



**TRANSPORT  
SCOTLAND**

**Lot 2 – Services Brief with a Mini-Competition**

**TS/MTRIPS/SER/2016**

**Reference: A16319422**

This Services Brief describes Services for a proposed Task Order under:

**LOT 2 – ADVICE ON THE CASE FOR INVESTMENT – TRANSPORT**

(TS/MTRIPS/SER/2016).

**Framework Participants shall submit 3No. hard copies and an electronic copy of their Submission in accordance with this Service Brief and sections 1B.1.2 to 1B.2 in Appendix 3 to the Agreement no later than 3 pm on Friday 17 March 2017 to the following addressee and address:**

**The Procurement Officer  
Transport Scotland  
Buchanan House  
58 Port Dundas Road  
Glasgow  
G4 0HF  
United Kingdom**

1. Name of Services: **Borders Transport Corridors Study – Pre-Appraisal**

2. **Purpose:**

2.1. The commission is for the Pre-Appraisal stage of the Borders Transport Corridors Study and will use STAG principles to identify cross modal problems and opportunities within the transport provision between and within the Scottish Borders and key markets of Edinburgh, Newcastle and Carlisle. A report will be produced which will highlight where the study has identified

the need for further appraisal of options, and may include conclusions setting out transport options which could be subjected to more detailed appraisal in a subsequent commission.

2.2. The Borders Railway has shown how investment in rail infrastructure can yield benefit for travellers, the environment, the economy and communities. The Programme for Government states that Transport Scotland will examine the case for an extension to the railway along with improvements to the A1, A7 and A68 with a study to identify Borders transport requirements and report by the end of 2017. This pre-appraisal work will consider accessibility provided to communities to link to the strategic transport networks, and identify where improvements are required, it will be a multi modal study – the case for extending the railway will be considered within the option based approach to this work, along with other appropriate multi modal solutions.

### 3. Project Management and Client Group

3.1. A Client Working Group (currently consisting of Transport Scotland (TS), SEStran and Scottish Borders Council (SBC)) was formed in early 2015 and originally led by SEStran with a view to undertaking pre-appraisal work to consider future transport proposals in the key transport corridors in the Scottish Borders. This group will oversee the study and will be chaired by a Transport Scotland representative. The work will be undertaken in accordance with Scottish Transport Appraisal Guidance (STAG). The Working Group will work closely with other stakeholders including Dumfries and Galloway Council and Transport for the North (TfN).

3.2. The Project team responsible for this Commission are listed below:

<b>Project Working Group</b>	
<u>Transport Scotland</u>	
Lead Clients	Alison Irvine, Frazer Henderson
Project Management	Adam Priestley, Gordon Macleod
Scottish Borders Council	Graeme Johnstone
SEStran	George Eckton Jim Grieve

#### 4. Requirement of the Brief

4.1. The Pre-Appraisal will use STAG principles to identify cross modal problems and opportunities within the transport provision between the Scottish Borders and its key markets of Edinburgh, Newcastle and Carlisle. A Pre-Appraisal report will be produced which will highlight where the study has identified the need for further investigation of issues, and may include recommendations setting out transport options which could be subjected to more detailed appraisal in a subsequent commission.

4.2. The study will examine the case for an extension to the Borders Railway along with improvements to the A1, A7 and A68 and identify Borders transport requirements. It will comprise the following key elements of the transport appraisal:

- Analysis of problems and opportunities;
- Objective setting; and
- Option generation, sifting and development.

4.3. The study will assess links between corridors within the (central) Scottish Borders, as well as the area's linkages to key external markets (Edinburgh, Carlisle and Newcastle). The work will examine the localised factors affecting the relationship between connectivity, accessibility and economic performance – it will identify constraints and opportunities as to how multi modal transport improvements could facilitate further economic regeneration and growth.

4.4. This study will provide substantive input to the second Strategic Transport Projects Review (STPR) and the methodology, working and data gathered should be prepared such that it can be easily shared with other parties to be appointed to undertake the national review.

4.5. The Framework Participant shall ensure that all information gathered is robust and fit for purpose and that it is relevant and comprehensive in order to deliver the requirements of the Brief.

