

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT & NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	21 NOVEMBER 2018	AGENDA ITEM:	19
TITLE:	TRANSPORT CONSULTANCY SERVICES - PROCUREMENT OF NEW CONTRACT		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	BOROUGHWIDE
LEAD OFFICER:	EMMA BAKER	TEL:	0118 937 4881
JOB TITLE:	ACTING TRANSPORT PLANNING MANAGER	E-MAIL:	<a href="mailto:emma.baker@reading.gov.uk">emma.baker@reading.gov.uk</a>

#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report highlights the end of the existing Transport Consultancy Services Term Contract with Peter Brett Associates, on 31<sup>st</sup> August 2019, and sets out the recommended procurement approach for a new Transport Consultancy Services Term Contract.

#### 2. RECOMMENDED ACTION

- 2.1 To note the existing Transport Consultancy Services Term Contract will expire on 31<sup>st</sup> August 2019.
- 2.2 To note the procurement approach and anticipated timeframe for securing a new Transport Consultancy Services Term Contract.
- 2.3 That delegated authority is given to the Director of Environment and Neighbourhood Services in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal & Democratic Services and the Head of Finance to award the new Transport Consultancy Services Term Contract upon completion of the procurement process.

#### 3. POLICY CONTEXT

- 3.1 To secure the most effective use of resources in the delivery of high quality, best value public service.

#### 4. THE PROPOSAL

- 4.1 The Transport Consultancy Services Contract with Peter Brett Associates, which is due to expire on 31<sup>st</sup> August 2019, provides valuable support and expertise in developing and delivering our Local Transport Plan. The existing consultancy contract allows us to call on expertise not available from within the Council and to respond to peaks in workload and funding availability.

- 4.2 There continues to be a demand for specialist support and advice on a range of transport matters to enable the Council to fulfil its role and responsibilities as Local Highway Authority, as detailed in national legislation.
- 4.3 As with the existing Term Contract, the Contractor will be expected to assist in all aspects of transport planning and other supporting functions including offering advice on wider highway and network management functions, such as, but not limited to, flooding and drainage, bridges and structures and traffic signal design.
- 4.4 It is now proposed that a new Transport Consultancy Services Term Contract is procured to ensure service continuity and a smooth transition between Contracts. It is recommended that the new contract is procured via a two-stage tendering process to ensure the Council is able to continue demonstrating best value for money and allow the Council and Contractor sufficient time to develop a successful partnership approach in the delivery of our transport strategy.
- 4.5 However, it should be noted that procurement frameworks could continue to be considered for individual projects as required, as is currently the case with the Green Park Station scheme and the production of Concessionary Bus Passes.
- 4.6 The anticipated timeframe for procuring a new Transport Consultancy Services Contract is:
- Issue Pre-Qualification Questionnaire (PQQ) - January 2019  
Shortlisting - February 2019  
Issue Invitation to Tender (ITT) - March 2019  
Tender evaluation - April 2019  
Recommendation to appoint - May 2019  
Mobilisation period commences - June 2019  
New Contract commences - Sept 2019
- 4.7 Whilst 'do nothing' is a potential option, the Council relies on the additional resource available through the Term Contract and wider expertise to support the development and delivery of transport schemes. Without this additional support the Council would be unable to develop and deliver major transport schemes, respond to external funding opportunities or overcome issues requiring specific technical expertise.

## **5. CONTRIBUTION TO STRATEGIC AIMS**

- 5.1 The services provided through a new Transport Consultancy Services Contract meet the Corporate Plan priorities of:
- Securing the economic success of Reading and provision of job opportunities
  - Keeping Reading's environment clean, green and safe
  - Ensuring the Council is fit for the future

## **6. COMMUNITY ENGAGEMENT AND INFORMATION**

- 6.1 None arising through this report.

## **7. EQUALITY IMPACT ASSESSMENT**

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 Schemes and policies developed through this Contract will be subject to separate Equality Impact Assessments, reported to a relevant Committee at an appropriate time.

## 8. LEGAL IMPLICATIONS

8.1 The existing Transport Consultancy Services Contract with Peter Brett Associates is due to expire on 31 August 2019. There are not expected to be any TUPE implications in relation to the termination of the existing Contract.

8.2 As the estimated Contract costs exceed the "Services Threshold", this procurement exercise is subject to the Public Contract Regulations 2015, and as such the principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality will be applied.

8.3 In accordance with the Public Contract Regulations 2015 and the Council Contract Procedure Rules, the opportunity will be advertised in the Official Journal of the European Union (OJEU) as well as on the Councils electronic tendering portal and via 'Contracts Finder'.

8.4 It is intended to enter into a contract based upon the most economically advantageous tender in accordance with the criteria stated in the specification

## 9. FINANCIAL IMPLICATIONS

9.1 Spend under this Contract is predominantly funded through capital budgets, including ring-fenced capital grants received from, but not limited to, the Department for Transport and Thames Valley Local Enterprise Partnership.

9.2 Spend under this Contract is variable based on service demand, and led by successful funding bids. Based on recent history it is anticipated that the annual spend through this contract will be approximately £1.5m to £3m.

## 10. BACKGROUND PAPERS

10.1 Cabinet report, '*Transport Consultancy Appointment*', 28<sup>th</sup> September 2009

10.2 Decision Book 453, '*Proposed Contract Extension - Transport Consultancy*', published 7<sup>th</sup> July 2014

10.3 Decision Book 516, '*Transport Consultancy Services - Contract Extension*', published 23<sup>rd</sup> September 2016

10.4 Decision Book 550, '*Transport Consultancy Services - Contract Extension*', published 12<sup>th</sup> January 2018.