

# Schedule 1 - Service Specification

**Contract name: Local Cycling and Walking Infrastructure Plan (LCWIP) Technical Support**

**Reference: LCWIP**



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## 1. OVERVIEW OF PROJECT

### 1.1 Summary

Brighton & Hove City Council (BHCC) has committed to developing a Local Cycling and Walking Infrastructure Plan (LCWIP) and local budget has been identified to support this process. BHCC applied for technical support from the Department for Transport (DfT) in 2017 but was unsuccessful.

BHCC now wishes to commission a suitable supplier to support the technical development of the LCWIP, a process which will be led by BHCC officers. The supplier should have experience of successfully applying the DfT LCWIP Technical Guidance for a number of UK Local Authorities, ideally through the DfT LCWIP Technical Support programme.

The objectives of the procurement are:

- To provide technical support (following DfT guidance) to BHCC to enable the preparation of the draft Brighton & Hove LCWIP by autumn 2020; and,
- Apply best practice and lessons learnt from LCWIPs completed or under development elsewhere across the country.

The Contract will be established for an initial period of eight (8) months with an option to extend for a further period or periods up to a total of four (4) months taking the Contract term to a maximum of one (1) year. The Contract is intended to start on 9 March 2020 or as otherwise agreed.

Any subsequent extension to the Contract will be agreed between the Customer and the Service Provider. It is likely that the Customer will seek the Service Provider to demonstrate improvements and/or price reductions before considering an extension. For any extension(s) to the Contract, discussions with the Service Provider shall be conducted sufficiently far in advance of the Contract expiry date to arrive at an agreed position.

## 2. SERVICE REQUIREMENTS

### 2.1 Background

In support of the government's Cycling and Walking Investment Strategy (CWIS), the Department for Transport (DfT) has been encouraging local authorities to prepare a Local Cycling and Walking Infrastructure Plan (LCWIP).

Brighton & Hove City Council (BHCC) is committed to developing a LCWIP for the city in order to plan strategically for walking and cycling networks, and to ensure the city is well placed for future funding opportunities relating to walking and cycling.

Technical guidance (*Local Cycling and Walking Infrastructure Plans: Technical Guidance for Local Authorities*) is available from DfT, detailing the suggested process for undertaking a LCWIP and the tools available to assist with this.

The improvements identified in the LCWIP will support the council's ambitions for increasing levels of active travel across Brighton & Hove and to/from neighbouring areas, thereby contributing to reducing carbon emissions while improving air quality, connectivity, equality of opportunity, public health, public realm, safety, security, and overall quality of life. They will help increase the attractiveness of the city for both residents and visitors.

BHCC wishes to commission a suitable supplier to support the technical development of the Brighton & Hove LCWIP, a process which will be led by BHCC officers in the council's City Transport Division. Preparation and approval of the LCWIP document itself will be undertaken by the council with input from the supplier. The supplier must have experience of successfully

applying the DfT LCWIP Technical Guidance for a number of UK Local Authorities, ideally through the DfT LCWIP Technical Support programme.

The current programme proposes delivery of the completed LCWIP in autumn 2020. An indicative timescale for the completion of key stages as set out in the LCWIP technical guidance is provided below; some of these stages will not require support from the supplier, as detailed later. Confirmation of the programme will be subject to further discussion with the appointed consultant.

Stage	Name	Timescale
Stage 1	Determining the scope	Continuing to March 2020
Stage 2	Gathering information	Continuing to April 2020
Stages 3/4	Network Planning for Cycling and Walking	April to September 2020
Stage 5	Prioritising improvements (and completed LCWIP)	September to October 2020
Stage 6	Integration and application	From late 2020

A draft Scoping Report was prepared in spring 2019 to set out the geographical extent, proposed delivery and governance arrangements and timescales. It went to the council's Environment, Transport & Sustainability Committee on 25 June 2019 for approval, and can be found on the following webpage (see Item 17). Note that some content of the report is pending an update, particularly the engagement strategy and timescales.

