



**National Asset Delivery
Technical Surveys and Testing**

Scheme Number - 617534

**Scope for Area 12 Network wide Traffic
sign retro-reflectivity survey**

Guidance notes to Compiler

This is a template document that takes account of NEC3 guidance and any reference to 'the contract' shall mean the NEC3 professional services short contract.

Standard contractual defined terms are identifiable where there is a use of **Capital Letters** for the phrase or text. Any text in italics is a defined terms specific to this contract e.g., *starting date*

The entries in red text are for guidance and the compiler is required to confirm or provide certain information relevant to the works.

Any changes made by the compiler should be highlighted in BLUE text.

PLEASE DO NOT AMEND ANY REFERENCE TO EXISTING APPENDICES OR OTHER DOCUMENTS.

PLEASE LIAISE WITH THE PROCUREMENT TEAM IF YOU REQUIRE ANY ASSISTANCE IN COMPLETING THIS DOCUMENT.

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CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
0	0	Original version issued with tender	DC	21/03/23

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TABLE OF CONTENTS

1	PURPOSE OF THE <i>SERVICES</i>	5
2	EXISTING INFORMATION	5
3	CONSTRAINTS ON HOW THE CONSULTANT PROVIDES THE <i>SERVICES</i> ..	6
4	REQUIREMENTS FOR THE PROGRAMME	8
5	SERVICES AND OTHER THINGS PROVIDED BY THE <i>CLIENT</i>	9
6	SPECIFICATION FOR THE <i>SERVICES</i>	9

LIST OF ANNEXES

Appendix 1 **Supplementary Constraints**

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1 PURPOSE OF THE SERVICES

1.1 Project objectives

- 1.1.1 The principal objective of this project is to undertake a technical survey on Traffic Signs Retro-reflectivity to determine asset condition across the full National Highways Area 12 network. The survey is to be in accordance with CS 125 and subsequent reporting in accordance with the requirements detailed in the deliverables and specification sections to support the development of renewal schemes.
- 1.1.2 The specification that applies to the *services* is included in Section 6

1.2 Scope of services

- 1.2.1 The *services* to be provided under this contract are:

General scope of the works to be provided	
Category	Survey Description
Asset Condition	Traffic sign retro reflectivity survey in accordance with CS 125.

1.3 Deliverables

- 1.3.1 The *Consultant* is required to produce the following deliverables:
- (1) Provide high resolution imagery/video of the assets for assessment for wear. Providing details of Height, Width, Colour, Sign condition and Plate condition.
 - (2) Provide electronic record of the measure retro-reflectivity levels of Traffic Signs in accordance with CS 125, and subject to a pass-fail assessment.
 - (3) Provide electronic documentation of the survey data and records collected and analysed and geo-positioned with ESRI shape file and provide GIS viewer system with functionality to output records in an agreed format

2 EXISTING INFORMATION

- National Highways AD12 network shape files
- National Highways AD12 network chart plans (36-page booklet showing network route and chart sections on an OS Master map background).
- The Area 12 network covers the routes as tabulated with recorded length in lane 2714.365 km lane kilometres as outlined in the Site Information.

- 2.1.1 Refer to the site information for details of existing site conditions including ground conditions, limitation on access, position of existing structures etc.

Drawing Number	Title	Revision / Date
1.	Network Chart Plans	
	Drawing number – Dependent on route	
2.	Title – All Routes (11 Number off)	

3 CONSTRAINTS ON HOW THE CONSULTANT PROVIDES THE SERVICES

3.1 General

- 3.1.1 The *Consultant* Provides the Services in such manner as to minimise the risk of damage or disturbance to or destruction of third-party property.
- 3.1.2 The *Consultant* complies with the constraints and meets with the requirements outlined in Appendix 1.
- 3.1.3 The *Consultant* submits information detailing how the *Consultant* will provide the Services to the *Client* prior to the services commencing. This information will include any lifting plans, risk assessments, method statements, the *Consultant's* staff training information and any other relevant Health and Safety requirements.

3.2 Working hours & site-specific constraints

- 3.2.1 The site is the National Highways strategic road network for AD Operational Area 12.
- 3.2.2 The driven survey is to be conducted at traffic speed without need for traffic management. The survey is to be conducted during night-time hours.
- 3.2.3 The *Consultant's* working hours for site works shall be determined by the Contractor, in line with their policies and H&S governance for safe working, and HSE guidance.

- 4.24 Night-time working between the hours of 20:00 – 06:00 shift constraints are

The survey programme has been developed in conjunction with the Client's construction delivery programme as to avoid loss of coverage due to planned / cyclic works. The order of survey, or dates subject to change should the need

arise due to delivery of the forward programme or incident/maintenance response.

