

Finance and Resources Committee

10.00am, Thursday, 16 August 2018

Award of Workplace Travel Planning Contract 2018-19

Item number	8.6
Report number	
Executive/routine	
Wards	All
Council Commitments	17 , 18 , 19

Executive Summary

This report seeks approval to award a contract for the delivery of the fourth year of the workplace-based travel behaviour change project to Sweco UK Ltd.

The contract will be for nine months, commencing on 1 September 2018 and running to 31 May 2019. The total estimated value of the contract is £117,923.75. This project is fully-funded by the Council's allocation of Transport Scotland's Smarter Choices, Smarter Places funding.

Award of Workplace Travel Planning Contract 2018-19

1. Recommendations

- 1.1 To approve the award of a contract to Sweco UK Ltd for £117,923.75 to deliver the workplace-based travel behaviour change project during 2018-19.

2. Background

- 2.1 The Council has been successful in its bid for [Smarter Choices, Smarter Places \(SCSP\)](#) funding for a fourth consecutive year. This is Transport Scotland funding, awarded for behaviour change projects designed to reduce single car occupancy and encourage greater uptake of active and sustainable modes of transport for everyday journeys. The Council's SCSP programme is enabling it to make progress towards achieving the actions of the [Active Travel Action Plan](#) and the [Local Transport Strategy 2014-2019](#).
- 2.2 The SCSP programme consists of four areas:
 - 2.2.1 workplaces;
 - 2.2.2 schools;
 - 2.2.3 communities; and
 - 2.2.4 research and policy.
- 2.3 For the past three years, as a major part of the work being undertaken on the SCSP programme, the Council has commissioned a travel planning consultancy to deliver a travel behaviour change project involving large workplaces in Edinburgh, where a high percentage of the workforce travel to work alone by car. Geographically, most of the businesses the Council is working with are based in the Edinburgh Park/South Gyle area.
- 2.4 The aim has been to provide organisations with incentives to encourage employees to travel sustainably (by walking, cycling or using public transport) to work and to address the issues with high numbers of people habitually travelling alone by car. This project seeks to persuade people to choose alternative modes of transport, to ease road congestion and have a positive impact on the Council's aspirations for improving air quality, place-making for people and developing a sustainable city.

- 2.5 The programme, over the past three years, has achieved success in:
- 2.5.1 Raising awareness of the 'QuietRoutes' walking and cycling routes in the city from 20% to 47% across all organisations, with an increase from 19% to 65% in one organisation;
 - 2.5.2 Provision of one to one assistance with travel planning with 59 separate employers;
 - 2.5.3 Provision of multiple sustainable travel roadshows with employers, which has offered travel planning advice to 4,110 individuals;
 - 2.5.4 Provision of 129 Dr Bike sessions, performing free safety checks on 763 bicycles; and
 - 2.5.5 An increase in organisations reporting to be encouraged to continue to undertake travel planning initiatives for their employees, from 66% in 2016 to 77% of organisations in 2017.

3. Main report

- 3.1 Commercial and Procurement Services (CPS), in collaboration with the Active Travel team, commenced the procurement process for workplace travel planning consultancy services for 2018-19 in January 2018.
- 3.2 A mini competition under the Scotland Excel Framework Agreement 06-16, Engineering and Technical Consultancy Services (LOT 2 Transportation and Traffic) was chosen as the route to market and all 20 potential suppliers were invited to submit a bid on Public Contracts Scotland.
- 3.3 The tender invitations were distributed via Public Contracts Scotland on 13 June 2018. The tender return date was 29 June 2018 and, although there were notes of interest from several suppliers, only one tender response was received - from Sweco UK Ltd.
- 3.4 The Tender was evaluated for cost and quality by separate panels from CPS and the Service Area and a summary of the Tendering and Tender Evaluation Process is included in Appendix 2. The recommendation for award of contract is based on the completed evaluation scores for the single tender as detailed below:

Supplier	Price (out of 30)	Quality (out of 70)	Combined (100)
Sweco UK Ltd	30.00	61.25	91.25

- 3.5 Sweco UK Ltd's high quality score reflects the strength of their bid and they were the most economically advantageous offering to the Council.

