



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

**TS/MTRIPS/SER/2017**

**Reference:**

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

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

(TS/MTRIPS/SER/2017).

**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 12 noon on Thursday 21 December 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: **South West Scotland Transport Study – Initial Appraisal:  
Case for Change**
2. **Purpose:**

- 2.1. The commission is for the Initial Appraisal: Case for Change<sup>1</sup> (formerly Pre-Appraisal) stage of the South West Scotland Transport Study and will use STAG principles to identify cross modal problems and opportunities with the transport provision in South West Scotland. 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 Programme for Government sets-out that Transport Scotland will commence work for the second Strategic Transport Projects Review in the Dumfries and Galloway area. This work will consider the rationale for improvements to road, rail, public transport and active travel on the key strategic corridors including the A75 and A77 with a focus on access to the Ports at Cairnryan and report by Autumn 2018.

### 3. Project Management and Client Group

- 3.1. A Client Working Group (consisting of Transport Scotland (TS), Dumfries and Galloway Council (D&GC), South Ayrshire Council (SAC), East Ayrshire Council (EAC), SWestrans and SPT will be formed and with a view to overseeing 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 Scottish Borders Council and Transport for the North (TfN).
- 3.2. The Project team responsible for this Commission are listed below:

Project Working Group	
<u>Transport Scotland</u>	
Lead Clients	████████████████████
Project Management	██
Dumfries & Galloway Council	████
East Ayrshire Council	████
South Ayrshire Council	████

<sup>1</sup> STAG Reporting - terminology update due to be published January 2018.

SWestran	■
SPT	■

#### 4. Requirement of the Brief

- 4.1. The Initial Appraisal: Case for Change will use STAG principles to identify cross modal problems and opportunities with the transport provision between South West Scotland and its key markets of Glasgow, Edinburgh, Belfast and Northern England. An Initial Appraisal: Case for Change 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 improvements to road, rail, public transport and active travel on the key strategic corridors including the A75 and A77 with a focus on access to the ports at Cairnryan. 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 South West Scotland, as well as the area's linkages to key external markets (Glasgow, Edinburgh, Belfast and Northern England). 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. South West Scotland has three main rail routes operating within its boundary:

- **West Coast Main Line (WCML) runs between Carlisle and Glasgow/Edinburgh.** The only functioning station on the line in the South West area is at Lockerbie. No ScotRail services currently operate on the West Coast Main Line, with the UK Government specifying and procuring the Transpennine and West Coast services.
- **Glasgow South West line (GSWL) operates between Glasgow and Kilmarnock** before branching off in two directions:
  - .towards Stranraer where there are functioning stations at Barrhill and Stranraer. There are disused stations located at Glenwhilly, New Luce, Dunragit and Castle Kennedy.
  - .towards Carlisle with functioning stations at Kirkconnel, Sanquhar, Dumfries, Annan and Gretna Green.
- **Ayrshire Coast line which mainly operates between Glasgow Central and Ayr**, however a number of daily services continue south to Maybole, Girvan and Stranraer.

5.2. **The A75** Trunk Road is approximately 159 kms (of which approx. 8 kms are existing dual carriageway with a similar length built to 2+1 standard). The trunk road links the A74(M) at Gretna with the ports at Loch Ryan from which ferry services operate to Northern Ireland. The A75 is part of the European route E18 which runs from Craigavon in Northern Ireland to Saint Petersburg in Russia.

5.3. The A75 Operational Group is attended by officers from Stakeholders including the ferry operators, road haulage associations; FTA and RHA, National Farmers Union, Police Scotland, Operating Company, Dumfries and Galloway and Transport Scotland. The groups' remit is to discuss the operation and maintenance of the A75 route and not to discuss issues such as dualling or bypasses of villages.

5.4. The "Dual the A75(T) Campaign" has been active for approximately a year and a half (founded in February 2016). The main focus of the campaign has been their Facebook page which has around 4,300 followers (<https://en-gb.facebook.com/A75RoadUpgrade/>).

