

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**15 DECEMBER 2009****REVENUE PROGRAMME MONITORING 2009/10****JOINT REPORT BY DIRECTOR AND TREASURER**

This report provides a monitoring update on the RTS Revenue Programme for 2009/10, as committed and projected at November 2009. The report also seeks the Partnership's agreement to various proposals for re-profiling of expenditure to maximise spend by the end of the Financial Year.

1 RECOMMENDATIONS

1.1 That the Partnership:-

- (i) notes the projected Travel Plan Budget outturn position for financial year 2009/10, as detailed in Appendix A;
- (ii) notes progress on the 2009/10 Revenue Programme projects as detailed within the report;
- (iii) approves the re-profiling of Revenue expenditure in 2009/10 as discussed within the report and detailed in Appendix B;
- (iv) notes the projected RTS Revenue Programme outturn position for financial year 2009/10 as detailed in Appendix B;
- (v) authorises the Director and Treasurer to approve further expenditure to ensure commitment of the 2009/10 RTS Revenue Budget in accordance with the approved Programme;
- (vi) authorises the Director to respond to the St Andrews and East Fife Local Plan consultation in light of further work on the A90 South of Tay Park and Ride; and
- (vii) endorses the award of contract for the A90 West of Dundee Park and Ride Study to Colin Buchanan & Partners at a cost of £48,550.

2 BACKGROUND

- 2.1 On 16 April 2009 the Scottish Government formally confirmed award of Grant in Aid up to £615,000 in 2009/10, which includes Government's £220,000 contribution towards Core running costs. The remaining £395,000 is available to support development and implementation of the RTS in 2009/10. In addition, a further £35,000 is available from a previously awarded Scottish Government Travel Plan Grant allocation.
- 2.2 At its meeting on 23 June 2009 the Partnership approved a 2-year Revenue Budget for 2009/10 and 2010/11 for RTS development and implementation utilising the allocated Scottish Government Grant in Aid funding (Report RTP/09/30 refers).

- 2.3 At its meeting on 22 September 2009 the Partnership received a Revenue Programme Monitoring report providing an updated projected outturn position. The Partnership also approved an allocation of £18,000 to support development of a Transport and Health Action Plan and endorsed a £3,000 allocation for Car Clubs research, both allocations to be taken from the budgeted provision for contingency (Report RTP/09/36 refers).

3 DISCUSSION

Travel Plan Activity

- 3.1 The Partnership approved a proposed programme of Travel Plan activity during 2009/10 at its meeting on 23 June 2009 (Report RTP/09/23 refers). Of the available provision of £58,000 for projects and initiatives, £35,000 was allocated to the Sustainable Travel Grant Scheme (STGS) and £23,000 for Promotional and Media Campaigns/Smarter Measures.
- 3.2 Expenditure to 31 October 2009 and projected expenditure to the financial year end is shown in Appendix A. At this stage in the financial year the Travel Plan budget has been largely committed. The Travel Plan Officer continues support to and engagement with partner Councils, Health Boards and other public/private sector bodies on development and implementation of Active Travel Plans and associated measures.
- 3.3 Tactran's Sustainable Travel Grant Scheme has been well received in 2009/10, with a number of bids from Councils, Health Boards, and Further Education establishments. To date, £22,000 of the £35,000 allocation has been committed. Further anticipated bids from Central Police, Dundee City Council and The University of Abertay are expected to commit the remaining £13,000.
- 3.4 Promotional and Media Campaigns/Smarter Measures have included further promotion of Tactran's liftsharing website: www.tactranliftshare.com which is now approaching 3000 members. Development of Guidance for public transport Salary Sacrifice implementation is planned for the New Year. This will be produced in conjunction with public sector organisations and operators.
- 3.5 It is anticipated that the allocation of £58,000 for STSG and Promotional and Media Campaigns/Smarter Measures will be fully utilised. As discussed in the separate report on Core Revenue Budget, it is proposed that £12,300 is reallocated from projected core efficiency savings to support additional Travel Plan activity in 2009/10.

RTS Development and Implementation Programme

- 3.6 The Regional Transport Strategy Implementation expenditure to 31 October 2009 and projected expenditure to the 2009/10 financial year end is shown in Appendix B. At this stage in the financial year, and based on anticipated commitments, the RTS Revenue Programme is projected to be on budget for 2009/10. Progress on the individual elements of the Programme is outlined below.

