

North Somerset Council Decision



Decision Of: Executive Member Transport and Highways

With Advice From: Assistant Director Neighbourhoods and Transport and Head of Strategic Procurement

Directorate: Place

Decision No: 22/23 DP 445

Subject: Procurement Plan for Bus Service Improvement Plan (BSIP) – Design of Transport Hubs and associated public realm improvements

Key Decision: No

Reason: The Commissioning Plan, which was a key decision, approved the project, the Procurement Plan sets out the way in which the approved commission will be delivered.

Background:

On 4 May 2022 the DfT awarded North Somerset Council an indicative grant of £47.8million in capital funding, to spend entirely on bus priority schemes within North Somerset over the next 3 years. This award will enable the council to rapidly transform the efficiency and effectiveness of bus services across the North Somerset area, by delivering;

- Bus traffic signal priority along all the key bus routes or delay hotspots;
- 18 bus priority schemes;
- 3 new transport hubs and one upgraded transport hub in our key towns;
- Investment in circa 500 new modern bus shelters;
- Rapid charging facilities; and
- Integration of cycling facilities at key bus stops.

The indicative funding is currently subject to a final DfT outline review of the proposed schemes which concluded in June 2022 and resulted in the confirmation of funding in November 2022.

This Procurement Plan focusses on progressing the design of the Transport Hubs identified above.

Decision: It is requested that the Procurement Plan be approved to proceed.

Reasons:

Introduction

Transport Hubs

The BSIP Transport Hubs will aim to consolidate town centre bus stops into mini-interchanges and be part of BSIP's high quality passenger infrastructure. Each Hub will feature some or all of the following features:

- Large waiting areas, integrated into the existing street scene
- High-quality bus shelters
- iPoint – passenger information terminals
- Real Time Information (RTI) – live timetables
- EV Wheeler charging
- Cycle parking
- Bins
- CCTV

The proposed locations are:

Clevedon & Nailsea

The need for Transport Hubs was also recognised as part of the Two Towns work which has developed Placemaking Strategies for Clevedon and Nailsea. Neither town currently has a facility for a public transport interchange and the awareness and accessibility of public transport is currently low. BSIP offers an excellent opportunity to address this shortfall.

In Clevedon the most suitable location for such a Hub is on Kenn Road close to Queens Square. Recently a significant developer contribution has been agreed for the enhancement of Queens Square. It is therefore sensible to undertake the design work of both the bus hub and the enhancements to the Square as one project as there will be significant overlaps. Additionally, there is also a need to consolidate the temporary access restrictions in Old Church Road which were implemented during the Covid-19 pandemic. Again, there are overlaps and dependencies which can be addressed as part of this design work.

In Nailsea, it is intended to provide a Transport Hub on Links Road. The Two Towns work proposes improvements to the adjacent High Street area, and so it necessary that these are considered in coordination with the BSIP Transport Hub.

Portishead

At Portishead, it is proposed to create a Transport Hub at the northern end of the High Street, building on work recently undertaken with Portishead Town Council to address concerns about the functionality and safety of the High Street.

Worle terminus

The fourth Transport Hub will consist of an expansion of facilities at the existing bus interchange at Queensway, in Worle.

Deliverables

The contract is intended to support the delivery of the Transport Hubs by assisting the council with the following activities:

- Concept design and optioneering for the Transport Hubs and Two Towns aspects

- Engagement with Members, Town Councils and the public to develop the concepts above.
- Preliminary design for the aspects to be delivered by the BSIP project.
- Detailed design and preparation of works information for the aspects to be delivered by the BSIP project.

Commissioning Plan

The Commissioning Plan was approved at the Full Council meeting on 12 July 2022.

Contract Structure

The contract value is estimated to be £500,000. The duration of the contract is 6 months.

Requirement

The outcome of the contract will be the detailed design of the Transport Hubs which are required to be delivered as part of the council's Bus Service Improvement Plan following the award of the grant from Department for Transport.

To achieve the detailed design output, it will be necessary for the successful supplier to develop concepts in conjunction with the council's BSIP Infrastructure team, and Heritage & Design team where there are links with the Two Towns proposals. The concepts will also be subject to local engagement, for which the supplier will be required to provide materials and facilitate through attending meetings with Members, Town Councils and possibly the public.