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- 5.5. The campaign has also lodged a petition (PE01610 Upgrade the A75) on the 13 July 2016 with the Scottish Parliament's Petitions Committee "*Calling on the Scottish Parliament to urge the Scottish Government to upgrade the A75 Euro-route to dual carriageway for its entirety as soon as possible*". The petition was submitted by [REDACTED] on behalf of the Dual the A75 Campaign and has received 1,375 signatures online (<http://www.parliament.scot/GettingInvolved/Petitions/A75RoadUpgrade> ).
- 5.6. Since the Dumfries & Galloway Transport Summit in August 2016 the campaigners have lobbied strongly for their desired outcome, meeting local MSPs, committee members from the Scottish Parliament's Public Petitions Committee and encouraging comments and further support on their Facebook page.
- 5.7. In the last 8 years the Scottish Government has invested approximately £50 million in six new schemes along the length of the A75 to improve overtaking and remove known pinch points. These are the **Cairntop to Barlae Project, the Dunragit Bypass, Hardgrove to Kinmount Improvement Project, Newton Stewart DAL project, Barfil to Bettyknowes Project and Planting End to Drumflower Project**. These have brought journey time benefits and overtaking opportunities to users of the route.
- 5.8. Following the Summit in August 2016 it was agreed to investigate further traffic management measures for Springholm and Crocketford, partly as campaigners continue to lobby for "safety improvements".
- 5.9. Options aimed at reducing traffic speeds were presented to the community in Springholm at a public meeting at the end of January 2017. The preferred options have been subject to detail design by ScotlandTranServ as part of the Strategic Road Safety programme for 2017/18.
- 5.10. In March 2017 the Minister for Transport and the Islands met with residents from Springholm and Crocketford to hear their concerns about traffic speed and volumes through these villages. A commitment was made to introduce reverse discrimination traffic signals in Springholm as a pilot scheme along with investigating other enhancements to the gateway features and upgrades to the vehicle activated signs. The proposed reverse discrimination traffic signals and enhancements to the vehicle activated speed signs are now under construction at both ends of the village and this work is expected to be

completed around the end of November with a planned switch on date the first week in December.

- 5.11. The latest EuroRAP report identifies the A75 between Gretna (M74) and Stranraer as a low- medium risk road in the Road Assessment Programme Risk Rating. The risk is calculated by comparing the frequency of road crashes resulting in death and serious injury on every stretch of road with how much traffic each road is carrying.
- 5.12. **The A77** Trunk Road is approximately 112 kms from the M77 to Stranraer and is a mix of dual and single carriageway. In a number of locations there are climbing lanes to allow cars and light vehicles to pass slower vehicles. The trunk road links the M77 at Fenwick with the ports at Cairnryan from which ferry services operate to Northern Ireland. There are a number of settlements along the length of the route that remain to be bypassed, these include Maybole, Girvan and Kirkoswald. In these settlements the speed limit is normally 30 mph, however, a 20 mph limit is currently in place in Maybole.
- 5.13. Approximately £35 million has been invested in four separate schemes on the A77 at **Haggstone (Climbing Lane); Glenapp; Park End to Bennane and Symmington to Bogend Toll** as well as the planned investment on the **A77 Maybole Bypass** with construction costs of £30 million.
- 5.14. The “Significant improvements on the A77(T)” Campaign has been active for approximately a year (started on 28 November 2016) and is being led by [REDACTED] and [REDACTED]. The main focus of the campaign has been their Facebook page which has around 2,500 followers (<https://en-gb.facebook.com/A77ActionGroup/>).
- 5.15. The campaign has also lodged a petition on the 19 June 2017 with the Scottish Parliament’s Petitions Committee “*Calling on the Scottish Parliament to urge the Scottish Government to dual the A77 from Ayr Whitlett’s Roundabout south to the two ferry ports located at Cairnryan, including the point at which the A77 connects with the A75*”. The petition was submitted by [REDACTED] on behalf of the A77 Action Group and has received 1,599 signatures online and 1,652 signatures offline, totalling 3,251 (<http://www.parliament.scot/GettingInvolved/Petitions/a77upgrade>).
- 5.16. Partly in response to the A77 petition and regular closures of the A77, the A77 Roundtable Group has been established, made up of, Elected Members and Community Groups, and is chaired by Jeanne Freeman MSP. The focus

of which has been more on operational issues, however longer term capital investment has also been raised.

5.17. Over the last five years the A77 has suffered regular landslides which have led to numerous closures and lengthy diversions. Transport Scotland's website continues to be kept up to date with the current status of the South West Unit Landslide Action Plan (<https://www.transport.gov.scot/transport-network/roads/landslides/#45903>).

5.18. **The A76** from one terminus in Kilmarnock to its other terminus in Dumfries is 90 km long comprising mainly of single carriageway. This route is critical to several fragile communities in upper Nithsdale, and provides the region's main link to central Ayrshire and Prestwick Airport.

5.19. The **A701** from one terminus in Dumfries to its other terminus in Edinburgh is 114 km long. It has trunk road status from the terminus of Dumfries to where it meets the A74(M) east of Beattock, providing the shortest link between Dumfries and Central Scotland. It consists of rural and urban single carriageways.