3.3 Health, Safety and Environment & Risk Management

Health and Safety requirements

- 3.3.1 In Providing the Services the *Consultant* meets the requirements of Annex 2 of the supplementary constraint's relation to health and safety duties.
- 3.3.2 When implemented, the *Consultant* shall comply with the requirements of National Highways' safety passport scheme and ensure that all of his employees, and any of his subcontractor's, are registered in accordance with the implementation of the scheme.
- 3.3.3 Not Used
- 3.3.4 Before commencing the construction phase of the *services*, the *Consultant* confirms to the *Client* that adequate welfare facilities are in place. Where the facilities detailed in section 5 are not deemed adequate, the *Consultant* provides all necessary facilities to Provide the Services and to comply with the minimum requirements set out in HSE guidance document L153.

Environmental requirements

- 3.3.5 In Providing the Services the *Consultant* meets the requirements of Annex 2 of the supplementary constraints in relation to environmental duties.

Risk Management

- 3.3.6 The *Consultant* identifies, manages and mitigates risks in accordance with the principles of ISO31000.
- 3.3.7 The *Consultant* submits a risk register, which captures all risks associated with the delivery of the *services* including those identified by the *Client*, with his tender and maintains it for the contract period.

4 REQUIREMENTS FOR THE PROGRAMME

- 4.1.1 The *Consultant* submits programme to the *Client* with his tender.
- 4.1.2 The *Consultant* Provides the Services taking into account the following programme constraints:
- (i) The starting date to be 17th July 2023
 - (ii) The services and other things provided by *Client* (see Section 5)
 - (iii) The site survey data collection is expected to be completed within 2 weeks from start date.
 - (iv) The processed and digitised data and management system is to be provided within 60 days of the completion of site activity.
 - (v) The survey contractor is expected to email the Network Occupancy Roads space team the start and end location of the survey for each Night, by midday of the preceding day. An email should be sent to Area12Roadspace@highwaysengland.co.uk. Furthermore, an email must be sent to the National Highways Survey co-ordinator keith.scott@nationalhighways.co.uk with an update on what they have achieved and any constraints or issue they may have encountered during each working shift.
 - (vi) The survey contractor shall make note of the Regional Operational Control Centre telephone number for the reporting of defects/incidents whilst operating on the network.
- 4.1.3 The programme should be in the form of an activity and time related bar chart, produced as a result of a critical path analysis.
- 4.1.4 The programme should preferably be provided in either a PDF or MS Excel format and cover the full contract period including post site activities. Activities should be clearly defined and named, and the programme should detail the following:
- (i) dates and times associated with the project, including the *starting date*, *completion date* & *Consultant's* planned completion, and any other dates or times that will specifically impact the delivery of the project
 - (ii) activities associated with delivering the project
- 4.1.5 The *Consultant* should provide details of the proposed resources (plant, labour, subcontractors etc.) expected to deliver each activity. This information can either be shown on the programme itself or provided in an

associated resource statement included in the Proposal for Providing the Services.

- 4.1.6 The *Consultant* updates the programme every week The *Consultant* submits an updated programme to the *Client* upon request.

5 SERVICES AND OTHER THINGS PROVIDED BY THE *CLIENT*

- 5.1.1 None Required

- 5.1.2 The following temporary traffic management will be provided by the *Client* to allow the *Consultant* to Provide the Works:

5.1.2: Not used

- 5.1.3 The other things that will be provided by the *Client* are as follows:

- (1) If the *contractor* will be working under a CDM principal contractor, state that the welfare facilities will be provided by the principal contractor.
- (2) State anything else to be provided for example this could be access equipment (such as scaffolding), temporary accommodation, welfare facilities, services (including water and electricity) plant, materials and equipment including location, extents, timing and duration of provision. The party that will be providing the items (i.e., the M&R or CWF contractor) should be stated to aid liaison].

6 SPECIFICATION FOR THE *SERVICES*

- 6.1.1 The *Consultant* shall Provide the Services in accordance with:

- 6.1.2 with the DMRB document CS 125.

- (1) Vehicle mounted survey at traffic speed to determine the retro-reflectivity of Traffic Signs throughout the mainline carriageway and junction merges and diverges to satisfy the requirements of CS 125.
- (2) All survey devices and techniques (including vehicle mounted devices and handheld spectrometer devices) shall be approved by the Overseeing Organisation and calibrated and maintained in line with the manufacturer's recommendations as described in BS EN 1436 [Ref 8.N].
- (3) Single carriageways are to be surveyed in both directions to ensure all traffic signs are captured

- 6.1.3 Insert any technical specification here and/or make reference to any nationally available versions e.g., MCHW. The specification should be sufficiently detailed to ensure the contractor Provides the Services to a required standard.
- 6.1.4 If referencing the MCHW or DMRB, be specific about which sections apply and you should check to ensure the sections referenced cover all of our requirements e.g., what testing is to be undertaken and how?
- 6.1.5 You should also specify any requirements relating to the output of the survey e.g., format of the report and ICT standards.

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