Soirbheas
Investing in the communities of Glen Urquhart & Strathglass

Transport Feasibility Brief for Glen Urquhart and Strathglass

Background

Soirbheas is a registered charity, originally set up to secure the community benefits being offered by renewables developments. Its core objectives are to strengthen and support the communities of Glen Urquhart and Strathglass. The funds received from the renewable energy projects are distributed to local community projects in the form of grants to help protect our environment and provide a more sustainable future for the next generation. Soirbheas also works in partnership or leads on projects itself if there is no existing group planning to address an identified key need in the area.

Through the grant programmes Soirbheas already supports several groups including all four schools and two nurseries to cover transport costs. This type of grant request is increasing annually. Meeting transport needs is challenging, particularly when combined with rising costs and reduced budgets. Several of the local organisations are starting to look at replacing existing vehicles or purchasing for the first time. They are likely to seek support from Soirbheas' grant programmes, therefore the charity is keen to ensure the most efficient usage of funds and resources. There is also a heavy reliance within the community on one local provider which means at peak times or busy seasonal periods demand can't always be met. In additional the increase in pupil numbers in all the schools means larger buses are also required that are not available locally.

In 2018 a Local Energy Plan was developed for Drumnadrochit to look at its existing and future energy needs in terms of power, heat and transport and determine where it sees priorities for action.

The report identified that transport used 36% of the total energy usage.

The Average daily vehicle flow shows that:

- There are few cyclists passing through Drumnadrochit (a maximum of 1% of traffic flows are pedal cycles); this is not surprising given the nature of the A82 and the vehicles using this road
- Cars/taxis make up around 70% of the total traffic flow
- Light goods vehicles (LGV) account for a further 20 – 25% of traffic
- Heavy goods vehicles (HGV) make up around 3 - 9% of traffic
- Buses and coaches account for 1 – 2% of traffic. This reiterates the public transport challenges.

The estimated total domestic vehicle ownership within Drumnadrochit is 1,087. No specific statistics in terms of vehicle fuel type and use are available to this Local Energy Plan. In order to estimate household vehicle energy use, it has been presumed that the mix of vehicle fuel type will be similar to that for Scotland as a whole. This, combined with statistics from Transport Scotland, provides a means of estimating vehicle fuel use. This provides an average travel distance of 9,700 miles per year (17,300 km) per vehicle equating to annual fuel use of somewhere in the range of 1,000 – 1,100 litres of fuel at a cost of £1,240 - £1,360 per year.

Transport Scotland data for journeys by foot suggests that around 50% of residents in rural communities such as Drumnadrochit do not walk (as a means of transport) in a given week. Around one third don't walk for pleasure or to keep fit.

Scope

The aim of the feasibility study is to identify viable options to improve public and community transport services and ultimately reduce car usage (by local people and visitors) in the village and across Glen Urquhart and Strathglass and identify opportunities for decarbonisation transport solutions. Consult with potential partners including the Highland Council and other local and community providers. With

the goal to improve links between main communities, increase the use and availability of community transport and explore active travel options where potential is available. Including viability, costs, potential savings and timescales for each recommendation.

Options to be explored in order of priority:

- Map community ownership of vehicles, current provision of service and transport needs (including schools' usage, Glenurquhart Care Project, Shinty clubs and neighbouring communities etc) including vehicle age, current hour/usage patterns and average annual mileage. Establish if there is capacity for sharing vehicles in the future or improving utilisation of current vehicles.
- Identify alternative transport options including partnerships to improve existing services available to the community and to address seasonal usage/demand e.g. shuttle bus to Inverness and park and ride for visitors to the area and to Urquhart castle, along with community usage and out of season usage etc.
- Explore community ownership options and partnership and management models for a small fleet of vehicles including electric vehicles.
- Development of a ULEV shuttle bus service to Inverness
- Identify need and potential locations for additional electric charge points.
- Provide examples of how to improve public transport information, availability and dissemination.
- Explore if public transport timings could be adjusted to improve connectivity e.g. bus times to and from Inverness to better match with train times and airport connections.
- Identify what incentives would encourage people to reduce car usage, start to car share or use public transport:
    1. Options to contract taxis services for regular routes.
    2. Volunteer car lift schemes and lift share for commuters.
    3. Look at viability of a car club and/or electric bike hire.
- Identify potential funding for the key initiatives/recommendations.

Methodology

Tenderer should propose how they intend to approach and delivery the requirements set out above. We would expect the following activities to be included:

- Introductory meeting with Soirbheas to assess needs and scope, as well as to agree ways of working, timeframe, logistics, etc.
- Agreed scope of work for the duration of the project following inception meeting.
- Consultation with key partners and interest groups including the Local Energy Group partners, The Highland Council, community groups and local transport providers.
- Research and recommendations for suitable transport solutions.
- Regular progress reports and close liaison and co-operation with Soirbheas
- Identify potential funders for the recommended transport solutions.
- Presentation to finds and recommendations of the study to Soirbheas and the Local Energy Group

Project Timetable

Soirbheas has a secured a grant from CARES towards engaging consultants to undertaking the Transport Feasibility Study. The project has a very tight timescale as the funding is linked to the COBEN Local Energy Plan Pilot and any related work must be completed by September 2019.

