

Introductory Notes for Planning Authorities

1. The following generic brief provides a basis for Planning Authorities to procure consultancy services for the preparation and development of an Area Based Transport Assessment, Parts 1 to 6, as structured in “ABTA *How to Guide Guidance Document Pilot Methodology*” issued by the National Transport Authority (NTA) and Transport Infrastructure Ireland (TII);
2. This generic brief does not purport to be exhaustive and Planning Authorities should add or delete items based on the context for the ABTA;
3. This generic brief should be read in conjunction with other examples, including any provided by the Overseeing Organisation, so that Planning Authorities can satisfy themselves that they are availing of good practice;
4. Items highlighted in yellow require special attention and input from the Planning Authority;
5. Items highlighted in blue represent suggested text for the input fields options, the Planning Authority should review these to ensure they are content with the suggested text; and
6. To ensure the proposed ABTA is appropriate for its intended usage, the Planning Authority should first establish the type and scale of plans that it is intended to support, i.e. Development Plan, Local Area Plan or a Local Transport Plan.

Tender for the Provision of Consultancy Services as defined in the Multi-Party Framework Agreements(s) for [Project Title] – Area Based Transport Assessments (ABTA)

Prepared By: [Planning Authority]

Service Requirements to the Form of Tender and Schedule.

[Date]

For the preparation of Local Transport Plans associated with the preparation of Statutory Plans



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1. Project

1.1 Introduction

An Area Based Transport Assessment is one of a number of complementary assessment processes used in the preparation of local area plans, planning schemes (such as SDZs), and Masterplans. The output of an ABTA is a Plan which should guide the transport requirements for the future development of a defined study area and to ensure the assessment of transport demand and its associated impact plays a central role in informing future development proposals.

[Planning Authority] in conjunction with the National Transport Authority (NTA) requires the services of an experienced design team hereby referred to as 'The Consultant', for [Study Area] to inform the preparation of the [Insert Development Plan / Local Area Plan / Transport Plan] hereby referred to as the 'Plan' within this document.

[Insert Introduction Text]

1.2 Study Area Description

[Insert Study Area Description Text]

A map of the study area is included as an appendix to this brief.

1.3 Objectives

[Planning Authority], in conjunction with the NTA, aims to improve the current sustainable transport offering in [insert Study Area]. An Area Based Transport Assessment is to be prepared to inform the preparation of the [Plan] with the primary objective of effective integration of land use and transport planning. The ABTA shall:

- Meeting the planned future travel demand, in the context of the statutory plans informing the future development of the [insert Study Area],
- Provide a vision for the achievement of a reduction in car dependency and shift to sustainable modes of transport.
- Identify policy interventions and infrastructure measures required to enable modal shift including walking, cycling, scooting and public transport and a reduction in the need to travel;
- Create a transport system that is accessible to all;
- Ensure integrated development of all transport modes;
- Identify opportunities for the integration of transport and land use policy proposals
- Enhance quality of life and the attractiveness of the urban environment through high quality landscape and biodiversity interventions;
- Improve road safety and public health;
- Reduce air and noise pollution, greenhouse gas emissions and energy consumption;
- Provide a transport system that supports the economy by connecting to key employment areas and supports the growing population of the [insert study area] and wider environs;
- Promote Safe Routes to Schools; and
- Ensure economic viability, social equity, and environmental quality.]

2. Standards and Requirements

The Consultant shall complete all processes, deliverables and provide all services required by and in accordance with the latest versions of relevant standards, guidelines, regulations, publications and requirements for Public Works Contracts, including NTA, Department of Transport (DoT), Department of Public Expenditure and Reform (DPER), and [Planning Authority] requirements, including but not limited to the following:

- ABTA 'How To' Guide – Pilot Methodology;
- ABTA Advice Note;
- National Planning Framework;
- Strategic Framework for Investment in Land Transport, Department of Transport (DoT) / Future Land Transport Investment Framework;
- Smarter Travel, Department of Transport (DoT) / Draft Sustainable Mobility Policy;
- Department of Transport – Five Cities Demand Management Study
- NTA Project Management Guidelines;
- NTA Project Approval Guidelines;
- NTA National Cycle Manual;
- Design Manual for Urban Roads and Streets (DMURS) Government of Ireland;
- Health, Safety and Welfare at Work Act and Regulations 2013; Local Area Plans Guidelines for Planning Authorities and associated Manual for Local Area Plans;
- The Spatial Planning and National Roads Guidelines for Planning Authorities (DECLG);
- Sustainable Residential Development in Urban Areas (DECLG);
- Planning and Development of Large Scale, Rail Focussed Residential Areas in Dublin (NTA / DECLG);
- Permeability Best Practice Guide (NTA);
- Achieving Effective Workplace Travel Plans, Guidance for Local Authorities (NTA); and
- All relevant TII Publications, Standards, Environmental Standards, Technical.

Documents and Guidelines:

- DPER, The Public Spending Code;
- DPER, Capital Works Management Framework; and
- DTTaS, Common Appraisal Framework (CAF) for Transport Projects.

Programmes and Legislation:

- Safe Routes to School;
- All relevant Local Authorities Development Plans;
- General Data Protection Regulations (GDPR);
- All relevant NTA and Irish standards, guidelines, and policy documents; and
- All relevant Irish and EU Legislation, Regulation and Directives (where transposed into Irish Law).

