



Parish Office
Link Road
Great Missenden
Bucks
HP16 9AE
Tel: 01494 864792
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18th November 2020

**Invitation to Tender - Car Park Management Service
Buryfield Car Park, Link Road, Great Missenden HP16 9AE**

Great Missenden Parish Council invites Tenders from BPA members or other suitably qualified providers for the provision of a long-term Car Parking management service at their Buryfield car park, Great Missenden, Bucks HP16 9AE.

The contract is scheduled to run from **1st February 2021**, for a number of years with appropriate break clauses, all to be agreed. The break clauses are intended as insurance for both parties, in the event of any future unforeseen circumstance. GMPC wish to build a long-term relationship with a provider who can facilitate a convenient and smooth customer experience.

Contract Commencement date is scheduled to be **00.01 hrs 1st February 2021**. A broad contract description is contained within the previously issued "expression of interest (Eoi) guidance." (Copy attached.)

Please see enclosed tender pack for full details.

The closing time and date for submission of tenders is **17.00 hrs Friday 11th December 2020**. Please send your tender, addressed to the Clerk at the above address, in a sealed envelope marked 'Buryfield Car Park Management', to arrive no later than 17.00hrs Friday 11th December 2020.

When submitting the tender, could you also please include copies of the following items:

- Information and background about your company
- Details of any similar sites that you currently manage
- References
- A copy of your PLI insurance certificate

We look forward to hearing from you.

Yours sincerely

Jane Hennessy

Clerk to Great Missenden Parish Council



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Car Park Management Service – Great Missenden Parish Council
Expression of Interest
Description of the Contract

Great Missenden Parish Council (GMPC) is seeking expressions of interest from a service provider who is a member of the British Parking Association (BPA), or is otherwise suitably qualified, to act as a concessionaire (or some other contractual basis to be determined) to provide a long term car park management service at their Buryfield car park in Great Missenden, Buckinghamshire that controls visitor parking in line with the Council's site specific objectives. The objective is to support running costs and ongoing investment in the car park and management service by providing income generation through revenues from parking and any unauthorised parking. GMPC also wishes to provide support to the local community by facilitating commerce in the High Street nearby and the drop off/ pick up of children attending the nearby C of E Combined School. This is enabled by the provision of one (first) hour free parking. The service provider will install and maintain physical parking measures including signage and payment control technologies.

Key features of the service include:-

- * selected service provider – Member of the British Parking Association (BPA) or similar
- * technology to track / record payment and offence
- * Issue of parking charges to offending vehicles
- * Effective debt recovery scheme
- * ANPR management and charging System with associated cloud based management system enabling status data, fault notifications and statistical data to be able to be viewed online. GMPC wants the option for the data to be collected and maintained by the service provider.

Additional Information:-

- GMPC allow vehicles and pedestrians to gain free of charge access and egress to the Great Missenden C of E Combined School and the Great Missenden Memorial Centre via the car park and so technologies used must accommodate this.
- GMPC will be responsible for maintenance of the car park surface and parking bay lining.

Buryfield car park is a 66 space car park and is located off Link Road, Great Missenden, HP16 9AE. Location map and current tariff can be found at <https://www.chiltern.gov.uk/buryfield-car-park>

In the first instance please send your expression of interest by 16th October 2020 to:
clerk@greatmissendenpc.co.uk



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Buryfield Car Park Management Service Tender Pack

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1) Overview and Legal

It is anticipated the new Bucks Unitary Authority (BUA) will devolve certain powers and responsibilities over time. Whilst car parks are not currently on their agenda, Great Missenden Parish Council (GMPC) would, in time, seek to run the Link Road Great Missenden and Prestwood High Street car parks in addition to the one it currently owns, the Buryfield car park.

GMPC is aware it has powers to operate car parks under the Road Traffic Regulation Act 1984 (RTRA) and that exercise of these powers requires an off-street Traffic regulation Order (TRO) or Parking Order, is in place, which is a timely and expensive bureaucratic process.

Bucks Council currently operate the car park on our behalf under a TRO (see attachment ii). Enforcement is currently undertaken under a civil regime using powers set out in the Traffic Management Act 2004 (TMA).

GMPC is aware that in September 2014 central government advised local authorities that they are not permitted to manage and enforce their car parks using ANPR cameras alone. (This approach is, however, allowed for private operators who operate and enforce their car parks under contract law). Is this still the Government stance? Does this apply to parish councils? Assuming APNR is the solution, how will cross-bay parking offences be handled?

Importantly, GMPC seeks clarification from bidders, who may be private companies, as to how it can migrate to a contractual arrangement (concessionaire or some other basis) that allows GMPC to use ANPR for tariff prompting/collection and enforcement purposes. Will the existing TRO need to be lifted or lapse? Under what statute might a new enforcement regime be permitted?