4. Measures of success

- 4.1 A table summarising the outputs and outcomes of the travel behaviour change projects involving large workplaces in Edinburgh, undertaken over the last three years, is detailed in Appendix 1.
- 4.2 A monitoring and evaluation plan detailing identified targets has been submitted to Paths for All for the SCSP programme in 2018-19, and this will be followed during project delivery. The workplace travel planning aspect of the SCSP programme will be evaluated as per the indicators of success covered in Appendix 1. Alongside this, there will be qualitative information and feedback collected from organisations, to continue to offer a programme which is likely to bring behaviour change.

5. Financial impact

- 5.1 As in previous years, this programme is funded by SCSP funding, awarded to the Council by Transport Scotland. Funding for this financial year must be committed by 31 March 2019, however, to evaluate the success of the project the contract will run until 31 May 2019. This is in accordance with SCSP grant guidance.
- 5.2 The SCSP programme requires 50% match funding from the local authority and its potential partners which has been identified to claim the SCSP grant. Match funding for the whole SCSP programme has been identified from the capital footway renewals budget.
- 5.3 The Council has been awarded a total of £554,081 SCSP funding, of which up to £150,000 has been allocated for the fourth year of work on workplace travel planning.
- 5.4 The cost associated with procuring these services is up to £10,000.

6. Risk, policy, compliance and governance impact

- 6.1 A risk assessment for the contract has been carried out and this will be reviewed at milestones during the delivery of the project and upon its completion.

- 6.2 The project will be managed using the principles of the PRINCE2 project management method, to ensure organisation and accountability.

7. Equalities impact

- 7.1 An Integrated Impact Assessment (IIA) has been undertaken for the SCSP programme and this will be reviewed at milestones during the delivery of the project.
- 7.2 There are likely to be positive impacts on enhancing a range of human rights. The project promotes: an increased awareness of active travel and public transport routes; and the health, social and environmental benefits associated with active travel.

8. Sustainability impact

- 8.1 The impacts of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below. Relevant Council sustainable development policies have been considered and are noted at Background Reading in section 10 of this report.
- 8.2 The proposals in this report will reduce carbon emissions and help achieve a sustainable Edinburgh, as the project will help develop and contribute towards the outcomes of the Active Travel Action Plan and Local Transport Strategy 2014-2019.
- 8.3 Sustainability risk is low. The project itself is centred around promoting sustainable travel and transport by employers that are based in the city.

9. Consultation and engagement

- 9.1 Extensive consultation was undertaken during the development of the Council's Local Transport Strategy 2014-2019. This identifies the importance of travel planning activities to encourage people to change their travel habits and promote viable alternatives to car use. One method identified for the delivery of these services is via major employers and other local businesses.
- 9.2 In March/April of each year, as part of the workplace-based travel behaviour change project, two types of surveys are undertaken to establish feedback regarding the initiatives which have been undertaken throughout that year's programme. One survey is for completion by individual employees of each organisation, and the other is for completion by the lead contact for sustainable travel in each organisation.

- 9.3 Feedback gathered has helped to determine the initiatives that should be offered the following year. This ensures that the travel planning offer continues to be relevant and useful to organisations and their employees. This has also helped to ensure that resources (consultancy time and SCSP funding) are not used on initiatives which are unlikely to be effective at changing travel behaviour.

10. Background reading/external references

- 10.1 [Local Transport Strategy 2014-19](#)
10.2 [Active Travel Action Plan](#)
10.3 [Smarter Choices, Smarter Places page on Paths for All website](#)

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11. Appendices

Appendix 1 – Summary of Outputs and Outcomes of Workplace Travel Planning in Years 1, 2 and 3.

