

SCOTLAND'S TOLLED BRIDGES - TOLL IMPACT STUDY 2006

Introduction

1. The Scottish Executive Enterprise Transport and Lifelong Learning Department wishes to commission a study of the traffic, economic, social and environmental impacts and costs of retaining or removing the tolls from the Tay and Forth bridges.

2. The study will focus on the impacts of the tolls on the economy and local communities in Fife and Dundee; will also examine wider impacts, on the Lothians and nationally; and will follow the principles set out in the Scottish Transport Appraisal Guidance (STAG). It will take account of the outcomes of both phases of the Executive's Tolled Bridges Review, and will include an analysis of any factual evidence in support of retaining or removing the tolls, submitted to Ministers in the course of this study. A call for such evidence from key stakeholders and the public was made on 17 May 2006.

Policy Background

3. Transport is one of our most vital public services. It supports all sectors of the economy, enabling firms to bring business to suppliers, services to customers, and products to markets. It connects people to jobs, shopping, health and leisure. It links family and friends, and students to learning. Through the 2004 Transport White Paper - *Scotland's Future Transport* - and the development of the National Transport Strategy, which is due to be finalised and published later in 2006, Scottish Ministers have set an overall aim to promote economic growth, social inclusion, health and protect our environment through a safe, integrated, effective and efficient transport system.

4. The 2004 White Paper set out five high-level objectives for transport

- Promote economic growth by building, enhancing, managing and maintaining transport services, infrastructure and networks to maximise their efficiency;
- Promote social inclusion by connecting remote and disadvantaged communities and increasing the accessibility of the transport network;
- Protect our environment and improve health by building and investing in public transport and other types of efficient and sustainable transport which minimise emissions and consumption of resources and energy;
- Improve safety of journeys by reducing accidents and enhancing the personal safety of pedestrians, cyclists, drivers, passengers and staff; and
- Improve integration by making journey planning and ticketing easier and working to ensure smooth connection between different forms of transport.

Economy

5. *The Framework for Economic Development in Scotland*¹ (FEDS) is the overarching framework for the Executive's economic development policy. It sets out the Executive's vision - that economic development should raise the quality of life of Scottish people through increasing economic opportunities for all - and highlights sustainable improvements in

¹ <http://www.scottishexecutive.gov.uk/library5/government/fedsm-00.asp> (2004)

productivity as the key to achieving this vision. The importance of a highly developed and effective transport infrastructure is recognised throughout the Framework. A well-developed transport system is central to joining business to business, consumer to business, and ensuring the efficient movement of goods and people to the right places at the right times.

6. *A Smart, Successful Scotland*², our Enterprise Strategy and strategic direction to the Enterprises Networks, expands on many of the priorities set out in FEDS, including entrepreneurial dynamism, skills, innovation and research and development. The importance of good transport connections is stressed throughout, as an enabler for economic growth and as a pre-requisite for achieving integration with the world economy. Specific mention is made of the importance of infrastructure, including transport, investment to the development of competitive places and the transformation of areas suffering from decline.

7. The Executive's *Scottish Planning Policy SPP17 - Planning for Transport*, notes that maintaining and improving transport infrastructure has an important role to play in growing Scotland's economy. The aim of planning policy is to support and accommodate new investment and development in locations accessible by a range of means of transport and which seek to minimise the impact on existing transport networks and the environment. Accessibility issues should be factored into the preparation of development plans and appraisal of planning applications from the outset, and proposals for development and regeneration should support and build upon the capacity of the transport network, giving greater weight to locations able to be well integrated into effective networks for walking, cycling and public transport and highlighting where new major transport infrastructure and services are required.