Although the Two Towns work is outside the scope of the BSIP project, the synergies between the two are strong and it is considered essential that the concepts developed for Nailsea and Clevedon consider the broader aspirations. For example, in Clevedon it is likely that elements of the Transport Hub will need to be located in Queens Square and at Old Church Road which are within the Two Towns area. At Nailsea, the links to and from the Transport Hub are likely to strongly influence the available options for the High Street regeneration project proposed as part of Two Towns. It is therefore considered that the BSIP work will usefully progress development of ideas relating to Two Towns.

The specification for the contract will be developed by the BSIP Infrastructure and Heritage & Design teams, working in conjunction with the BSIP Passenger Transport team. The brief will require input from other teams, e.g. Highways Operations, Highways Electrical, Parks and Open Spaces.

The contract should commence as soon as possible, following completion of the necessary tender processes.

Route to market

Carrying out a mini competition off the WECA Professional Services Framework has been identified as the preferred route to market, which has three pre-approved consultants,

ensuring an element of competition between suppliers. The consultants have a wide range of expertise to call upon which is essential for this project.

There are four Transport Hubs and the decision was made to group them together to drive efficiency and value for money.

Indicative Timescales

An indicative timetable of the procurement process for the Transport Hubs:

| Activity | Timings |
|---|------------------|
| Procurement Plan approved by Executive Member | Early March 2023 |
| Publish Mini Competition | Late March 2023 |
| Submission Deadline | Late April 2023 |
| Evaluation/Moderation | Early May 2023 |
| Internal Approvals | Late May 2023 |
| Contract Award / Standstill | June 2023 |
| Contract Start Date | July 2023 |

Governance

This Procurement Plan is subject to approval by the Executive Member for Transport and Highways, with advice from the Director of Place (delegated) and Head of Strategic Procurement, before the procurement is undertaken.

Previously a Commissioning Plan was approved by Full Council on 12 July 2022.

The Contract Award will need to be approved by the Director of Place, advised by the Section 151 Officer and Head of Strategic Procurement. The Contract Award will be a Key Decision and will therefore be advertised on the council's Forward Plan and be subject to call-in periods.

The BSIP Project Board will steer, direct, co-ordinate and oversee the delivery of the programme in line with the Council's approved BSIP delivery team structure and delivery framework. The Project Board membership will include the following:

- Head of Transport
- Head of BSIP Infrastructure
- BSIP Infrastructure Delivery Managers
- Head of Passenger Transport
- Public Transport Manager
- Transport Commissioning Manager
- Head of Transport Planning
- Finance
- Employer's Agent
- WECA Pivot Programme Officer and other WECA officers as necessary

Attendance from specialist officers and technical leads on an ad-hoc basis as required will also be arranged, including:

- Highway and Parking Operations
- Highway Technical Services
- Major Schemes
- Procurement and HR representatives

Market / Suppliers

The WECA Professional Services Framework has the following three contractors:

- AECOM
- Atkins
- WSP

The framework suppliers have been contacted to provide information about the BSIP project, including scope and timescales for any procurement activity, and to gauge their interest in bidding for the opportunity.

Social Value

In accordance with the Council's Social Value Policy, 10% of the overall weighting will be for bidders to propose their tangible social value commitments.

During the tender process, bidders will be asked to enter their social value commitments on the Social Value Portal using a unique registration link included in the tender documents. Social Value Portal utilises the National Themes, Outcomes and Measures (TOMs) to calculate social value contributions, which enables NSC to gain a greater understanding of the value of bidders' commitments and to evaluate social value tender responses quantitatively as well as qualitatively. The Main/Full list of TOMs will be used for this commission.

The project team are proposing the use Social Value Portal to undertake both the evaluation of the social value responses and ongoing contract management of the social value commitments provided by the appointed supplier. This service will cost 0.20% of the contract value (capped at £7,500 per year) and will be paid by the winning bidder direct to the Social Value Portal.