#### 5. Background

5.1. The Scottish **Borders Railway** Feasibility Study was prepared by transport consultants Scott Wilson for The Scottish Executive in February 2000. This comprehensive study explored the viability of reopening the former Waverley

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Line between Edinburgh and Carlisle and considered route option development along with the socio-economic impacts and cost benefit analysis as part of the study.

- 5.2. The Borders Rail Scheme was granted parliamentary powers to proceed in 2006 and the line between Edinburgh and Tweedbank was completed in September 2015 and is now fully operational. It is the UK's longest newly-constructed railway for more than 100 years. In the lead up to the 2016 elections the Scottish Government made a manifesto commitment to "examine the feasibility of extending the Borders Railway to Hawick and Carlisle".
- 5.3. The success to date of the Borders Rail Line has understandably encouraged local communities throughout the Scottish Borders to consider potential further transport improvement work within their particular areas, potentially including new rail services (heavy and light rail), public transport provision or improvements to existing road infrastructure
- 5.4. **The A1** is the longest numbered road in the UK, at 410 miles connecting London with Edinburgh. Almost two thirds of the A1 in Scotland is dualled (30 miles/65%) with 17 miles of single carriageway remaining. It is fully dualled at its busiest section from Edinburgh to Dunbar.
- 5.5. The A1 Action Group, made up of, Elected Members and Community Councils has campaigned for the route to dualled for many years. The group is currently chaired by Councillor Michael Veitch from East Lothian Council. Leaders of the A1 Action Group initially met with Scottish Finance Secretary in April 2009 to press the case for dualling the A1 between Dunbar and the north of England.
- 5.6. The recent focus of the Scottish Government investment has been on maintenance and operation of the A1 (and other cross border trunk roads) to ensure effective connections to the strategic road network in England. The focus has been on ensuring the safe and efficient operation of junctions on an individual basis; strategic road safety assessments have recently resulted in the installation of a range of low cost remedial measures including the introduction of LED road studs at junctions.
- 5.7. In autumn 2014, in response to a UK Government offer to undertake a joint study to explore A1 dualling, TS stated it would consider the merit of dualling the remaining third of the A1 in Scotland when outcomes from the corridor

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study on potential high speed rail routes to Scotland and patronage figures for the Borders Railway became available. This data will enable an accurate assessment of traffic flows on cross border roads and the impact potential further dualling of the A1 would have.

- 5.8. **The A68** Trunk Road is approximately 48 miles long and runs from the border to the A720 Trunk Road, Edinburgh City Bypass. It is mainly single carriageway with overtaking lanes at strategic points on the route. The A68 passes through several towns, including Jedburgh, St Boswells, Lauder, Earlston and Pathhead. Prior to September 2008, the A68 passed through the town of Dalkeith before terminating at the Sherriffhall Roundabout on the A720.
- 5.9. **The A7** is approximately 92 miles long running between Edinburgh and Carlisle. From the Kingsknowe roundabout at Galashiels south to the English border is trunk road and maintenance is the responsibility of Transport Scotland. The A7 from the Kingsknowe roundabout at Galashiels to the A720 Edinburgh by-pass is non-trunk road and maintenance is the responsibility of Scottish Borders Council and Midlothian Council.
- 5.10. The A7 Action Group, which lobbies for improvements on this route, was formed in 1990 and is Chaired by Calum Kerr MP (Selkirkshire). The Group has historically called for by-passes at Hawick and Selkirk although these matters have not been raised with Transport Scotland recently. The Action Group produced a new action plan in 2015 entitled “2015 Onwards – A Continuing Vision” (See Appendix A) which sets out infrastructure improvements that community councils across the route would like to see.
- 5.11. A comprehensive review of the A7 action plan has recently been completed by Transport Scotland. Further work has also been carried out to produce a Route Accident Reduction Plan for the A7. Funding has been allocated and action is now being taken forward to improve the safety and operation of the trunk road. These recent developments were included in a Transport Scotland Press Release ‘Update on A7 Action Plan’ (12 January 2017; <http://www.transport.gov.scot/news/update-a7-action-plan>)
- 5.12. As set out in the Programme for Government (PfG), to continue to take a strategic vision for infrastructure investment, the Strategic Transport Projects Review (STPR) will be reviewed, in alignment with National Planning

Framework (NPF4) to enable a comprehensive review of national infrastructure priorities. This is in the context of:

- a new National Transport Strategy;
- the outcomes of RPP3;
- the outcomes of the Planning Review;
- the community empowerment agenda;
- public sector reform; and
- spending priorities.

