****

**Invitation to Tender for Research Services**

**R1117a – Benefits of Parking Management in London Research**

**Context**

This project is being commissioned by London Councils. London Councils is committed to fighting for more resources for London and getting the best possible deal for London’s 33 councils. We lobby for local governance for London boroughs, promoting their leadership of local communities and services and arguing for the tools necessary for them to do that job. We also act as a catalyst for effective sharing of practice, knowledge, information and services between boroughs.

The effective management of parking is an essential role for every London authority. London Councils and its predecessor organisations have therefore always had a major interest in parking. Through our Transport and Environment Committee we have statutory responsibilities for setting penalty charge levels and providing an independent appeals service via London Tribunals. We also facilitate an active borough parking managers network and provide a suite of good practice guides to help ensure a quality and consistent level of service across the Capital.

Each year we collate and publish the enforcement and appeals statistics for all traffic and parking activity across London. Although this is important in terms of encouraging transparency and consistency, it also provides the basis for the apportionment of the costs of the tribunal services we provide. However, every year the statistics are released, it invites the media to focus on the negative side of parking – the enforcement action that only happens when things go wrong and people break the rules. This masks the positive side to parking; the fact that parking is an essential Council service that provides a wide range of benefits to almost every Londoner’s life, every single day.

We want to help change this and improve the image of parking services here in London. This will help ensure that London’s local authorities get the public support and recognition they deserve but will most importantly improve public understanding and acceptance of parking controls, resulting in the ultimate goal of better compliance and greater benefit for all.

The Positive Parking Agenda (PPA): In recent months, London Councils’ officers have been working with the British Parking Association (BPA) on what is being called the Positive Parking Agenda. This work is developing into a national campaign, which is gaining growing support from authorities across the country, the Government and road user organisations such as the RAC foundation.

The PPA Vision – To gain recognition for parking management as a valued service and significant contributor to delivering a better, safer, more accessible and cleaner environment.

**Proposal**

Effective parking management is essential to the lives of every Londoner, every single day. Even those who don’t rely on some form of road transport to get around, rely on goods and services that travel by road. The benefits of parking management are rarely captured or recorded in a consistent way. This will make the research challenging but London Councils is of the opinion that there is information available at a local level that could be used to derive a London wide picture. London Councils hopes to achieve a report detailing the range of benefits achieved through parking management backed up with quantitative and qualitative evidence.

This project will identify, and quantify where possible, the different benefits of local authority parking management and control in London e.g. in terms of safety, accessibility, congestion, air quality, local economy – support to shops and businesses, employment, financial etc.

The findings of the study will help make the case for London local authority parking management as an essential public service, providing evidence and statistical information for London Councils’ proactive and reactive communications in support of the positive parking agenda.

The research will also help support the cost benefit analysis and business case development for future parking management initiatives and provide the basis for similar future research in London and nationally.

The research will be limited to parking management activity carried out by London local authorities only i.e. the 32 boroughs and the City of London plus Transport for London [TfL]. It should consider all on street controls (waiting, loading, stopping and parking) and off street control i.e. local council run car parks. It should not consider parking on private land.

**Methodology**

It will be for the research provider to propose an appropriate and detailed methodology. However, it is expected that the research will fully utilise information and data already collected by London authorities and their parking management contractors.

Methods may involve:

* A literature review of TfL, Greater London Authority and borough publications e.g. Local Implementation Plans, Road Safety Plans, Air Quality Management Plans, Town Centre Improvement Plans and project after studies/audits etc.
* Roundtables, interviews and evidence sessions with London stakeholders, experts and communities to gather original quantitative and qualitative evidence of the benefits of parking management and the benefits these approaches deliver for local businesses and residents.
* Detailed review of specific examples of schemes across London (exact number to be determined by costs and time available).
* Collation of specific case studies of implemented control schemes and the benefits for local businesses and residents. This should be costed as optional.

