

## **SCHEDULE 7B**

### **Form of Agreement – Short Form Call-Off Contract**

**CALL-OFF CONTRACT NUMBER:** TPIM 94202 / Task 62 - Eastern Access  
Preliminary Business Case Outputs

**LOT:** A9 - Transport Economic Advice, Appraisal & Business Impacts

**OUTLINE AGREEMENT:** 4600007883

**THIS AGREEMENT is made the 16th day of August 2022**

#### **BETWEEN:**

- (1) ~~Transport for London~~, **Old Oak and Park Royal Development Corporation (“OPDC”)**, whose registered office is at Brent Civic Centre, 32 Engineers Way, Wembley, HA9 0FJ (“the *Employer*” which expression shall include its successors in title and assigns); and
- (2) **Mott MacDonald Limited**, a company registered in England and Wales (Company Registration Number 01243967) whose registered office is at Mott MacDonald House, 8-10 Sydenham Road, Croydon, CR0 2EE (“the *Consultant*”).

T.A.

#### **WHEREAS:**

This Agreement is made pursuant to a framework agreement between the Parties relating to the provision of **PSF2 94202 - Transport Planning & Impact Monitoring Services (Including Health & Safety and Environmental Services)** dated 27 August 2020 (“the Framework Agreement”). The Employer wishes to have provided Consultancy Services as contained in Table 3. The *Employer* has accepted a proposal (Table 4) by the *Consultant* for the Services in accordance with the Short Form Conditions of Contract (as defined in the Framework Agreement).

#### **NOW IT IS AGREED THAT:**

Terms and expressions defined in (or definitions referred to in) the short form conditions of contract have the same meanings herein. The *Consultant* Provides the Services in accordance with the Short Form Conditions of Contract, Tables, Schedules and Attachments. The *Employer* pays the *Consultant* the amount due in accordance with the Short Form Conditions of Contract. The documents forming this Call-Off Contract are:

This Form of Agreement duly executed by the Parties;  
Short Form Conditions of Contract;  
Table 3, Table 4 and Table 5;  
The Schedules;  
The Attachments.

Where there is any discrepancy or conflict within or between the documents forming the contract the order of priority shall be as follows:

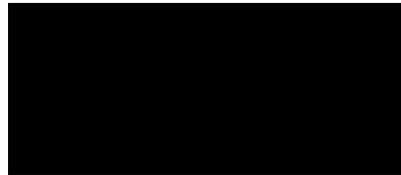
- First : This Form of Agreement;
- Second : Table 5;
- Third : Table 3;
- Fourth : The Schedules;
- Fifth : Short Form Conditions of Contract;
- Sixth : Table 4.

1. Notwithstanding the manner of execution of this Agreement it is agreed that:
  - 1.1 the limitation period within which any claim may be brought by the Employer for breach of this Agreement by the Consultant is 6 years from the date of breach; and
  - 1.2 the Consultant agrees not to raise in defence of any such claim a shorter limitation period whether pursuant to the Limitation Act 1980 (as the same may be amended or re-enacted from time to time) or otherwise.

This Agreement has been signed for and on behalf of the Employer and the Consultant the day and year written above.

Signed by  
for and on behalf of  
***The Consultant***

Signature



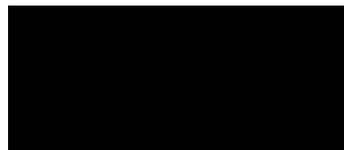
Print name: Clare Woodcock

Position: Account Leader, Mott MacDonald

Date: 28/7/2022

Signed by  
for and on behalf of  
***The Employer***

Signature



Print name:

Position:

Date:

**Table 3, Employer's Requirement:**

The *Employer* is appointing a *Consultant* to undertake a study to establish the pedestrian and cycle demand for the Eastern Access Route, provide recommendations for further assessments and outputs that will be used to strengthen the case for investment and support a future preliminary business case and Outline Business Case.

A full Specification/Scope of the services required is included within Attachment 1.

