this current financial year (2015/16).
- 2.4 Due to lack of internal resources to undertake Phase 2 works within this timescale, the Procurement Requirement Form for appointing consultants to undertake the works has been authorised by the Chief Executive.
- 2.5 The works that needs to be undertaken by the consultants include:
  - finalising detailed technical Factsheets;
  - undertaking training sessions for the Council's staff;
  - developing a Street Design Guidance Website;
  - creating an interactive Edinburgh Street Types GIS map; and
  - investigating how to align the Council procedures, programmes and budgets with the Guidance's requirements.

- 2.6 Given the wide-ranging coverage of the Guidance, the complexity, the scale of expertise required and the collaborative nature of the works, the aim was to appoint a team which can collectively produce the relevant collection of detailed Factsheets (technical guidance documents), Guidance Website, Street Types Map, working closely with the Council experts and the Council's project manager.
- 2.7 The complexity of the works meant that a time-based contract would be most appropriate. The works were tendered using the national framework contract, Scotland Excel 01-11.

## Main report

- 3.1 On 9 October 2015, an ITT was published on the Public Contracts Scotland Portal inviting expressions of interest from suitable applicants to deliver the project from a pre defined list of approved suppliers from the Scotland Excel Framework. Two suppliers submitted a response on 26 October 2015.
- 3.2 To ensure that the contract was awarded to the provider offering best value, the bids were assessed based on the most economically advantageous tenders. The weightings used for the selection of the contractors were based on Quality 80%, Price 20%.
- 3.3 Because the works were to be undertaken by a time-based contract, to ensure fair price comparison, tenderers were given an indicative workload hours (see table below) and were asked to price their proposals accordingly.

Tasks	Name	Hourly rate (£)	Hrs (nominal)	Total
Task 1 - Lead Author			400	
Task 2 - Back-up lead author				
Task 1 - Subject author for Ped. Env				
Task 1 - Subject author for Cycling			100*	
Task 1 - Subject author for PT				
Task 1 - Subject author for roads design				
Task 1 - Subject author for landscaping/public realm				
Task 1 - Technical drawing support			75	
Task 1 - Graphic design support			75	
Task 2 – Trainer			100	
Task 3 - Web developer			100	
Task 3 - Graphics design support			50	
Task 4 - GIS expert			50	
Task 5 – Expert			50	
<b>Notional total for finalising Edinburgh Street Design Guidance (carried to form of tender)</b>			1000	

\* applies to average hourly price of the back-up author and five subject authors

- 3.4 Tenders were independently scored in relation to quality and price. The tender returns were checked for compliance and all were deemed compliant by the evaluation panel.
- 3.5 A consensus meeting took place following quality scoring on 5 November 2015 to agree final quality score.
- 3.6 Following detailed analysis of the tender returns it was deemed that the tenders were competitive and no abnormally low prices had been submitted.
- 3.7 The two applicants scores were as follows:

Company	Quality Score	Price Score	Combined Score
Atkins Ltd	59.28	17.17	76.45
Bidder 2	48.48	20.00	68.48

- 3.8 The range of prices received from the two applicants was between £56,650 and £65,972.
- 3.9 The outcome of the tender evaluation is that Atkins Ltd submitted the most economically advantageous tender for the sum of £65,972.
- 3.10 Appendix 1 summarises the tendering and tender evaluation processes.

## Measures of success

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- 4.1 The measures of success for this consultancy work (once the work listed in section 2 is completed) will be that the complete suite of Edinburgh's Street Design Guidance will be available. This will allow the creation of new streets, or alteration of existing streets, that:
- are welcoming, inclusive and accessible to all;
  - are easy to navigate;
  - are attractive and distinctive;
  - give priority to sustainable travel (walking, cycling and public transport);
  - are safe and secure;
  - are designed to deal with and respond to environmental factors such as sun, shade, wind, noise and air quality.
  - respect key views, buildings and spaces reflect the needs of local communities; and

- are resilient, cost-effective and have a positive impact on the environment over their life-cycle.

## Financial impact

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- 5.1 If approved by the Committee, Atkins Ltd will be awarded a time-based contract under the Scotland Excel Framework to help deliver the works listed in paragraph 2.5 of this report.
- 5.2 The total costs associated with this project are estimated at up to £95,000.

### External funding:

- 5.3 There is £60,000 secured from the Sustran's Community Links funding in 2015/16 financial year. The Council has been advised by Sustrans that, additional funding is likely to be made available, if required.
- 5.4 An additional £10,000 to £20,000 is being sought from the Smarter Choices Smarter Places 2015/16 funding.
- 5.5 Further external funding of £15,000 to £25,000 is likely to be sought for the Guidance (principally for training events) for 2016/17 budget year.

