

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

**Reference Number:**

**3941**

**Author:**

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**Department:**

**Development and Growth**

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**Subject:**

**Contract award for provider of Household Personalised Travel Planning in Nottingham and Derby**

**Total Value:**

**Up to £95,000 (Type: Revenue)**

**Decision Being Taken:**

**To approve a contract award to AECOM Infrastructure and Environment UK Ltd through the Midlands Highway Alliance PSP3 framework to provide a joint Household Personalised Travel Planning (PTP) package in Nottingham and Derby as part of the Nottingham Derby 20/21 Access Fund programme, to support delivery of the Emergency Active Travel Fund Tranche 1 Work Package 3: School Streets.**

**Reasons for the Decision(s)**

The Council secured Department for Transport revenue grant funding of £912,000 for a 12 month extension of the Nottingham and Derby Access Fund programme until March 2021. Approval to accept the grant award and approval of the associated programme allocations was secured under decision DD3831 in March 2020, including an allocation of £113,000 for a third phase of Household Personalised Travel Planning (PTP) project in Nottingham and Derby. A further approval is required to award a contract to AECOM through the Midlands Highway Alliance PSP3 framework to deliver the Household PTP project in selected neighbourhoods of Nottingham and Derby to support delivery of the School Streets project. (Note the delivery of the capital components of the School Streets projects is being separately funded by a grant award from the Department for Transport's Tranche 1 Emergency Active Travel Fund (EATF). Approvals for EAFT Tranche 1 bid are the subject of a separate decision.)

The project is part of restart and recovery measures to support active travel for local journeys. The project mobilisation would need to start as soon as possible in July 2020 to be ready to go live with engagement in communities and schools from September 2020 to coincide with the return to school, following the implementation of the School Streets measures. Awarding the contract to AECOM through the Midland Highway Alliance framework offers a way to appoint a reliable and suitable supplier quickly to ensure the project can be delivered within the required timeframe before winter and thereby achieve full Access Fund grant spent by 31 March 2021.

AECOM is to be selected as the service provider on the framework for this project on the basis that they have successfully delivered two previous phases of the household PTP project in Nottingham and Derby in 2018 and 2019 as part of the Access Fund programme, in partnership with Nottinghamshire County Council. The project team has extensive experience of delivering household PTP projects in the UK and Midlands (including a household PTP package for the County Council in communities along Lines 2 and 3 of the tram), combined with good local knowledge of Nottingham and Derby from the previous project phases, and so would provide continuity of approach. The previous phases of the household PTP project were successfully delivered on time and to budget with a high level of service provided.

AECOM has provided a costed project proposal setting out the key project stages to include: 1: Selection of intervention areas for Nottingham and Derby; 2: Prepare residential PTP offer; 3: Design of web and print information materials in partnership with NCC and DCC; 4: Schools engagement package; 5: Remote PTP via information packs and phone and email support; 6: Final project report.

**Briefing notes documents:**

NOT FOR PUBLICATION 200702 Briefing for decision makers fv.docx

**Other Options Considered:**

Other options considered: 1. Not to deliver a Household PTP project - this option has been rejected as the City Council has secured external Department for Transport grant award to deliver a Household PTP project as approved under decision DD3831; 2. To use other service providers external to the Midlands Highway Alliance PSP3 framework - this option was rejected as the timeline is very tight to be ready to deliver the project in September 2020 and the framework offers a way to appoint a reliable and suitable supplier quickly; 3: To delay the project start to undertake a bespoke procurement - this option has been rejected as the project is required to support restart and recovery activities to promote active travel and so needs to take place before the winter and the Access Fund needs to be spent by the 31 March 2021. Therefore September 2020 is the only practical delivery window.