Ordnance Survey Mapping Licence Fees

- 3.7 Previously the Partnership has relied upon the Ordnance Survey (OS) Licences of partner Councils when using mapping data in developing the RTS, associated strategies, and plans for RTS projects. With the introduction of revised OS licensing arrangements from 1 April it is necessary for the Partnership to hold its own OS

Licence. An OS Mapping Licence Agreement has been entered into. For the first year a reduced fee of £4,500 will be paid, with licence fees of £8,900 per annum for each subsequent year.

- 3.8 £4,500 of the £8,000 allocated for 2009/10 will be utilised this financial year.

Accessibility Planning

- 3.9 The Partnership previously purchased the Accession accessibility mapping software package to support initial and ongoing development of the RTS. Accessibility planning is viewed by Scottish Government as an important technique in ensuring integration between transport, land use and other policy planning. The Improvement Service has recently indicated an interest in the work undertaken by RTPs on this as an assist to monitoring progress in achieving national and local outcomes in Single Outcome Agreements.
- 3.10 The budgeted provision allows for the annual costs of software licences, ongoing development of the Accession model and 2-yearly updating of baseline information relating to public transport services and key facilities such as Post Offices, Hospitals and Health Centres, leisure facilities etc. The current database was updated in 2008/09 and allowance for further updating is made in 2010/11. Modelling has been undertaken in 2009/10 of off-road cycle routes and regional work for TAYplan, modelling public transport accessibility from Dundee and Perth city centres to help inform decisions on future housing allocations.
- 3.11 It is expected that the allocated budget of £12,000 will be fully utilised in 2009/10.

RTS Monitoring Framework

- 3.12 The development of an RTS Monitoring Framework supports the statutory requirement to report annually on progress with implementation of the RTS. The Partnership approved the Monitoring Framework at its meeting on 23 June 2009 (Report RTP/09/27 refers) and the MVA Consultancy has completed a commission to develop this framework, produce indicators and short and long term targets, which will form the basis of annual reporting on RTS implementation. Discussions are also being held with partner Councils with a view to incorporating relevant elements of the RTS Monitoring Framework within SOA monitoring arrangements.
- 3.13 Projected expenditure for 2009/10 is £20,700, representing a slight overspend on the £20,000 allocated.

Regional Transport Model

- 3.14 The Transport Model for Scotland (TMfS) is used to model the transport implications and impacts of major land use and transport policies, proposals and projects at a national level. There are also local traffic modelling tools that are currently in use by partner Councils. However, currently there is no regional land use, transport or traffic modelling capability. It is recognised that the development of a regional transport model could support national and local models as well as the appraisal of STPR projects, RTS proposals and also the emerging Strategic Development Plan and Local Development Plan policies, strategies and proposals.
- 3.15 As reported to the Partnership meeting of 22 September 2009, as a pre-cursor to possible development of a regional transport model, work has commenced on a study into current regional modelling capability; the requirements for a possible

regional model and the merits of developing such a model. The objectives of this study are to: review current land use, transport and traffic modelling capabilities within the Tactran/TAYplan area; consider how current models meet the objectives of the various stakeholders, including requirements to deliver statutory documents such as RTS, SDPs and LDPs; draw together options for future regional modelling requirements in Tactran and TAYplan areas.

- 3.16 The review is being undertaken using the following appraisal methodology:
- Consult Stakeholders to set the functionality required
 - Collate information on existing models and data
 - Identify gaps and overlaps
 - Generate, package and cost options
- 3.17 A stakeholder consultation event was held on 1st October 2009 and attended by Tactran, TAYplan, Dundee City Council, Perth & Kinross Council, Stirling Council, Fife Council, Transport Scotland, Scottish Enterprise, SPT and SEStran. Further written and telephone consultation was also carried out with Angus Council, Scottish Government, NESTRANS, HITRANS, Cairngorms National Park and Loch Lomond & Trossachs National Park. This has assisted in identifying the modelling requirements of various organisations and the functionality a regional model(s) may require. It has also assisted in identifying information on existing models.
- 3.18 Work on identifying, generating, packaging and costing options for a regional model is due for completion during December. An oral update on progress will be given at the Partnership meeting.
- 3.19 The cost of this study is expected to be approximately £10,000. A further allowance of £10,000 has been made for taking forward the recommendations of the study, in the latter part of the year. As the recommendations of the study have yet to be reported, the Partnership is asked to delegate authority to the Director to approve expenditure on further development of a Regional Transport Model, as appropriate, and containable within the RTS revenue budget.

