

Finance and Resources Committee

10:00am, Thursday, 3 November 2016

Award of Contract for Consultancy Services - Corstorphine Parking Survey

Item number	7.13
Report number	
Executive/routine	
Wards	6 - Corstorphine/Murrayfield

Executive Summary

This report seeks the approval of the Finance and Resources Committee for the award, on the basis of a non-competitive action, of a contract for consultancy services to carry out a detailed parking survey within the Corstorphine area.

This follows a procurement exercise, involving a competitive tender following the mini-competition process set down under the Scotland Excel Framework, to find a suitable consultant to undertake the required work.

Links

Coalition Pledges	P28 , P33
Council Priorities	CP6 , CP8
Single Outcome Agreement	SO2

Award of Contract for Consultancy Services - Corstorphine Parking Survey

1. Recommendations

- 1.1 It is recommended that the Committee approves, on the basis of a non-competitive action, the following contract awards:
 - 1.1.1 the appointment of AECOM to undertake a parking survey in the Corstorphine area for a contract sum of £29,450, to commence on 14 November 2016 and end 31 January 2017.

2. Background

- 2.1 In response to increasing concern from residents about parking pressures in the Corstorphine area, officers agreed to conduct a parking survey that will assist in quantifying the extent of the parking problems, as well as determining parking patterns and usage.
- 2.2 Analysis of this information will then be used to determine whether measures are required to address the parking issues highlighted.

3. Main report

- 3.1 In the last 12 to 18 months, an increasing number of Corstorphine residents have been in contact with elected members and Council officers with regard to parking pressures in their area. As a busy urban village in its own right, and being situated on one of the main bus corridors into the city centre, Corstorphine is not only a generator of local parking, but the residential nature of its' streets makes it a convenient parking area for city centre commuters.
- 3.2 As a result of the rising level of concern with regard to the impact of non-residential parking, Council officers agreed to investigate parking pressures within Corstorphine. To understand the full extent of these pressures officers identified an area where a detailed parking survey should be carried out. That survey would be designed to identify parking patterns and allow an assessment of the likely nature of each vehicle (such as resident, commuter or visitor) to be made.

- 3.3 Such surveys require a significant resource, not only to gather the data on-street, but also in terms of the analysis of that data and its transfer into a form that can be easily understood and from which conclusions can be drawn.
- 3.4 For these reasons this work is typically carried out on behalf of the Council by Consultants specialising in transportation and traffic studies. Their expertise in handling and analysing large amounts of data allows the results of such studies to be made available quickly and efficiently, which in turn provides the most effective means of expediting parking-related projects.
- 3.5 In accordance with the Council's Standing Orders on procurement, it was determined that appointing a consultant to carry out the necessary survey and analysis would require the work to be put out to competitive tender.
- 3.6 It was also considered that the most economically viable means of sourcing the required services would be through an existing framework. By using the Scotland Excel Framework, the Council would benefit from nationally agreed rates, and source work from a pre-existing list of experienced and suitable consultants offering the required range of services. The route for procuring the desired services required bids to be sought from a minimum of three providers.
- 3.7 Using the Scotland Excel Framework, four consultants were chosen from the list of available providers on the basis that they provided the required services. Tender documents were issued to the chosen consultants.
- 3.8 AECOM submitted the only tender bid for the offered work, with a contract sum of £29,450.
- 3.9 The tender documents specified that the analysis of the bids received would be conducted on the basis of both a financial assessment (40%) and a qualitative assessment (60%) based on the proposed methodology, project management proposals and the experience of the company, the Project Director and the Project Team.
- 3.10 In terms of the qualitative assessment, AECOM's bid scores highly, with demonstrable experience across its project team and methodology which indicates full understanding of the aims of the survey that will provide the Council with the required data.
- 3.11 With only one bid received it is not possible to compare that methodology or experience to other consultants, nor is it possible to score the bid on the basis of the tender amount or on value for money.
- 3.12 Although comparison with other bids was not possible, the original framework was tested for Best Value and only consultants demonstrating this were successful. Were the Council to re-run this tender exercise then additional procurement costs would be incurred, with no guarantee that a better value bid would be received.

- 3.13 It is therefore recommended that AECOM be appointed as the successful contractor on the basis of a non-competitive action.

4. Measures of success

- 4.1 The contract enables the Council to buy in specialist technical advice to support Council staff.
- 4.2 Success will be measured against the consultant's ability to produce the necessary deliverables on programme and within budget. This will be monitored throughout the duration of the contract.

5. Financial impact

- 5.1 The contract sum is £29,450.
- 5.2 The cost of conducting the proposed parking survey will be met from within the existing Parking Operations budget in the year 2016/17.
- 5.3 The costs associated with procuring this contract are estimated at up to £10,000.

6. Risk, policy, compliance and governance impact

- 6.1 It is considered that there are no risk, policy, compliance or governance impacts as a result of this report.

7. Equalities impact

- 7.1 It is considered that there is no equalities impact as a result of this report.

8. Sustainability impact

- 8.1 The Council has considered its obligations under the Climate Change (Scotland) Act 2009. Neither the content of this report nor its recommendations are anticipated to have any negative impact on sustainability.

9. Consultation and engagement

- 9.1 The Council's Procurement team have been consulted during the preparation of this report to ensure compliance with the Council's Procurement rules and Standing Orders.

10. Background reading/external references

10.1 None.

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11. Links

Coalition Pledges	P28 - Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic well being of the city P33 - Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used.
Council Priorities	CP6 - A creative, cultural capital CP8 - A vibrant, sustainable local economy
Single Outcome Agreement	SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health
Appendices	1 - Summary of Tendering and Tender Evaluation Processes

Appendix 1:

Summary of Tendering and Tender Evaluation Processes

Procurement of Consultancy Services - Corstorphine Parking Survey

Contract period	14 November 2016 to 31 January 2017
Estimated contract value	£29,450
Standing Orders observed	2.12, 2.13, 4, 5, 6,
Governing UK Regulation	Public Contracts (Scotland) regulations 2015
Invitations to tender issued	4
Tenders returned	1
Tenders fully compliant	1
Recommended suppliers	AECOM
Primary criterion	40% Price 60% Quality