Environment

8. The Scottish Executive published *Changing Our Ways: Scotland's Climate Change Programme*³ in March 2006. This strengthens the original Programme, published in November 2000, and represents a stepping up of the Executive's ambition and action to tackle climate change. For the first time, it quantifies Scotland's equitable contribution to UK climate change commitments in carbon terms - the Scottish Share. Furthermore, it sets an ambitious Scottish Target to exceed the Scottish Share by 1 million tonnes of carbon savings in 2010. In addition to outlining the Executive's response on the mitigation side, it also outlines action being taken to ensure Scotland is prepared for the unavoidable impacts climate change will bring.

9. The UK Air Quality Strategy sets out the short to medium term policy framework for air quality in Scotland and the rest of the UK. The Strategy also sets air quality objectives for nine key pollutants. For seven of these pollutants (particles, nitrogen dioxide, carbon monoxide, benzene, 1,3 butadiene, lead and sulphur dioxide) local authorities are charged with the task of working towards the objectives in a cost effective way. Scotland currently has ten Air Quality Management Areas (AQMAs) in place. These include AQMAs in Dundee, Perth and Edinburgh. Edinburgh and Dundee have been declared on the basis of transport related nitrogen dioxide and Perth has declared on the basis of transport related nitrogen dioxide and particles.

² <http://www.scotland.gov.uk/Resource/Doc/26800/0027981.pdf>

³ <http://www.scotland.gov.uk/Publications/2006/03/30091039/0>

Social Inclusion

10. Our *Closing the Opportunity Gap*⁴ approach aims to prevent individuals and families from falling into poverty; provide routes out of poverty for individuals and families; and sustain individuals and families in a lifestyle free from poverty. There are six Closing the Opportunity Gap objectives, and transport can make a particularly strong contribution to three of these: on employability, regeneration and rural disadvantage. There are 10 targets within the overall objectives, a number of which have links to transport. Recently published guidance on developing Regional Transport Strategies and Local Transport Strategies also emphasises the importance of tackling social inclusion issues across Scotland.

Tolled Bridges Review

11. In 2003, the Scottish Executive's Partnership Agreement included a commitment to "*improve access for our rural communities by reviewing existing bridge tolls in Scotland and entering into negotiations with a view to ending the discredited toll regime for the Skye Bridge*". Phase One of the Tolled Bridges Review included an examination of the impact of the existing tolling structures, and the way in which potential changes to tolls could help achieve the Scottish Executive's environmental and economic objectives of reducing pollution and congestion. The outcomes of the Phase One Review were announced by Ministers on 21 December 2004, and the Skye Bridge tolls ended on that day. The Phase One Report was published in December 2004 and is available at:

<http://www.scotland.gov.uk/Publications/2004/12/20446/48981>

12. Phase Two included an examination of the broader issues relating to the management, operation and maintenance of the remaining tolled bridges. The Executive's aim for the tolled bridges is to strike an effective balance between addressing access, managing demand (if this is required), ensuring efficient use of the associated road and public transport networks, and funding the ongoing maintenance requirements of the bridge. On 1 March 2006 the Minister for Transport, Tavish Scott, announced to the Scottish Parliament the outcomes of the Tolled Bridges Review Phase Two. This announcement included the fact that tolling would end at the Erskine Bridge from 31 March 2006.

13. However, Ministers took the decision that tolling should continue at the remaining two bridges. At the Tay Bridge, the primary reason for retaining the tolls was to meet the loan debt associated with the construction costs of the Bridge, which have not yet been fully recovered. In addition, traffic modelling has indicated that the removal of tolls would cause increased traffic and congestion in Dundee city centre, exacerbating the air quality problems in the Air Quality Management Area. At the Forth Road Bridge, the primary reason for retaining the tolls is to manage traffic demand. The bridge runs at capacity at peak times, peaks are spreading, and there are severe congestion problems associated with the bridge. In both cases toll income funds the maintenance and upkeep of the bridges, and thus their availability to users.

14. The Phase Two Report was published in March 2006 and is available at:

<http://www.scotland.gov.uk/Publications/2006/03/06160215/0>

⁴ <http://www.scotland.gov.uk/closingtheopportunitygap>

15. The detailed results of the traffic modelling work carried out in support of the Review, and which informed Ministers' decisions on the bridge tolls, are available on the Transport Model for Scotland (TMfS) website at <http://www.tmfs.org.uk>.

