

## **CAR PARK MANAGEMENT SYSTEM**

### **Executive Summary**

This report describes a proposal to procure Car Park Management Systems to include the latest technology for the provision of first class customer service operating over 4,000 off street parking spaces in Woking Town Centre and village centres.

The project will be completed in several stages with the first deadline of September 2020 to equip the new Red car park and the Green car park directly serving the Victoria Square development.

A further programme would then be implemented to serve the remainder of Woking's parking estate over a 12 to 18 month period.

The existing car park equipment is over ten years old and the introduction of new management systems would serve to optimise the movement of vehicles from the highway to available parking, movement through the car parks and provide flexible and convenient payment methods for shoppers, theatre users, local workers, commuters, residents, business clients and one off visitors.

Any new system would also incorporate highway and internal floor signage informing available spaces on the current floor of the car park and spaces available on upper levels.

The estimated cost of the project is £250,000 for Highway signs, £500,000 for the Red and Green car parks with a further £1,230,000 to fit out the remaining car parks. A total of £1,980,000 identified within the Council's Investment Programme.

### **Recommendations**

The Executive is requested to:

#### **RECOMMEND TO COUNCIL That**

- (i) the proposal for new car park management systems be agreed with funding from the Council's Investment Programme; and**
- (ii) the Assistant Director (Place) be delegated authority, in consultation with the Portfolio Holder, to procure car park management systems through competitive dialogue.**

### **Reasons for Decision**

Reason: A decision is sought to invest in the Council's car parking operations and to formally commence the procurement process.

The item(s) above will need to be dealt with by way of a recommendation to Council.

## Car Park Management System

**Background Papers:** None.

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**Date Published:** 1 February 2019

### 1.0 Introduction

- 1.1 It is proposed to procure Car Park Management Systems to include the latest technology for the provision of first class customer service operating over 4,000 off street parking spaces in Woking Town Centre and village centres.
- 1.2 The project will be completed in several stages with the first deadline of September 2020 to equip the new Red car park and the Green car park directly serving the Victoria Square development.
- 1.3 A further programme would then replace equipment in turn starting with the Blue and Yellow car parks which form the existing Shoppers car parks. An indicative programme is shown below.
- 1.4 The existing car park equipment is over ten years old and the introduction of new management systems would serve to optimise the movement of vehicles along the highway and through the car parks, providing flexible and convenient payment methods for shoppers, theatre users, local workers, commuters, residents, business clients and one off visitors.
- 1.5 A particular requirement of the new management system is the flexibility to allow local retailers to discount parking fees locally and consequently tailor promotions directly.
- 1.6 A new system would incorporate new signage for highway users and internal car park signage informing available spaces on the current floor of each car park and spaces available on upper levels.

### 2.0 Background

- 2.1 Woking Town centre is the major destination in the Borough. There are currently over 5,000 public off street parking spaces, mostly managed by Woking Borough Council, with one car park managed by Network Rail, as well as a limited number of on-street parking spaces.
- 2.2 The provision of this level of parking is key to the commercial success of the town centre, and peak occupancy across the town is normally in excess of 80% during the course of each year, with higher levels of parking activity in the run up to Christmas. However, the town centre is also the part of the Borough best served by public transport, walking and cycling, and there are opportunities to make more use of these modes for a range of journeys.
- 2.3 The centre car parks are used extensively by both long and short stay parkers. Approximately 50% of public spaces are used for all day parking, both by people working in the town and by commuters using the train. At present there is enough parking to meet the needs of both groups. However, the main shopper's car parks are particularly suitable for short stay shopping related parking.

### 3.0 Procurement Timetable

- 3.1 The first key date is September 2020 when it is proposed to go live with the new Red and Green car parks adjacent to Victoria Square.
- 3.2 A draft timetable is shown below which commences with market engagement to fully update awareness of the latest operational and technological solutions available before a formal procurement process using competitive dialogue to optimise the proposal and associated costing.
- 3.3 Completing the procurement process towards the end of 2019 allows the necessary period to carefully plan the full implementation programme.

**4.0 Car Park Management System: Draft Procurement Timetable (Competitive Dialogue Route)**

<b>Date</b>	<b>Activity</b>
Pre & Post Christmas 2018	Supplier Engagement - Opportunity for suppliers to meet with WBC officers and present potential car park solutions
February 2019	Issue OJEU contract notice
	Receipt of expressions of interest from bidders — long list
	Issue Selection Questionnaire (SQ)
April 2019	Receipt of SQ responses
	Evaluation and selection of shortlisted bidders
June 2019	Issue Invitation to Participate in Dialogue (ITPD) and Invitation to Submit Outline Solutions (ISOS) as 1st dialogue stage
July 2019	Receipt of Outline Solutions, evaluation and deselection of bidders
August 2019	Invitation to Submit Detailed Solutions (ISDS) – 2 <sup>nd</sup> dialogue stage
Sept 2019	Receipt of Detailed Solutions and evaluation
Oct 2019	Further competitive dialogue until close of competitive dialogue
Nov 2019	Call for Final Tenders (CFT)
Nov 2019	Receipt of Final Tenders and evaluation
Dec/Jan 2020	Appointment of preferred bidder
	Alcatel standstill period prior to contract award
	Contract award
	Issue contract award notice

5.0 Estimated Costs

5.1 Budget costs have been produced for parking and signage as required in each car park.

**Woking Town Centre - Parking Management Systems estimate November 2018**

	Parking System	Space Availability Signage
<b>Control Room</b>	£30,000	£20,000
<b>Victoria Square Car Park</b>	£140,000	£80,000
<b>Blue Car Park</b>	£200,000	£80,000
<b>Yellow Car Park</b>	£120,000	£80,000
<b>Red Car Park</b>	£140,000	£80,000
<b>Shoppers Total</b>	£630,000	£340,000
<b>Victoria Way Car Park</b>	£120,000	£80,000
<b>Brewery Road Car Park</b>	£80,000	£40,000
<b>Heathside Car Park</b>	£120,000	£80,000
<b>External Total</b>	£320,000	£200,000
<b>Combined Total</b>	£950,000	£540,000
<b>Quadrant Court</b>	£70,000	£30,000
<b>Highway Signage</b>		£250,000
<b>Contingency</b>	£90,000.00	£50,000.00
	<b>£1,110,000.00</b>	<b>£870,000.00</b>
<b>Overall Total</b>	<b>£1,980,000</b>	

**6.0 Implications**

Financial

- 6.1 The Executive is requested to recommend to Council that £1.73m is released from the Council's Investment Programme to fund the proposed procurement.

Human Resource/Training and Development

- 6.2 There are adequate project human resources included in the revised proposal.

Community Safety

- 6.3 Parking Management systems will assist the retention of Safer Car Parks awards.

Risk Management

- 6.4 Doing nothing will result in a gradual deterioration and increased unreliability of parking equipment.
- 6.5 There remain usual project risks in taking forward the development and these are regularly reviewed by the Project Team and reported to the Oversight Panel.

Sustainability

- 6.6 No sustainability issues arising from this report.

Equalities

- 6.7 No equality issues arising from this report.

Safeguarding

- 6.8 No safeguarding issues arising from this report.

**7.0 Consultations**

- 7.1 The Portfolio Holder has been consulted on this proposal.

REPORT ENDS