**Table 4, Consultant's Proposal:**

The *Consultant* has submitted a Technical Proposal on company letter headed paper as requested and completed a separate Pricing Schedule.

The *Consultant's* proposal is included as Attachment 2.

The total charge for the services is £34,979.18

The rates shall remain fixed for the life of the Contract.

TfL will not reimburse any additional costs for time, input, resource or other without prior written consent from TfL's Employing manager.

**Table 5, Contract Particulars:**

Contract Number: PSFW2 94202 TPIM Task 62

The Contract Commencement Date is: 25<sup>th</sup> July 2022 (inception meeting)

The Service Commencement Date is: 25<sup>th</sup> July 2022 (inception meeting)

The Call-Off Term is: 4 months

In accordance with Clause 7.1 of the Short Form Conditions of Contract, the Employer's Contract Manager is:

Fred Raphael, Principal Transport Planner  
Old Oak and Park Royal Development Corporation

[Redacted contact information]

In accordance with Clause 7.1 of the Short Form Conditions of Contract, the Employer's Procurement Manager is:

Tufail Ahmed, Assistant Commercial Manager

[REDACTED]

In accordance with Clause 8.5 of the Short Form Conditions of Contract, the Consultant's Key Persons are:

Dan Batchelor, Contract Manager

[REDACTED]

Clare Woodcock, Director – Stakeholder Interface Lead

[REDACTED]

Jon Bunney, Director – Project Director & Business Case Lead

Nigel Wilkinson, Director – Active Travel Expert Review

Ian Woodhouse, Senior Consultant – Demand Forecast and AMAT Lead

Megan Fox, Consultant - Project Manager & Business Case Officer

Leora Wilson, Junior Consultant – Project Support

Mott MacDonald House, 8-10 Sydenham Road, Croydon CR0 2EE

Notice period in accordance with Clause 25.4 of the Short Form Conditions of Contract (termination without cause):

[REDACTED]

Special Conditions of Contract:

Payment Period: (see Clauses 5.1 and 5.4 of Short Form Conditions of Contract)

[REDACTED]

[REDACTED]

*Consultant* must send invoices via email, in pdf format, to:

[REDACTED]



Other information:

## **ATTACHMENT 1 – EMPLOYER’S REQUIREMENT**

# A1. Specification

## Eastern Access Preliminary Business Case Outputs

### Brief



Old Oak and Park Royal Development Corporation  
Brent Civic Centre  
32 Engineers Way  
Wembley  
HA9 0FJ

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# 1 Introduction

- 1.1 The Eastern Access Route constitutes a new pedestrian and cycle only route connecting Scrubs Lane to Old Oak Common HS2/Crossrail hub. Previous studies including Old Oak and Park Royal Development Corporation's (OPDC) Strategic Transport Modelling Study (2017) and Infrastructure Delivery Plan (2021) identify this route as a missing link in OPDC's strategic walking and cycling network and as such this route plays a vital role in supporting growth in the Opportunity Area.
- 1.2 Following this, the route has been the subject of work concerned with identifying preferred options for its alignment. This includes the most recent study, Old Oak Common Eastern Access Pedestrian and Cycle Connection ('the 2021 Study') which comprised a high-level proof-of-concept analysis for the route, specifically focussed on the bridge component and exploring design and engineering solutions to overcome the challenges created by the Crossrail Depot tracks. Although the analysis undertaken as part of the Strategic Transport Study (2018) identified the need for the route, the analyses was high-level, and to date, detailed analysis to quantify the demand for the route is yet to be undertaken.
- 1.3 OPDC is therefore seeking to appoint a Consultant to undertake a further study to establish the demand for the Eastern Access Route, the user and wider benefits, and provide outputs and a set of recommendations to inform the next steps, including a preliminary business case and future outline business case.
- 1.4 The commission will be informed by previous work, primarily the 2021 Study, OPDC's Strategic Transport Modelling Study (2017) and other supporting studies. Please see Appendices for these materials.