<https://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=823&MId=9506&Ver=4>

Work has also commenced on Stage 2 with the collation of background data including the existing walking and cycling network, travel patterns (including key cycling corridors) and key trip generators across the city. This has been undertaken at a broad strategic level rather than detailed local level. Some of this can feed into the Stages 3 and 4 tasks. BHCC officers have also undertaken initial internal officer workshops on the development of the LCWIP, and are currently preparing a policy and strategy review. The outputs of these will be provided to the appointed supplier on commencement of the work.

It is proposed that the initial stages of the LCWIP development are undertaken at a more local level (with the city split into six broad sub-areas) to ensure that the diverse range of local issues and desired improvements across all areas of the city are identified early on, to feed into the development of a city-wide LCWIP. Support will be required with collation and review of strategic data as well as collection and analysis of local supporting data.

## 2.2 Integration with Plans, Policies and Strategies

The LCWIP will support delivery of the council's Sustainable Community Strategy and City Plan (the city's development plan), and once completed the outputs will be integrated into local planning, transport and wider policies, strategies and delivery plans. It will be prepared in close partnership with work areas across the council including economic development, public health, sustainability, and tourism. It will be a core plan to support delivery of the council's 2030 Carbon Neutral Programme.

BHCC has in place Local Transport Plan 4 (LTP4), adopted in 2015, the objectives of which need to be considered in this commission. There will be a need to provide linkages with the emerging new LTP (LTP5), work on which has recently commenced, and other relevant projects including LCWIPs and/or cycling and walking strategies being developed, or in place, in neighbouring authorities, in East and West Sussex; as well as any further developments to national guidance.

Improvements set out in the LCWIP will support in delivering a wider range of priorities and projects across Brighton & Hove, and neighbouring areas inside the Greater Brighton City Region. They will reflect the current and emerging priorities and policies of the council, city, and other partners and stakeholders. Development of the LCWIP will be informed by, or inform, a number of plans and strategies (and the review of these) including the following:

- BHCC Sustainable Community Strategy (2014)

- BHCC Corporate Plan (2019-2022)
- BHCC City Plan Part 1 (2016) and Part 2 (evolving)
- BHCC Local Transport Plan 4 (2015)
- BHCC Health and Wellbeing Strategy (2019-2030)
- BHCC Rights of Way Improvement Plan (2017-2027)
- BHCC Open Spaces Strategy (2017)
- BHCC Visitor Economy Strategy (2018)
- South Downs National Park Partnership Management Plan (2014-2019)
- South Downs National Park Cycling and Walking Strategy (2017-2024)
- Brighton & Hove and Lewes Downs Biosphere [The Living Coast] Partnership Management Strategy (2014-2019)
- Shoreham Harbour Joint Area Action Plan (2018)
- Greater Brighton Economic Board – 5 Year Strategic Priorities (2019)
- Transport for the South East – Transport Strategy (draft)

## 2.3 Scope of Services

BHCC wishes to commission a suitable supplier to support the technical development of the LCWIP, a process which will be led by BHCC officers in the council's City Transport Division. Preparation of the LCWIP document itself will be undertaken by the council. The supplier must have experience of successfully applying the DfT LCWIP Technical Guidance for a number of UK Local Authorities, ideally through the DfT LCWIP Technical Support programme.

The supplier will assist with tasks covering the following areas:

- Strategic advice on LCWIP approach and methodology;
- Sourcing and analysing of additional relevant data to inform the prescribed LCWIP process;
- Production of maps to inform the LCWIP process, displaying relevant information in map form;
- Technical input on Network Planning (walking and cycling) using the range of LCWIP tools including the Route Selection Tool, Walking Route Audit Tool and Propensity to Cycle Tool (PCT);
- Prioritisation of schemes;
- Feasibility of high-level proposals for key schemes and their costings / timescale estimates; and,
- Strategic advice on the incorporation of LCWIP into local policy and strategy.