Tay Estuary Rail Study

- 3.20 Following endorsement of the conclusions of the Tay Estuary Rail Study (TERS) at the Partnership meeting on 23 June 2009 (Report RTP/09/25 refers), the study was formally submitted to Transport Scotland.
- 3.21 A response was received from Transport Scotland on 24 August 2009 welcoming the study and requesting further discussions. A meeting was held with Transport Scotland on 14 September 2009, the outcome of which was reported orally to the Partnership meeting of 22 September 2009.
- 3.22 At the meeting of 14 September 2009 it was agreed that Transport Scotland would give consideration to the TERS study and in particular respond to the specific areas outlined below:
- Review of evidence base and timetabling work undertaken in TERS
 - Confirmation that priced option 11 (Glasgow – Perth off peak) is scheduled for implementation during 2010
 - Availability of one DMU for TERS Hybrid Option from Airdrie Bathgate Electrification Cascade of 5 units

- Transport Scotland view on Blackford/Gleneagles recommendations, bearing in mind 2014 Ryder Cup
- 3.23 Further communications have taken place with Transport Scotland, however at the time of writing, a formal response is awaited.
- 3.24 In anticipation of further work being required to take forward TERS an allocation of £30,000 was provided for 2009/10. To date £9,250 of the allocation has been used in defining the 'Hybrid' Option. The total finance allocated to TERS has been revised to £20,000 in 2009/10 to provide an allowance should a response from Transport Scotland require further work this financial year.

Park & Ride Strategy

- 3.25 Progress has been made on a number of Park and Ride proposals contained within the Regional Park & Ride Strategy, as follows:

(i) A92 Tay South Park & Ride

The recommendations for A92 Tay South Park & Ride facility contained within the Cross Tay Sustainable Transport Study (CTSTS) (Report RTP/09/24 refers) were approved at the Partnership meeting on 23 June 2009 and are currently being progressed with a number of stakeholders.

Work has commenced on preparing further options and providing greater technical feasibility details for the Landfall Site identified as the preferred option within the CTSTS. This work is being taken forward by SEStran term consultants Scott Wilson under the direction of a steering group consisting of officers from SEStran, Tactran, Fife Council, Dundee City Council and Transport Scotland. The cost of this work is £40,000, with the steering group organisations contributing varied amounts. Tactran's contribution will be around £10,000 to £15,000.

In addition to the steering group, a number of other organisations have an interest in the study outcomes and their officers are being kept informed of progress, including Tay Road Bridge Joint Bridge Board and Fife Council Planning Authority, who are currently consulting on their St Andrews and East Fife Local Plan.

The St Andrews and East Fife Local Plan consultation period closes on the 24th December 2009 and currently does not allocate the land at the Landfall Site as being suitable for Park & Ride. The Partnership is therefore asked to delegate authority to the Director to respond to the Local Plan consultation, guided by the on-going Landfall site works outlined above.

(ii) A90 Dundee West Park & Ride

The proposal for a Park and Ride Site at A90 west of Dundee is a high priority in the Regional Park and Ride Strategy and is also identified in STPR Project 8 (Strategic Park and Ride/Park and Choose). As such, it has been agreed that Transport Scotland will participate in the steering group for this project together with Tactran, Dundee City Council and Perth & Kinross Council. Angus Council will also be kept informed throughout.

Following agreement of a brief with the steering group to investigate and develop a business case for the A90 West of Dundee Park and Ride Study, expressions of interest were sought. 8 consultants expressed an interest in the study brief and

completed a pre-qualifying questionnaire. This was assessed and invitations to tender were issued to 5 consultants on 4 November 2009.

To enable the study to be completed by the end of the current financial year tenders were issued for return by 27 November 2009. The detailed evaluation of submitted bids was completed by 4 December 2009 and the successful tenderer based on an 80:20 quality price evaluation was Colin Buchanan & Partners with a tender cost of £48,550. Details of the evaluation process are attached at Appendix C and the Partnership is asked to endorse the award of contract.

(iii) A90 East of Perth Park & Ride

The outline appraisal phase of the study has now been completed and a site adjacent to Walnut Grove has been identified (Site P4 in TACTRAN Park and Ride Strategy) as the preferred option. Work on the detailed appraisal and business case is ongoing with the intention of reporting on the final conclusions to the Partnership at its meeting in March 2010.