5.20. In advance of this study, Transport Scotland has undertaken a programme of data collection on the major road routes in Dumfries and Galloway and South Ayrshire to enhance understanding of trip making patterns. In addition, Transport Scotland has also undertaken surveys of passengers and HGV drivers departing from both ports at Cairnryan. Origin and destination surveys of rail and bus/coach passengers using services in South West Scotland are currently being planned for early 2018. This work will build on the Dumfries and Galloway Transport Summit held in August 2016 (<https://www.transport.gov.scot/publication/dumfries-galloway-transport-summit-final-report-december-2016/>). All of the data collected/ analysed will be made available to the successful framework participant.

5.21. In addition a specialist goods vehicle survey has been undertaken on the A75 and A77 in conjunction with origin-destination surveys recently undertaken. The final report is expected in January 2018 and will be made available to the successful Framework Participant.

5.22. The findings from this Initial Appraisal: Case for Change work will feed in to the Strategic Transport Projects Review (STPR) and enable the South West Scotland area's problems and opportunities to be clearly articulated for consideration at the national level.

## 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 Dumfries & Galloway and southern East and South Ayrshire and focus on connectivity by the strategic transport network within these areas (between these corridors), and between these corridors and South West Scotland's key external markets (Glasgow, Edinburgh, Belfast and Northern England).
- As such cross boundary and cross border engagement will be required.
- The Initial Appraisal: Case for Change work will consider:
  - Access between South West Scotland and its key markets of Central Scotland, Northern England and Belfast;
  - Connectivity between South West Scotland and key city regions of Glasgow, Edinburgh and Carlisle;
  - Potential for benefit to South West Scotland 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 January 2018** for delivery of the Initial Appraisal: Case for Change 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 2018. 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);
  - Population is sparse across most of South West Scotland, therefore detailed consideration of the most appropriate data collection methods is required;
  - Traffic flows on key routes connecting to South West Scotland, particularly the A75, A77, A76 and A701 would be required; and
  - The outputs of the A75 & A77 Freight Corridor Study 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 South Lanarkshire, Scottish Borders and TfN). Engagement will also be required with organisations promoting particular transport improvements in the area, including but not limited to;

- P&O;
- Stena Line;
- FTA;
- RHA;
- Thornhill Rail Action Group;
- Beattock Station Action Group c/o Kirkpatrick Juxta Community Council;
- Eastriggs Railway Station Action Group;
- SW Community Rail Partnership;
- The A75 Operational Group;
- The “Dual the A75 Campaign”;
- The A77 Action Group; and

#### 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 and other sources of robust forecasting
- Network analysis of the current and future scenarios would include:
  - 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

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- 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 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.
- As part of the sifting process a high level of assessment of the affordability, deliverability and risk should be considered within the appraisal.

## 7. Deliverables

7.1. The Proposed Services cover the production of a Initial Appraisal: Case for Change 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 January 2018. Delivery of an Inception Report is required within 4 weeks of appointment.

8.2. A draft Initial Appraisal: Case for Change Report is Required by **31 October 2018**.

## 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 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 Initial Appraisal: Case for Change in no more than a total of 2,500 words Answering questions 9.5 (a) to (c) below. Answers should

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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;
- (b) Objective setting; and
- (c) Stakeholder engagement

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 30 November 2018. 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).
- 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 participant should as part of the quality submission submit 3No. hard copies and 1No. 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 [REDACTED]@transport.gov.scot **no later than 5 pm on Tuesday 12 December 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.	5%
4	Approach set out in no more than <b>2,500 words</b> as referred to in Section 9.5 above.	(70%)
	(a) Approach to multi modal transport appraisal (Quality threshold score of 50% of available marks required for this question).	30%
	(b) Approach to objective setting.	20%
	(c) Approach to stakeholder engagement.	20%



**Appendix A: Volume 1 – Non-Conflict of Interest Certificate**

**Title: South West Scotland Transport Study – Initial Appraisal: Case for Change,  
Reference: A**

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: South West Scotland Transport Study – Initial Appraisal: Case for Change,  
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: South West Scotland Transport Study – Initial Appraisal: Case for Change,****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\*:]

<b>Staff Classification</b>	<b>Man-day (extracted from table above)* (B)</b>	<b>Rate from (C)</b>	<b>Quantity in days (C)</b>	<b>Total = (B) x (C)*</b>
A1			20.00	
B1			25.00	
B2			50.00	
B3			65.00	
C1			85.00	
C2			65.00	
C3			75.00	
C4			90.00	
C5			15.00	
<b>The sum total is the Comparative Cost of Tender* =</b>				

**Appendix A –**

- Dumfries & Galloway Transport Summit Final Report  
<https://www.transport.gov.scot/media/10063/dumfries-and-galloway-transport-summit-final-report-4.pdf>
- Dumfries & Galloway Transport Summit update on actions  
<https://www.transport.gov.scot/media/40604/dg-transport-summit-update-on-actions.pdf>