### Internal funding:

- 5.6 If additional external funding is not secured, either in part or full, for staff training and promotion of the Guidance internally, up to £25K could be allocated to from the Transport Revenue budget, including the Cycle Revenue budget.
- 5.7 This project should realise longer term financial benefits for the Council.
- 5.8 The costs associated with procuring this contract are estimated at up to £10,000.

## Risk, policy, compliance and governance impact

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- 6.1 Atkins Ltd have been awarded the contract in line with the Council's procurement policies and Standing Orders.
- 6.2 Some of the risks and challenges that are relevant to the delivery of the works include:
- Delays due to detail, complexity and the scale of expertise required to produce a complete suite of factsheets. Careful management of the lead author and of the inputs/contributions of internal and external experts is necessary in drafting Factsheets in order to achieve output of suitable quality.

- Substandard quality in order to achieve affordability or alternatively cost escalation. This is likely to require some targeting of resources to areas which are of most importance within the guidance and/or where the Council requires the most assistance.
- Consultant experts may have limited availability – again some flexibility will be required, for example adjusting the work program to work around the limited availability of key specialists.
- The Council's experts may not be able to engage fully with the process, for example due to other work commitments.
- It is likely to be difficult for the Council to provide working space for the consultants due to limited number of desks allocated for the use of Transport Planning and Policy staff.

## Equalities impact

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- 7.1 A full equalities impact assessment has already been prepared for Edinburgh Street Design Guidance and reported to the Transport and Environment Committee on 25 August 2015. It will be kept up to date during Phase 2 works and a final version of the ERIA will be submitted to Transport and Environment Committee by the end of 2016.

## Sustainability impact

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- 8.2 This work should result in a more sustainable model for creating, transforming and managing streets across the city.

## Consultation and engagement

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- 9.1 Approval was gained from the Chief Executive Officer via a Procurement Requirement Form (dated 06.10.15) for this work package and for selection of this procurement route to market.
- 9.1 Due to the strategic nature of the Guidance further meetings and workshops with internal the Council staff and external stakeholders are expected during Phase 2 works. External stakeholders should include but not limited to Edinburgh Design Panel and Edinburgh Access Panel.

## Background reading/external references

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[Edinburgh Street Design Guidance](#)

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## Links

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<b>Coalition pledges</b>	<b>P31</b> - Providing for Edinburgh's economic growth and prosperity. <b>P40</b> - Work with Edinburgh World Heritage Trust and other stakeholders to conserve the city's built heritage.
<b>Council outcomes</b>	<b>CO7</b> - Edinburgh draws new investment in development and regeneration. <b>CO8</b> - Edinburgh's economy creates and sustains job opportunities. <b>CO9</b> - Edinburgh residents are able to access job opportunities. <b>CO19</b> - Attractive Places and Well Maintained- Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards and maintenance of infrastructure and public realm. <b>CO26</b> - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.
<b>Single Outcome Agreement</b>	<b>SO1</b> - Edinburgh's economy delivers increased investment, jobs, and opportunities for all. <b>SO2</b> - Edinburgh's citizens' experience improved health and wellbeing, with reduced inequalities in health. <b>SO4</b> - Edinburgh's communities are safer and have improved physical and social fabric.
<b>Appendices</b>	Appendix 1 - Summary of Tendering and Tender Evaluation Processes

## Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Contract	Edinburgh Street Design Guidance – Phase 2 works
Contract period	27 November 2015 – 31 March 2017
Contract value	Time based contract with estimated value up to £95,000
Standing Orders observed	Consultancy support, value over £25,000 Procurement Request Form approved by the Chief Executive Officer
Portal used to advertise	Public Contracts Scotland
EU Procedure chosen	Mini Competition on EU Compliant Framework
Invitations to tender issued	9/10/2015
Tenders returned	2
Tenders fully compliant	2
Recommended supplier/s	Atkins Ltd
Primary criterion	Quality 80% Cost 20%
Evaluation criteria and weightings	The Contract was awarded on the basis of the Most Economically Advantageous tender with 20% of the overall evaluation score given to price and 80% of the overall evaluation score given to quality. The quality analysis was based on the answers provided in response to the following weighted Award Criteria Questions: Q1 – Lead Author, 30% Q2- Project Team , 40% Q3 Presentation, 30%
Evaluation Team	Development Control Manager, Transport Senior Professional Officer, Strategic Planning, Transport Professional Officer, Projects Development, Transport