

# Transport Planning Society

## State of the Nation 2020: Achieving a national sustainable transport strategy Brief for Lead Author

### Introduction

The Transport Planning Society (TPS) wishes to commission a 'State of the Nation' report.

Our intention is that the commission will be awarded with work to commence from early May 2020. The lead author will manage the project and report to the Policy Group of the TPS Board.

### About the State of the Nation initiative

The Transport Planning Society recognises more needs to be done to tackle the impacts of our transport system on both society and the environment, particularly in light of the obesity epidemic and the climate emergency.

This objective can best be delivered through six priorities (<https://tps.org.uk/news/six-things-the-new-government-should-do-to-improve>) which we have communicated to decision makers and politicians, both before the election and since the new Parliament sat. These priorities include measures to integrate spatial planning better, to boost strategic connectivity within and between cities outside of London and to give better long-term financial support to local transport, including active modes and buses.

The State of the Nation initiative complements other events undertaken by the Society over the coming year.

### Aims and Objectives

We are seeking a lead author to develop and deliver the State of the Nation report with two main aims.

First, the report will address the mismatch between achieving a sustainable transport strategy and the current approach to planning for and investing in transport schemes, strategies and skills and resourcing across Great Britain.

Second, the report will comment on how our future transport choices might change following restrictions associated with slowing the spread of the COVID-19 disease: for example, awareness of viral spread might lead individuals either to avoid unnecessary trips or shift from public transport to the private car; equally, the desire to visit people and places in person may induce more trips, particularly long distance and international.

The report should include constructive recommendations to the Department for Transport and other relevant stakeholders.

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The State of the Nation report should be completed by early September 2020. It will be launched around the time of the Transport Planning Day Parliamentary Reception in October and the Transport Planning Day event on 16 November 2020. Further details of the previous Transport Planning Day campaigns can be found at: <https://tps.org.uk/tp-day-2020-announced>

The report will be a useful reference to support our outreach activities to members, the wider transport planning profession, the general public, other professional bodies and decision makers.

Importantly, we expect the report to identify the gaps between government policy and spending so we can continue to press the case for improved and more effective transport planning in the Great Britain.

## Scope of Work

TPS is seeking a lead author to deliver the State of the Nation report that will achieve the aims and objectives specified above in each of four activity groups, specifically:

### Content

- Quantify the amount and nature of existing and planned transport investment across the range of project scales, with specific comment on large infrastructure projects;
- Focus particularly on commitment of funding sources, such as the 5-year commitments for road and rail compared to other modes.
- Identify indicators for this level and spread of investment, such as spend per person/region and by type of scheme, to assess the impact and equity of current and planned transport investment.
- Discuss the spend (and spending priorities) and how this influences delivery of a sustainable transport strategy;
- Identify the existing city, local authority, regional and national organisation of transport bodies and functions across Great Britain;
- Quantify where possible the number and proportion of transport planners by employer, sector and location;
- Identify the existing city, local authority, regional and national transport strategies and plans and describe how these vary across Great Britain;
- Given all of the above, comment on the ability of city/local authority/combined authority/central government to deliver their transport strategies;
- Discuss the current known issues with transport planning methodologies that affect the delivery of successful and sustainable transport schemes, such as conventional cost-benefit analyses or gross value considerations on investment decisions and transport policy nationally, and the impact of over-forecasting and other buffers which are built into current, risk averse design and appraisal processes;
- Identify potential solutions to these issues, such as assessment of wider costs and benefits, and scenario planning and vision and validate approaches;

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- Make clear recommendations to relevant stakeholders, particularly central government and other professional bodies, to address the issues identified.

## Communications

- Coordinate review, signoff and launch of the final report with the Transport Planning Day Campaign Manager and James Gleave/Justin Bishop (Board point of contact and project sponsor).

## Graphic design

- Undertake the professional presentation of materials used in drafting the final report; and
- Coordinate with the Transport Planning Day Campaign Manager to ensure consistency across outputs, such as branded materials and document templates.

