

# Decision Pathway Report



**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 23 January 2024

<b>TITLE</b>	<b>Multi-Storey Car Park Pay on Foot Contract</b>		
<b>Ward(s)</b>	Central, Clifton		
<b>Author:</b> Shaun Taylor	<b>Job title:</b> Head of Service, Highways and Traffic		
<b>Cabinet lead:</b> Councillor Alexander, Cabinet Member for Transport.	<b>Executive Director lead:</b> John Smith, Interim Executive Director, Growth and Regeneration.		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
<ol style="list-style-type: none"> <li>To seek approval to tender for the installation and maintenance of new Pay on Foot equipment at Trenchard Street and West End Multi-Storey Car Parks, at an estimated contract value of up to £1m</li> </ol>			
<b>Evidence Base</b>			
<ol style="list-style-type: none"> <li>In 2013, Parking Services procured and installed Pay on Foot (POF) equipment which consists of entry/exit barriers, pay stations and back-office software to manage the systems for Trenchard Street and West End Multi-Storey Car Parks. The contract period was 10 years and has since been extended for 2 years until September 2025, with the option to extend for a further year to September 2026.</li> <li>The proposed new contract will cover all hardware, spares, repairs and maintenance. Additionally, it is proposed to include the payment service provider function for card payments. This is currently managed under a separate contract, but it makes sense to integrate this into one contract. The contract will be written to futureproof for any new systems, or technologies that may be required/become available during the contract term. The proposed contract term will be 5, plus 2, plus 2, plus 1.</li> <li>POF systems allow for efficient management of large car parks and enable remote management of the barriers via back-office systems where required. The barriers prevent access until an entry ticket is obtained and prevent egress until payment has been made, which can be either cash or card transactions including contactless payments (Apple Pay/Google Pay). The system also features Automatic Number Plate Recognition (ANPR) for authorised vehicles, the barriers will raise when detected by the ANPR camera, access to the lifts via a card reader which can only be operated with an entry ticket and help buttons integrated into the barrier and pay stations linked to Parking Operations/Bristol Operations staff should assistance be required.</li> <li>The current equipment is approaching “end of life” and this is reflected in more frequent faults and subsequent maintenance issues/engineer call outs. Parking Services expectation in terms of timescales to undertake and install new equipment is 18 – 24 months. We’re seeking approval now to ensure the procurement and installation process can be completed before the existing contract expires.</li> <li>Market testing has indicated that installation of new systems would cost in the region of c£200k initial set up, which is proposed to be funded by re-prioritising of an existing budget and c£50k annual running/support costs, for which Parking Services has an existing budget. Pay on Foot equipment has an expected lifespan of 10 years, so this report requests approval for a 10 year contract with a maximum spend of up to £1m. This will cover all expected contract costs and includes a contingency to cover any new installations or upgrades which may be required due to legislative or ICT or data security changes during the life of the contract. For reference, the combined annual revenue from both car parks is c. £3.5m.</li> <li>Car Parking across the City may be reduced and impacted by Policy/Strategy goals, with schemes promoting</li> </ol>			

more active/sustainable transport options, implementation of the Clean Air Zone and Housing projects, however, the demand for parking at Trenchard St and West End has remained stable and help support venues such as the BRI, Hippodrome and Bristol Beacon.

7. Next steps:

- Further market testing and considering latest technological advances. i.e., the potential to modernise our POF equipment in the form of a ticketless and cashless system. This would reduce the environmental impact of ticket production and disposal, as well as reducing costs to manage cash collections and reducing the vulnerability of cash being stolen from the pay stations which has occurred in the past.
- Agree with procurement the appropriate route to market.
- Develop our system requirements.
- Procure and implement a new system.

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Approve the procurement of new Pay on Foot (POF) systems in line with the estimated contract value of up to £1m over 10 years.
2. Approve re-prioritisation of an existing Highways budget to fund the set-up costs of c£200k.
3. Authorises the Executive Director, Growth and Regeneration in consultation with Cabinet Member for Transport to take all steps required to approve the system requirements following further market testing and procure and award the contract in accordance with the maximum budget envelopes outlined in this report.
4. Authorises Executive Director, Growth and Regeneration in consultation with Cabinet Member for Transport to invoke any subsequent extensions/variations specifically defined in the contract being awarded, up to the maximum budget envelope outlined in this report.

**Corporate Strategy alignment:**

1. Bristol will be well-connected with digital services and transport that is efficient, sustainable and inclusive; supporting vibrant local neighbourhoods and a thriving city centre.
2. Bristol will be a sustainable city, with low impact on our planet and a healthy environment for all.
3. Transport is healthy, active, sustainable, safe and enables easy movement throughout the city.
4. The city is well connected, supporting access to employment, education and services for all

**City Benefits:**

1. Provide an up-to-date and modern POF system, enabling an enhanced efficient customer experience when parking in Trenchard Street or West End Multi-Storey Car Parks.

**Consultation Details:**

1. Informal consultation with appropriate staff groups.

**Background Documents:**

[Corporate Strategy](#)

<b>Revenue Cost (excluding contingency)</b>	c£200k one off installation cost. c£50k annual maintenance, so c£500k over 10 years	<b>Source of Revenue Funding</b>	Re-prioritisation of existing Highways budget.
<b>Capital Cost</b>		<b>Source of Capital Funding</b>	
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input checked="" type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:** The current contract allowing customers to access and make payments at Trenchard Street and West End Multi-Storey Car Parks has been extended for 2 years until 2025, with the option to extend for one final year until 2026. As a result, a tender for the installation and maintenance of new equipment and card payment functions is necessary to ensure continuity of service.

The service is proposing a contract term of 5 years, +2, +2, +1 at an estimated contract value of up to £1m. Initial market testing is showing installation costs in the region of £0.2m and annual maintenance and support costs of £0.05m per annum, so £0.5m over 10 years. Funding has been identified from re-prioritising a Highways budget.

The tendering process must follow procurement regulations and recommendations, ensuring Value for Money.

Strong contract management, including forecasting, must continue during the contract period to ensure exposure to both financial and operational risks are minimised.

Revenue expenditure against the contract must continue to follow Council Financial Regulations, delegated approvals and any unforeseen costs must be contained within Highways approved budget envelope.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 11 December 2023.

**2. Legal Advice:** The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor 11 January 2024

**3. Implications on IT:** IT are supportive and available to aid in progressing relevant work and can be engaged through the existing work request process.

**IT Team Leader:** Alex Simpson – Lead Enterprise Architect – 27 October 2023

**4. HR Advice:** There are no HR implications evident in this report

**HR Partner:** Celia Williams HR Business Partner 15 November 2023

<b>EDM Sign-off</b>	John Smith, Interim Executive Director, Growth and Regeneration.	1 November 2023
<b>Cabinet Member sign-off</b>	Councillor Alexander, Cabinet Member for Transport Councillor Cheney, Cabinet Member for City Economy, Finance and Performance	9 November 2023 20 November 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	20 December 2023

<b>Appendix A – Further essential background / detail on the proposal</b>	<b>NO</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>YES</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b>	<b>YES</b>
<b>Appendix F – Environmental assessment</b>	<b>YES</b>

<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>NO</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>