



Project Name: Burslem Town; HIF Transport Assessment
Contact: Rhiannon Monaghan, Development Lead, Housing Growth
Our Ref: H&C/2019/194

Background

The Council have been successful in their bid for Housing Infrastructure Funding to deliver 7 stalled development sites in and around Burslem Town Centre providing c. 950 dwellings.

Objectives

The purpose of this commission is to seek consultant support to prepare an overarching Transport Assessment, that considers the cumulative impacts of these developments in order to assist current decision-making and aid future pre-application dialogue with developers.

Scope of the Commission

This commission seeks to appoint a suitably qualified and experienced professional team to provide advice and support to the Council

The commission seeks the following specific elements:

- A Transport Assessment which comprehensively assesses the cumulative impact of the proposed HIF developments on the transport network in Burslem.
- The TA should also include suitable mitigation supported by indicative costings and where appropriate what level of financial contribution should be sought from developers.
- The Transport Assessment should be prepared in accordance with an agreed scope and be compliant with most recent guidance (NPPF and PPG) and utilise best practice.

Key deliverables from this commission

- Transport Assessment report
- All modelling information to be made available to the City Council in a suitable format
- Proposed mitigation measures and costings

Project management and structure of commission

The client for the work is SoTCC and they will appoint, employ and pay the consultant.

The consultant will be managed on a day to day basis by a named Client Manager within the Housing Growth team and the consultant shall identify a named contact as the appointed client contact.

Progress meetings will need to be held on a staged basis throughout the commission.

Programme

As some of the sites are already subject to live applications with agreed extension periods the consultant submission should outline the programme for delivery, reflecting the staged completion of the commission. The indicative programme the Client team wishes to work to is set out below and the Consultant should advise whether they can deliver to these dates:

- Appointment of Consultant – w/c 22nd July
- Inception meeting – no later than w/c 29th July
- Final report – September 2019

Site information

A site plan is attached to the brief, further information will be made available to the successful applicant.

The fee proposal should be no longer than 5 pages and should look to outline the following:

- The proposal should address all of the elements of advice required above and outline the approach and methodology to undertaking the commission;
- The proposal should indicate how the commission will be managed and should name those individuals whom are to be involved and the time spent by each person on the commission. CV's should be attached with details of their relevant experience, qualifications and membership of appropriate bodies to undertake the commission;
- A named contact who will be responsible for the daily contact with the client project manager;
- A breakdown of the fee based on the service outlined above should be provided but this should also be a lump sum bid;
- Any exclusions should be clearly noted;
- A programme for undertaking this commission should be included and aligned to this will be a breakdown of the anticipated stage payments of the related fee.

