

## TERMS OF REFERENCE FOR THE PROVISION OF EXPERT SUPPORT FOR THE DESIGN OF AN INTEGRATED MOBILITY MONITORING SYSTEM IN THE CITY OF CASTELLÓ DE LA PLANA (SPAIN)

### Introduction

The Associació MedCités / MedCities is an association of cities, with its headquarters in Barcelona, dedicated to sustainable urban development in the Mediterranean. It comprises 61 members in sixteen different countries and runs projects in the fields of strategic urban planning, urban services, the environment and local economic and social development, as well as training activities, technical support and the capitalisation of best practices. The network was created in 1991, since which time it has carried out dozens of projects in Mediterranean cities.

MedCities is the lead part of the Urban Transports Community Interreg MED Project (hereafter the Urban Transports), Ref 6144, launched in November 2016 and renewed in October 2019 until June 2022. The Urban Transports promotes sustainable urban mobility planning in the Euro-Mediterranean region as an effective tool to reduce carbon emissions and improve the quality of life of the population and the environment. The Urban Transports is driven by a partnership integrated by MedCities (Barcelona, Spain), UNIMED Mediterranean Universities Union (Rome, Italy), Area Science Park (Trieste, Italy), CODATU (Lyon, France), CIVINET CY-EL (Cyprus-Greece), POLIS, Cities and Regions for transport innovation (Brussels, Belgium), and Durres Municipality (Durres, Albania).

The Urban Transport promotes and facilitates the exchange of knowledge between cities through synergies and networking activities and supports the identification of tailored solutions based on pioneer's experience and best practices to transfer them to new territories in the MED area. Under this axis, the Urban Transports has designed a mentoring program named: "SUSTAINABLE URBAN TRANSPORT IMPLEMENTING CITIES", as part of its capitalisation and transferring activities. The mentoring will be implemented between March and December 2021 in 8 different territories. The main objective of the mentoring program is to support Mediterranean cities in the adaptation of innovative solutions in the field of sustainable urban mobility tested or implemented by experienced cities (the available solutions for this mentoring are showcased in the project online catalogue, [www.medurbatools.com/utc](http://www.medurbatools.com/utc)).

The mentoring program involves 8 takers or learners, hereafter identified as the *Replicators*, which are public or private entities selected through a public call from across the Mediterranean area. Each *Replicator* will benefit from the support of a targeted external expertise and will exchange knowledge with an experienced Mediterranean city, hereafter identified as the *Pioneer*, on the lessons learnt and replicable features of the latter's experience designing or implementing a concrete solution.

MedCities, hereafter referred to as the Contractor, will coordinate the mentoring activities of the *Replicator* entity Planifica, which will work in collaboration with the Municipality of Castelló de la Plana, Spain, for the design of a modal-split monitoring systems for the city. Planifica will therefore be the main benefit of the activities of this service provision. Planifica is a cooperative of architects and engineers working since 2019 with the municipality of Castelló de la Plana in the analysis of the modal split of the city. Planifica will be in charge of transferring the knowledge and providing information about the urban mobility behavior analysis already done in the city.

The mentoring program will mobilise the Municipality of Koper, Slovenia, as the Pioneer entity for its experience : “NEW TRAFFIC INFORMATION SYSTEM IN KOPER”. Information on the objectives, results and experience of this pioneer solution are published in the Urban Transports online catalogue here: [http://medurbantools.com/portfolio\\_page/new-traffic-information-system-in-koper/](http://medurbantools.com/portfolio_page/new-traffic-information-system-in-koper/).

### 1. Objective

The objective of this service provision is to provide expert support to the design of an integrated mobility monitoring system in the city of Castelló de la Plana, Spain.

### 2. Scope of the services

The scope and characteristics of the services are as follows:

- A. Assessment of the current monitoring system in Castelló de la Plana and comparative analysis of the Pioneer case and similar European cities.

Planifica wants to improve the modal-split monitoring system of Castelló de la Plana by drawing lessons from the methodologies deployed in the cases of Koper (Pioneer city) and other comparable European cities.