Toll Impact Study

16. Since the announcement on 1 March there have been calls for the tolls on Tay and Forth Road Bridges to end. A number of commentators and organisations argue that the continuation of tolling is unfair, and represents a barrier to economic development and social inclusion in the east of Scotland, and to people and businesses in Fife and Dundee in particular. The Scottish Parliament has also sought to consider the impact of tolls further.

17. While Ministers remain committed to the outcomes of the Review, they understand the concerns expressed by Parliament. On 30 March 2006, following a debate on bridge tolls, the Parliament agreed:

That the Parliament notes the responses, analysis and conclusions set out in the recent consultation and review of Scotland's tolled bridges, including the Tay Road Bridge Joint Board's response; notes the bridges review met all of the Board's requests, and recommends an examination of the economic, social and environmental impact and cost of retaining or removing the tolls from the Tay and Forth bridges, on Fife and Dundee, the proposals for which will be reported on as soon as possible

18. The Minister for Transport confirmed the nature of this examination in response to a Parliamentary Question (S2W-25967) on 17 May, and stated that the study will have two main strands. The first is to engage independent consultants to carry out a detailed study of the economic, social and environmental costs and impacts of retaining or removing the Tay and Forth tolls. That study will be informed by earlier work on the Tolled Bridges Review, and will follow the principles set out in the Scottish Transport Appraisal Guidance (STAG) for conducting economic, environmental and social impact assessments.

19. In parallel, interested parties have been invited to submit to the Scottish Executive any factual evidence in support of the retention or removal of tolls from the bridges. While this is an open invitation, letters were sent to around 180 individuals and organisations on 1 June. Recipients included all MSPs, relevant local authorities, regional transport partnerships, bridge authorities, non government organisations, motoring organisations and public transport representatives. The closing date for these submissions is 17 August 2006.

Aims and Objectives

20. The aim of the Toll Impact Study is to assess and therefore understand the traffic, economic, social and environmental impacts of retaining or removing the tolls from the Tay and Forth Road Bridges. The study will focus on the impacts of the tolls on traffic, as well as on the economy and local communities in Fife and Dundee, and will examine wider impacts, on the Lothians and nationally. The bridges will be considered separately i.e. the study will include assessments of the impacts of retaining and removing the tolls on the Forth, and retaining and removing the tolls on the Tay.

21. The objectives of the study are to:

21.1 Provide an assessment, in relation to the aim of the Study, of the submissions received by the Scottish Executive in response to the Minister for Transport's call for evidence on 17 May; and

21.2 Provide an assessment, in relation to the aim of the Study, of the traffic, economic, environmental and social impacts of retaining and removing the bridge tolls from one or both bridges.

22. The study will address the immediate, short to medium term and, where possible, long term impacts of each of the tolling scenarios. In this context, the successful contractor will have reference to the work carried out in the Tolloed Bridges Review, in which traffic was modelled for the years 2002, 2006 and 2011 using the Transport Model for Scotland (TMfS) as the core strategic, multi-modal model. Whilst the version of TMfS used to inform the Tolloed Bridges Review (Phase 1 and Phase 2) had a base year of 2002, the TMfS is currently undergoing a series of enhancements including re-basing the model to a base year of 2005, such that it reflects 2005 levels of travel demand.

23. As a priority, the study will build on and, as appropriate, update the modelling work undertaken in the Tolloed Bridges Review. It will include an assessment of congestion, queue lengths, journey reliability and delays, wider network effects and any other relevant transport issues. This may include a high level reference to safety issues if relevant. Where possible these effects should be costed.

