

Decision Pathway – Report Template



PURPOSE: Key decision

MEETING: Cabinet

DATE: 01 October 2019

TITLE	Asset Management System - Re-procurement		
Ward(s)	City Wide		
Author: John Roy	Job title: Transport Programme Team Manager		
Cabinet lead: Deputy Mayor Cllr Craig Cheney, Finance, Governance and Performance	Executive Director lead: Colin Molton, Interim Executive Director of Growth and Regeneration.		
Proposal origin: <i>BCC Staff</i>			
Decision maker: Cabinet Member Decision forum: <i>Cabinet</i>			
Purpose of Report: To seek approval to allocate £600k of reserves to fund the procurement and implementation costs of a new asset management system and delegate the necessary authority to the Executive Director (Growth & Regeneration) to award the contract. This report also seeks approval to extend the existing asset management system contracts, to ensure ongoing coverage, should that prove necessary due to the required procurement and implementation timescales.			
Evidence Base:			
<ol style="list-style-type: none"> CONFIRM is the current asset management system used by the Transport Service, originally implemented in 2015, but now approaching the end of its contract. Since its implementation it has revolutionised the way the Transport Service works in terms of maintenance and streetworks inspections and mobile working. All of our data, regarding our main assets, being carriageways, footways, structures and street lighting, as well as streetworks management, is now held electronically within CONFIRM. Officers are now able to carry out inspections on site using Personal Digital Assistant or handheld PC e.g. tablet, whereas previously this was solely paper based, and this data is updated automatically within CONFIRM negating the need for any form of paper record. In addition works orders can be raised from within CONFIRM directly to our Term Contractors to carry out repair and capital works, enabling full agile working for these primarily site based staff. Government has clearly indicated that all Transport related future funding streams will be influenced by those Local Authorities that can clearly demonstrate that they are use Asset Management principles in the delivery of their services. Government believe that having clear Asset Management Strategy and principles in place will ensure that funding is focussed on the priority areas and that the most effective and efficient use of such funding is being made. Having an Asset Management System in place is critical in being able to demonstrate this. The Bristol Parks Service has been using a locally hosted installation of CONFIRM Environmental – Asset Management System since 1999. CONFIRM holds records relating to assets and operations of approx. £5m revenue spend on grounds maintenance, £0.5m for tree management and contains about 200k geographically linked asset records of horticultural features, infrastructure and building assets. CONFIRM is used as an integrated system for asset register, customer enquiries, contract management, works management, mobile condition survey, risk assessment and management reporting. 			

4. Better Information Management (BIM) will be an area of work that will need to align closely with any future Asset Management System. The Growth and Regeneration Service is currently developing its BIM Knowledge and capacity and officers will ensure that the two projects are aligned at the appropriate time. In addition to BIM officers will ensure that the new Asset Management System aligns with work to deliver the Smart City project as that evolves.
5. At its meeting In December 2018, Cabinet agreed to a two year extension to the existing contract with Pitney Bowes (for the supply of asset management system, CONFIRM on Demand), to 31st January 2021 to enable the Council to consider widening the scope of the next asset management contract to potentially include Parks, Energy and Docks services. Given the scale and complexity of the project it may be necessary to extend this contract by a further year, (to January 2022) and authority to do this is being sought. In addition, and for the same reason, the existing contract with Pitney Bowes (for the supply of asset management system, CONFIRM Desktop) will need to be extended by a period of potentially 2 years, from April 2020 until January 2022, and authority to do so is being sought.
6. Consideration was given as to whether the Property Service should be in scope for this procurement however, for multiple reasons, Corporate Leadership Board agreed that it remains out of scope.

Cabinet Member / Officer Recommendations:

It is recommended Cabinet:

1. Approves the allocation of £600k from reserves towards the cost of procuring and implementing an asset management system for Parks, Docks, and Transport Services;
2. Authorise the Executive Director - Growth and Regeneration, in consultation with Cabinet Member, Finance, Governance and Performance, to procure an asset management system for a contract of up to 8 years at an estimated total contract value of £1.2-3.3m;
3. Approve the extension of the existing contract with Pitney Bowes (for the supply of asset management system, CONFIRM On Demand), by 1 year from the 31st January 2021, should the new system not be in place for the 31st January 2021;
4. Approve the extension of the existing contract with Pitney Bowes (for the supply of asset management system, CONFIRM Desktop) by up to two years from April 2020 until 31 January 2022 should that prove necessary i.e. should the new system not be in place for 31 January 2021.

Corporate Strategy alignment:

- Fair and Inclusive – Improve economic and social equality, pursuing economic growth which includes everyone and making sure people have access to good quality learning, decent jobs and homes that they can afford;
- Well Connected – Take bold and innovative steps to make Bristol a joined up city, linking up people with jobs and each other.

City Benefits:

Highways

The highway network in the city, which comprises some 1253km, 544 bridges and highway structures, 580 retaining walls, 370 sets of traffic signals and 37,000 street lights.