Evaluation

All bids will be evaluated on the basis of:

- 40% Price
- 50% Quality
- 10% Social Value

The WECA Professional Services Framework consists of pre-qualified bidders who have gone through a testing process to get onto the framework, so will have the technical, commercial and project management skills required. Therefore, a weighting of 40% price and 50% quality will ensure the correct and appropriate balance of quality versus price.

The project team will provide a specification with set deliverables and bidders will have to demonstrate their skills and methodology to achieve the requirements within the specified timeframe.

Price Evaluation:

Price will have a weighted score of 40% and will be based on the submission of a pricing schedule. The lowest total price will receive the maximum score of 100% and the prices of all other tenders will be expressed as a percentage of the maximum score.

Quality Evaluation:

Quality will have a weighted score of 50%

Bidders will be required to answer five quality questions, which will be scored. The assessment will cover the following topics:

| Quality Sub-Criteria | Weighting |
|---|------------------|
| Project team and resource | 25% |
| Skills and expertise | 25% |
| Savings opportunities | 15% |
| Track record | 20% |
| Climate emergency and biodiversity net gain | 15% |
| | 100% |

The scoring matrix that will be used is shown below:

| Score | Classification | Award Criteria |
|--------------|-----------------------|--|
| 5 | Excellent | A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating past experience or through a clear process of implementation. |
| 4 | Good | A response supported by good evidence/examples of the Bidders' relevant ability and/or gives the Council a good level of confidence in the Bidders' ability. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 3 | Satisfactory | A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon. |
| 2 | Weak | A response only partially satisfying the requirement with deficiencies apparent. Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the Council a limited level of confidence in the Bidders' ability to deliver the specification. |
| 1 | Inadequate | A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. |

| | | |
|---|----------------|---|
| | | Overall the response provides the Council with a very low level of confidence in the Bidders' ability to deliver the specification. |
| 0 | Unsatisfactory | No response or response does not provide any relevant information and does not answer the question. |

Social Value Evaluation:

Social Value will have a weighted score of 10% and will be based on both a quantitative offer (TOMs social value calculator) and a qualitative response, including evidence of delivery and a delivery plan.

Evaluation Panel

The evaluation panel will likely consist of:

- Head of Infrastructure (BSIP)
- Infrastructure Delivery Manager(s) (BSIP)
- Heritage and Design Manager

The Strategic Procurement Service will moderate the evaluation.

Contract Management

Day to day contract management will be undertaken by the Infrastructure Delivery Manager.

Key Performance Indicators (KPIs) will be used as a tool to measure the performance of the supplier and their contribution towards the successful deliver of the framework. Monthly reports will be produced by the supplier to monitor their progress against the key criteria.

Options Considered:

An alternative option could be to undertake the detailed design internally with existing resource. This is not possible due to very limited engineering resource.

The use of another professional services framework e.g. ESPO Consultancy Services Framework was considered, however, the council's preferred professional services framework is the WECA PSF, and consultants on that framework are already carrying out BSIP design work.

Financial Implications:

Costs:

Estimated costs are shown below:

| Requirement | Estimated Cost |
|---------------------------------|-----------------------|
| Clevedon Transport Hub Design | £150k |
| Nailsea Transport Hub Design | £150k |
| Portishead Transport Hub Design | £150k |

| | |
|----------------------------|--------------|
| Worle Transport Hub Design | £50k |
| Total | £500k |

Funding:

On 12 July 2022, Full Council approved an increase to the Capital Programme of £47,983,473 in recognition of the outline DfT funding award. Funding was confirmed in November 2022.

NEC4 pricing option A, a priced contract with activity schedule, will be used for this commission.

The cost centre for this commission will be **KDT150**.

Legal Powers and Implications:

The WECA Professional Services Framework Agreement has been procured in line with Public Contract Regulations 2015. The Contract will use NEC4 Professional Services Short Form Contract Option A.

The procurement process will be compliant with the Public Services (Social Value Act) 2012 by ensuring it seeks additional social value during the tender process.

Climate Change and Environmental Implications:

1. Pre-Qualification

Due to using an existing Framework Agreement, our influence at this stage is limited as the suppliers are pre-qualified. However, all three suppliers on the WECA framework have previously demonstrated knowledge and experience of carbon management, sustainability and mitigating environmental impact through their quality submissions for other similar projects.

2. Specification

The BSIP mobility hubs / interchanges will contribute to the reliability and attractiveness of the public transport network, with the aim of reducing car journeys within North Somerset and beyond. The design of these mobility hubs therefore has the potential to influence these outcomes, including identifying opportunities for Biodiversity Net Gain during construction.

For the delivery of this design contract, the carbon impact is minimal as the contract is predominately drawing work. However utilising remote working technology, such as Microsoft Teams, for most meetings will reduce the need for consultants to travel to our offices, thus reducing the carbon impact of this commission.

As part of the specification, the suppliers will be asked to future-proof against future technical innovations. This may be simply the provision of extra service ducting to enable the simple and efficient installation of different or additional street furniture or systems to enhance the initial outcomes.

3. Tender Evaluation

A quality question covering sustainability and carbon reduction will form part of the quality evaluation, which will have a total quality weighting of 15% to reflect the importance of these aspects. Bidders will be invited to present their ideas for innovation.

4. Social Value

A Social Value question will form part of the evaluation. This question will be worth 10% of the overall evaluation score, which is in line with the council's Social Value policy. Suppliers will be encouraged to provide social value commitments relating to the outcome of reducing negative and promoting positive environmental impacts. This will be evaluated by Social Value Portal using the TOMS approach.

5. Contract Management

The contract will be managed by the Head of Infrastructure (BSIP) and Infrastructure Delivery Manager, who will ensure adherence with the Specification, including carbon management, sustainability and mitigation of environment impacts. Social Value Portal will monitor the supplier's progress on their Social Value commitments.

Consultation:

Stakeholders who have been consulted to date include:

- Leader of the Council
- Executive Member for Transport and Highways
- Place Director and Directorate senior colleagues
- Internal Place Directorate teams
- WECA

There has also been ongoing engagement with Department for Transport to determine the requirements of the schemes and funding.

Risk Management:

| Description | Impact | Mitigation |
|-------------------------|---|---|
| Lack of market appetite | Limited returns and reduced value for money | The WECA Professional Services Framework has a range of potential suppliers, the offer is favourable to the market and the use of a mini competition will be provide greater assurance of success. Framework suppliers will be given advanced notice of this opportunity for resource planning. |
| Lack of market capacity | Limited returns or of poor quality. | Use of the WECA Professional Services Framework provides assurance of a depth and breadth of qualified, experienced suppliers. Early market engagement will be used to confirm that capacity is available. |

| | | |
|---|--|--|
| The actual spend exceeds the contract value | The project budget is impacted by overspends on professional services. | Use of Option A to have a commitment to the baseline tasks. Risk pot and regular check point reviews to ensure spend against budget. |
|---|--|--|

Equality Implications:

Have you undertaken an Equality Impact Assessment? Yes

An initial Equality Impact Assessment for the BSIP Programme has been completed. A full Equality Impact Assessment will be completed in due course.

Corporate Implications:

The provision of key enabling infrastructure and improvements to the transport network widely supports the Corporate Plan objectives and priorities, most specifically within the priority of a Thriving and Sustainable Place. The wider BSIP programme supports the following Core Strategies:

- To be a carbon neutral council and area by 2030
- A transport network which promotes active, accessible, and low carbon travel

Appendices:

Climate Emergency Risk Assessment

Background Papers:

- Commissioning Plan for BSIP Project: [09 Bus Service Improvement Plan Enhanced Partnership adoption Executive.pdf \(moderngov.co.uk\)](#)
- West of England Bus Service Improvement Plan
- DfT Confirmation of funding for North Somerset and WECA
- Executive Council Decisions

Decision Maker(s):

Signatories:

Decision Maker(s):



Signed:

Executive Member for Transport and Highways

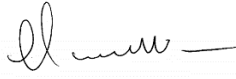
Date: 8 March 2023

With Advice From:

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Signed: Assistant Director Neighbourhoods and Transport.

Date: 8 March 2023

Signed:  Head of Strategic Procurement