Specific tasks required (subject to confirmation at inception) under each prescribed stage of the LCWIP process are as follows; these should be reviewed alongside the contents of the LCWIP Technical Guidance. We anticipate that the majority of consultant support will be directed to undertaking Stages 3 and 4, including on-site assessment and auditing. Consultants will be expected to work at Hove Town Hall on a regular basis.

Details of deliverables are provided later in section 2.6.

### *Stage 1: Determining the scope*

- Provision of strategic advice on the approach for the LCWIP, including engagement and document content/structure, drawing on best practice and lessons learnt from LCWIPs completed or under development elsewhere across the country.

### *Stage 2: Gathering information*

- Sourcing, analysing and collating additional background data where required
- Identification and mapping of existing walking and cycling networks
- Identification and mapping of existing travel patterns, including journey distances, principal corridors and modal split
- Identification and mapping of trip generators (existing and planned)
- Identification of data on perceptions of existing facilities, and mapping of key issues/gaps

- Use of existing tools such as Propensity to Cycle Tool (PCT) to analyse commuting and schools data and produce maps for the city and sub-areas based on this data
- Strategic input to the stakeholder engagement process, with support at a number presentations or workshops (see section 2.6 Deliverables below for details)
- Option of provision of an interactive tool for stakeholder / public engagement on LCWIP (optional requirement – please set out previous examples and benefits of such a tool for engagement)
- Interpretation and utilisation of data and information from stakeholder engagement

Note that the following will be undertaken by BHCC staff:

- Review of local and sub-regional plans, policies and strategies

#### *Stages 3 & 4: Network Planning for Cycling and Walking*

- Mapping trip origin and destination points for walking and cycling
- Identifying and mapping desire lines for walking and cycling
- Classification of desire lines for walking and cycling
- Establishing network density for walking and cycling
- Mapping of 'long list' of walking and cycling network improvements
- Utilisation of Route Selection Tool (RST) for selected routes to audit
- Establishing cycling infrastructure improvements (with site visits to establish most suitable improvements and deliverability)
- Development of Cycling Network Map
- Development of a set of key design principles for each category of mapped cycling routes
- Development of Cycling Infrastructure Improvements programme
- Identify and map Core Walking Zones
- Identify and map Core Walking Routes
- Identify barrier and funnel routes for walking
- Use of Walking Route Audit Tool (WRAT) for auditing of Core Walking Routes and Core Walking Zones
- Establish walking infrastructure improvements (with site visits to establish most suitable improvements and deliverability)
- Development of Walking Network Map
- Development of a set of key design principles for each category of mapped walking routes and zones
- Development of Walking Infrastructure Improvements programme
- Strategic input to the stakeholder engagement process, with support at a number presentations or workshops (see section 2.6 Deliverables below for details)

#### *Stage 5: Prioritising improvements (and completed LCWIP)*

- Development of prioritisation criteria, in agreement with the BHCC staff
- Development of high level costs of types of infrastructure measures
- Development of proposed timescales for delivery of walking and cycling improvements, for delivery over short, medium and long term
- Review of the appraisal and prioritisation exercise (once completed by BHCC staff)

Note that the following will be undertaken by BHCC staff:

- High level appraisal of schemes
- Prioritisation of improvements, considering effectiveness, cost and deliverability
- Development of a Prioritised Programme of cycling and walking infrastructure improvements

#### *Stage 6: Integration and application*

- Provision of strategic advice on the incorporation of LCWIP into local policy and strategy

