|  |  |
| --- | --- |
| **Project Name**: Farnborough Town Centre Parking Study | **Date: 30 July 2019** |
| **RESPONSE REQUIRED BY MIDDAY 21st AUGUST 2019**  **katherine.berry@rushmoor.gov.uk**  **Client**   1. For the purposes of this instruction, Rushmoor Borough Council will be the client. The initial point of contact will be Katherine Berry Principal Procurement Officer, Financial Services (see contact details below).   **Background**   1. Rushmoor Borough Council has an ambitious regeneration programme which seeks to build on existing assets and create distinctive, mixed-use town centres with a high-quality housing, retail, leisure and employment offer. The recently adopted Local Plan contains policies which support this programme in Farnborough town centre. 2. Farnborough has a rich heritage based around aviation and the town centre is focussed around a purpose-built pedestrianised shopping environment. The Local Plan is seeking to revitalise the town centre by encouraging a good mix of active uses and integrating it with new mixed-use development in the Civic Quarter, which includes proposals for high density residential development. 3. The Council adopted a Supplementary Planning Document (SPD) in 2017 on Car and Cycle Parking Standards which sets out a minimum parking standard for town centre residential development of 1 space per dwelling. Non-residential car parking standards are expressed as maximum standards to encourage minimisation of car use. 4. Farnborough is well-served by public transport, with a mainline rail station connecting it to London Waterloo and priority bus services and infrastructure. 5. In light of this, the Council is seeking to understand:  * how current off-street and on-street car parking in and around Farnborough town centre is utilised; * how supply and demand is likely to change in the future, given planned regeneration and other development, the increasing use of sustainable alternative transport modes including new technologies, bus and train services and changes in car ownership and use.  1. The Council requires a consultant that has the ability to:  * understand the overall concept of supply and demand for parking in town centres both now and in the future; * accurately produce and present baseline data on current Farnborough town centre parking utilisation (both designated on-street and off-street); * identify and evaluate parking strategies in comparison town centres, including highlighting innovative practices which could be utilised in Farnborough in the future; * identify and evaluate emerging sustainable transport and demographic trends and technologies that could impact on future demand for car parking; * identify and evaluate the impact of planned development and forecasted public transport use on parking in the town centre, using information provided by the Council and its partners.  1. The study should take into account relevant national and regional planning policies alongside the Rushmoor Local Plan (adopted February 2019) and the adopted Car and Cycle Parking Standards SPD.   **Geographical Scope of the Work**   1. The work should focus on the area of Farnborough Town Centre defined within Appendix 1.   **Timescale**   1. The key outputs for this commission are  * By 11th October 2019 – submit draft report * By 25th October 2019 – submit final report  1. Note that the timescales reflect the fact that surveys cannot be undertaken until early-to-mid-September in order to avoid school holiday periods.   **Part 1**  Accurately produce and present data on current parking provision   1. Carry out an off-street car parking survey from 0600hrs to 2000hrs on a single Tuesday and a single Saturday in respect of the following car parks:   Council Owned   * + - * Union Street West Car Park (100 spaces)       * Union Street East Car Park (30 spaces)       * Westmead Car Park (28 spaces)       * Westmead House Car Park (172 spaces)       * Farnborough Leisure Centre Car Park (129 spaces)       * Farnborough Community Centre Car Park (67 spaces)       * Kings Moat Car Park (55 spaces)       * Queensmead Car Park (191 spaces)       * Pinehurst Multi-Storey Car Park (297 spaces)       * Council Offices Car park (180 spaces)   Private (pay and display)   * + - * The Meads Shopping Centre Car Park (619 spaces)       * Princes Mead (ASDA) Car Park (704 spaces)       * Sainsburys Car Park (320 spaces)       * Farnborough Railway Station (Network Rail)  1. The following car parks will not form part of the survey on the basis that they are provided as customer-only parking provision at no charge and cannot be relied upon to offset future need arising from elsewhere in the town centre:    * + - Solartron Retail Park (320 spaces)        - Horizon Retail Park (228 spaces)        - B&Q Car Park (460 spaces) 2. For the same period as the car park survey, carry out an on-street parking survey of the area of Farnborough town centre identified in Appendix 1. The Council can provide up-to-date mapping of the current on-street pay and display provision for Farnborough. 