London Councils would be able to provide contacts for boroughs that may have examples of parking management which would be useful to highlight.

The key output will be a report that provides:

* A description of the research approach and findings.
* Clear descriptions with examples of the range of benefits of parking management.
* Quantified benefits and statistics.

**Project Costs and Timetable**

This project is being included in the government’s Contracts Finder database to comply with recent changes in national procurement policy which specifies that any procurement opportunities and contract awards above certain low thresholds (£25,000) are published on [Contracts Finder](https://www.gov.uk/contracts-finder).

Costs should be clearly presented and be inclusive of all fees, direct and indirect costs, expenses but exclusive of VAT.

You should indicate based on the timings below how you would envisage the project progressing based on your suggested methodology:

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Deadline for receiving tender | 22 December 2017 – noon |
| Contractors informed of outcome | w/c 8 January 2018 |
| Contract awarded | w/c 8 January 2018 |
| Inception meeting | w/c 8 January 2018 |
| Final report | w/c 26 March 2018 |

**Reporting Procedures and Project Management**

The project manager for this research project is Mital Patel, Transport Officer:

[mital.patel@londoncouncils.gov.uk](mailto:mital.patel@londoncouncils.gov.uk?subject=R1117a%20Parking%20benefits%20research) Direct line: 020 7934 9647

We would expect regular updates on progress, including weekly progress updates (by phone or email).

We expect to comment on all draft outputs and this should be reflected in your cost and time schedule.

Final outputs may be distributed internally and to key external stakeholders and made available on our websites.

**Tender Requirements**

We expect the providers to have the following skills and experience:

* Expert knowledge and understanding of traffic and parking management in major UK Cities.
* Experience of similar complex research for UK local, regional or central Government.
* Knowledge of London regional and local government and the particular powers, responsibilities and challenges in relation to managing traffic and parking.
* Excellent written and oral communication skills.

Providers should be able to give independent and expert advice and analysis and should not have a direct conflict of interest in the outcome of this project.

Bidders should provide the following information in their tender:

1. The size and nature of your organisation (if relevant) and your experience of directly relevant consultancy work.
2. Your understanding of the aims and objectives of the project and policy context.
3. An outline of your proposed methodology and approach.
4. Experience of the individual(s), including their role on the project and tasks if relevant (CVs should be included separately in an annex, max 2 pages each).
5. Arrangements for project management, reporting and quality control.
6. Research timetable with key milestones, including any risks that may affect the timing or delivery of outputs and contingencies.
7. Clear structure of charges including day/hour rates, time spent on tasks, expenses. VAT will be paid at the applicable rate (an example of a clear cost structure is given in annex 2).

We will evaluate your response against the evaluation criteria given below.

**70/30: 70% quality and 30% cost**

|  |  |
| --- | --- |
| **Evaluation criteria – Quality [70% of the total]** | **Weighting [100%]** |
| Understanding of the aims and objectives of the work, the policy context and key issues; specifically:   * Expert knowledge and understanding of traffic and parking management in major UK Cities * Knowledge of London regional and local government and the particular powers, responsibilities and challenges in relation to managing traffic and parking * Understanding of the broad range of stakeholders whose views and experience should inform the research | **25%** |
| Experience of undertaking similar projects, examples to include:   * Experience of research in the parking sector * Experience of similar complex research for UK local, regional or central Government. * Experience of presenting complex policy research to experts as well as local government officials and politicians. * Experience of working with a broad range of stakeholders involved with the management of traffic and parking. | **30%** |
| A clear methodology and approach, including:   * How benefits of parking management will be identified and quantified to give a London-wide picture. * A detailed, clear timetable for completing the project within the overall timescale outlined in this document. | **45%** |

**Format of Tender Response**

If you wish to apply, **an electronic copy of your tender response with completed FOI and Equal Opportunities documents** (available on the website) should be sent to [tenders@londoncouncils.gov.uk](mailto:tenders@londoncouncils.gov.uk?subject=R1117a%20Parking%20benefits%20research%20[insert%20organisation%20name%20here]) quoting reference number **R1117a** to arrive by **12pm on 22 December 2017.**

Bidders should ensure that they have received a confirmation email of receipt of tender by the deadline.

