

<b>Subject:</b>	<b>Award of on street Parking Management Contract</b>		
<b>Date of Meeting:</b>	<b>5 March 2013</b>		
<b>Report of:</b>	<b>Strategic Director Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Austen Hunter</b>	<b>Tel: 29-3287</b>
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The current on-street Parking Management Contract expires on 1 July 2013. A full review of services to be included in the Contract was carried out prior to the development of the specification for the new contract taking into account technological advances and the need for more efficient working practices.
- 1.2 The tendering exercise is now complete and the report explains the outcome of the procurement exercise carried out in line with council policies and EU procurement regulations

**2. RECOMMENDATIONS:**

- 2.1 That Transport Committee authorises the Strategic Director Place to approve the award of the on-street Parking Management Contract to the preferred bidder for a three year duration with option to extend for two years plus a further option to extend for a further two years, in line with the recommendations of the Tender Evaluation Report produced by the evaluation team.

**3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 An evaluation of the current on street parking contract was carried out with a view to developing an updated parking specification for the new contract. This included a financial analysis of all services currently provided as well as a review of technological services by our corporate ICT services.
- 3.2 This highlighted that some non-statutory services were being provided at significant cost to the council such as the provision of a city car pound. It should be noted that most councils do not remove vehicles and also do not have a fully-staffed car pound. A successful trial was carried out last year of relocating vehicles incorrectly parked in a suspended bay instead of removing them to the city car pound. Following a full financial analysis of this aspect of the service, the decision was taken not to include the provision of a car pound in the new contract

with an annual estimated saving of £230,000. This is mainly comprised of savings on accommodation, staffing, vehicles and fuel costs.

- 3.3 A number of ICT services such as the provision of PCs and networking were also excluded from the new contract, as it is more economical to provide them in-house further to the move of back office parking staff to join their frontline colleagues at Hove Town Hall. These are expected to result in annual savings of £100,000.
- 3.4 The procurement exercise was carried out to ensure that suitably qualified suppliers were invited to tender to meet the requirements of Brighton and Hove City Council. Twelve companies completed a Pre Qualification Questionnaire and following evaluation four potential suppliers were sent an Invitation to Tender. The Invitation to Tender was issued on 31 July 2012.
- 3.5 Three Tenderers advised prior to the tender submission deadline that they would not be submitting a return. The reason stated by Tenderers are summarised below:
- We have considered in detail the requirement and decided we do not currently have the ability to position a credible solution for you given the other competitors.
  - The main reason is that the value and size of the contract goes against our business strategy.
  - Currently carrying out a detailed review of its business with a view to identifying its core businesses and streamlining the organisation. Unfortunately, this process currently prevents us from bidding for this tender.
- 3.6 One tender response was received by the deadline on 28 September 2012. The response was from the incumbent service provider and contained a standard and a variant bid as permitted by the ITT. The two bids were evaluated in accordance with the approved Evaluation Framework with the quality element of the responses weighted at 60% of marks available to Tenderers.
- 3.7 Following evaluation of these two bids it is recommended that the standard bid be accepted.
- 3.8 Subject to approval, a standard Award Letter will be issued to the Successful Tenderer and reasons will be given for the decision to choose the standard bid.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 The Citywide Parking Review included meetings with over 40 Local Action Teams (LATs), resident associations and community group meetings and consultation with ward members and other key stakeholders such as the Federation of Disabled People and Disabled Workers Forum. A sample postal consultation with 6,000 residents citywide was undertaken and over 250 items of correspondence received.
- 4.2 A survey of Local Highway Authorities Parking Best Practice was also commissioned through transport consultants Mott McDonald. 143 local

authorities were contacted of which 34 responded (25%). 18 were interviewed in detail.

- 4.3 The results were reported back to Transport Committee on 15 January. These include the introduction of pay by mobile phone parking (67% of younger respondents said they would use this service). Verge parking enforcement will be trialled and enforcement increased outside of the Controlled Parking Zone in line with the report recommendations.
- 4.4 The specification for the new contract was designed with sufficient flexibility to accommodate the matters arising from the review.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1 The saving compared to the current contract is estimated at £500k per year. The proposal to relocate vehicles rather than using a city car pound will mean that the Council will not receive removal fees of approximately £100k per year. Therefore the net saving is expected to be approximately £400k per year. This equates to £300k for the part year in 2013/14. This has been reflected in the proposals to Budget Council.

*Finance Officer Consulted: Jeff Coates*

*Date: 05/02/2013*

### Legal Implications:

- 5.2 The Council is empowered to carry out civil parking enforcement under the provisions of Part 6 of the Traffic Management Act 2004.

The tendering exercise in relation to this Contract has been conducted in accordance with EU procurement Rules. Given the value of this contract, the Councils Contract Standing Orders (CSO's) require Committee approval for the Council to enter into contracts valued in excess of £500k. The Contract will need to be in a form approved by the Head of Law.

*Lawyer Consulted: Liz Culbert*

*Date: 05/02/13*

### Equalities Implications:

- 5.3 The contractor is required to comply with all relevant equalities legislation in line with council policies. Equalities impact assessments are regularly updated on parking policies. The enforcement and management of Blue Badges is key to helping disabled drivers access the city's businesses and services in accordance with the national scheme criteria.

### Sustainability Implications:

- 5.4 The new parking contract will result in vehicles no longer being transported sometimes long distances to the car pound resulting in a reduction in vehicle

emissions. The new contract also includes new features such as enforcement of on-street parking by mobile phone which should in time result in fewer on street cash collections. The new contract should result in an increase in enforcement by Civil Enforcement Officers using bicycle as well as other more efficient ways of working.

#### Crime & Disorder Implications:

- 5.5 The on-street presence of Civil Enforcement Officers acts as a deterrent to acts of crime and disorder. The contractor is also required to work in partnership with Sussex Police and other enforcement agencies such as the DVLA to report vehicle crime, Blue Badge misuse and untaxed vehicles.

#### Risk and Opportunity Management Implications:

- 5.6 By undertaking a thorough review of the service prior to implementation we have been able to ensure the contract is best placed to make the most of upcoming technological changes in the sector such as pay by mobile parking. As the incumbent service provider is the preferred bidder there are reduced risks associated with the award of this contract as the contractor is familiar with the city. The reduced role of the city car pound has been phased in over the past year of the current contract with no adverse implications.

#### Public Health Implications:

- 5.7 Any reduction in CO2 emissions will benefit public health.

#### Corporate / Citywide Implications:

- 5.8 The new contract will work towards achieving the corporate priorities of creating a more sustainable city and a fair balance between the needs of pedestrians and cyclists, public transport users and motorists.

### **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 An evaluation of the scope of the contract was carried out prior to tendering the contract to establish whether other elements of the work of parking services should be included in the contract. The processing of applications for parking suspensions has been included in the contract as a result of this exercise. The management of permit applications and management of the Parking Information Centre have been excluded as there are plans to improve customer self-service and improve the online application process in house.

### **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The recommendation follows a detailed tender evaluation process and the award of the contract to the successful bidder is recommended in order to secure a best value enforcement service for the City.

## **SUPPORTING DOCUMENTATION**

**Appendices:**

1. None

**Documents in Members' Rooms**

1. Parking Annual Reports

**Background Documents**

1. None