The service provider is expected to :

- Analyse and assess the current modal monitoring systems in place in the cities of Koper and Castelló de la Plana and identify comparable and relevant features and solutions that can help improving the collection of data in the city of Castelló de la Plana : type of data collected and types of modals and vehicles monitored, monitoring technology and components used and installed, spatial distribution and number of monitoring spots, gaps and challenges, main challenges encountered and solutions found etc. The service provider will work based on the requirements of the *Replicator* and the information provided by both mentoring parties, beyond own research (desktop research, targeted interviews, etc..
- Create a Geographic Information System (GIS) mapping to analyse the spatial location of the monitoring system currently in place in Castelló de la Plana and in Koper to favour an easy and clear visualisation of data and help in the decision making process. When relevant, comparable GIS data from other comparable cases may be included in the comparing assessment.
- Identify and analyse 3 other modal-split monitoring methodologies across European relevant for the case of Castelló de la Plana and list comparable and inspiring features, learning points and recommendations. The expert is expected to work based on own desktop research and targeted interviews if relevant.

Deliverables under section A :

D.A.1 Report in English of +/- 30 pages containing:

- a) in-depth analysis of the characteristics of the monitoring systems currently in place in Castelló de la Plana and in Koper, stressing the potential comparable aspects of their design / methodology and implementation
- b) a comparative assessment of the GIS maps of the spatial distribution of monitoring spots of Castelló de la Plana and of Koper;

c) assessment of 3 comparable methodologies for the monitoring and assessment of multi-modal split used in other European cities similar to Castelló de la Plana, describing the most inspiring features, learning points and recommendations (population between 100.000 and 250.000).

B. Facilitate the knowledge exchange between the mentoring parties:

In parallel to the above-referred activities, 4 online bilateral meetings will take place between March and May 2021 involving the technical teams of the *Replicator* and the *Pioneer* institutions. These meetings will aim at better understanding the pioneer case, the replicator context and the potential adaptability between them. The agenda, frequency and calendar of these meetings will be agreed upon between the *Replicator*, the *Pioneer* and the service provider, under the coordination of the contractor. Additionally, a visiting study to the premises of the *Pioneer* institutions is foreseen to be organised either physically or online during the mentoring process with the aim of getting to know better the experience of the Pioneer institution. For both types of meeting, a Guidelines for Bilateral Meetings and Visiting Studies will be provided by the contractor to support in their preparation.

In relation to the knowledge exchange between the mentoring parties, the service provider is expected to:

- Prepare and facilitate the bilateral meetings between the mentoring parties by consulting them in advance, setting the discussion items and the agenda of the meetings, prepare presentations of first findings or relevant points for exchange and guide the exchange between both parties (4 meetings of 2 hours approximately). The contractor will deal with all the logistics.
- Draft a brief report of each bilateral meetings capturing the main conclusions of the exchange, the main learning outcomes, the next steps and the risks or challenges identified for the way forward (+/- 5 pages).
- Prepare and facilitate the visiting study (physical or online) by consulting the mentoring parties in advance, setting the discussion points, prepare presentations on relevant points and guide the exchange between both parties. The contractor will deal with all the logistics.
- Draft a report with the main learning outcomes, challenges identified and next steps after the visiting study (+/- 10 pages).

The travel and accommodation expenses of any physical meeting during the mentoring will be taken in charge by the contractor and should not be considered in the financial offer.

Deliverables under section B:

D.B.1 : 4 brief reports in English of bilateral meetings (+/- 5 pages) and 1 report in English of the visiting study outcomes (+/- 10 pages).

D.B.2 : Presentations (PPT or Word) in English used during the meetings and visiting study.

C. Pilot design of a new integrated modal-split monitoring system for Castelló de la Plana.

Based on the information collected under sections A and B, the service provider will define the best-suited methodology to design the integrated modal-split monitoring system for Castelló de la Plana. There is an interest to include recommendations on the inclusion of environmental-related monitoring components in the monitoring system (air pollution, noise, etc.).

Planifica will have assessed the main pedestrian and cycling routes to be included in the new system (existing and foreseen by the SUMP). The service provider is expected to revise the existing monitoring system (targeting public transport and private vehicles) for further improvement and integration in the new system. In close collaboration with Planifica, the service provider is expected to :

- Assess and present the best methodology to calculate and monitor the different modes of transport for the case of Castelló de la Plana in one integrated system (quantity of monitoring spots and their spatial distribution, type of technology and method for the collection and exploitation of data) and make recommendations on the introduction of environmental-related monitoring aspects (air quality, noise, etc.).