(iv) South of Stirling Park & Ride

The Regional Park and Ride Strategy identifies 3 locations south of Stirling as possible bus based Park & Ride sites. Transport Scotland's STPR Project 8 identifies Bannockburn as a possible Park and Ride Site serving Stirling, Edinburgh and Glasgow without specifying whether this is to be rail or bus based Park & Ride.

At its meeting on 22 September 2009, the Partnership noted the intention to give early consideration to the investigation of a third Park & Ride facility serving the south of the City following the growing success of the Castlevue Park & Ride facility, opened in August 2008.

A steering group consisting of Tactran, Stirling Council and Transport Scotland has been formed to investigate the potential for bus based Park & Ride to the south of Stirling. A brief has been agreed and issued to Stirling Council's Term Consultants to develop a proposal for completing the work within this financial year. An oral update on progress will be given at the Partnership meeting. Finance is available for this study to be undertaken this financial year as a result of Programme re-profiling, as identified in Appendix B.

Demand Responsive Transport

- 3.26 The allocation of £25,000 in 2009/10 allows for further development of the options for piloting DRT solutions in an urban and rural context. This will be supplemented by a £10,000 contribution from Dundee City Council in 2009/10 towards the proposed urban pilot in Dundee. Progress on proposals for the urban and rural pilots is outlined in a separate report.
- 3.27 It is anticipated that £20,000 of the £25,000 allocated for 2009/10 will be utilised this financial year.

Travel Information Strategy

- 3.28 The allocation of £70,000 allows for the development of a Regional Bus Information Strategy; investigation into the potential for expansion of Real Time passenger information at key interchanges and at bus stops, particularly in the Perth & Kinross and Stirling areas; and the undertaking of an investigation into the development of a regional travel information database and journey planner, based on development of existing local and national systems such as dundeetravelinfo.com and Traveline Scotland. All of these proposals were identified as priorities within the Regional Travel Information Strategy (RTIS).
- 3.29 Initial work on the development of a Regional Bus Information Strategy (RBIS) was undertaken as part of the RTIS, but completion of this was deferred pending the outcome of related work on the national Buses Action Plan, which has now been published. Consultants MVA developed the initial work on the RBIS and have been commissioned to complete this work at a cost of £19,900 plus an additional cost for 4 stakeholder forums – one in each partner Council area.
- 3.30 Various discussions have taken place between Traveline, Tactran and partner Council officers regarding how best to improve the provision of and access to travel information on computer websites and in particular how best to integrate multi-modal regional and local information with national public transport information to provide seamless web access for all transport information needs. Proposals for a regional web 'gateway' for travel information are currently being developed for agreement and implementation.
- 3.31 Other initiatives being pursued with Traveline include automatic generation of public transport travel information for outpatient appointments at hospitals (building on a Traveline, SPT and NHS Greater Glasgow & Clyde pilot scheme) and the provision of real time bus passenger information via mobile phone in the Dundee and Angus areas.
- 3.32 It is anticipated that £50,000 of the £70,000 allocated for 2009/10 will be utilised this financial year.

National Cycle Network

- 3.33 The allocation of £10,000 in 2009/10 allows for completion of design work on a missing link in the National Cycle Network between Doune and Callander. This scheme formed part of the 2008/09 RTS Revenue Programme but suffered delays as a result of land acquisition negotiations, which are continuing.
- 3.34 It is anticipated that the financial allocation of £10,000 for 2009/10 will be fully utilised this financial year.

Freight Quality Partnership

- 3.35 Two initial strands of work are to be pursued. Firstly, the development of a Regional Freight Action Plan will be progressed through the Freight Quality Partnership Steering Group. Work on this was awaiting the publication of the Scottish Multi Modal Freight Locations Study which, after a lengthy delay, has now been published. This is the subject of a separate report to the Partnership. Among the proposed Action Plan measures is a proposal to contribute £10,000 to Angus Council's Masterplan study for Montrose.

- 3.36 Secondly, a consultants study has been commissioned into the feasibility of freight consolidation centres serving Perth and Dundee. The cost of this study is £39,498. Further details on the freight consolidation centre study are given in a separate report.
- 3.37 It is anticipated that £60,000 of the £75,000 allocated to Freight Quality Partnership for 2009/10 will be utilised this financial year.