## Events

- Coordinate with the Transport Planning Day Campaign Manager for the promotion of the initiative and report at Transport Planning Day events.

## **Indicative Timescale**

The desired timeline is set out below:

May	Appointment of lead author Initiative planning and preparation TPS Board sign-off (7 May Board meeting)
May-Jun	Undertake research and prepare draft report and recommendations
Jun	Present initial findings to TPS Board TPS Board sign-off (11 June Board meeting)
Jul-Aug	Complete draft report and undertake consultation
Sep	Final report submitted to TPS Board TPS Board sign-off (10 September Board meeting)
Oct	State of the Nation report launched TPS TP Day Parliamentary Reception
Nov 2020	TP Day event

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## Proposal Criteria

We are inviting short proposals of no more than four sides of A4 which explain how you achieve our objectives. Supporting materials, such as capability statements, can be provided in addition.

We intend to make a decision based on written proposals, but we reserve the right to engage with applicants through a phone call, meeting or interview if needed.

The proposal assessment criteria will be:

- Quality 60%
  - Proposal meets requirements of the Brief
  - Applicant experience, capability and contacts in transport and wider sectors.  
Please note:
    - We are looking for a lead author with good links within the transport planning profession and to stakeholder groups across Great Britain; and
    - We expect the applicant to name co-authors, identifying their complementary experiences and skills.
  - Applicant demonstrates how the full author team will deliver the report effectively and successfully
- Value for Money 40%
  - Proposed fee is competitive and affordable to TPS.

Please note the TPS is a not-for-profit organisation with limited funds and we need to demonstrate cost effectiveness to our membership, so fee proposals should reflect this.

We request your proposal:

- Demonstrates an understanding of the Brief;
- Sets out the proposed plan for delivering the initiative effectively and successfully, including timeline and key activities; and
- Sets out your capability, relevant experience and contacts within the transport industry;
- Includes a proposed fee (lump sum fee for undertaking the work and daily rates of key staff for reference). Lump sum fees should be provided separately for each of the activity groups, whereby TPS does not commit to commissioning all four activity groups from the same supplier. Any use of third parties/sub-consultants beyond the authoring team (such as for graphic design or facilitating the consultation) should be listed and cost separately. If these are excluded this should be made clear in the proposal. **Please provide the fee proposal in a separate document as these will be evaluated separately.**

For evaluation purposes, please ensure you address the following questions in the proposal:

- How do you propose to deliver the Scope of work?
- How will you add value?
- How will you ensure the work is delivered on time and to budget?

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- What experience and contacts do you have working in transport and related industries?
- Can you give examples of similar reports you have worked on (not necessarily in the field of transport)?

The Board point of contact for the appointed lead author will be James Gleave/Justin Bishop (project sponsor).

Indicative Timeline for appointment:

- w/c 30 March - RFP issued;
- 1700 3 April – Deadline for questions and clarifications;
- 1700 24 April - Deadline for written proposals;
- w/c 27 April – TPS review of proposals and recommendation to the Board;
- w/c 11 May – Notification and appointment of successful applicant and start of contract;
- w/c 31 Aug – Final report to TPS Board;
- Report launch at TP Day event; end of contract.

If you would like to respond to this RFP, please send your proposal by email to [info@tps.org.uk](mailto:info@tps.org.uk) by **1700 on Friday 24 April 2020**. Any queries should also be sent to this email address.

## Terms and Conditions

The application should propose terms and conditions for the appointment.

Given that we would like to work in partnership with the appointed lead author, TPS will operate a change management process where activities can be added, removed or changed from the scope and fee depending on how the campaign evolves next year. This will be undertaken in full consultation and agreement with the lead author.

This RFP does not commit TPS to award a contract or pay costs incurred in the preparation of a proposal. TPS reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified applicants the restructuring of the proposal, or to cancel in part or in its entirety the RFP process if TPS deems it is in its best interest to do so.