# 2 Background

- 2.1 OPDC's Strategic Transport Modelling Study (2017) ("the 2017 Study") recognised that the new HS2/ Crossrail hub will attract demand for access from the east, via Scrubs Lane. To provide for this demand, a new pedestrian and cycle connection between Old Oak Common station and Scrubs Lane is proposed in OPDC's Infrastructure Delivery Plan (2021). Additionally, the 2017 Study recognises that the introduction of an eastern link to the HS2/ Crossrail station affords the opportunity to provide a continuous and direct walking and cycling route between Scrubs Lane and Old Oak Common Lane, via the Old Oak Common station. The Eastern Access route will therefore complete a missing link for active modes and enhance the local and strategic walking and cycling network.

2.2 The route would run along the northern access road adjacent to the station, joins a pedestrian and cycle bridge which connects the Old Oak Common HS2/Crossrail/Great Western Main line station to land on the southern side of Grand Union Canal, where people would then make their journey along the towpath to destinations such as Scrubs Lane. The bridge is identified as essential in OPDC's Local Plan as a means of overcoming the barriers to east-west movement created by the railway tracks and is identified as necessary walking and cycling infrastructure in the Infrastructure Delivery Plan (2021). The route is shown in Figure 1.

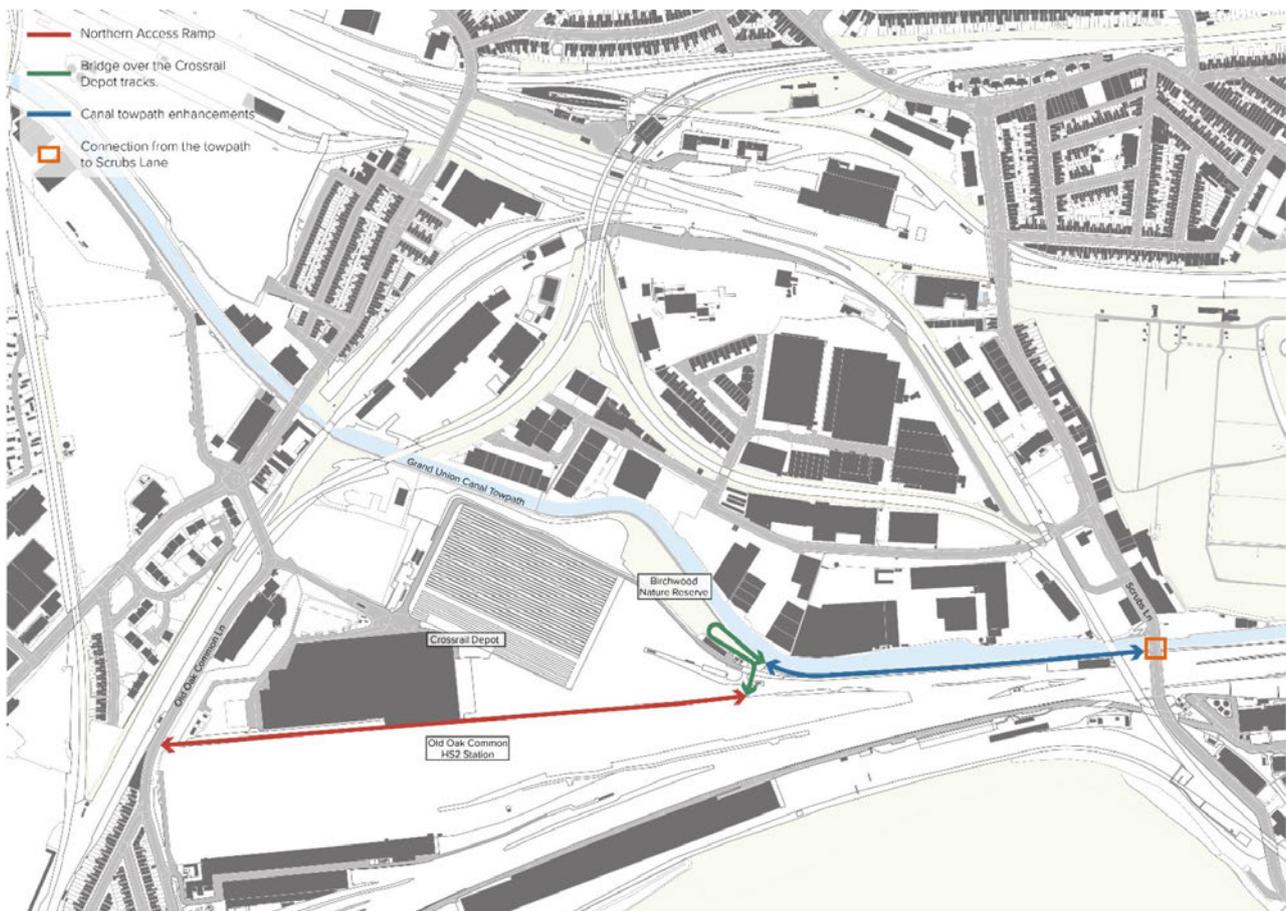


Figure 1: The Proposed Eastern Access Route

2.3 Previous work commissioned by HS2 Ltd and OPDC include high-level studies which considered options for the alignment of the route and various design features. The most recent work, the 2021 Study, was concerned with developing proof-of-concept designs for several bridge options, to span the Crossrail Depot tracks, options to improve the canal towpath, access from the towpath to Scrubs Lane, and options for ramping from the bridge to Old Oak Common Lane. The 2021 Study also provided cost estimates for the preferred options and recommended the options which should be taken forward to the next stage of design.

2.4 The limitations of the 2021 Study was acknowledged in the final report. This was essentially a preliminary study and as such the scope and methodology were limited by its objectives. The methodology did not go beyond a desktop exercise and did not consider information such as topographical surveys and the outputs of site investigations, which are essential for informing the preferred route options, especially the bridge component of the route, which is expected to be the most costly part of the route. However, the 2021 Study Report notes that a more detailed methodology can be applied at later stages of design when more information can be gathered. Furthermore, the 2021 Study Report provides that the options to be explored at later stages should involve the following processes and activities:

- Continuing engagement with HS2 Ltd and the Old Oak Common station contractor to ensure the route design and construction methodology is compatible with the station design and construction methodology.
- Continuing engagement with Crossrail Ltd and Transport for London (TfL) to ensure the design of the route would be acceptable, given the significant interface with the Crossrail Depot tracks.
- A demand study to understand the existing and future demand for the route. Appropriate consideration should be given to the additional demand arising from future development in Old Oak Park.
- Identification of the adopting authority or authorities for the assets along the route to determine the responsibility for managing the design process, construction, operation, and maintenance.
- Engagement with Network Rail to determine the acceptability of the use of Birchwood Nature Reserve to land the bridge, to understand their design requirements, and the commercial agreements that are required to facilitate this.
- Continuing engagement with Canal & River Trust to develop the proposal for the route along the towpath and access onto Scrubs Lane including further design development and the commercial agreements required to enable this route.
- Engagement with any other relevant stakeholders
- Design development of the options which have been explored in the report.

2.5 The activities outlined above go beyond the scope of a single study and therefore suggest the need for a series of studies. OPDC has determined that the next step should be to undertake a demand study to understand the existing and future demand for the route before committing to more costly work. The demand study will inform the design options for the route, a preliminary business case and a future outline business case.

### 3 Scope

3.1 The production of a report is required, setting out the methodology used to analyse the pedestrian and cycle demand for the Eastern Access Route, conclusions of this analysis, and derivation of the potential user and wider benefits of the route, such as journey time savings. The report should provide initial conclusions on the strategic and economic case for investment in the Eastern Access scheme and a set of recommendations for further analyses or assessment work, including potential ways to strengthen the case for investment and to help identify the requirements for an outline business case, including the evidence needed to progress the next stage.

