

PT3 - Procurement Options Report: Services and Goods

This document is used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

City Procurement Project Reference:	N/A – New project on sourcing plan due to COVID		
Project / Contract Title:	City Streets: Transportation response to support Covid-19 recovery		
Category Board:	Construction & Professional Services		
Category Board date:	N/A		
Project Lead & Contract Manager:	Maria Curro	Lead Department:	Department of the Built Environment
Category Manager:	Kayleigh Rippe	Other Contact:	N/A
Total Contract Value (excluding VAT and inc. extension options):	Approx. £1m - £1.5m (three phases of work)	Contract Duration (inc. extension options):	6 months to 1 year
Budget approved Capital/Revenue:	No, this report seeks approval	Capital Project/project vision ref reference (if applicable):	
Gateway Approval Process <ul style="list-style-type: none">- Is this project subject to the Gateway process? Yes- If so, what was the last Gateway report, and date of approval, and what is the next Gateway report and scheduled date for recommendation for approval? Last Gateway report was in early-June 2020 and was a Gateway 1-5 Authority to Start Work report. The report focused on temporary traffic measures on City streets in response to Covid-19. The current report is a Gateway 2-4 report Authority to Start Work, building on the proposed temporary traffic measures, with a focus on cycling and walking provisions and greening activation.			
Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)? Not at this time.			

Procurement Strategy Recommendation

City Procurement team recommended option
Appoint separate contractors

Route to Market Recommendation

City Procurement team recommended option
Direct awards in accordance with the Procurement Code, and utilisation of existing corporate contract

Specification and Evaluation Overview

Summary of the main requirements: <i>Traffic Management Provisions (Phase 1 and 2): £871,744</i> <ul style="list-style-type: none">• Footway enhancement infrastructure• Cycleway barriers and infrastructure• Carriageway infrastructure• Monitoring and evaluation <i>Cycling Provision (Phase 2): £80,000</i> <ul style="list-style-type: none">• Cycling infrastructure (stands, etc.)• Cycling infrastructure installation and removal, including cycle markings <i>Traffic Management Provisions (Phase 3):</i> Greening Activation: £406,000 <ul style="list-style-type: none">• Green infrastructure (i.e. parklets, etc.)• Planting and planters• Seating Social Distancing Requirements: £15,000 <ul style="list-style-type: none">• Footway markings (i.e. vinyls, etc.)

<ul style="list-style-type: none"> Other wayfinding markers 	
Stakeholder Engagement: £20,000	
<ul style="list-style-type: none"> Commonplace 	
School Streets: £50,000	
<ul style="list-style-type: none"> Camera enforcement Signage and marking 	
Monitoring and evaluation, Phase 1, may include video footage of pedestrian, cyclists and motor vehicles. While no identifiable characteristics will be evident, all GDPR processes will be followed during the procurement stage for this work.	
Technical and Pricing evaluation ratio	
70% (Technical) / 30% (Price)	
Overview of the key Evaluation areas (if known at this stage):	
Not known at this time.	
Does contract delivery involve a higher than usual level of Health & Safety, Insurance, or Business risk to be allowed in the procurement strategy?	
No	
Is the contract likely to require financial uplifts? (Please describe what method will be used to calculate the uplift and whether this will be capped)	
No	
Are there any accompanying documents with this report? e.g. PTO/outlined project plan identifying roles and responsibilities as appropriate If yes, please include information in the appendices section below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this project require the winning supplier(s) to process personal data on our behalf?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit Designing Specifications under GDPR . You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to category board (for information).	
Evaluation Panel – Please enter Names of evaluators and Departments below (if known)	
Project dependent	Department of the Built Environment

Procurement Timeframes

Target tender live date (to market) TBC	Click here to enter a date.	Notification of outcome / intention to award date - TBC	Click here to enter a date.
Target contract start date TBC	Click here to enter a date.		
Are there any time, quality, or cost constraints which need to be taken into consideration?			
As this is the recovery response to Covid-19, the programme will need to be delivered to pace.			

Policy and Compliance Considerations

How will the Procurement meet the City's:
Responsible Procurement Strategy (including Social Value Panel): At least one supplier invited to bid will be a SME, Local Business, or Social Enterprise
TUPE/Pension liabilities that need to be considered (including future exit provisions where applicable)? None
Will this procurement be split into Lots? No
Other: N/A

Procurement Strategy Options: This could include inter-departmental usage, external collaborative opportunities, existing contracts integrated once expired or adding it to an existing contract. Options for Make (In-house delivery) versus Buy (Outsource) decision to be considered; also indicate any discarded or radical options.

Option 1: Appoint separate contractors
Advantages to this Option:
<ul style="list-style-type: none"> A contractor is appointed for each specialism We can monitor the performance of each supplier as they would be bound by our own terms and conditions.
Disadvantages to this Option:
<ul style="list-style-type: none"> Multiple tender exercises are required. Additional administration is required for each.

Please highlight and possible risks associated with this option: Increased administration to deliver this project.
Option 2: Multi-Disciplinary Appointments
Advantages to this Option: <ul style="list-style-type: none"> • One Supplier to manage all sub consultants. • Performance can be monitored at one source.
Disadvantages to this Option: <ul style="list-style-type: none"> • Unable to separately tender the rest of the project team, appointments are made by the main consultant. • Unable to manage individual suppliers and must be done at high level.
Please highlight and possible risks associated with this option: The highest level fails all the consultants fail

Route to Market Options: *Route to market is the way in which the City will invite suppliers to bid for the procurement.*

Option 1: Separate tender exercises
Advantages to this Option: <ul style="list-style-type: none"> • Quick route to market • Tailored specification • Work to the City's terms and conditions
Disadvantages to this Option: <ul style="list-style-type: none"> • Increased administration on behalf of City Procurement
Please highlight and possible risks associated with this option: May result in increased resources
Option 2: Direct awards in accordance with the Procurement Code and utilisation of existing corporate contract
Traffic Management Provisions (Phase 1 and 2) approx: ££871,744 <i>Direct award to JB Riney, Highway Maintenance term contract</i>
Cycling Provision (Phase 2): £80,000 <i>Direct award to CycleHoop, as a sole supplier</i>
Traffic Management Provisions (Phase 3) approx:
Greening Activation: £406,000 <i>Direct award to JB Riney, Highway Maintenance term contract</i>
Social Distancing Requirements: £15,000 <i>Direct award to JB Riney, Highway Maintenance term contract</i>
Stakeholder Engagement: £20,000 <i>Sub £50K direct award permissible in line with the Procurement Code to Commonplace</i>
School Streets: £50k <i>Part direct award to JB Riney, Highway Maintenance term contract, and part direct award to Siemen's in line with the Procurement Code</i>
Advantages to this Option: <ul style="list-style-type: none"> • Established service • Established terms and conditions
Disadvantages to this Option: <ul style="list-style-type: none"> • Terms and conditions may not be the City's own • Separate processes could result in longer timeframes
Please highlight and possible risks associated with this option: Direct awards do not always represent the best value for money.

Outline of appendices

○ N/A

Report Sign-offs (prior to Category Board approval)

Senior Category Manager	Kayleigh Rippe	Date	10/06/2020
Departmental Stakeholder	Maria Curro	Date	10/06/2020