Deliverables under section C:

D.C. 1 : 1 concise report in English (+/- 25 pages) describing the proposed methodology for an integrated modal-split monitoring system in the pilot case of Castelló de la Plana, with recommendations on the localisation of the monitoring spots and the data to be collected regarding the modal split and environmental-related aspects.

D. Dissemination of the results of the mentoring

The Urban Transport aims to disseminate the results of the knowledge exchange. To this end, the service provider is expected to :

- Participate at a short, recorded interview with the contractor to inform about the mid-term results of the mentoring process (+/- 1-hour meeting approx.). The contractor will provide an interview guide to help the service provider prepare the interview. Please note the interview will be recorded and disseminated through the project's website and social network platforms.
- Draft an Adaptation Report (+/- 25 pages) to summarize the results of the mentoring and highlight the replicable aspects of the Pioneer case and their adaptation proposed to the Replicator. The adaptation report will be common to the 8 mentoring schemes and drafted based on the Adaptation Report Guidelines provided by the contractor. The report should be drafted in consultation with and considering the feedback of the mentoring parties.
- Present the Adaptation Report in 2 meetings / seminars organised by the project. The meetings will most probably be held online between October and December 2021. Should they be organised physically, the travels and accommodation costs for the service provider's participation will be taken in charge by the project.

Deliverables under section D:

D.D.1: 1-hour online meeting / interview to present the mid-term results of the mentoring.

D.D.2: 1 adaptation report in English (+/- 25 pages). A first draft version of the adaptation report is expected for August 2021, the final version is to be validated by the 31 September 2021.

D.D.3: Presentations (PPT) used during the dissemination meetings / seminars (15-20' presentation).

Foreseen calendar

<b>Section A</b>	
D.A.1 : First assessment and comparative report	May 2021
<b>Section B</b>	

D.B.1 : 4 brief reports in English of bilateral meetings and presentations (PPT or Word) used during the meetings	March to June 2021
D.B.2 : 1 report in English of the visiting study outcomes and presentations (PPT and Word) used during the meeting	September 2021
<b>Section C</b>	
D.C.1a : 1 concise report with proposed methodology for an integrated modal-split monitoring system for Castelló de la Plana (draft version)	September 2021
D.C.1b: Final version of report	October 2021
<b>Section D</b>	
D.D.1: 1-hour meeting / interview on mid-term results	June 2021
D.D.2a: Draft version of Adaptation Report	July 2021
D.D.2b: Final version of Adaptation Report	October 2021
D.D.3: Short presentation in 2 online seminars and materials (PPT or briefing) used	December 2021

#### Expert profile

- Urban planner, engineer or relevant background with a specialisation in the fields of mobility planning, mobility monitoring or traffic management.
- Experience in the assessment, design, evaluation or implementation of mobility and modal – split plans and monitoring systems. Experience in cities with the same size of Castelló de la Plana or bigger will be highly appreciated.
- Experience working with and in support to city councils. Experience with cities in the Mediterranean region will be highly valued.
- Availability to travel when possible (pending on COVID-related measures).
- Experience in the drafting of reports and excellent public-speaking skills.
- Excellent written and oral English, knowledge of Spanish may be an advantage.

### **3. Type of service, duration and place of execution**

These terms of reference and the winning proposal will define the conditions of the service as a contract of provision of services from the date following the notification of the order until December, 2021. The service will be carried out in the service providers' premises. The service will be governed by the Catalan law, the Spanish law and the courts of Barcelona.

### **4. Base budget of the service**

The maximum budget for this service is € 14 876,033 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €18 000 including the VAT rate valid on the date of the publication of these terms of reference which is 21%.

Any offer exceeding this amount will be rejected.

It is understood that the budget includes all of the costs that the successful bidder is required to pay for the normal fulfilment of the services contracted such as general expenses, financial costs, insurance, remuneration for the staff under its control and all verification and job costs.

Please note that accommodation and travel expenses for any physical meeting under sections B and D will be taken in charge by the contractor. Please note that any travel beyond these will not be taken in charge by the contractor and should therefore be included in the financial offer.

## 5. Price of the contract and economic conditions

The administrative details of the Contracting Body are:

ASSOCIACIÓ MEDCITIES AND/OR MEDCITÉS  
C / 62. 16-18. EDIFICI B, ZONA FRANCA  
08040 BARCELONA – CATALONIA - SPAIN  
Tax number (VAT): ESG66401258

The contract price is the one established by the award of the tender, in line with the offer submitted.