## 6. Services

6.1. A single Task Order will be issued to the successful Framework Participant for this Commission.

### 6.2. Study area

- The study will identify strategic transport corridors within the Scottish Borders Council geographical area and focus on connectivity by the strategic transport network within the Scottish Borders (between these corridors), and between these corridors and the Scottish Borders' key external markets (Edinburgh, Carlisle and Newcastle).
- As such cross boundary and cross border engagement will be required.
- The pre-appraisal work will consider:
  - Access between the central Scottish Borders and its key markets of Central Scotland, North East England and North West England;
  - Connectivity between the Scottish Borders and key city regions of Edinburgh, Newcastle and Carlisle;
  - Potential for benefit to the Scottish Borders resulting from improvements to these transport links acting as economic catalysts for development; and
  - Consideration of modal integration (i.e. bus and rail), accessibility and social exclusion.

### 6.3. Work Programme

- The Framework Participant shall produce a Work Programme demonstrating how the deadline of **31 October 2017** for delivery of the Pre-Appraisal report will be met. The following tasks are to be included within the work programme:
  - Data collation and collection;
  - Engagement;
  - Analysis of problems and opportunities;
  - Objective Setting; and
  - Option Generation, Sifting and Development.

### 6.4. Data collation and collection

- The study will require identification of available data sources and data collation to determine 'gaps', i.e. where there is a need to collect primary data.
- Tenderers will be required to submit a draft data collection plan proposing what data would be required to undertake this study, along with estimated costs. It is anticipated that Transport Scotland's data collection commission will be utilised for this in Spring 2017. This should be reflected in the proposed project programme included within the tender. The costs of data collection are not to be included in the proposal but costs of data analysis should be.
- Further considerations for data collection include:
  - Good information on current origin and destination of demand for travel will be important to provide early clarity on the scale of the study;
  - The requirement to supplement and disaggregate LENNON passenger flow data including more understanding of journey purpose and demographics;
  - Data collection would require to be undertaken in neutral months (i.e. out with holiday periods or special events);

- Previous forecasts for patronage of Borders Rail predicted lower ridership from the southern section of the line than has been observed and vice versa for stations north of Gorebridge;
- Population is sparse across significant areas of the Scottish Borders, therefore detailed consideration of the most appropriate data collection methods is required;
- Data may be available on cross-border trips from the high-speed rail appraisal work done recently and from studies being undertaken by DfT and TfN;
- Traffic flows on key routes connecting to the central Borders, particularly the A1, A68 and A7, would be required; and
- The role of and provision of services for freight should also be considered within data collection.

#### 6.5. Engagement

- A key requirement will be engagement with all members of the client group as well as neighbouring stakeholder authorities (including Dumfries and Galloway Council and TfN, DfT and Highways England). Engagement will also be required with organisations promoting particular transport improvements in the area, including but not limited to:
  - The Borders Blueprint Group;
  - The Campaign for Borders Rail;
  - The A7 Action Group; and
  - The A1 Action Group.

#### 6.6. Analysis of problems and opportunities

- Definition of transport corridors to be assessed within the study area;
- Identification of problems, opportunities, issues and constraints using data collected and the Transport Model for Scotland, the SEStran Regional Model and other sources of robust forecasting
- Network analysis of the current and future scenarios would include:
  - The outputs of the Network Performance Review (TS 2014)



- Capacity constraint maps to identify junctions/links capacity constraints (on both the road and public transport network)
  - Road trips and level of demand on the network
  - identify hot-spots/problems
- Produce a summary paper setting out findings of this stage of work – summarising existing problems, emerging problems and the impact of any committed transport improvements. The use of technical notes should be considered in order to provide a transparent approach to appraisal and keep reporting clear and understandable.
- Identify future transport modelling requirements, it is not expected that this commission will include the development of any new transport or land use models.