The Freedom of Information Act (FOI) applies to the contracting authority. If any Bidder considers that any information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for the sensitivity specified. In such cases the relevant material will, in response to FOI requests, be examined in light of exemptions provided for in this Act.

2) Additional information

Contact by bidders with GMPC during the bidding process should only be with the clerk to the council. Respondents shall not offer or give any consideration of any kind to any employee or representative of GMPC as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with GMPC.

The car park has previously, and to date, been operated under a lease agreement with the local District Council (now part of Bucks Council).

GMPC have, therefore, no history of working with a commercial provider and so have not included in this Tender Pack such items as a 'draft contract form' or 'strict tender evaluation criteria' and is open to bidder's proposals. Similarly, historic revenue streams are not representative of the car parks potential and/or not available, for the following reasons:-

- Up to date details of costs and revenues are not currently available
- Limited enforcement
- HS2 road works and recent car park expansion works causing visitors to avoid Great Missenden.
- Flooding at the Roald Dahl museum causing an extended closure, reducing visitor numbers.
- Covid-19 impacts.
- The car park benefits from a newly completed 50% increase in parking spaces to 66, including 2 disabled bays and 2 coach parking spaces. There is the possibility of slight changes to the number of parking spaces if the school's plans for a coach turning area is agreed to be built on their land adjoining the car park.
- Only one ticket machine, impacting customer convenience.

The physical limitations of the Buryfield car park would prevent the introduction of a barrier controlled 'pay on exit' management system. There is no access or exit lane off the highway. There is a single, shared point of access and egress. The time taken to obtain a ticket on entry could cause a backing up of traffic on the highway. Should the barriers fail this problem would be exacerbated due to the time it would take to attend the problem and barriers tend not to be reliable and customers do not like them.

GMPC allows vehicular access to and from the Great Missenden C of E Combined School and the Great Missenden Memorial Hall via the car park. The provider's system must cater for these users who are allowed such access free of any charge.

GMPC reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs incurred to potential Contractors.

3) Disclaimer

This invitation to tender (ITT) is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to bidders, their preparation and submission of a tender, or the subsequent receipt and evaluation of tenders by GMPC commits GMPC to award a contract to any bidder, even if all requirements stated in the ITT are met. GMPC is not responsible directly or indirectly for any costs incurred by bidders in responding to this ITT and participating in GMPC's procurement process.

4) Commercial guidance

Equipment and Software – Contractor will supply, install, own and maintain all ANPR cameras, associated infrastructure, equipment and signage. Contractor will supply, install own and maintain and all hardware, systems and software required for delivery of both the tariff prompting/collection and the enforcement solution along with the real time management information and statistical reporting regime.

It is envisaged a customer friendly totally cashless payment regime be made available whereby an App can be downloaded to smart phone and customer payment card details entered. In addition, bidders should offer a lower tech solution cashless solution for those less tech-enabled customers that is fully integrated into the system.

Uptime and service level guarantees should be included in bidder proposals.

Tariff – GMPC will work with the successful bidder to agree the tariff and penalty charge solution.

GMPC will require the first one hour of any parking period, to be free to users. This is in support of school pickup/drop off and the local High Street.

Some permitting for certain users may be required.

Blue Badge Holders will not park free of charge and will be subject to the tariff. GMPC understands the Blue Badge scheme is designed for on-street parking very close to destination. Therefore, no ANPR problems will arise with Blue Badge holders.

The Link Road car park is across the road from the Buryfield car park. It is owned and run by the Unitary Authority (Bucks Council) and the tariff is currently the same as the Buryfield Car

Park except that the first hour is free in the Buryfield car park. Access and egress are slightly more convenient at the Link Road Car Park. Bidder suggestions how to mitigate this are welcomed.

Costs and Revenues – GMPC prefer a cost and revenue structure that includes sharing of tariff and penalty revenues to support and reinforce the alignment of purpose of the parties to the contract. It is envisaged that the Provider’s one-off costs associated primarily with start-up will be recovered over an appropriate term. Bidding criteria at this stage are ‘cost’ ‘revenue’ and ‘technical merit’.

GMPC will consider any Cost & Revenue model proposals and bidders may submit more than one model.

Maintenance – GMPC will need to build up a capital budget from the net proceeds to pay for major items like resurfacing. Those parts of the surface area that are currently loose planings, will it is hoped, be converted to tarmac in the future with perhaps associated drainage works, to improve customer convenience.

Day to day maintenance of the car park surface and lining will be undertaken by GMPC.