**All submission documents should be provided in Microsoft Word format.**

If necessary, you may seek clarification on the procurement process or the specification by contacting Mital Patel, whose contact details are provided above. Enquiries will not be answered if received within **2** days of the date for submissions of tenders. Bidders should note that responses to each enquiry will be copied to all organisations bidding (though will not identify the originator of the enquiry) through the London Councils and Contracts Finder website.

If you are aware that the submission of your tender may give rise to a potential conflict of interest, please inform the officer to whom you are making the application.

***Full instructions to bidders are also provided in Annex One. Bidders are advised to read all instructions before submitting their tender.***

**Freedom of Information Act**

You should be aware that the information you submit may be subject to a request for information. The provision of any information to external parties by London Councils is determined by statutory conditions provided for in the Freedom of Information Act 2000.

**Equality Opportunities**

The successful contractor will be required to comply with London Councils Equal Opportunity Policy and bidders should complete the Equal Opportunities Questionnaire with their tender submission.

**Terms and Conditions**

Please see accompanying terms and conditions and confirm acceptance in your submission. These relate to:

* Intellectual Property rights; and
* Data sharing and Data Processing.

**Annex One: Instructions to bidders**

1. **Tender Submissions** 
   1. All pages of the bidder’s tender should be sequentially numbered (including any annexes and supporting documents).
   2. Bidders are advised to submit tenders by email to [tenders@londoncouncils.gov.uk](mailto:tenders@londoncouncils.gov.uk?subject=R1117a%20Parking%20benefits%20research%20[insert%20organisation%20name%20here]) quoting reference **R1117a.**
   3. The tender must not arrive later than the date and time stipulated. Tenders received after that time may not be considered unless the bidder can prove that the tender was dispatched in sufficient time to meet the deadline.
   4. By submitting a tender, the bidder agrees to keep that tender open for acceptance by London Councils for 90 days following the closing date.
   5. London Councils does not accept suppliers’ Terms and Conditions.
2. **Amendments to Tender Documents**
   1. Prior to the deadline, London Councils may modify the tender documents by amendments in writing. London Councils may extend the deadline for tenders to allow for significant amendments to be fully assessed and taken into account.
   2. The bidder may modify the tender prior to the deadline for receipt by giving notice in writing or by email.
   3. No tender may be modified after the deadline for receipt.
   4. The contractor may not transfer, assign or sublet the contract, or any part thereof, without the prior written consent of London Councils. If such consent is given the contractor will remain liable for the performance of the contract in it’s entirely as if such assignment or sublet had not taken place.
3. **Tender Charges**
   1. Charges must be in pounds sterling and be inclusive of all costs but can be exclusive of VAT.
   2. Charges shall be fixed for the duration of the Contract and will not be subject to any variation unless detailed in the Contract document.
   3. London Councils shall not be liable for any costs incurred in the production of the tender submission.
4. **Tender Evaluations**
   1. London Councils intends to commission the most economically advantageous tender and reserves the right to accept or reject all or any part of any tender.
   2. London Councils does not bind itself to accept the lowest charged tender.
   3. London Councils reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage without prior notice.
5. **Intellectual property rights**
   1. All information provided by London Councils shall be treated by the Contractor as confidential except where prior written consent has been given by London Councils that such information may be disclosed. The dissemination of information within your organisation should be on a need-to-know basis.
   2. All intellectual property rights arising from the work will reside with London Councils.

**Annex Two: Example of cost structure**

**Example of cost table**

**Below is an example of a clear cost structure. Other cost breakdowns will be accepted; however a clear structure that will allow London Councils to easily assess value for money – including cost per stage and/or days/hours per person - should be used.**

****