#### 6.7. Objective Setting

- The work should be undertaken in accordance with Scottish Transport Appraisal Guidance (STAG) which advocates an evidence-based, objective-led approach to decision making.
- Cognisance should be taken of the corridor objectives for the study area established through STPR1 and also that the NTS review which is on-going will establish a vision and objectives for transport for all of Scotland. This study should provide the evidence base to contribute to the discussions around objectives stemming from the NTS Review.
- Objectives should be set against which progress can be monitored through indicators drawing on primary and/or secondary data sources. Objectives should be developed adopting the SMART principles, in that Objectives are:
  - Specific: precise description of what is sought.
  - Measurable: potential to quantify the extent to which the objective has been achieved.
  - Attainable: there is general agreement that the objective set can be reached.
  - Realistic: the objective is a sensible indicator or proxy for the change which is sought.

- Timed: the objective will be associated with an agreed future point by which it will have been met.

#### 6.8. Option generation, sifting and development

- As set out in STAG Chapter 2.3, the study will include:
- Collation of previously identified potential transport schemes/interventions (including potential extension of the Borders Railway) which are not committed (will include measures from previous studies and/or schemes which emerge from stakeholder engagement);
- Creation of a long list of potential interventions focussed on identified problems;
- Sifting of options on the basis of ability to meet the transport planning objectives, deliverability/acceptability criteria. If options are rejected at the Option Sifting phase, the reasons for rejection should be briefly and clearly outlined by summary text informed by qualitative assessment and, where appropriate/available, quantitative assessment; and
- The methods by which the Option Generation, Sifting and Development process is carried out must be comprehensively documented, with a clearly defined audit trail.

### 7. Deliverables

7.1. The Proposed Services cover the production of a Pre-Appraisal Report. Within that a number of on-going deliverables will be required, including:

- Preparation of an Inception Report within four weeks of award of a Task Order prior to commencing other Tasks. The Inception Report shall identify the composition of the Framework Participant's team and will cover:
  - a. Confirmation of overall scope and methodology
  - b. Identification of data gaps and requirements
  - c. Outline work programme
  - d. Data collection:
    - Summary of existing data sources
    - Plan for collation/assimilation of existing data

- Identification of requirements for new data collection
- The Pre Appraisal reporting shall include:
  - A Draft Report, summarising the appraisal and the performance of options in relation to one another, including an Executive Summary and clear recommendations for further consideration;
  - Stakeholder review of the Draft Report; and
- A Final Report; updated as agreed with Transport Scotland and the client group. The Framework Participant will produce and maintain a project risk register.
- The Framework Participant will be required to attend monthly progress meetings with Transport Scotland and other Client Group leads.

## 8. Timescales

8.1. Task Order award date is anticipated to be April 2017. Delivery of an Inception Report is required within 4 weeks of appointment.

8.2. A draft Pre-Appraisal Report is Required by **31 October 2017**.

## 9. Mini-Competition Submission

9.1. The content of the Mini-Competition Submission and process for submission shall be in accordance with sections 1B.1.2 and 1B.1.3 in Appendix 3 to the Agreement. All length parameters assume Arial font size 11.

9.2. Framework Participants are required to submit a CV for each member of their team, each no longer than 1 page A4 (two-sides), to demonstrate how each of the proposed team members meets or exceeds the description of the Services.

9.3. The maximum number of CVs which can be submitted is 7.

- Framework Participants shall submit a maximum of 3 CVs for the proposed personnel under the Management Staff Category Staff Classifications in any combination including: B1 and/or B2 and/or B3. CVs should be clearly labelled regarding which Staff Classification they are proposed for.
- Framework Participants can submit additional CVs for other Staff Classifications (up to the overall total number of 7 CVs) listed in the comparative cost of tender. Within this it is mandatory that all Framework Participants submit at least 1 CV for the following Staff

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Classifications (A1: Specialist Adviser, C1: Principal Transportation Specialist and C2: Transportation Specialist). CVs should be clearly labelled regarding which Staff Classification they are proposed for.

9.4. The Framework Participants shall provide an organogram of no more than 300 words, showing the proposed team including any sub-consultants and the relationships with the Transport Scotland team. A word count should be provided.

9.5. Framework Participants shall, in addition, set out their approach to conducting the Pre-Appraisal in no more than a total of 3,000 words Answering questions 9.5 (a) to (d) below. Answers should make reference to the key aspects of the study listed in Section 6 of this Services Brief, referring to previous experience as appropriate. A word count should be provided. Each Framework Participant is required to achieve a minimum threshold score of at least 50% of the available score in question 9.5(a) before the quality weighting is applied.