24. The study should identify groups, businesses and freight operators, and communities that are significant users or potential users of the bridges and or live within the vicinity of the bridges. Groups may include but are not limited to: people accessing employment or education opportunities, people accessing health care and leisure, tourists, low income and shift workers, and people living in deprived areas. The study should assess:

- Whether and how these groups would be affected by the traffic issues described above.
- Whether and how these groups are affected by the costs of the tolls.

25. The study will take account of the existing Economic Development Strategies and Action Plans of Tayside Local Economic Forum, Fife Local Economic Forum, and Edinburgh and Lothians Local Economic Forum and how the tolls may relate to the likely success of these strategies.

26. The study should also consider and report on a number of environmental issues. These should include how retaining or removing the tolls could impact on local air quality and emissions of greenhouse gases. Changes to the tolling regime are most likely to have an environmental impact if they change the number of vehicle kilometres travelled, divert traffic away or towards areas of poor air quality or increase/decrease levels of congestion. Changes to the tolls could, for example, encourage new, additional or longer journeys, or could increase congestion, affecting emissions of greenhouse gases. In particular, changes to the tolls which increase traffic levels or congestion in areas of poor air quality could have a detrimental effect on progress to achieve air quality objectives.

27. It is not the aim of the study to examine or assess the merits of the crossings as such, or the case for possible additional crossings in the future.

Methodology

28. This is a wide ranging study and it is likely that a number of different methodologies will be employed.

29. Scottish Transport Appraisal Guidance (STAG)⁵ is an aid to transport planners and decision makers in the development of transport policies, plans, programmes and projects. The Guidance provides a comprehensive source of advice on all aspects of the planning process. This research is not intended to take the form of a full STAG based appraisal but the methodology used should be compliant with STAG.⁶ Consultants will be required to follow the principles set out in STAG for conducting economic, environmental and social impacts to complete the study. In particular, the economic impact analysis should incorporate the STAG approaches of Economic Activity and Location Impact (EALI) and Transport Economic Efficiency (TEE) analyses.

30. The Transport Model for Scotland (TMfS)⁷ is a multi-modal demand and assignment model, with an interactive land use model - TELMoS - which covers 95% of Scotland's population, including the areas immediately served by the Forth and Tay bridges. It will be the primary tool used in this research to obtain information on the traffic effects of the tolls. The outputs of the model should be interpreted, analysed and presented by consultants in a user-friendly format as part of the outputs of the study. The limitations of and assumptions used in traffic modelling should be made clear in the report.

31. As noted earlier, the TMfS is currently undergoing a series of enhancements one of which includes re-basing the model to 2005 levels of travel demand. It is anticipated that the 2005 re-based version of TMfS will be used to inform this study, as it represents the latest version of the model and provides the tool with the most up to date travel demand dataset for application on the study. However, at this stage it is unknown whether there will be significant differences between the model outputs from the previous and re-based model versions.

32. Therefore to ensure consistency with the previous phases of the Tolloed Bridges Review there will be requirement to compare output from the re-based 2005 version of TMfS with the respective output from the previous (2002) version of TMfS, including the forecast years of 2006 and 2011. This may also require further sensitivity testing to investigate any potential significant differences between the model versions, and will require to be clearly understood, interpreted and reported on as an integral part of the study.

⁵ <http://www.scot-tag.org.uk/>

⁶ Contractors should have, or be in a position to develop, a strong understanding of the STAG principles and approach. The study will also follow the principles set out in the Green Book, with which STAG is compliant.

⁷ <http://www.tmfS.org.uk/>

33. To conduct an assessment of the traffic, economic, social and environmental impacts of the tolls, contractors will be expected to utilise a range of information sources and analysis to support and interpret the main traffic modelling results and analysis. This may include the use of local transport models.

