

## Extension of Legible Leeds Pedestrian Wayfinding System – Approval to Procure

Date: 07/11/2022

Report of: City Centre Project Manager

Report to: Chief Officer – Operations and Active Leeds (City Development)

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

This report is seeking approval to procure a contractor to carry out the manufacture, installation and updating of 'Legible Leeds' pedestrian wayfinding system in order to extend the network across the city centre, reflecting the development of the city and highlighting new visitor destinations and emerging areas.

### Recommendations

- a) The Chief Officer for Operations and Active Leeds authorises the approval to procure a contractor to carry out the extension of the Legible Leeds pedestrian wayfinding system.

## **What is this report about?**

- 1 The 'Legible Leeds' pedestrian wayfinding system was originally approved by Executive Board in 2009, with the ambition of improving the visitor experience to Leeds city centre, ensuring people are able to navigate their way around on foot, driving awareness of, and footfall to the key visitor destinations.
- 2 The continuous growth of the city centre has prompted the gradual expansion of the signage network to around 100 signs. Developments such as the First Direct Arena, Wellington Place and Merrion House have all resulted in signage extension to ensure people can find their way to and from these places.
- 3 A key driver for the extension and updating of the wayfinding system is the development of the Southbank, which will see the city centre double in size. Within this development are key visitor destinations and heritage buildings such as Aire Park and Temple Works alongside various new residential and office buildings.
- 4 It is important that Leeds City Council has a contractor in place who is able to manufacture and install pedestrian wayfinding signs that retain the look and feel of the existing signage in order to maintain a coherent and legible system.
- 5 This will be a high value procurement and will follow Leeds City Council's procedures for a procurement of this level. Tenderers will be asked to submit quantity-based prices for a range of signage requirements and will also be asked to provide evidence that they are able to meet certain quality requirements. This will be an open process published on Leeds City Council's E-tendering portal.

## **What impact will this proposal have?**

- 6 Having an appointed signage contractor who is able to manufacture, install and update pedestrian wayfinding signs in the city centre as per the standards set out in the tender documents will ensure the wayfinding network remains coherent and legible.
- 7 This procurement will allow City Centre Management to react quickly to implement new and update existing signs when the opportunities to do so arise through new city centre developments and external funding opportunities.

## **How does this proposal impact the three pillars of the Best City Ambition?**

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 8 Legible Leeds encourages people to make journeys on foot, rather than by vehicle. By installing a comprehensive pedestrian wayfinding system in the city centre and giving people information about how to walk to their destination, promoting active travel and decreasing the number of short taxi and car-based journeys within the city centre.

## What consultation and engagement has taken place?

Wards affected: Little London and Woodhouse; Hunslet and Riverside; Beeston and Holbeck

Have ward members been consulted?  Yes  No

- 9 The Legible Leeds pedestrian wayfinding system was approved by Leeds City Council's Executive Board in 2009 with the ambition of installing over 140 signs in the city centre to improve the visitor experience.
- 10 Ward members are regularly notified of the day to day progress of the Legible Leeds programme, including new installations and proposals for wayfinding with new city centre developments.
- 11 Leeds City Council's Procurement and Commercial Services team have been consulted to ensure the correct route to procurement is being followed.

## What are the resource implications?

- 12 Leeds City Council officer time will be spent preparing the tender documents and overseeing the evaluation process prior to any appointment of a successful contractor.

## What are the key risks and how are they being managed?

- 13 A risk of the procurement process is that no tenderers apply or that tender submissions don't meet the required quality thresholds. The tender documents have been written to ensure a successfully appointed contractor is able to fulfil the requirements to maintain an integrated and coherent pedestrian wayfinding system across the city centre. Should no tenderers meet the standards required, the tender documents will be reviewed to assess where the scope of the project may be amended.
- 14 A further risk is that prices in the tender submissions are significantly higher than the prices being paid as part of the existing contract. Should this situation arise, the scope of the wayfinding extension will be scaled back to mitigate the price increase.

## What are the legal implications?

- 15 Through this procurement Leeds City Council will be entering into a formal contractual agreement with the successfully appointed contractor to deliver the manufacture, installation and updating of pedestrian wayfinding signs in the city centre.
- 16 City Centre Management will engage with Leeds City Council's Procurement and Commercial Services to ensure that this procurement exercise is carried out following the correct procedures and processes.

17 There is no funding guaranteed through this procurement. Any new wayfinding sign requirements or updating of existing signs is wholly dependent on the availability of external funding.

## **Options, timescales and measuring success**

### **What other options were considered?**

18 The alternative option is for Leeds City Council not to take the lead on city centre pedestrian wayfinding and not procure a contractor to extend the current wayfinding system. The impact of this would be the loss of a coherent and uniform city centre wayfinding system and the potential for new emerging destinations to be less well connected. This would negatively affect the visitor experience to the city centre

### **How will success be measured?**

19 Success will be the appointment of a signage contractor who is able to manufacture, install and update the pedestrian wayfinding system in Leeds city centre, retaining the look and feel of the existing signs and meeting the required standards set out in the tender documents.

### **What is the timetable and who will be responsible for implementation?**

20 It is the intention to have a contractor procured by 1<sup>st</sup> April 2023. City Centre Management will be responsible for the evaluation process and will work with Leeds City Council Procurement and Commercial Services to appoint a contractor based on the evaluation process.

## **Appendices**

- Appendix One - Wayfinding Sign Location Plan

## **Background papers**

- None