**Background Papers:**

None

<b>Published Works:</b>	<b>DD3831 Access Fund - Continuation Programme 2020/21</b>
<b>Affected Wards:</b>	<b>Citywide</b>
<b>Colleague / Councillor Interests:</b>	<b>None</b>
<b>Consultations:</b>	<b>Those not consulted are not directly affected by the decision to award this contract for Household PTP package. Appropriate communications will take place with area representatives about delivery of the project once the delivery areas are agreed. Selection and agreement of project delivery areas for Household PTP is the first stage of work to be undertaken by AECOM when appointed and selection of areas will relate to locations of the School Streets package within the Emergency Active Travel Tranche 1 programme.</b>
<b>Crime and Disorder Implications:</b>	<b>This report seeks approval to award a contract to AECOM Infrastructure and Environment UK Ltd through the Midlands Highway Alliance PSP3 framework to deliver an agreed package of work to promote travel options in neighbourhoods where Nottingham and Derby City Councils are implementing School Streets improvements to create a safer environment to support walking and cycling. The project will help to promote understanding of the purpose of school street improvements (to be delivered as part of the Emergency Active Travel Tranche 1 programme) in the surrounding neighbourhoods and with schools and parents to encourage uptake of active travel options, thereby supporting compliance with any traffic management measures on roads in the project areas.</b>
<b>Equality:</b>	<b>EIA not required. Reasons: EIA prepared for Access Fund continuation programme including for a household personalised travel planning project submitted with DD3831. The project is already approved, this is a supporting decision to appoint a suitable service provider.</b>
<b>Regard for NHS Constitution:</b>	<b>The household personalised travel planning (PTP) project will work in targeted areas of Nottingham and Derby to encourage travel behaviour change to active travel for local journeys to work and school to support the infrastructure measures to be delivered under the Emergency Active Travel Fund Tranche 1 bid. Therefore the project will help to promote uptake of physical activity by adults and families in the project delivery areas contributing to the cities' public health outcomes. AECOM are an experienced service provider for the delivery of PTP projects and the Nottingham Derby project will benefit from their expertise and draw on good practice developed elsewhere in the Midlands and the UK.</b>
<b>Decision Type:</b>	<b>Portfolio Holder</b>
<b>Subject to Call In:</b>	<b>Yes</b>
<b>Call In Expiry date:</b>	<b>05/08/2020</b>

**Advice Sought:**

**Legal, Finance, Procurement**

**Legal Advice:**

**This report raises no significant legal issues provided the award to AECOM is made as a direct award in accordance with the terms of the Highways framework and is permitted by DfT grant funding conditions. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 20/07/2020.**

**Finance Advice:**

**The decision seeks to award a contract to AECOM and Environment UK Ltd through the Midlands Highway Alliance PSP3 framework to deliver the joint Derby/Nottingham Household Personalised Travelling Planning (PTP) work stream element of the 20/21 Access Fund Programme, at a cost of up to £95k.**

**The procurement route has been approved within DD 3831 (decision 6). Award of the contract to AECOM and Environment UK Ltd is supported based on their external expertise and proven track record of delivery as part of the 2017/18- 2019/20 Access Fund Programme.**

**Award of the contract for the HPT project is also required urgently to ensure that the project can go live in September 2020 in order to maximise active travel uptake following the expected completion of the Schools Street Project (funded by the DfT Emergency Active Travel Funding- Tranche 1) by September 2020.**

**The funding for the service provider costs of up to £95k has been identified within DD 3831 (decision 1)- and will be financed from within the £912k 20/21 Access Fund DfT grant funding. Should the costs exceed this, it will be the responsibility of the Access Fund Project manager to identify additional resources to meet the additional costs.**

**Advice provided by Roma Patel (Commercial Business Partner) on 07/07/2020.**

**Procurement Advice:**

**Use of the Midlands Highways Alliance PSP3 framework to appoint a consultant is compliant with Contract Procedure Rules. The contract awarded must be in accordance with the framework terms. Advice provided by Jonathan Whitmarsh (Lead Procurement Officer) on 07/07/2020.**

**Signatures**

**Adele Williams (Portfolio Holder for Adult Care & Local Transport)**

**SIGNED and Dated: 24/07/2020**

**Chris Henning (Corporate Director for Development and Growth)**

**SIGNED and Dated: 21/07/2020**