

**REQUEST FOR INFORMATION**

**For**

**Provision of Moving Traffic Enforcement camera devices and monitoring**

**For Herefordshire Council**

Issue Date: 10th June 2022

Closing Date and Time: 01st July 12 Noon

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Herefordshire Council

Plough Lane

Hereford

HR4 0LE

Dear Provider,

**RE: Request for Information for the provision of Moving Traffic Enforcement Camera equipment and monitoring**

Herefordshire Council is issuing this Request for Information (RFI) for the purpose of establishing whether there are any organisations that are interested in providing Moving Traffic Enforcement Camera equipment and monitoring based on the requirements set out below.

You are invited to submit a response to this RFI. Information provided will assist the council in finalising the requirements of the solution and approach to the market.

Please note the Council are issuing this RFI for **information seeking purposes** and **does not form part of a procurement process**.  Interested parties should note that a response to this request does not guarantee an invitation to tender for any services, which the Council may advertise, nor that the Council will procure any such services or accept any proposals offered.  Conversely, not participating in the request for information exercise will not exclude any party from any involvement in the procurement process

We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely



**James Hughes**

**Parking Services Manager**

# PART 1 – BACKGROUND

## Overview

Herefordshire Council has developed a project to install and operate cameras on its highway network for the detection of Moving Traffic Contravention in accordance with Part 6, Traffic Management Act 2004 (effective from 2022 outside London).

The council is currently in the process of submitting its application to the Department for Transport having undertook works associated with this application.

## The requirement

The council is initially seeking to invest into cameras systems to cover two Hereford city locations, with further locations subject to the allocation of future capital funding which will include a mobile camera vehicle.

The system will provide a reliable and future proof VCA approved camera, both static and mobile, to record and process Moving Traffic Enforcement cases. The system will need to able to record such contraventions as;

* Yellow box contraventions
* Banned turns
* Access only
* School Parking on Zig-Zags

The council is also considering the service delivery options, whether internalise or externalise, the reviewing of contraventions detected by automatic cameras, and the Notice Processing as a result of any PCN.

Therefore, this RFI covers both elements; supply and install of camera equipment, and monitoring and Notice Processing of Enforcement documents arising from Moving Traffic Contraventions.

# PART 2 – INSTRUCTIONS

This part sets out instructions regarding the submission of responses to this RFI.

## RFI key dates

The following key dates apply to this RFI:

|  |  |
| --- | --- |
| **RFI issue date** | 10th June 2022 |
| **RFI closing date and time** | 1st July 12 Noon |

## Contact information

The following individuals are the nominated contacts for this RFI.

|  |  |
| --- | --- |
| **Name** | James Hughes  Parking Services Manager |
| **Contact address** | [via](mailto:duncan.trumper@hoopleltd.co.uk) the messaging tab on Supplying the South West portal |

## Queries and questions during the RFI period

Providers are to direct any queries and questions regarding the RFI content or process to the nominated contacts. All questions should be submitted in writing to the to the portal messaging system. Please note:

* Herefordshire Council may choose to convey responses to submitted questions and queries to all organisations so that each is equally informed. Responses to questions will not identify the originator of the question.
* If an organisation wishes to ask a question or seek clarification without the question and answer being published in this way, then you must notify us and provide justification for withholding the question and any response. If we do not consider that there is sufficient justification for withholding the question and the corresponding response, the organisation will be invited to decide whether:
  + the question/clarification and the response should in fact be published; or
  + It wishes to withdraw the question/clarification.

## Organisations to inform themselves

The organisation has taken all reasonable care to ensure that the RFI is accurate; however Herefordshire Council gives no representation or warranty as to the accuracy or sufficiency of the contained information.

# PART 3 – INFORMATION TO BE PROVIDED

This part details all the information that organisations are required to provide to Herefordshire Council. The following minimum information is to be provided:

## Supply and install of cameras

1. Please confirm that you can provide Vehicle Certification Agency ( VCA) approved cameras for the enforcement of Moving Traffic covering the areas of:

* Yellow boxes
* Banned turns
* Access only routes
* No Entries
* Parking on school zig zag clearways
* Any other contravention prescribe in Part 6 TMA04

1. If your camera system records contraventions by auto detection, or is dependent on being manned by an officer. Please explain the benefits of each.
2. The maintenance of your camera systems is carried “in house”, and can be procured for the life of the camera at tender? Or if the council will need to carry out further procurement with a 3rd party to provide maintenance.
3. High level expected costs (can be provided as a range) for both cameras supply and installation (per camera, as some sites may require more than one), and annual revenue maintenance charges (with expected service level for that charge).
4. Points *a to d* above, against any mobile camera vehicle that you may supply.

## Operating software

1. Please confirm whether you are able to provide a software solution to manage contraventions detected, and the approximate cost of that system based on circa 10,000 PCNs annually.
2. The council currently use Chipside for Notice Processing, please confirm if your system will fully integrate with this and examples of locations that this is currently place. If it does not currently integrate then the process for making that integration.

## Reviewing and Notice Processing

1. Where a supplier is able to provide 3.1 and 3.2, please confirm if you also offer a reviewing / monitoring / notice processing service.
2. Do you have any limitation in offering this service, for example, do you only provide this from your own or certain camera providers.
3. Where a supplier is not offering 3.1 or 3.2, please confirm the limitations to your service as per 3.3.b.
4. Provide high level cost estimate based on 10,000 PCNs per year on the following:

* Contravention clip reviewing
* Issuing / posting of Reg 10 PCNs
* Informal Challenges arising from PCNs.

## Timescales

1. Please confirm how long a full solution would take to supply and install?

## Other

1. Please provide details of any current Local Authorities that currently use your product and systems that may be contacted?

Many thanks in advance for your time and interest.