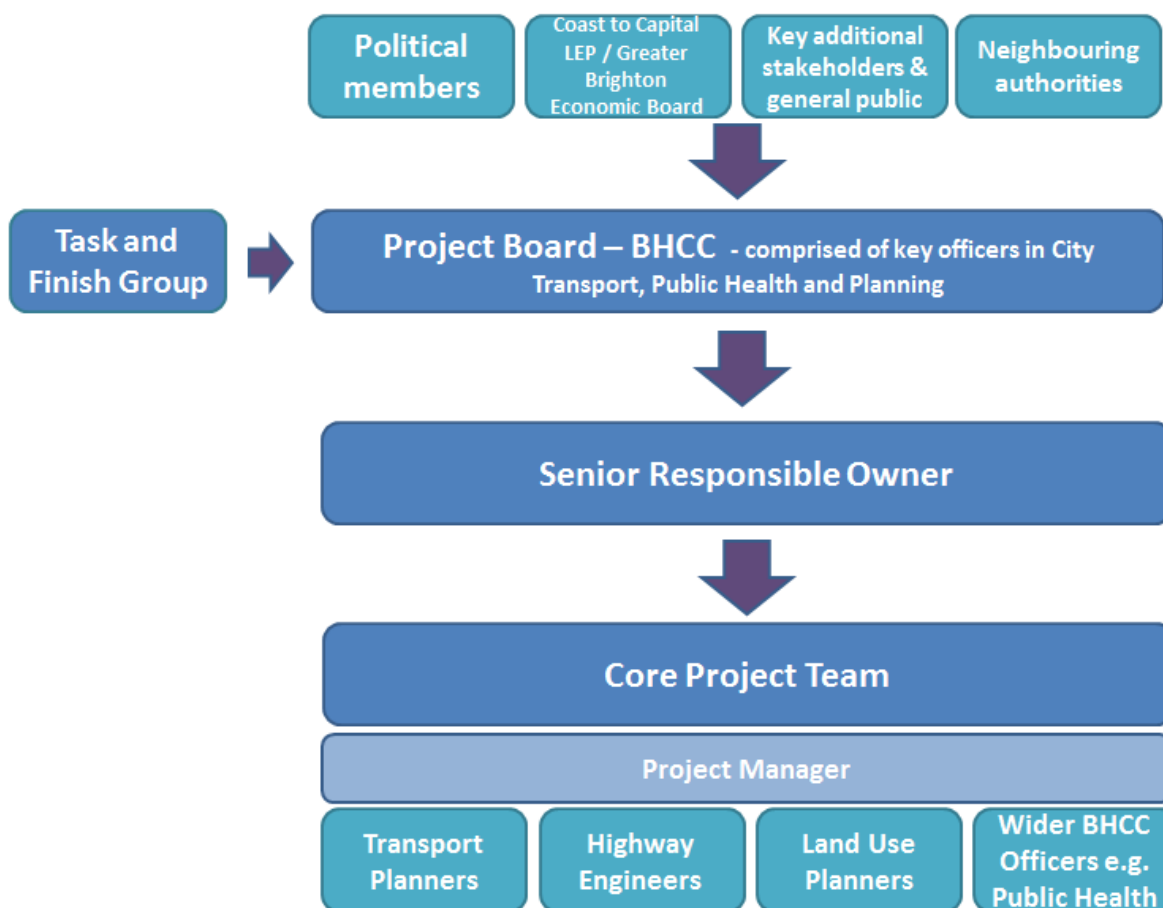
#### Existing Data and Information

On being appointed to undertake this project, the following existing data and information (updated where relevant) will be provided, dependent on current status:

- Demographic data summaries for each ward, from Census 2011 data
- Socio-economic data and maps, via the Brighton & Hove Connected 'Community Insight' resource: <https://brighton-hove.communityinsight.org/map/>
- Physical activity data (Active Lives Survey)
- Automated traffic counts <https://www.brighton-hove.gov.uk/content/parking-and-travel/travel-transport-and-road-safety/counting-traffic-brighton-and-hove>
- Automated cycle counts <https://www.brighton-hove.gov.uk/content/parking-and-travel/travel-transport-and-road-safety/counting-traffic-brighton-and-hove>
- Travel to work summaries, from Census 2011 data
- School Travel data, including hands up surveys
- School Travel Plan documents, including note of barriers to active travel and issues around each school area
- Workplace travel data
- Data from Sustrans Bike It project
- Bus passenger data (DfT)
- Rail station usage data (Office of Road and Rail)
- BTN Bikeshare data – usage, demographics, wider transport use, bike ownership (Hourbike and CoMo UK)
- Primary school and workplace walking zone maps
- National Highways & Transport (NHT) survey data
- Brighton & Hove visitor survey  
<https://www.visitbrighton.com/dbimsgs/Visitor%20Survey%20Report%202018.pdf>
- Brighton & Hove cycle map <http://www.brightonandhovecyclemap.com/>
- Highway maintenance priority routes maps
- Rights of Way Improvement Plan (ROWIP) maps <https://www.brighton-hove.gov.uk/content/leisure-and-libraries/parks-and-green-spaces/rights-way>
- Controlled Parking Zone (CPZ) maps <https://www.brighton-hove.gov.uk/content/parking-and-travel/parking/parking-zone-information>
- Cycling propensity data and maps (commuting and school travel) [www.pct.bike](http://www.pct.bike)
- Collision data and maps – pedestrians and cyclists  
<http://www.dashboard.sussexsrp.org.uk/collisions/>
- Traffic congestion maps – Highways Analyst using DfT TrafficMaster data
- City Plan area maps (site allocations) <https://www.brighton-hove.gov.uk/content/planning/planning-policy/city-plan-part-one>

## 2.4 Governance

The Senior Responsible Officer and Project Manager will be based in the Transport Policy and Strategy team (in the council's City Transport Division), who will be supported by a small delivery team. The Project Board will comprise of key officers including those in transport, planning, public health and public rights of way. A cross-party councillor and (co-opted) stakeholder Task & Finish Group will be in place to perform an advisory role to inform and scrutinise officer proposals as the project is delivered. The proposed governance arrangements are summarised below.



## 2.5 Engagement

Within Brighton & Hove there are a number of organisations, many specific to walking and cycling, who will be keen to feed in views and suggestions to the LCWIP. It is important to the council that not only key organisations are engaged well through this process but that non-cyclists, ‘harder to reach’ groups and the wider public are able to contribute views too. This is particularly important to ensure walking as a mode is fully represented within the document.

Details of the engagement strategy are still to be confirmed; we welcome suggestions from the supplier, based on their experience of LCWIP development for other authorities, and their wider knowledge of the DfT LCWIP programme nationally. The proposed engagement strategy, including suggested stakeholders, is set out in the draft LCWIP Scoping Report. The BHCC Transport Partnership, part of the Brighton & Hove Strategic Partnership, comprises transport lead councillors, transport operators and providers, cycling and walking groups, and other local transport user groups.

Full consultation with wider stakeholder groups and the general public is planned to take place during Stages 2 and during Stages 3/4, once draft Cycling and Walking Network Maps and Programmes of Cycling and Walking Infrastructure Improvements are available. Where possible, engagement will be timed to take place as part of the wider community and stakeholder engagement on LTP5. As part of the Stage 2 consultation, local area walkabouts and workshops will be held across the city, which will be split into six sub-areas for this purpose.

Initial engagement workshops with officers from across the City Transport Division and wider council teams took place in spring 2019, with more recent LTP5 officer workshops during autumn 2019. Notes from these meetings will be provided to the supplier upon appointment.

The engagement programme will be managed by the BHCC project team with input from the supplier, as suggested below. Development of stakeholder and public consultation materials, and its analysis and results, will be informed and managed by the Transport Division’s Policy &



Research Team. The supplier will be required to ensure that the data and feedback are fed into the LCWIP process and outputs appropriately.

The Tenderer should price for attendance (and supporting presentational material) at a total of 21 engagement workshops, as set out below.