Public Transport

We have approximately 1400 bus stops, of which include circa 600-700 shelters. 42 MetroBus iPoints and Real Time Information (RTI) which includes for LED Displays, (266), TFT displays (195), Interchange displays, LED & TFT (5) and 570 general displays.

Parking

The Parking Services Infrastructure Team are also responsible for managing and maintaining parking assets that include 3 multi-storey car parks, 3 park and ride sites and 36 off-street car parks. The teams also include 2 pay on foot parking systems and 800 plus pay and display machines located in the highway.

All of the above are critical to both the safe functioning, as well as the economic prosperity, of the city and wider sub-region as well as bringing important social benefits as reflected in the Corporate Strategy. The highway network is vitally important in order to make the city and sub-region grow and develop. In addition, providing access to employment, social, health and education services makes a highway network crucial in fighting against poverty.

Having, and using an asset management system, enables officers to manage the highway network in a more effective and proactive way. This enables effective working with contractors and the supply chain and responding effectively to customer enquiries and reports of defects in the network.

Parks

The effective and efficient management of horticultural, infrastructure and building assets is critical to providing a large and high quality parks service to the city covering over 420 parks & green spaces and the city’s housing and highways grounds and tree maintenance service. Operational managers have far more control and oversight of grounds maintenance operations and asset management with real time information being publically available on the BCC website.

Docks

The Docks existing infrastructure comprises 14 bridges, 10 landing stages, 26 pontoons, 4 locks and sluices, including Underfall Yard, one weir and dam and 21km of retaining walls.

Consultation Details:

Public consultation not applicable. Internal engagement has been completed; an Outline Business Case was approved by Corporate Leadership Board on the 11th June 2019.

Background Documents:

October 2018 Cabinet report asking for waiver

<https://democracy.bristol.gov.uk/documents/g3097/Public%20reports%20pack%2004th-Dec-2018%2016.00%20Cabinet.pdf?T=10>

June 2019 Cabinet report re Transport Asset Management Strategy

<https://democracy.bristol.gov.uk/documents/g3684/Public%20reports%20pack%2018th-Jun-2019%2016.00%20Cabinet.pdf?T=10>

Revenue Cost	Up to £194k of annual licenses for existing contracts for CONFIRM with Parks and Transport Services	Source of Revenue Funding	ICT Service Area budget
Capital Cost	Up to £600k reserves for implementation	Source of Capital Funding	Development Fund BX072
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

Finance Advice:

1. BCC already have an asset management system that is used in a number of services. This system contract is up for renewal and the intention is to include other services with similar system requirements, in the new procurement exercise.
2. As these systems have been around for some time and have matured in their functionality, it is anticipated that the overall costs would come down, although the new services that intend to sign-up will need to ensure they identify the funding. To this end, and to ensure BCC does not overcommit as part of the procurement

exercise, the tender specification will allow for scalability. It is expected that a minimum level of cover will be procured with an opportunity to scale up – costs and funding permitting.

3. The implementation costs of this project will be covered (subject to Cabinet approval) from Growth & Regenerations Development Funds Earmarked reserves.
4. Each service area buying into the new asset management system will be expected to fund their annual licensing fees from within their existing budgets, thus, this approval will not result in any new financial pressure for BCC.
5. The report is seeking Cabinet approval to utilise the earmarked reserves to fund the implementation costs of £600k and delegate authority to the Executive Director for Growth & Regenerations to procure a replacement system within the existing funding envelope.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 9th August 2019

Legal Advice:

Given the estimated value of the asset management system, the procurement will need to comply with the Public Contracts Regulations 2015, in addition to the Councils own procurement rules.

At its meeting in December 2018, cabinet agreed to extend the Pitney Bowes contract (for the supply of asset management system, CONFIRM on Demand) by two years (from January 2019 to January 2021) to accommodate the re-provision.

It is recognised that the further extension of the contracts places the Council in a situation where it may breach the procurement regulations. The fact that the extension is required to allow time for the Council to explore procuring a more comprehensive asset management system, which will follow a fully compliant procurement process, will help mitigate the risk of challenge. Legal services will advise and assist officers with regard to the conduct of the proposed procurement process and the resulting contractual arrangements.

Legal Team Leader: Eric Andrews, Team Leader, Legal Services - 29th August 2019

Implications on IT:

IT Services are supportive of this initiative. We will ensure that alignment to the IT, Information Management and ITTP roadmaps/strategies in terms of hosting, security, data/insight and GIS, is considered as part of the procurement process.

IT Team Leader: Simon Oliver, Director Digital Transformation 30th July 2019

HR Advice:

The asset management system will lead to more efficient ways of working internally and with contractors, however there are no HR implications evident at this stage.

HR Partner: Celia Williams, HR Business Partner, Growth and Regeneration 31st July 2019

EDM Sign-off	Colin Molton	14/08/2019
Cabinet Member sign-off	Cllr Cheney	19/08/2019
For Key Decisions - Mayor's Office sign-off	Mayor's Office	03/09/2019

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment <i>risks documented in Appendix B</i>	YES
Appendix E – Equalities screening / impact assessment of proposal	YES

Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO