

# Legible Leeds Wayfinding Extension 2023-2026 – Contract Award

Date: Thursday 19<sup>th</sup> January 2023

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 sets out the process that has been followed to procure a contractor to manufacture and install pedestrian wayfinding signs in order to extend the 'Legible Leeds' wayfinding system across the city centre. It recommends that the contract should be awarded to IS Consultancy (UK) Ltd.

## Recommendations

- a) The Chief Officer for Operations and Active Leeds authorises approval to award the contract for Legible Leeds Wayfinding Extension 2023-2026 to IS Consultancy (UK) Ltd commencing on 1<sup>st</sup> April 2023 on a call-off basis at an estimated total contract value of up to £217,500 over the contract term.

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

- 1 A procurement process has been carried out in order to identify and appoint a signage contractor to manufacture and install new pedestrian wayfinding signs in Leeds City Centre and also to update the existing signs in the Legible Leeds system where required.
- 2 This is a high value procurement and has followed Leeds City Council's contract procedure rules (CPRs) which have been set out for procurements of this level.
- 3 A price/quality combined approach was used for the procurement, with a weighting of 60% of the available points apportioned to quality and 40% of the available points apportioned to price. This approach ensures that new pedestrian wayfinding signs will be manufactured and installed to match the quality of the existing system while also providing value for money.
- 4 Tenderers for this contract were required to provide responses to a number of specific quality criteria related to the Legible Leeds pedestrian wayfinding system. As part of this qualitative response, tenderers were expected to submit a social value offer, detailing specific social value commitments that will be delivered through the contract.
- 5 Tenderers were also required to submit quantity-based prices for a range of different signage requirements that will be needed throughout the course of this contract.
- 6 This procurement process received submissions from five different tenderers.
- 7 Of the five tenders, two did not meet the selection criteria, two failed to meet the specified minimum quality standards which left only one tenderer under consideration. This was IS Consultancy (UK) Ltd which scored highest on quality, and was in fact the lowest priced bid.

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

- 8 This procurement process will allow the appointment of a suitable signage contractor to manufacture, install and update the pedestrian wayfinding signs in Leeds City Centre. This will enable the Legible Leeds wayfinding system to be extended across the city centre when the opportunities arise, through new developments and external funding opportunities – ensuring the city centre remains navigable.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 9 The Legible Leeds pedestrian wayfinding system encourages people to make journeys on foot, rather than by vehicle. Having the ability to extend the wayfinding system in the city centre and providing people with information about how to walk to their destination promotes active travel

and decreases the number of short taxi and car-based journeys within the city centre. This encourages healthy, active lifestyles and helps to reduce vehicle emissions.

### **What consultation and engagement has taken place?**

Wards affected:

Have ward members been consulted?       Yes                       No

- 10 The Legible Leeds pedestrian wayfinding system was first 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.
- 11 Leeds City Council's Procurement and Commercial Services team have been consulted throughout the process to ensure the correct route to procurement is being followed and all the necessary steps adhered to.

### **What are the resource implications?**

- 12 Leeds City Council officer time has been spent preparing the tender documents and overseeing the evaluation process and contract award process.
- 13 The contract is to be awarded to the lowest-priced tender and therefore represents best value for money taking into consideration both quality and price.

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

- 14 A risk of this process is not appointing a contractor to extend the Legible Leeds wayfinding system. This has been mitigated through the chosen procurement process detailed earlier in this report. The criteria were set out in order to ensure that any successful tenderers met both the quality and price requirements, ensuring they are suitable and capable of delivering the requirements of the contract.
- 15 There is a risk that the decision to appoint a contractor could be challenged by unsuccessful tenderers. The contract will be awarded in line with the guidance set out in the CPRs to ensure that a fair and open procurement process has been followed.

### **What are the legal implications?**

- 16 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.

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

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

17 None

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

18 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?**

19 The contract start date is 1<sup>st</sup> April 2023. City Centre Management will work with Procurement and Commercial Services to ensure all the relevant processes have been followed to implement this start date.

## **Appendices**

- None

## **Background papers**

- Extension of Legible Leeds Pedestrian Wayfinding System – Approval to Procure Report dated 7<sup>th</sup> November 2022