- (a) Multi modal transport appraisal (40%);
- (b) Objective setting (20%);
- (c) Stakeholder engagement (20%); and
- (d) Analysis and presentation of quantitative and qualitative evidence at this stage of STAG appraisal (20%).

Text and numbers in any diagrams and/or figures and/or flow charts included shall contribute to the overall word count.

9.6. For each key member of the Framework Participant's staff for whom a CV is supplied, a statement of the proposed contribution to the delivery of the Services, expressed in terms of the number of days that they would be personally engaged on the Commission, should be supplied. This should be in the form of a Resource Commitment chart or table which presents a staff resource profile covering the duration of the Commission. The Resource Commitment chart or table should clearly indicate the total number of anticipated days that each key member of the Framework Participant's staff will work on the Commission in order to completed delivery by 31 October 2017. This information should be provided in addition to CVs and the approach to the study (paragraph 9.5), and should be no longer than 1 page

A4 (two-sides). While this element is not 'scored', its inclusion within the tender response is mandatory.

9.7. Framework Participants shall insert a rate for each Staff Classification in the Comparative Cost of Tender. Each rate used in the Comparative Cost of Tender shall be identical to the Man-day Rate used in the Mini-Competition Schedule of Man-day Rates and Schedule and Man-hour Rates (the Schedule) where a Staff Resource for the same Staff Classification has been included in Schedule.

9.8. Where a rate has not been included in the Comparative Cost of Tender, the Employer, as part of the Submission evaluation process, shall, without reference to the Framework Participant or any of the other Framework Participants, change the rate used in the Comparative Cost of Tender to match the Man-day Rate used in the Schedule where a Staff Resource for the same Staff Classification has been included in Schedule.

9.9. If any rate in the Schedule and/or the Comparative Cost of Tender has, in the opinion of the Employer, been adjusted downwards to an unreasonably low value from a Framework Participant's Man-day Rates and Man-hour Rates identified in their respective Schedule of Man-day Rates and Man-hour Rates in Appendix 2 to the Agreement then the Employer, as part of the Submission evaluation process, shall without reference to the Framework Participant or any of the Other Framework Participants change the rate used in the Schedule and/or Comparative Cost of Tender to match the rate contained within Table MDHR in Appendix 2 to the Agreement.

9.10. The Framework should as part of the quality submission submit 3No. hard copies and an electronic copy on DVD or similar.

## **10. Clarifications**

10.1. Framework Participants wishing to seek clarification with regard to this Service Brief should submit clarifications via an email addressed to [adam.priestley@transport.gov.scot](mailto:adam.priestley@transport.gov.scot) no later than 5 pm on Friday 24 February 2017.

## **11. Evaluation of Mini-Competition Submissions**

11.1. The Mini-Competition Submissions will be evaluated in accordance with sections 2B to 6B on pages A3-5 to A3-19 of Appendix 3 to the Agreement.

- 11.2. Aggregated scoring will be used with the Quality weighting being 80% and Cost weighting being 20%.
- 11.3. The quality evaluation shall be in accordance with the criteria categories and weightings set out in the table below.
- 11.4. The individual scores under Quality Evaluation Criteria 1 and 2 are not dependant on the total number of CVs which a Framework Participant chooses to submit (a maximum of 7 CVs can be submitted).
- 11.5. As stated in Section 9.5, each Framework Participant is required to achieve a minimum threshold score of at least 50% of the available score in question 9.5(a) before the quality weighting is applied. The Mini-Competition Submission for any Framework Participant not scoring at least 50% of the available score in question 9.5(a) will be removed from consideration in the Mini-Competition evaluation.