Dundee Station Improvements

- 3.38 The Partnership has previously contributed towards ongoing studies into the potential for modernising Dundee Station, which is being led by Dundee City Council in conjunction with the Dundee Waterfront regeneration project.
- 3.39 A positive meeting involving all stakeholders, including Transport Scotland, Network Rail and First ScotRail, held during November 2009 concluded that there was benefit in progressing both the bridge infrastructure and station improvement work required in partnership and further meetings are being scheduled to develop options and a work programme.
- 3.40 It is anticipated that the financial allocation of £10,000 for 2009/10 will be fully utilised this financial year.

Communications

- 3.41 An allocation of £10,000/annum exists to meet the costs of publishing the Annual Report and other publications, such as the RTS Delivery Plan, press and media campaigns and other external communications.
- 3.42 It is anticipated that £5,000 of the £10,000 allocated for 2009/10 will be utilised this financial year.

Stakeholder Fora - £6,000 (09/10), £6,000 (10/11)

- 3.43 The provision of £6,000/annum meets the ongoing costs of operating the various Stakeholder Fora the Partnership has established to help inform the ongoing development and delivery of the RTS in consultation with key stakeholders.
- 3.44 It is anticipated that £3,500 of the £6,000 allocated for 2009/10 will be utilised this financial year.

Car Clubs Research

- 3.45 The previously approved allocation of £3,000 is the Partnership's contribution to a research project by Transform Scotland, a national alliance which promotes the benefits of more sustainable transport, to examine the potential Car Clubs can offer in improving accessibility for those without access to private transport or adequate public transport options in both rural and urban areas. The outcomes of the study will be reported to a future meeting.
- 3.46 The £3,000 financial allocation has been fully utilised.

Health and Transport Action Plan

- 3.47 The allocation of £18,000 allows for the development of a Health and Transport Action Plan for the Tactran region, as agreed at the Partnership meeting on 22 September 2009. JMP Consultants have commenced work on the Plan. A stakeholder workshop is planned for 12 January 2010. A Draft Final Action Plan is programmed for production by the end of January to enable consideration by the Partnership at its meeting in March 2010.
- 3.48 It is anticipated that the financial allocation of £18,000 for 2009/10 will be fully utilised.

Contingency

- 3.49 Following the various updates and reallocations of finance as outlined above and in Appendix B, an unallocated contingency fund of £14,300 remains available to accommodate any variances to programmed project costs, or to fund other emerging opportunities to develop RTS proposals in 2009/10.

4 CONSULTATIONS

- 4.1 This Report and the Revenue Programme for 2009/10 and 2010/11 have been developed in consultation with partner Councils through the Transportation Officers Liaison Group, the Public Transport Officers Liaison Group and the Chief Officers Liaison Group.

5 RESOURCE IMPLICATIONS

- 5.1 The costs of implementing the proposed 2009/10 and 2010/11 Revenue Programme will be met from Scottish Government Grant in Aid as detailed within the report. Further opportunities for partner funding to support implementation of the RTS will be explored on a project by project basis.

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Director

John Symon
Treasurer

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NOTE

Background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report:

Report to Partnership RTP/08/34, 2009/10 and 2010/11 Core Revenue Budget, 9 December 2008

Report to Partnership RTP/08/09, Revenue Budget 2007/8 and 2008/09, 29 April 2008

Report to Partnership RTP/09//23, Travel Plan Strategy and Action Plan, 23 June 2009

Report to Partnership RTP/09//24, Park and Ride Strategy, 23 June 2009

Report to Partnership RTP/09/25, Tay Estuary Rail Study, 23 June 2009

Report to Partnership RTP/09/27, RTS Monitoring Framework, 23 June 2009

Report to Partnership RTP/09/30, 2009/10 and 2010/11 Revenue Programme, 23 June 2009

Report to Partnership RTP/09/36, Revenue Budget Monitoring 2009/10, 22 September 2009

Tactran Income and Expenditure Account
Revenue
2009/2010
Detailed Statement - Travel Plan