Appendix 2 – Tender Evaluation Process

Appendix 1 – Summary of Outputs and Outcomes of Workplace Travel Planning in Years 1, 2 and 3.

Element	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)
Organisations engaged*	21	30	27
Workplace sites engaged	35	59	56 roadshows
Total employees at organisation sites	32,720	40,050	34,270
Number of challenges	n/a	1 (Edinburgh BioQuarter Active Travel Challenge)	2
Number of participants in challenges**	n/a	EBQ Active Travel Challenge - 161	Summer 2017 Active Travel Challenge - 761 January 2018 Commuter Challenge – 1,022
Mode share - Edinburgh Park only	On Foot: 3% Cycle: 4% Bus including P&R: 8% Train: 10% Tram: 7% Other: 68% (including car drivers, passengers, taxi)	On Foot: 2% Cycle: 5% Bus including P&R: 9% Train: 10% Tram: 10% Other: 64% (including car drivers, passengers, taxi)	On Foot: 2% Cycle: 6% Bus including P&R: 7% Train: 10% Tram: 10% Other: 65% (including car drivers, passengers, taxi) These are interim results as the survey only closed in June. This survey is undertaken by Edinburgh Park Management Ltd.

Element	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)
Mode share – organisations outside of Edinburgh Park	On Foot: 11% Cycle: 11% Bus including P&R: 24% Train: 11% Tram: 2% Other: 41% (including car drivers, passengers, taxi)	On Foot: 13% Cycle: 9% Bus including P&R: 29% Train: 10% Tram: 2% Other: 37% (including car drivers, passengers, taxi)	On Foot: 9% Cycle: 14% Bus including P&R: 21% Train: 11% Tram: 6% Other: 39% (including car drivers, passengers, taxi)
Attendees at roadshows	1,200	1,360	1,550
Attendees at Dr Bike sessions	35 sessions 246 bikes	50 sessions 230 bikes	44 sessions 287 bikes
myPTP (personalised 1:1 travel planning)	220	1,039	c.510
Active travel maps distributed	3,500	4,875	c. 3,800
Overall awareness of 'On Foot, by Bike' active travel campaign across all organisations	Prior to initiatives beginning, awareness was 17%	At end of initiatives, awareness was 22%	At end of initiatives, awareness was 35%
- Company 1 – a financial services organisation	14%	19%	28%
- Company 2 - a public sector organisation	20%	36%	53%
- Company 3 – a Higher Education organisation	N/A	20%	33%

Element	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)
Awareness of QuietRoutes across all organisations	Prior to initiatives beginning, awareness was 20%	At end of initiatives, awareness was 27%	At end of initiatives, awareness was 47%
- Company 1 – a financial services organisation	17%	22%	22%
- Company 2 - a public sector organisation	19%	37%	65%
- Company 3 – a Higher Education organisation	N/A	24%	39%
% of organisation contacts who stated they had been encouraged to continue travel planning as a result of the programme		66%	77%
<p>*Cumulatively, 59 different organisations have participated in the programme in the last three years. This does not include any independent organisations who may have signed up solely to participate in the challenges.</p> <p>**Survey data was collected at the end of the Challenge which considered mode share and the propensity to change to more sustainable travel modes.</p>			

Appendix 2 – Tender Evaluation Process

Contract	Workplace Travel Planning 2018-19	
Contract period	9 months – 1 September 2018 to 31 May 2019	
Estimated contract value	£120,767	
Procurement Route Chosen	A mini competition was conducted on the Scotland Excel Framework 06-16 for Engineering and Consultancy Services	
Tenders Returned	One	
Recommended Supplier	Sweco UK Ltd	
Price / Quality Split	Quality 70	Price 30
Evaluation criteria and weightings and reasons for this approach	Criteria	Weighting (%)
	Contract Delivery	20
	Collaboration	25
	Quality Assurance	30
	Monitoring, Evaluation and Dissemination	25
Evaluation Team	Council officers	