3 invoices are required according to the following details:

- 40% of the total amount after validation of the following deliverables end of June 2021: D.A.1, D.B.1, D.D.1.
- 30% of the total amount after validation of the following deliverables end of September 2021: D.B.2, D.C.1a, D.D.2a.
- 30% of the total amount after validation of the following deliverables end of December and completion of the service: D.C.1b, D.D.2b, D.D.3.

The payment term of the invoice will be: bank transfer 30 days after the date of the invoice (bank account details are required) after favourable report issued by the General Secretariat of MedCities.

The service provider will be directly responsible for paying the local or national taxes applied to the services except if the service provider is fiscally domiciled in Spain, whereupon the current tax law in respect of personal income tax (IRPF) will be applied.

Invoices must include the reference of the Urban Transports project code: 6144. Invoices must be sent either by post to the offices of the General Secretariat of MedCities or, if they are in digital format, to [contact@medcities.org](mailto:contact@medcities.org).

Bank charges arising from the payment of invoices will be shared (SHA according to bank coding).

MedCities may require information from the service provider regarding its compliance with obligations relating to social security contributions and the payment of taxes.

## 6. Participation requirements

Those bidding for the service can be individuals or companies that have the full capacity to carry out the work, that are not subject to a ban on hiring staff and that can demonstrate their technical reliability and professional experience.

## 7. Confidentiality clause

The information that the service provider will have access to in order to fulfil the purpose of this contract must be kept strictly confidential and must not be used for any activity not covered by this contract. In circumstances where a particular use of the information gives rise to doubts in respect of this confidentiality clause, the service provider must, in all cases, request the consent of MedCities.

## **8. Ownership and authorship of the work**

In the spirit of cooperation and exchange, the ownership of the work covered by the contract related to this ToR and co-funded by the Interreg MED Programme is open to the public and free of rights. The deliverables and results of the project should be accessible and available for free to the general public in a usable format. The MA/JS and any other relevant Programme stakeholder can use them for information and communication purposes.

The authorship of the work covered by the contract related to this ToR is co-shared between the author and all the partners of the project.

## **9. Termination of the service**

By giving notice of one month, the service can be terminated by either party before the date indicated in Point 3 of these terms of reference for objective reasons.

## **10. Submission of offers**

The offer must be sent to the following email address: [contact@medcities.org](mailto:contact@medcities.org)

- Proposal submission period: 10 working days from the date of these terms of reference.
- The subject line of the email should specify "Service offer for THE PROVISION OF EXPERT SUPPORT FOR THE DESIGN OF AN INTEGRATED MOBILITY MONITORING SYSTEM IN THE CITY OF CASTELLÓ DE LA PLANA (SPAIN)"
- It is essential that the submission should clearly indicate: business name, address, phone number, email address and the Fiscal ID Number (VAT – tax number) of the bidding company.

The offer must include the extent of the services offered and fulfil the conditions expressed in the previous sections. Notwithstanding that the candidate can attach to their offer any complementary information they consider to be of interest, the tender must include the following documentation:

- Detailed offer of the services: expertise and experience relevant to this call, goals and activities of the mission and implementation plan. Any additional information is welcome.
- Economic proposal: candidates must submit an economic proposal in euros that either they or their representative must sign. The prices offered should include any type of tax, charge or fiscal ruling of a European, state, autonomous community or local nature as indicated in Points 5 and 6 of these terms of reference.
- CV of the professional person or company involved and of the working team, giving relevant examples of similar work undertaken and, if applicable, international experience.

In the event that additional information is required to present the offer, we invite you to contact MedCities by writing to the email address [contact@medcities.org](mailto:contact@medcities.org). Only written questions about clarifications of the presentation of offers will be answered.

MedCities may request additional information related to the proposal if it deems it appropriate. If this is the case, the proposals that require clarification must be answered within a reasonable period established by the evaluation team.

#### **11. Assessment criteria**

The most advantageous offer will need to be evaluated bearing in mind the cost-effectiveness ratio in accordance with the overall proposal. The assessment could take the price-quality ratio into account.

MedCities guarantees equal treatment of the people/companies bidding and will keep their offers confidential.

The person/company adjudicated as the successful bidder will be notified within a period of 5 working days from the final submission date for offers.

Barcelona, 16 February, 2021

Josep Canals Molina  
MedCities Secretary General