Stage	Workshop attendance
Stage 2	6X combined local (sub-area) walkabout and member/stakeholder workshops to invite feedback on current network and suggested future improvements (3 hours each)
Stage 2	3X internal stakeholder workshops to support information gathering including feedback on existing facilities (3 hours each)
Stage 2	1X Transport Partnership workshop to support information gathering including feedback on existing facilities (3 hours)
Stage 3	6X sub-area member/stakeholder workshops to invite feedback on draft cycling and walking networks, and programme of improvements, and discuss prioritisation (3 hours each)
Stage 3	3X internal / 1X external stakeholder workshops to invite feedback on draft cycling and walking networks, and programme of improvements, and discuss prioritisation (3 hours each)
Stage 3	1X Transport Partnership workshop to invite feedback on draft cycling and walking networks and programme of improvements, and discuss prioritisation (3 hours)
Stage 4	Combined with Stage 3
Stage 4	Combined with Stage 3
Stage 5	None
Stage 6	None

## 2.6 Deliverables

Key outputs from the appointed consultant are as follows:

### *Stage 2: Gathering information*

- **Background Report** to map/summarise the findings of Stage 2, including key data analysis, identification of trip generators, and feedback from stakeholders and the public consultation. BHCC will provide a summary of local policy and strategy to be included in the report
- Excel files with detailed data for data analysis undertaken at this stage
- Other draft maps which informed the process, e.g. existing travel patterns, existing walking and cycling networks, trip generators (existing and planned)
- Outputs and analysis from tools e.g. PCT
- Additional outputs from stakeholder engagement activities
- Workshop attendance as set out above

### *Stage 3 & 4: Network Planning for Cycling and Walking*

- Draft and Final **Cycling Network Map**
- Draft and Final **Programme of Cycle Infrastructure Improvements**
- Draft and Final **Walking Network Map**
- Draft and Final **Programme of Walking Infrastructure Improvements**
- Other draft maps which informed the above process, e.g. trip origin / destination points, desire lines, long list of network improvements identified
- Detailed outputs from Route Selection Tool (RST) and Walking Route Audit Tool (WRAT)
- Additional outputs from stakeholder engagement activities
- Workshop attendance as set out above

### *Stage 5: Prioritising improvements (and completed LCWIP)*

- Inputs (as set out under the specific tasks listed under Stage 5 in section 2.3) to inform the Prioritised programme of cycling and walking infrastructure improvements (to be prepared by BHCC staff)

- Comments on the appraisal and prioritisation exercise undertaken by BHCC staff

In addition, the appointed consultant will provide inputs to and attend monthly Project Board meetings and be required to attend up to three meetings of the Task & Finish Group.

The indicative programme for completing key deliverables is as follows:

Stage	Deliverable	Completion date
Stage 2	Background Report	April 2020
Stage 3	Draft Cycling Network Map and Programme of Cycle Infrastructure Improvements	June 2020
Stage 4	Draft Walking Network Map and Programme of Walking Infrastructure Improvements	June 2020
Stage 3	Final Cycling Network Map and Programme of Cycle Infrastructure Improvements	September 2020
Stage 4	Final Walking Network Map and Programme of Walking Infrastructure Improvements	September 2020
Stage 5	Prioritised (and costed) programme of cycling and walking infrastructure improvements	October 2020

### Project management and reporting

It is proposed that the Tenderer's project manager meets the following reporting arrangements:

- Monthly meeting (at BHCC) or conference call
- Fortnightly progress email, to include a summary of completed tasks, planned tasks and live project risk register

### Specifications, standards, and format

The services required under this commission must be carried out in accordance with the Department for Transport document 'LCWIP Technical Guidance.'

Consultant staff carrying out the work must be familiar with the application of the guidance and have extensive experience of delivering LCWIP work within the required procedures, tools and formats.

Output formats include maps, data and research, and documents in line with the LCWIP guidance format and content. For mapping outputs, each shapefile package will need to include .shp, .shx, and .dbf files.