34. Transport Scotland maintains a Paramics microscopic simulation model of the Forth crossing, covering the Forth Road Bridge and the strategic road network forming the approaches to the bridge crossing. This model would require updating to 2005 traffic levels and it is anticipated that this would be undertaken utilising demand cordoned out from the Base 2005 TMfS. The model coverage may also require extension to ensure complete coverage of the immediately adjacent road network directly influenced by the Forth crossing. The model would be made available to the successful consultants for application on the study to assess and report in detail on journey time reliability, levels and extent of queuing, local environmental emissions impacts and local economic appraisals. If the decision was taken not to utilise the available Paramics model, any appropriate alternative methodologies developed for application on the study would be subject to approval by Transport Scotland, to ensure that it could provide for the robust appraisal of journey time reliability, levels and extent of queuing, local environmental emissions impacts and local economic appraisals required under this study.

35. In addition, Dundee City Council maintains a Paramics model of the city centre area including the access ramps to and from the Tay Road Bridge on the northern side of the river crossing. This model would also require updating to 2005 traffic levels in a similar manner to the Forth crossing model. The Tay crossing model would require extending to incorporate the road bridge itself and the southern approach road network accessing the bridge that could potentially be influenced by any proposed toll strategy scenarios tested. This model would also be made available to the successful consultants for application on the study. If the decision was taken not to utilise the available Paramics model, any appropriate alternative methodologies proposed for application on the study would be subject to approval by Transport Scotland, to ensure that it could provide for the robust appraisal of journey time reliability, levels and extent of queuing, local environmental emissions impacts and local economic appraisals.

36. It is expected that, irrespective of the methodologies adopted to assess the detailed requirements of the study, this would require to utilise the forecast demand to be cordoned out from the 2005 TMfS, for the relevant tolling strategies tested using TMfS in future years.

37. The appointed consultant will be expected to consult with the relevant local and bridge authorities, and Regional Transport Partnerships (SESTRAN and TACTRAN), and may also seek to conduct interviews/consultation with local residents, local businesses, bridge users and key stakeholders. The RTPs are currently developing their Regional Transport Strategies, which are to be submitted to Ministers by 31 March 2007. The strategies are to be focused on positive outcomes for public safety, equal opportunities, sustainable development, social inclusion, access to healthcare facilities, and social and economic well-being. Material from the development of these strategies will be available to the successful consultants.

38. The study will also be expected to draw on key reference material and work already undertaken by the Scottish Executive and other key stakeholders. This will include:

- Tolled Bridges Review - Phase One report
- Tolled Bridges Review - Phase Two report

- The Transport White Paper *Scotland's Transport Future* - published 16 June 2004

- Scottish Transport Appraisal Guidance (STAG)

- Developing National Transport Strategy
- Developing Freight Action Plan for Scotland

- Relevant Local & Structure Plans
- Developing Regional Transport Strategies

- Most recent Local Authority Air Quality Reports
- Existing Economic Development Strategies and Action Plans of relevant Local Economic Forums

- Other relevant studies - e.g. - Forth Estuary Transport Authority's Local Transport Strategy; Forth Estuary Transport Authority's Application in Principle for a Road User Charging scheme; Tay Road Bridge Joint Board - Tolling Options Report (Prepared by Hyder Consulting, September 2005); SESTRAN Integrated Transport Corridor Study (SITCOS)

39. However, the research should not be a summary or synthesis of work already undertaken. The study will go beyond this and add value to existing knowledge and research.

40. In considering the environmental impacts of retaining or removing the tolls, analysis will focus on noise and emissions, with the latter considering both ambient air quality and climate change impacts. The environmental analysis will be based largely on quantitative data. The air quality analysis for Phase One looked at expected changes in emissions of nitrogen oxides (NO_x) around the Tay and Forth Bridges for each scenario considered. Further analysis should build on this work and concentration mapping (for NO₂, PM₁₀) should be undertaken as appropriate to assess local air quality impacts. Any analysis of air quality should take account of recent monitoring/modelling work undertaken by the relevant local authorities for the assessment of air quality.

41. The analysis of carbon dioxide emissions from the TMfS used in Phases One and Two of the Bridges Review will be revisited as a result of recalibration of the TMfS. The results should be reviewed and, if appropriate, additional modelling to further assess the impact on carbon dioxide emissions of removing/retaining the tolls should be carried out.