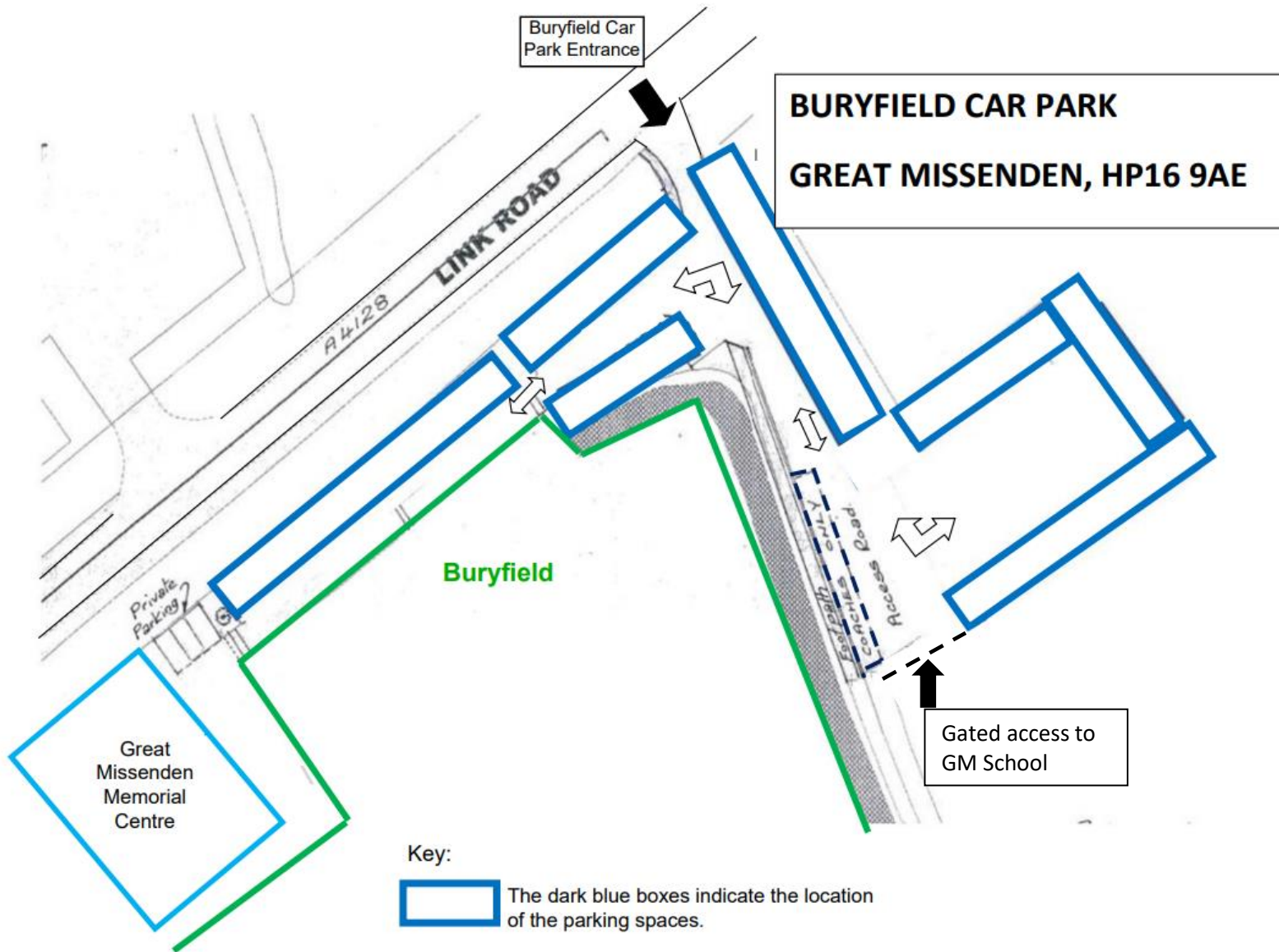
Enforcement- GMPC think parking enforcement can help make sure the car park is used to its full potential and in line with the terms and conditions set. In turn this can have an impact on the turnover of valuable parking spaces and an overall safer parking environment. Whilst top priority is to provide customer service, GMPC wish to encourage parking compliance through effective controls. GMPC envisage that text prompts for payment, for users of the App, be used for up to 24hrs post any parking period. Thereafter issuance of Penalty Charge Notice, or equivalent, with discount for payment within 14 days and then rising significantly for non-payment. Again, GMPC seeks clarification from bidders regarding what it may or may not be allowed under a Parish Council owned car park enforcement regime and bidders should provide details of a proposed enforcement process.

5) Insurance – Bidders to provide documentary evidence of current relevant insurances.

6) Safety – GMPC will carry out weekly safety inspections for potholes or damage and identification of hazards. The results will be documented and kept on file to manage any subsequent claims. Any repairs required will be carried out promptly.

7) Attachments -

- (i) Bury Field Car Park – Location Plan
- (ii) Current Traffic Regulation Order (TRO)



Attachment ii)

Current Traffic Regulation Order

All information regarding the current Traffic Regulation Order relating to Buryfield Car park can be found on the following website:-

<https://www.chiltern.gov.uk/article/6895/Off-Street-Parking-orders>