1. Appoint a consultant/team by end March 2019
2. Contracts issued early April
3. Study to be undertaken in April – July 2019
4. Final study and funding recommendations by end August 2019
5. Presentation to partners and Local Energy Group – September 2019

Budget

There is an available budget of £15,000 + VAT. The successful tender will demonstrate the best value in meeting the specific requirements of the brief. Please provide both your fixed price for the elements of work outlined in your tender and day rates of staff which would be charged for any additional work identified during the project.

Outcomes

A Transport Feasibility Report and Delivery Plan that identifies viable projects including prioritisation, timescales, full costings and identification potential funders and partners.

Guidance on tender submissions

Please structure your tender in the following sections:

1. **Understanding of Specification and Project Requirements**
2. **Methodology**
3. **Relevant Experience and Past Relevant Projects**
4. **Technical Skills**
5. **Process and Risk**
6. **Price per element of work**
7. **Timetable**

The following is required in the tender response:

- Demonstrate how all elements of the tender will be met.
- Details of relevant individual's experience.
- Details of relevant skills and knowledge, including the CV of the individual who will be involved in the delivery of the contract.
- Proposed project programme for the delivery of the different elements and key milestones for the scope of works;
- The contractor should clearly state any specific exclusions from the scope of works;
- Detailed costing for all activities in the scope of work, this should ideally be broken down into sub-elements where possible.
- Soirbheas will have a single point of contact within the organisation that is responsible for the work and contact details should be included in the tender response.
- The appointed contractor will need to demonstrate how they intend to effectively manage the contract. This should cover:
- Work-plan detailing their approach to gathering, collating and incorporating information from different sources and Identification and management of any potential conflict of interest. This should incorporate quality control and review at appropriate stages.
- Professional Liability Insurance

Person/Organisation Specification

The organisation/person will need to demonstrate the following in their tender submission.

- A track record of experience, knowledge and understanding of rural and community transport.
- Track record of working successfully with community groups.
- Knowledge of decarbonized transport solutions and opportunities.
- Good interpersonal and communication skills.
- Examples of similar work.
- Value for money.

The ideal submission would show a strong record, knowledge and experience around community transport.

Tender Evaluation Criteria
All submissions from suppliers will be scored on both price and quality. The contract will be awarded to the supplier who receives the highest total score. The overall Price/Quality split for this tender will be 30%/70% respectively

Price Criteria	**Weighting %**
*Price itemisation of services	25%
Price and value for money	75%
Total	**100%**

* Project costs should be clearly split by project phase.

Quality Criteria	**Weighting %**
Previous relevant experience e.g. 2 previous examples of work that are relevant to this contract (please explain the project outcome)	35%
Relevant skills	30 %
Understanding of the specific project requirements detailed in the scope of services	15 %
Methodology and approach proposed	10 %
Risk identification and mitigation	10 %
Total	**100%**

Each of the criteria will be scored using the scale below:

0 - No response or wholly unacceptable;
1 - Partially unacceptable: Partially meets Soirbheas requirements, but with significant weaknesses;
2 - Acceptable: Largely meets Soirbheas requirements but with some weaknesses;
3 - Good: Fully meets Soirbheas requirements;
4 - Excellent: Exceeds Soirbheas requirements and adds value.

The ‘price and value for money’ evaluation will be scored as follows:

The maximum marks available for this part of the Tender will be 5 of the overall score and will be awarded to the cheapest price submitted by a Tenderer who meets all of the tender requirements. The remaining Tenderers will receive marks on a pro rata basis from the cheapest to the most expensive price. The total price submitted by the Tenderer will be used for the purpose of this evaluation.

The calculation used is the following:
Score = Lowest Compliant Tender Price/ Price of Tender being scored x 5 (Maximum available marks)

General Variations to Contract

It is possible that other unforeseen additional work will arise during the course of this consultancy. As any of this may give rise to a requirement for a variation in agreed works or a contract extension, the successful consultancy would be expected to quantify its charges for any potential additional work. This will also be subject to formal approval by the group and the funders prior to any further work being undertaken.

Equally, as the study and development progresses, 'showstoppers' to the project may become apparent and further work after this would not be worthwhile. In this case, a pro rata payment would be made for the work and associated reports completed.

Terms and Conditions

The work described above is what is currently envisaged to be required, but Soirbheas reserve the right to vary these requirements, by mutual agreement with the successful consultant.

Soirbheas also reserves the right to terminate the contract, subject to full payment of work which has been satisfactorily completed.

Submissions should be open for acceptance for up to sixty days.

Soirbheas is under no obligation to accept the lowest or any tender submission.

Intellectual Property

All intellectual property and copyright of materials prepared under this commission shall rest with Soirbheas, The Highland Council and CARES.

Management

The contract will be managed by Carol Masheter, Soirbheas. Any questions regarding this tender brief should be addressed to Carol Masheter Phone: 0751 445 2783 or email: carolmasheter@soirbheas.org For any queries in relation to this Tender Brief please contact Carol Masheter.

Closing Date

The deadline for submission of the tenders is 5pm on **11th March 2019.** Tenders should be submitted as a pdf email attachment to carolmasheter@soirbheas.org and please also send one hard copy to the address below (to arrive by Tuesday 12th March 2019)

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Dated 07/02/2019