42. The social impact analysis should take account of the Accessibility chapter of STAG and include assessments of community accessibility and comparative accessibility relating to the tolls⁸.

⁸ Key deprived geographic areas can be identified using the Scottish Index of Multiple Deprivation at www.scotland.gov.uk/stats/simd2004

Outputs

43. Key outputs will comprise:

- An inception report setting out the proposed study methodology, timescales, key milestones and risk management
- A report that collates and assesses the factual evidence submitted to the Scottish Executive in support of retaining or removing tolls
- A final report that incorporates the evidence submitted by consultees to the Scottish Executive and the research and analysis undertaken by the consultants,

44. All written reports must be prepared in a clear, accessible and concise manner. We require six (6) hard copies of the final report and also submission in an electronic format compatible with MS Word. Reports should present all data in a clear tabular or graphical format, with appropriate commentary. All data and calculations are to be submitted electronically, in a form compatible with MS Excel. Contractors should be prepared to present their findings to the Scottish Executive.

Timetable

45. This study will be undertaken to a challenging timescale. It is anticipated that the study will commence on 4 September 2006 and the contractor must be in a position to begin the project by that date. The work should be complete by 1 December, with a draft final report submitted to the Scottish Executive by 11 December 2006.

46.

Information redacted under section 30(c) of the Freedom of Information (Scotland) Act 2002

Costs

47. A budget of up to £85,000 (excluding VAT) is available for this work. This must cover liability for all costs including staff costs, attendance at meetings, equipment, access to data, any reimbursement of research participants, travel and subsistence, overheads, and participation in any dissemination of the research that is envisaged in the specification. Payments will be phased and linked to the successful completion of key stages of the research. Tenderers liable for VAT on government-funded research projects should indicate this in their proposal. Full economic cost estimates must be made.

Ownership & Publication of Outputs

48. The ownership of the research material including the final report and any data produced as a result of the research lies with the Scottish Ministers. The research will be published, the date and format of which will be determined by the Executive.

Contract Management

49. The contract will be managed by Joanne Briggs, Scottish Executive Transport Group, Analytical Services Team who will be responsible for the day to day liaison with the contractor, and for agreeing final versions of all research tools and outputs.

Responsibilities of the Contractor

50. The contractor will be responsible for the project design, analysis and preparation of the final report to a standard agreed with the Scottish Executive. Report preparation includes correct insertion of any images, tables or other graphics.

51. The contractor will be expected to attend a small number of advisory group meetings during the contract. The number and timing of these meetings will be agreed with the contractor.

52. Contractors are expected to prepare a minute of each advisory group meeting for agreement by the project manager within five working days, prior to circulation.

53. It is the responsibility of the contractor to ensure that the proposed methodology does not contravene the provisions of the Data Protection Act 1998. Tenders should state:

- Which (if any) professional codes of practice you will follow.
- How you will address any ethical issues that you think are relevant.

Contract Conditions

54. The contract awarded will be governed by the standard contract conditions covering Scottish Executive social research awards (SR/SC/01/2006/FEB), a copy of which is attached.

55. Tenderers should outline potential risks to the successful completion of the project within timescale and budget. These risks may be organisational or specific to the project. Tenderers should describe the risks, state what the likelihood is of their occurrence, describe what steps they will take to reduce that likelihood, and describe what measures they will take if the risks materialise. Risks described should include fire or flood. We would expect risk assessment to be fuller for high value or complex projects.

56. All information submitted in tenders to the Scottish Executive (including the identity of tenderers) may need to be disclosed and/or published by the Scottish Executive under the Freedom of Information (Scotland) Act 2002.

