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Date:	29 April 2024	Contact name:	Sandra Holmes
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Our reference:	PC5560-RHD-XX-XX-CO-X-0001	Email:	sandra.holmes@rhdhv.com
Classification:	Confidential		
Enclosures	Business Terms, Fee Instruction and Terms and Condition of Payment		

Dear Edwin,

Fee Proposal: Phase 2 Bus Stop Audits

Further to your recent discussion with Denise Faber, thank you for inviting Integrated Transport Planning (ITP) to provide a proposal in relation to bus stop audits in Northampton, on behalf of West Northants Council (WNC). We write now setting out our proposed methodology and associated professional fees.

Understanding the Brief

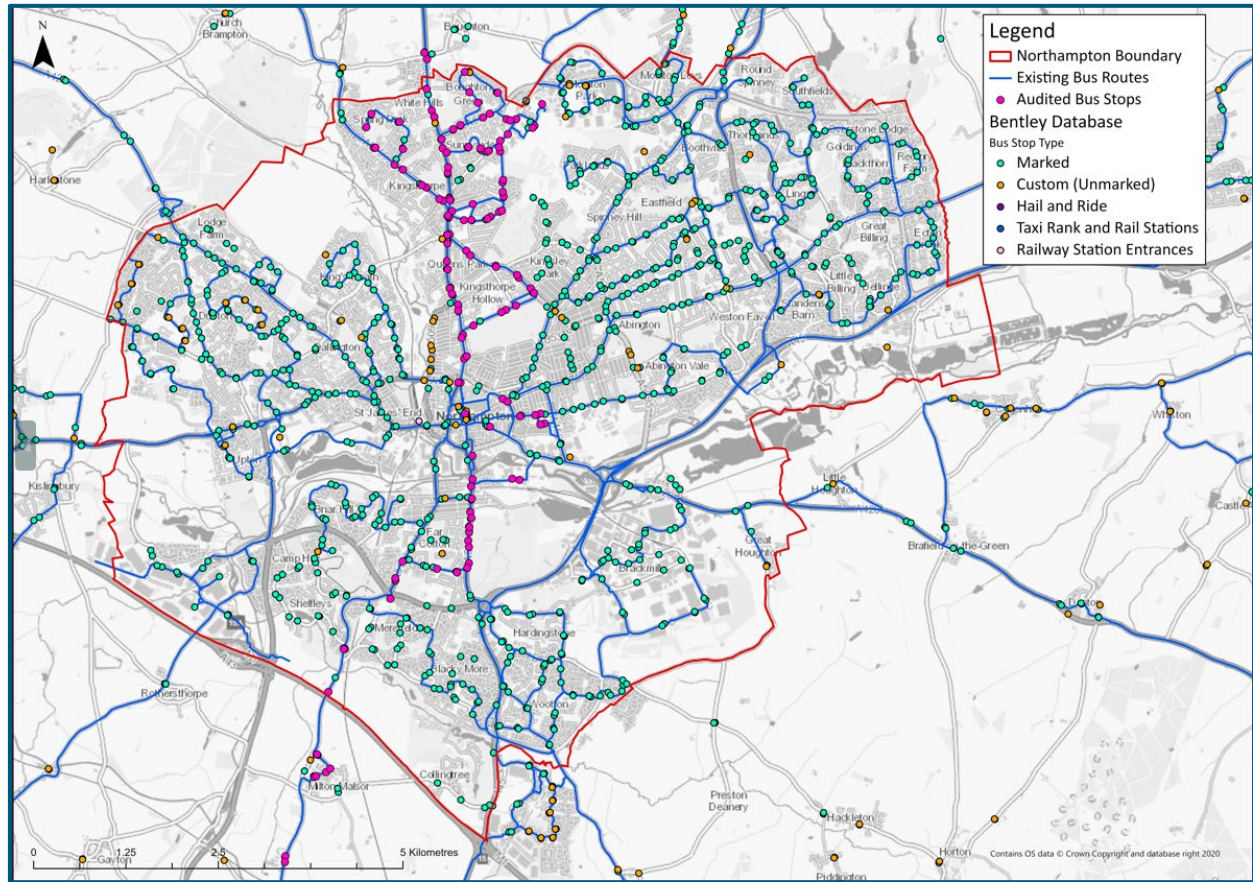
A total of 210 bus stops were successfully audited during Phase 1 of the project. Data relating to geolocation of bus stops, the condition of infrastructure and accessibility were collected using Epicollect software. The comprehensive survey comprised 61 questions and up to 14 photos for all “live” bus stops along the Kingsthorpe and Towcester corridors.