The services required in this brief (research, data, drawings, plans etc.) must be reported on and presented in a format (to be recommended by the Consultant), that will provide the information/insight required by BHCC, to enable the project's progress and conclusions to be easily interpreted and transferred into more publicly available formats e.g. committee reports.

All data collected and reports created, by the service provider, or by a third party for all work related to this brief must be made directly retrievable to the employer (Brighton & Hove City Council) electronically.

## **2.7 IT & Information Governance**

2.7.1 The Supplier undertakes to process the Council's Data in compliance with the Data Protection Legislation. The Supplier will notify the Council of any breaches of Council data as soon as possible upon becoming aware of them and no later than 72 hours following becoming aware of the breach.

2.7.2 The provider must have in place appropriate organisational structures, policies and processes in place to understand, assess and systematically manage security risks to

personal data so as to comply fully with all applicable Data Protection Legislation. Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. The Provider may be required to enter into a data sharing agreement with the Council.

- 2.7.3 The Supplier should be certified to ISO/IEC 27001:2013 or be able to demonstrate that its policies, procedures and information risk management processes are of an equivalent standard.
- 2.7.4 The Council and Supplier will agree on the location of data hosting at the time of contact signing. The Supplier undertakes not to take any actions to change the location of data storage or other processing without written permission from the Council.
- 2.7.5 The Supplier will not transfer data to any country or territory outside the European Economic Area (EEA).
- 2.7.6 The Supplier will host the data in accordance with National Cyber Security Centre (“NCSC”) Cloud Security Principles.

## 2.8 Mobilisation

Key dates for mobilisation are as follows:

- Award of Contract: 17 February 2020
- Contract commencement: 9 March 2020
- Inception meeting: Week commencing 9 March 2020

## 2.9 Quality and Standards

The supplier will be required to undertake the commission in accordance with the DfT’s Technical guidance (*Local Cycling and Walking Infrastructure Plans: Technical Guidance for Local Authorities*).

The supplier will be expected to undertake tasks to enable the submission of deliverables in line with the completion dates (to be confirmed on award) set out in the Deliverables section above. Progress will be kept under review during the proposed project management and reporting arrangements sets out above.

The supplier will be required to comply with the minimum sustainability standards set out in the BCHH sustainability policy, which can be found here [Council’s Sustainability policy](#)

## 2.10 Staff

Supplier staff should have experience of successfully applying the DfT LCWIP Technical Guidance for a number of UK Local Authorities, ideally through the DfT LCWIP Technical Support programme.

Delivery of some of the tasks (particularly for Stages 3 and 4) and project management activities will require Service Provider staff to be based in the Brighton & Hove City Council area, including working on highways, in BHCC offices (Hove Town Hall) and attending stakeholder engagement activities at different venues. The chosen supplier will be required to have stringent health and safety policies in place in relation to working away from the supplier’s offices.

## 3. BUDGET/FUNDING

**£50,000** is available for this commission.

Payment will be staged in relation to the completion of the key deliverables for LCWIP stages 2, 3/4 and 5, as set out below.

<b>Stage</b>	<b>Deliverable</b>	<b>Anticipated completion date</b>	<b>Payment</b>
Stage 2	<ul style="list-style-type: none"> <li>• Background Report</li> </ul>	April 2020	25%
Stages 3/4	<ul style="list-style-type: none"> <li>• Draft Cycling Network Map</li> <li>• Draft Programme of Cycle Infrastructure Improvements</li> <li>• Draft Walking Network Map</li> <li>• Draft Programme of Walking Infrastructure Improvements</li> </ul>	June 2020	25%
Stages 3/4	<ul style="list-style-type: none"> <li>• Final Cycling Network Map</li> <li>• Final Programme of Cycle Infrastructure Improvements</li> <li>• Final Walking Network Map</li> <li>• Final Programme of Walking Infrastructure Improvements</li> </ul>	September 2020	25%
Stage 5	<ul style="list-style-type: none"> <li>• Comments on the appraisal and prioritisation exercise undertaken</li> </ul>	October 2020	25%