3. Where applicable, both surveys should:    * Complete an hourly count of vacant/occupied parking spaces    * Calculate dwell time (how many hours and what times of day)    * Identify user type and payment options    * Complete a count of vacant/occupied bike storage spaces where applicable 4. With the aim of identifying:    * areas of under-utilisation    * when car parks / on-street bays are at capacity, and where the level of demand is not being met    * types of use i.e. commuters/residents/shoppers    * when disabled parking provision within car parks is at capacity and how many Blue Badge (BB) holders are parked in standard bays    * roads used by BB Holders 5. In order to save on cost, hourly beat surveys rather than use of APNR is recommended.   **Part 2**  Forecast potential future supply vs demand for parking   1. The following are to be tested using a modelling software to project the likely impacts on town centre parking demand against the existing baseline position: 2. emerging development proposals across the town centre (e.g. site allocations, emerging schemes with planning permission); 3. forecasted public transport use, with a particular focus on bus journeys in and out of the town centre (this information will be provided by the Council); 4. emerging sustainable transport trends and technologies including connected and automated vehicles, reduced reliance on the car, driverless vehicles, increased uptake in electric vehicles, shifting driving habits; 5. forecasted demographic changes in relation to reducing levels of car ownership and use among younger people; 6. parking strategies in comparison town centres (both same situation and same size) detailing context, innovative actions and outcomes, with a specific focus on:  * Public transport options including bus, park & ride and train as applicable; * Cycling / Walking; * Car sharing schemes including Car Clubs and Mobility as a Service (MAS) – where users pay a third party to provide transport services rather than purchasing transport vehicles (Uber / Lyft); * Autonomous vehicles – Many AV’s are likely to function as vehicles for hire, which will accelerate the growth of MAS.  1. Upon completion of the project, electronic versions of all final documents can be submitted to the Council in appropriate format e.g. DWG/DXF and PDF.   **Budget and Pricing**   1. Your submissions should include the following pricing schedule:  |  |  | | --- | --- | | **Part 1** | **Price (£ ex VAT)** | | Data capture |  | | Report writing |  | |  | **Total Part 1 Price:** | | **Part 2** |  | | Data capture |  | | Report writing |  | |  | **Total Part 2 Price:** |   **Appointment Process**   * By midday 21st August 2019 * By 26th August 2019 – tender evaluation and appointment of contractor   **Evaluation Criteria**   1. Any contract that is awarded as a result of this procurement will be on the basis of a weighted scoring approach. The award criteria are:  |  |  | | --- | --- | | **Quality (please see chart below)** |  | | **Price**  The lowest price will be awarded maximum points for this criterion and all other tenders awarded points in proportion. | **40%** |  1. The Quality criteria will be scored as follows:  |  |  | | --- | --- | | Exceptional demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with evidence to support the response, where appropriate. | 5 – Excellent | | Good demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with evidence to support the response, where appropriate. | 4– Good | | Satisfactory demonstration by the tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with evidence to support the response, where appropriate. | 3 – Satisfactory | | Contains minor shortcomings in the demonstration by the tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 – Minor  Reservations | | Satisfies the requirement but with considerable reservations of the Tenderer’s relevant ability, understanding, skills, facilities & quality measures required to provide the services, with little or no evidence to support the response. | 1 – Serious  Reservations  - Fail  Submissions that  ‘Fail’ will not be  considered further | | No response provided. | 0 – no score – Fail  Submissions that  ‘Fail’ will not be  considered further |  |  |  | | --- | --- | | **Quality Criteria** | **Maximum points** | | Robustness of outcomes from proposed study;   * Ability to plan & deliver objectives and timescales in Brief – include a project plan with key milestones, tasks and resources. * Appreciation of the Brief * Method & approach - how the requirements of the brief will be addressed – include examples such as data, reports, methods of consultation * Technical merit of proposals | **10%**  **10%**  **10%**  **10%** | | Relevant practical examples of similar work (two relevant examples of projects your practice has been involved in which you think best demonstrate the relevant skills and approach which are suited to this project, including collaborative working.) | **20%** | |  |  | | **TOTAL** | **100%** |  1. Interviews may be conducted in order to clarify the scores given by the Council. 2. For further information or to discuss any part of the brief, please contact   Katherine Berry, Principal Procurement Officer, Financial Services  [katherine.berry@rushmoor.gov.uk](mailto:katherine.berry@rushmoor.gov.uk) Tel 01252 398466 | |
|  | |

**Appendix 1**

