

# **BRIEF FOR A WELTAG STAGE ONE AND STAGE TWO APPRAISAL**

## **M4 Junction 34 to A48 Transport Network**

### **Introduction**

1. The purpose of this Brief is for a WelTAG Stage One and Stage Two appraisal for M4 Junction 34 to A48 (Five Mile Lane) including the Pendoylan corridor (or an alternative) to access Cardiff Airport. The Studies should also consider options for a Park & Ride site at Junction 34.
2. From the Stage One appraisal, it is expected that a short list of identifiable transport/highway projects will be produced together with options to reduce road based congestion. In addition options should offer improved accessibility to Cardiff Airport from the M4 for further development. The Stage 2 Appraisal will further investigate the options identified in Stage One and select a preferred option to take to Stage Three (Full Business Case).

### **Brief**

3. The Appraisals are to encompass the tasks referred to in Stage One: Strategic Outline Case, and Stage Two: Outline Business Case in the WelTAG 2017, consultation draft.
4. The Strategic Case should address the need for change. It should present an evidence-based description of the current situation, describe the likely future situation if no action is taken and present the reasons why an intervention is required.
5. A baseline review should be undertaken of all previous work on improvements to transport links in this corridor.
6. All key documents should be reviewed including the National Transport Finance Plan, Sewta Regional Transport Plan, Vale of Glamorgan Local Transport Plan, Vale of Glamorgan Emerging Local Development Plan, Cardiff Capital Region City Deal Growth and Competitive Commission Report and Recommendations, and modal strategies (e.g. bus and highway strategies). Data analysis should also be undertaken of all relevant data in order to understand the current situation, travel patterns and movements.
7. The study will take account of all existing commitments within the Vale of Glamorgan's emerging LDP and Adopted LTP.
8. The work undertaken will include identification and quantification of the problems, opportunities and constraints of the study area. This stage will also identify study objectives (in line with the Well-being of Future Generations (Wales) Act 2015 and the Active Travel (Wales) Act 2013, Cardiff Metro and the Cardiff Capital Region City Deal).
9. A long list of options should be identified, developed and sifted down to a short list of recommendations for Stage Two Appraisal. These should be informed by the information gathered in the baseline review and data analysis. The options should address the road based congestion, including at the key road junctions of this corridor and should include multi-modal solutions.

10. The short list of options should be appraised and the outcome reported in an Appraisal Summary Table.
11. There will be a requirement for the Consultant to report to Business Cabinet the list of options identified and the sifted down shortlist and the reasons for the recommendations, prior to work commencing on Stage Two.
12. Once approved by Business Cabinet to progress to Stage Two, it is expected that the Stage Two Appraisal will include the evidence that the proposed solution/s will lead to the desired outcome, refine the design of the option and identify the key dependencies and constraints. It will set out how the proposed solution/s will meet the objectives, the anticipated impacts of each option and consider the robustness of the proposed option/s to meet the objectives using sensitivity testing and scenario analysis, identifying key risks and dependencies. It is expected that the Outline Business Case Report will provide the evidence required to enable Business Cabinet to select a preferred option to progress to WeITAG Stage Three. Clear evidence on the significant impacts on particular groups of people or areas, dependencies and key risks which could affect the achievement of the anticipated outcomes will need to be identified.
13. At the end of the Stage Two process, the actions completed should include:
  - Determining whether there are any transport options that can address the identified problem/s and can be delivered;
  - Selecting a preferred option to be taken forward to the Full Business Case stage, with the approval of the Council's Business Cabinet;
  - Agreeing the methods to be used to provide additional evidence where required for the Stage Three (Full Business Case) assessment;
  - Identifying any legislative requirements that need to be met during the Stage Three (Full Business Case) assessment; and
  - Documenting the decisions of the Stage Two review Group (the Council's Business Cabinet), and the basis for these decisions.
14. There will need to be regular contact between the Consultant and the Client. It is expected that there will be two meetings for Stage One and a presentation to Business Cabinet as follows:

One initial meeting during the week of the **4<sup>th</sup> July 2017** (Study agreement including consultation sessions) and  
One meeting to present the draft Study on or prior to **11<sup>th</sup> September 2017**.  
Present to Business Cabinet **October 2017 (Date to be agreed)**
15. There will need to be regular contact between the Consultant and the Client for Stage Two also. It is expected that there will be two meetings for Stage Two and a presentation to Business Cabinet as follows:

One initial meeting during the week of the **16<sup>th</sup> October 2017** (Study agreement including consultation sessions) and  
One meeting to present the draft Study on or prior to **22<sup>nd</sup> January 2018**.  
Present to Business Cabinet **February 2018 (Date to be agreed)**.
16. Consultation, communication and stakeholder engagement is important throughout a WeITAG appraisal and at least two stakeholder workshops for each Stage should be undertaken as part of the work. These will assist in understanding the current situation, setting objectives, producing a long list of possible solutions and outlining the range of likely

impacts from those different solutions. It will also assist the public in buying into the proposed options at Stage Two and to keep them apprised of the recommended solutions and options being recommended to take forward to Stage Three (Full Business Case). The consultation sessions will be administered by the Council including setting out the times and venues as well as a list of attendees. Advice will be sought from the consultant as to the proposed list of attendees for each session although the Council will provide a minimum list of participants. The format of the sessions will need to be managed by the consultant and will need to be held at agreed times throughout the two studies.

17. The outputs from the work will be WeITAG Stage One and WeITAG Stage Two reports. The work should include an Impacts Assessment report containing the detailed information which supports the summary information in the main Appraisal documents.
18. A Project Initiation document should be produced by the Consultant by **4<sup>th</sup> July 2017** setting out the Consultants approach to achieving completion of all the tasks making up this Appraisal.

### **Timescale for Completion**

19. An initial draft of the WeITAG Stage One Study must be with the Council no later than **11<sup>th</sup> September 2017** with the final draft Stage One report being delivered to the Council no later than **1<sup>st</sup> October 2017**.
20. An initial draft of the WeITAG Stage Two Report must be with the Council no later than **22<sup>nd</sup> January 2018** with the final draft Stage Two Report being delivered to the Council no later than **12<sup>th</sup> February 2018**.

### **Cost**

21. The maximum budget available for this Project is **£60, 000** to include all expenses except for hire of community facilities/ administration for the consultation sessions. 35% of the fee will be made to the Consultant on receipt of the draft Stage One Study on production of an invoice to the Vale of Glamorgan Council for the attention of Clare Cameron. A further 15% of the fee will be paid on receipt of the final Stage One Report with a further 35% being paid on receipt of the draft Stage Two Report, and the balance being paid on receipt of the final agreed Stage Two Report. It should be noted that this Study is being funded by the Welsh Government.

### **Evaluation Basis**

22. Quality comprises:

- Proposal addresses the Detailed Requirements of the assignment 25/50
- Experience relevant to the assignment 25/50
- Total 50

23. Bidders acknowledge that the Council is not obliged to accept the lowest or any Quotation.

### **Costs**

24. All costs, expenses and liabilities incurred by bidders in connection with the preparation and submission of any Quotation shall be borne by the bidder.

### **Communications**

25. All matters relating to communications with the press and third parties on this Study are the responsibility of the Council and the Consultant must not, without permission, discuss this matter with the press or release any material relating to the Study including emails etc.

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