The outcomes and findings from Phase 1 of the project were presented to councillors and bus operators at an online interactive workshop on 29th February 2024. This interactive workshop provided an opportunity to define the aims and objectives of the project and explore ways to refine the survey. The outcome of this interactive workshop, together with the findings of the data recorded during Phase 1, was summarised and presented to the EP Board on 18th April 2024. Following the EP Board meeting, WNC is seeking to implement Phase 2 of the bus stop audit project.

Methodology

The proposal for Phase 2 bus stop audits comprises a total of 616 urban bus stops focussed on the urban area of Northampton and the corridors on which other improvements are planned, such as those benefitting from the ZEBRA funding. Phase 2 will take account of other audits (notably the shelter audit), taking care not to duplicate effort, and will exclude hail and ride bus stop, custom and unmarked bus stops, as well as all bus stops that were audited in Phase 1, as indicated in **Insert 1**.

Insert 1: Map of Location of Northampton Bus Stop Audits Included in Phase 2



The Phase 2 bus stop surveys comprise 40 questions and up to seven photos to record data comprising:

- Details of the bus stop – geolocation, flag, pole and shelter;
- Access to the bus stop – obstructions, hard standing, raised kerbs and tactile paving;
- Bus stop markings – clearways, laybys and enforcement;
- Timetable information;
- Advertising;
- Safety elements – surveillance, CCTV and lighting;
- Road safety; and
- User experience.

The data will be collected by surveyors using Epicollect software. The data will be checked, “cleaned” and errors removed. Information provided by WNC relating to bus stop location, and other datasets (e.g., shelter ownership) will be combined with our audit outputs to provide a comprehensive database. To assess the accuracy of the location of bus stops, the geolocation data from the bus stop audit will be compared with other available databases and the degrees of accuracy included in the database. An excel spreadsheet of the Phase 2 database will include all recorded and additional information provided.

Fees and Disbursements

The scope of work set out above for Phase 2 bus stop audits can be undertaken for a fixed fee of **£58,850 +VAT**. The fee includes liaison with WNC and stakeholders, attendance at two virtual team meetings over the duration of the project, and attendance and presentation of results at one EP Board meeting. The proposal includes all costs associated with the site visits and surveys. The fee proposal includes one final electronic version of the Excel spreadsheet and access to the Epicollect database.

Any requirement for additional technical support beyond the scope of this proposal can be discussed and an additional fee agreed. Any further phases of work or additional tasks required following the submission of our final deliverables, will be subject to a new proposal and agreed fees.

Timescale

Subject to written instruction being received in May 2024, we will commence the surveys in June 2024. We aim to complete the surveys over a five-week period, and a further three weeks are required for checking, “cleaning” the data, removing errors, and re-survey if required. Subject to the checks and additional of information relating to the shelter ownership, we will prepare the outputs. As such, the final deliverables would be issued by the end of August 2024.

At this stage, we do not anticipate delays in the programme. This proposal includes a degree of flexibility in the timeline to completion. Should any unforeseen circumstances impact the surveys (e.g., inclement weather) we will inform you via email and agree a new timeline to completion.

Changes to the scope of work could potentially impact the timeline and dates of deliverables and may impact the costs of disbursements and our professional fee. As a result, we will inform you via email of significant changes in which time and cost impacts apply, and written approval would be required prior to the execution of the change in scope, including any additional work or provision of services.

Terms of Business

Our proposal (and any further contract) to provide you with our services is subject to our terms of business, a copy of which is enclosed. **Our terms of payment are strictly within 30 days of the date of the invoice.** This fee proposal is valid for **three months** from the date of issue. Where acceptance is beyond this period, we reserve the right to review any potential implications to our fee, resourcing and associated contract conditions which may affect the completion of the project and revise our proposal accordingly. We reserve the right to alter our fee proposal should it become evident that our brief is altered prior to or during the project.

We have attached a “**Fee Instruction and Terms and Conditions of Payment**” form for completion. Please return this form together with **written instruction to proceed**.

On the basis of the information provided to us, we believe the elements of work set out above to be as needed to deal with your requirements for Phase 2 bus stop audits in Northampton. However, as set out above, we reserve the right to alter our fee proposal should it become evident that our brief is altered during the course of the work. The work will be undertaken using reasonable skill, care and diligence.

Thank you for the opportunity to provide this proposal. We trust the above is satisfactory, but if you require further information or clarification of any matters raised, please do not hesitate to contact me.

Yours sincerely,



Sandra Holmes

Senior Transport Planner
Mobility & Infrastructure