Quality Evaluation Criteria Categories Reference Number	Quality Evaluation Criteria Categories	Quality Weighting percentage
1	Qualifications and experience of proposed personnel in the Management Staff Category (Staff Classifications: B1 and/or B2 and/or B3) for the provision and performance of the Services identified in the Services Brief as set out in a CV. Specifically, experience in STAG based transport (pre) appraisal.	10%
2	Qualifications and experience of other proposed personnel (excluding personnel in the Management Staff Category) for the provision and performance of the Services identified in the Services Brief as set out in a CV. Specifically, experience in STAG based transport (pre) appraisal.	15%
3	Resource Commitment Chart or Table.	N/A
4	Approach set out in no more than <b>3,000 words</b> as referred to in Section 9.5 above.	(75%)
	(a) Approach to multi modal transport appraisal (Quality threshold score of 50% of available marks required for this question).	30%

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	(b) Approach to objective setting.	15%
	(c) Approach to stakeholder engagement.	15%
	(d) Approach to analysis and presentation of quantitative and qualitative evidence at this stage of STAG appraisal.	15%

**Appendix A: Volume 1 – Non-Conflict of Interest Certificate****Title: Borders Transport Corridors – Pre-Appraisal, Reference: A16319422**

We certify that this Proposed Services Submission is made in good faith and that any work that [name of Framework Participant] or its proposed sub-consultants are currently undertaking or shall undertake in the future in accordance with any agreement, or arrangement with any person does not and shall not raise a conflict of interest in respect of the performance of any part of the Services.

We also certify that appropriate controls and procedures shall be in place throughout the Services Period to ensure that no conflict of interest can arise.

We further certify that the terms of Clause 12 of the Agreement between the Employer and [name of Framework Participant] shall be complied with in all respects during the Services Period.

In this certificate, the word person includes all persons and any body or association, corporate or unincorporated; any agreement or arrangement includes any transaction, formal or informal and whether legally binding or not; and the "The Services" means the Services in relation to which this Mini-Competition Submission is made.

Date: [DD] [Month] [YYYY]

Signature .....

[insert name] in the capacity of [position, e.g. Commission Manager] as duly authorised to submit a Services Submission and acknowledge the contents of the Non-Conflict of Interest Certificate for and on behalf of [name of Framework Participant].



**Appendix B: Volume 2 – the Quality Submission: CV Template****Title: Borders Transport Corridors – Pre-Appraisal, Reference: A16319422**

The CV will be no more than 1 page A4 (two sides) and will be structured under the following headings:

**Name:****Position in Company:****Position within LATIS Commission:****Base Office:****Number of Years Relevant Experience:****Academic and Professional Qualifications and Membership:**

- Include name of awarding institution and date of qualification award.

**Profile:**

- Include current duties and responsibilities and summary of key professional achievements within the last 5 years.

**Key Skills:**

- Provide bullet-point summary of key skills.

**Relevant Experience:**

- Include relevant projects from the past five years and position within project. Provide dates of project experience and key personal achievements and personal contributions to the projects which relate to the key tasks defined in Section 6 of this Services Brief.

**Publications:**

- Detail of any relevant publications.

**Appendix C: Volume 3 - The Price Submission****Title: Borders Transport Corridors – Pre-Appraisal, Reference: A16319422****Mini-Competition Schedule of Man-day Rates and Man-hour Rates**

[Framework Participant to complete\*. Add rows as required:]

Staff Classification	Staff Title	Man Day Rate GBP *	Man Hour Rate GBP*
A1	Specialist Advisor		
B1	Framework Director		
B2	Framework Manager		
B3	Technical Project Manager		
C1	Principal Transportation Specialist		
C2	Transportation Specialist		
C3	Assistant Transportation Specialist		
C4	Graduate Transportation Specialist		
C5	Technician		
D1	Principal Economics Specialist		
D2	Economics Specialist		
D3	Assistant Economics Specialist		
E1	Principal Environmental Specialist		
E2	Environmental Specialist		
E3	Assistant Environmental Specialist		
F1	Principal Roads Engineer		
F2	Principal Railway Engineer		

**Comparative Cost of Tender**

[Framework Participant to complete\*:]

Staff Classification	Man-day (extracted from table above)* (B)	Rate from (C)	Quantity in days (C)	Total = (B) x (C)*
A1			12.00	
B1			20.00	
B2			50.00	
B3			50.00	
C1			85.00	
C2			55.00	
C3			35.00	
C4			30.00	
C5			15.00	
<b>The sum total is the Comparative Cost of Tender* =</b>				

## **Appendix A – A7 Action Plan**



South East Unit -  
A7 - A7 Acti...