57. If you consider that any of the information included in your tender is commercially confidential, you should only show that information in an Annex to the tender, indicating clearly that you consider it commercially confidential, and explaining (in broad terms) what harm might result from disclosure and/or publication of it and for how long you consider that it will remain commercially confidential. You should be aware that receipt by the Scottish Executive of any material marked “confidential” or equivalent should not be taken to mean that the Scottish Executive accepts any duty of confidentiality by virtue of that marking. Even where you have indicated that you consider some information you have provided to be commercially confidential we may be required to disclose and/or publish it. In such cases the Scottish Executive will first consult you before disclosing and/or publishing the information.

58. If you consider none of the information in your tender to be commercially confidential, please make a statement to that effect.

Submitting a Tender

59. The following information should be included in a response:

- Name of the tenderer(s), status in the company/institution, and name of person for further contact (if different);
- A brief statement detailing an understanding and interpretation of the purpose, specific objectives and scope of the project;
- Details of the proposed methodology and timescale, including dates for the completion of discrete stages of the work as detailed in the specification.
- Details of any potential problems or weaknesses with your proposed approach and how you would seek to address them.
- Curricula vitae of all staff involved, including details of their role, their particular expertise and time input in person days (including, where applicable, staff not yet appointed) and associated management arrangements for the project;
- Details of previous research experience relevant to the current application, both within and outwith the Scottish Executive;
- Contact details for two people who have agreed to be approached to supply references in relation to this work (to be taken up depending on the nature of the competition).
- A clear statement of the tender price and costs under the following subheadings for each stage of the project:
 - Research / management staff costs
 - Equipment and materials
 - Reimbursement of research participants
 - Travelling expenses directly related to the project (including any costs for attendance at meetings)
 - Overheads
 - Any other costs
 - VAT if applicable
 - Total
- Day rates for each member of the project team.
- Details and costs of any work to be sub-contracted, including information on whether the same sub-contractor has been used previously.
- Any information you consider commercially confidential should be included in a separate Annex, explaining what harm might result from its disclosure and for how

long you consider that it will remain commercially confidential. If you consider none of the information in your tender to be commercially confidential, please make a statement to that effect.

- A statement of the ethical issues that are expected to arise in conducting the work and a statement of how these will be addressed.
- Details of approach to quality assurance (including adherence to timescales and the quality of key outputs) and any relevant procedures/ accreditation;
- A risk assessment for the project should be presented in a table similar to the one below, detailing potential risks, likelihood, measures to reduce their likelihood and plans to deal with risks that do materialise.

Issue	Likelihood of Risk (low, medium or high)	Mitigating Action(s)	Recovery Plan

60. The tender document should be signed by the principal researcher(s) and countersigned by a partner of the market research company/consultancy or by the Head of Department of an academic institution, as appropriate.

61. Responses should be based on the information given in the Specification and upon the professional knowledge and expertise of the contractor. Clarification of specific points can, however, be sought by e-mail from **Joanne Briggs at joanne.briggs@scotland.gsi.gov.uk** until 27 July. Anonymised questions and our subsequent response will be forwarded, for information, to all contractors involved in the tendering process.

62. It may be necessary to invite shortlisted contractors to give a short presentation of their proposal before a decision is made.

63. Tenders should be submitted using the e-Procurement system by 2pm on Thursday 10 August.

Criteria for the Evaluation of Tenders

64. Tenders will be assessed for their value-for-money and on the following criteria (relative weightings shown in brackets):

- Understanding of the research brief (10%)
- Research methodology and approach (15%)
- Development of the brief / added value of approach (5%)
- Understanding of, and sensitivity to the policy issues and range of opinions with respect to tolling (15%)
- Size of the team and the capacity to undertake the work in the timeframe specified (15%)
- Experience of staff, including relative inputs from senior staff and management arrangements (10%)

- Knowledge of STAG and ability to undertake and interpret traffic modelling. In particular familiarity with the Transport Model for Scotland (15%)
- Quality control mechanisms (5%)
- Approach to risk management (10%)

65. Tenderers should be aware that if a tender is judged unsatisfactory on any of the criteria listed above, it may be ruled out of further consideration.