

REPORT TO: ENVIRONMENTAL SERVICES COMMITTEE ON 16 NOVEMBER 2005

SUBJECT: TRANSPORTATION PROFESSIONAL SERVICES CALL-OFF TERM CONTRACT (INCLUDING TRANSPORT MODEL AND STAG REPORT)

BY: DIRECTOR OF ENVIRONMENTAL SERVICES

1. Reason for Report

- 1.1 To seek approval for the select list of six Consultants for taking to the next stage and issuing tender documents for Transportation Professional Services, that includes the preparation of a Transport Model and appraisal of transport options for Elgin in accordance with the Scottish Transport Appraisal Guidance (STAG) issued by the Scottish Executive.
- 1.2 This report is submitted to Committee in terms of Section D(13) of the Council's Administrative Scheme relating to the functions of the Council as Roads Authority.

2. Background

- 2.1 A notice was despatched to the European Journal on 30 September 2005 and advertisements published in local, national and technical press. The commission is being managed through the free e-tendering system provided by the web site www.publictender.co.uk in partnership with the North of Scotland Euro Info Centre.
- 2.2 At the time of preparing this report twenty companies have registered an interest in the Transportation Professional Services Call-off Contract and received a Pre-Qualification Questionnaire (PQQ). The list of companies is shown at **Appendix A** attached to this report. The deadline for submission of the completed Pre-Qualification Questionnaires was set in accordance with EU Procurement Regulations. The deadline closed at 5pm on Monday 07 November.
- 2.3 The submitted Pre-Qualification Questionnaires will be appraised after the above deadline, by a team of officials, and an appraisal summary and the recommended select list of six companies will be tabled at the Committee meeting.

- 2.4 A four part weighting system will be used and is shown in the table below.

PQQ Section	Description	Weighting Factor
Part A	Organisation	5%
Part B	Financial Standing	20%
Part C	Business Probity and Operation	15%
Part D	Quality	60%

- 2.5 The EU Procurement Regulations specify a minimum forty-day period for the selected companies to be allowed to prepare and submit their tenders. The proposed tender timetable milestone dates are shown below:

Date	Milestone event
28 November 2005	Issue tenders to select companies
18 January 2006	Deadline for return of tenders

- 2.6 It should be noted that the Brief for the STAG work for transport options in the west of Elgin will be issued in accordance with the decision that has been made at The Moray Council meeting on 09 November 2005. If, for any reason, the decision has been delayed then the above timetable may need to be varied.

3. The Proposals

- 3.1 The Committee is requested to consider the PQQ appraisal that will be tabled at the Committee meeting and approve the select list of six Consultants for taking to the next stage and issuing tender documents for Transportation Professional Services Call-off Term Contract, that includes the preparation of a Transport Model and appraisal of transport options for Elgin in accordance with the Scottish Transport Appraisal Guidance (STAG).

4. Financial Implications

- 4.1 Budget is contained within the **Capital Plan** under the heading of Elgin Traffic Management and Car Parking. This commission will be delivered through a three-year call-off term contract and the immediate call-off work is the production of a calibrated and validated Transport Model and the completion of STAG work for transport options in Elgin.
- 4.2 The estimated value of the three year Transportation Professional Services Call-off Term Contract is between £200,000 and £250,000. The two immediate call-off items are estimated to be in the region of £130,000. This can be accommodated within the **Capital Plan allocation for 2005/06**.

5. Staffing Implications

5.1 Transportation staff will manage the commission over the three-year period.

6. Environmental Implications

6.1 The procurement of the Transport Model will assist with the process of appraising different transport scheme options. There will be a requirement for an Environmental Statement and Environmental Action Plan or any approved scheme.

7. Sustainable Development Implications

7.1 The overall aim of the proposed network improvement schemes is to ensure the economic viability and sustainability of Elgin. There may be some environmental and social mitigation measures to be considered and implemented where required.

8. Consultations

8.1 The Principal Accountant has been consulted and agrees with the contents of the report.

8.2 The Principal Solicitor (Commercial & Conveyancing) has been consulted and agrees with the content of the report.

8.3 The Planning & Development Manager has been consulted and agrees with the content of the report and welcomes the immediate phasing of the Consultants' work to address the Elgin Traffic issues and STAG appraisal, in order to expedite the final stage of the new Development Plan.

8.4 The Head of Direct Services will be able to provide advice regarding the PQQ appraisal table at the Committee meeting.

9. Corporate Plan

9.1 The report encompasses the main aims of the Economic Development programme by maintaining and enhancing suitable transport facilities and infrastructure for residents, visitors, businesses and workers.

10. Recommendations

10.1 The Committee is requested to note the proposed tender timetable.

10.2 The Committee is requested to approve the select list of companies that will be issued tender documents for the Transportation Professional Services Call-off Contract.

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Background Papers:
Ref: GRH/RG/PA/R/66/24/1

APPENDIX A

**LIST OF COMPANIES REGISTERING AN INTEREST IN THE
TRANSPORTATION PROFESSIONAL SERVICES CALL-OFF CONTRACT**

Company

Scott Wilson Scotland Ltd (Inverness)

Colin Buchanan

Halcrow Group Ltd (Inverness)

JMP Consulting

Britannia Academy of IT & Planning Ltd

WSP Environmental Ltd

Jacobs Babbie

Dougall Baillie Associates

Waterman Civils

MVA

FaberMaunsell

Peter Davidson Consultancy

KPMG

Steer Davies Gleave

Mott MacDonald Integrated Transport

Northern Link Data Consultancy Ltd

Siemens plc – Traffic Controls Division

Scott Wilson Scotland Ltd

Atkins Transport Planning

SIAS Ltd