Appendix A

Income	Budget	Actual Expenditure to 31 October 2009	Projected Outturn 2009/2010	Variance to Budget
	£	£	£	£
Scottish Executive Grant Revenue Received	39,000	-	39,000	0
Deferred Income	49,000	53,940	49,000	0
Council Req's Revenue Rec'd	-	-	-	-
Interest Received	-	-	-	-
Revenue Accrued	-	-	-	-
	88,000	53,940	88,000	0
Expenditure				
<u>Salary GP</u>	30,000	15,000	30,000	0
<u>Promotional & Advertising</u>				
Tay FM Liftshare Promotion	5,200	5,699.98	5,200	0
Tactranliftshare URL	18	17.50	18	0
Travel Plan Merchandise	3,738	2,823.50	3,738	0
Liftshare Leaflets	409	409.00	409	0
Liftshare Banners for all Organisations	1,500	-	1,500	0
Radio Tay New Year ad	5,000	-	5,000	0
Central Fm New Year ad	3,000	-	3,000	0
Uncommitted	3,986	-	3,586	(400)
2008/2009 Accruals	-	-	-	0
<u>Sustainable Travel Grant Scheme</u>				
Dundee University Bike Lockers	5,000	-	5,000	0
Stirling Council City Cycle Map	5,000	-	5,000	0
Angus Council cycle training	1,000	-	1,000	0
Perth and Kinross Promo Day	1,000	-	1,000	0
Dundee Univeristy Bike Compound	1,350	-	1,350	0
NHS Tayside MR Travel Survey	1,000	-	1,000	0
Stirling Council Springkerse improvements	5,000	-	5,000	0
Angus Council Bike Lockers	2,357	-	2,357	0
Uncommitted	13,293	-	13,293	0
2008/2009 Accruals	-	400.00	400	400
<u>Smarter Measures</u>				
2008/2009 Accruals	-	-	-	0
Bike Way	150	150.00	150	0
Gross Expenditure	88,000	24,499.98	88,000	0
Net Expenditure	0	(29,440)	0	0

Tactran Income and Expenditure Account
Revenue
2009/2010
Detailed Statement - RTS

Appendix B

Income	Budget £	Actual Expenditure to 31 October 2009 £	Committed Expenditure 2009/2010	Projected Outturn 2009/2010 £	Variance to Budget £
Scottish Executive Grant Revenue Received	391,000	62,500	328,500	391,000	0
Deferred Income	-	-		0	0
Council Req's Revenue Rec'd	-			-	-
Interest Received	-	-		0	0
Perth & Kinross Air Quality Grant	50,000	-		50,000	-
	441,000	62,500	328,500	441,000	0
Expenditure on Projects					
OS Mapping	8,000	-	4,500	4,500	(3,500)
Accessibility Planning	12,000	6,500	2,000	12,000	0
RTS Monitoring Framework	20,000	19,700	1,000	20,700	700
Regional Transport Model	50,000	5,000	3,000	20,000	(30,000)
Tay Estuary Rail Service	30,000	9,250	0	20,000	(10,000)
Park and Ride Strategy	90,000	24,692	84,308	170,000	80,000
Demand Responsive Transport	25,000	-	0	20,000	(5,000)
Travel Information Strategy	70,000	1,990	28,010	50,000	(20,000)
National Cycle Network	10,000		10,000	10,000	0
Freight Quality Partnership	75,000	1,600	40,400	60,000	(15,000)
Dundee Station	10,000	-	0	10,000	0
Communications	10,000	1,081	2,919	5,000	(5,000)
Stakeholder Fora	6,000	2,607	893	3,500	(2,500)
Car Club	3,000	3,000	0	3,000	0
Health & Transport Action Plan	18,000	1,800	16,200	18,000	0
Contingency	4,000	-	0	14,300	10,300
Gross Expenditure	441,000	77,219	193,230	441,000	0
Net Expenditure	0	14,719	(135,270)	0	0

A90 West of Dundee Park and Ride Study – Tender Award

8 companies expressed an interest in the study brief and completed a pre-qualifying questionnaire. This was assessed and invitations to tender were issued to 5 companies. All 5 companies submitted tenders as listed below in alphabetical order:

AECOM
Colin Buchanan & Partners
Halcrow Group
JMP Consultants
MVA Consultancy

Tenders were assessed on an 80% quality and 20% price format

Quality and financial scores are given in the table below in descending order of overall score.

Quality Score	Indexed Quality Mark	Financial 'Score' (£)	Financial Index	Overall Score
777	100	48550	100	100
724	93	56450	86	92
669	86	51350	95	88
636	82	53400	91	84
619	80	53350	91	82

Note

- Overall Score = [(Indexed Quality Mark) x 0.8] + [(Financial Index) x 0.2]

The tendering company with the highest overall score of 100 is Colin Buchanan & Partners with a tender cost of £48,550.

The Partnership is asked to endorse the award of tender to Colin Buchanan & Partners.