#### Key tasks

3.2 The study will involve the following tasks:

1. **Scoping and context analysis** – the Consultant review of the existing supporting studies (see Appendix A) and consideration of how the route relates to its wider context in terms of land use, movement, and connectivity. Discuss, refine, and finalise the scope of the study. Carry out a site visit(s), stakeholder mapping and early stakeholder engagement.
2. **Walking and Cycling Isochrones** – define an area to the east of Old Oak Common station which is reachable by walking and cycling.
3. **Data and Forecasting Review** – undertake a detailed review of current and future land uses within the defined pedestrian and cycle isochrones of Old Oak Common station, derive trip rates for each land use and use this to calculate the cumulative trip generation, determine trips originating and ending at the station, and distribute the trips across each mode.
4. **Demand Analysis** – build a model which incorporates the forecasted trip generation and use this model to assess different demand scenarios for walking and cycling between Old Oak Common and trip origins and destination. The scenarios to be assessed should be agreed with OPDC beforehand and should include appropriate sensitivity testing.
5. **Cost Benefit Assessment** – examine the potential user benefits and wider benefits of the scheme, using appropriate toolkits, and calculate the present value of benefits (PVB) for the different scenarios assessed.
6. **Reporting** – produce and submit the final report which outlines the analysis undertaken and initial conclusions on the strategic and economic case for investment. The report should also provide a set of recommendations for further analysis or assessment work and, if required, identify ways to further strengthen the case for investment and the requirements for a full Outline Business Case.

## 4 Deliverables

- 4.1 The final output of the commission will be a technical report which presents the pedestrian and cycle demand for the route, the user benefits and wider benefits of the preferred options (contained in Old Oak Common Eastern Access Pedestrian and Connection Report, 2021) and a set of recommendations for further analysis or assessment work to strengthen the case for investment and a future Outline Business Case.
- 4.2 The structure of the report is expected to respond to the study as it evolves, and the table of contents is to be agreed with the Consultant in advance of completion and submission of the report. However, the report is expected to include the following as a minimum:
- A. a short inception note identifying a clear set of agreed tasks and outputs.
  - B. the study methodology, including all data used and the sources of the data.
  - C. the model used for assessing the agreed demand scenarios.
  - D. minutes and presentations from any meetings with the client or stakeholders.
  - E. reports (draft and final).
- 4.3 Bidders are requested to propose a detailed programme, which incorporates the events and dates set out in the programme at Section 6.

## 5 Governance and Project Management

- 5.1 The client group comprises:
- OPDC, (Contract Manager)
  - OPDC, Head of Planning Policy
  - OPDC, Director of Planning
- 5.2 In addition to inception, draft and final report stage meetings, the appointed Consultant will be expected to meet with the client team on a fortnightly basis throughout the commission to update the project team on key findings, any new risks/ issues and up-coming milestones.

## 6 Programme and Milestones

- 6.1 The project will be required to commence in **August 2022** and complete the outputs outlined above by **October 2022**.
- 6.2 A summary of the proposed timescales is set out below:

Stage	Item	Deadline
Tender	Invitations to tender	10-Jun
	Deadline for clarification questions	17-Jun
	TfL will respond to all questions received by	24-Jun
	Receipt of submissions by	5-Jul
	Contract Award (Subject to Contract)	19-Jul

Inception	Inception meeting (please hold this date in diaries)	25-Jul
	Inception meeting note (to be issued by Consultant)	29-Jul
Interim findings	Draft report	7-Oct
Conclusion	Final report	31-Oct

*Please note that the Employer reserves the right to change the above dates and timings.*

## **7 Contract Value**

7.1 The OPDC have a budgeted contract value of up to £40k.

# Appendix A – published supporting studies and relevant guidance

- Old Oak Common Eastern Access Pedestrian and Cycle Connection (2021) – refer to separate attachment
- [OPDC Public Realm, Walking and Cycling Strategy \(2017\)](#)
- [OPDC Post Submission Draft Local Plan \(2021\)](#)
- [Old Oak Strategic Transport Modelling Study \(2017\)](#)
- [OPDC Bus Strategy Update \(2021\)](#)
- OPDC Development Capacity Study Update (2021)
- OPDC Infrastructure Delivery Plan (2021)

**ATTACHMENT 2 – CONSULTANT’S PROPOSAL**



