For any conflict between the standard of service required by the Service Requirements and other relevant standards and requirements, the Consultant shall assume the provision of the higher standard of service. Notwithstanding this, [Planning Authority] shall determine all conflicts and make any decision on whether a provision gives rise to a lesser or higher provision of services, at its sole discretion.

3. Assessment Methodology

The principle elements of the ABTA methodology are set out in Figure 1. A summary of each Part is as follows:

Part 1: Baseline Assessment: establishes the characteristics of the receiving plan area, in terms of transport demand / demand patterns, mode split and infrastructure provision, with practical examples of how this information can be illustrated.

Part 2a: Establish Context for the ABTA: provides guidance on the forecasting of future transport demand and how objectives can be set for an ABTA.

Part 2b: Options Development: methods for identifying potential transport measures are set out.

Part 3: Options Assessment: provides guidance on how to appraise the transport options developed, using the defined transport objectives, with practical examples at the Development Plan and Local Area Plan levels.

Parts 4 & 5: Plan Preparation and Finalisation: provides guidance on the preparation of the ABTA, as supplemental to the Development Plan or Local Area Plan preparation, in particular the establishment of transport policies/objectives and associated steps to finalise the ABTA report.

Part 6: Monitoring and Evaluation: Sets out the requirements relating to monitoring and evaluation of the ABTA plan.

Sections 5 to 10 [delete as appropriate to scope] of this document specify the tasks the Consultant will be required to carry out under [Parts X to X] of the ABTA to deliver the brief.



Figure 1 - Assessment Methodology

4. Project Team Requirements

4.1 Team Structure

The project will be developed with an appropriate project management structure. The Consultant shall provide and maintain a project organogram which clearly defines the roles and responsibilities of all those named, together with contact details for Project Leads, as follows:

1. Project Director
2. Project Manager
3. Peer Review
4. Land Use Planning Lead
5. Transport Planning Lead
6. PSDP.

Supporting Skills;

1. Transport Modelling
2. Transport Engineering
3. Environmental Planning / SEA
4. Consultation and Communications
Liaison
5. GIS
6. Urban Realm
7. Landscape and Biodiversity
8. Mobility Management
9. Graphic Design
10. Quantity Surveyor / Cost Estimates
11. Utilities / Development

[Add or Remove Team Leads as Required]

The Consultant's named Project Leads shall be readily available to attend meetings, visit site and be actively involved with the wider project team activities. Each process and deliverable, either identified in these Service Requirements or defined by [Planning Authority], shall have a named Project Lead as owner.

4.2 Project Manager

The Consultant shall appoint a suitably qualified member of the design team as Project Manager. The Project Manager is responsible for the following actions:

- Construct a detailed project programme and update as required;
- Lead, manage and coordinate the Team on a day-to-day basis to deliver the [Plan] within an agreed programme;
- Attend all meetings;
- Deliver the [Planning Authority] requirements as detailed in this brief;
- Ensure accuracy through validation of traffic, cycling, walking and public transport surveys;
- Develop the plans in accordance with best practice;
- Implement quality assurance in accordance with Chapter 12 of this brief
- Defining formal and informal communication channels;
- Delivery of the Draft and Final Reports;
- Ensuring the communication plan as agreed is implemented;
- Management of stakeholder consultation; and
- Lead presentations and workshops. Include attendance and comprehensive presentations to each [Planning Authority] on [insert number of meetings] occasions.

4.3 XXX [Planning Authority to detail specific requirements of additional roles] – DELETE AS APPROPRIATE

4.4 Meetings and Workshops

The Consultant shall provide a Meeting Schedule which details project and stakeholder meetings, dates, responsibilities and frequencies for each Part of the ABTA, in accordance with ABTA guidelines and as set out in these Service Requirements by [Planning Authority]

It is envisaged that meetings and workshops will be a mix of virtual and office-based meetings at [insert address]. The Consultant shall confirm within their Meeting Schedule the proposed split between virtual and office-based meetings.

Any necessary drawings shall be issued one week prior to any workshop/meeting identified in the Meeting Schedule for all participants of the workshop/meeting.

The Consultants shall prepare and give presentations on each environmental / technical specialty and these shall be delivered by the specialist at each workshop.

Following each workshop, the Consultant shall produce a Workshop Report documenting the findings and feedback of the event, for agreement with [Planning Authority], including the update of relevant project documents and controls.

The Consultant shall include for all expenses associated with facilitating, preparing for, travelling to, and attending meetings/workshops, including the issue of all relevant documentation at each meeting/workshop.

Progress and Steering Meetings

ABTA Part Reference	Number of Meetings	Expected Attendance
Parts 1 to 5	<p>1 Progress Meeting per Month of Programme</p> <p>1 Steering Meeting with NTA per quarter</p>	<p>Progress Meetings: PM & Design Lead, with PD attending as required</p> <p>Steering Meetings with NTA: PD & PM & Design Lead</p>

Workshops

ABTA Part Reference	Workshops	Expected Attendance
Parts 1 to 5	5 no. to be agreed with the NTA	Key project team members

4.5 Project Programme

A programme shall be developed for the ABTA in accordance with relevant standards and requirements. At the beginning of each Part, the programme shall be baselined by the Consultant. The programme shall be submitted to the [Planning Authority] for review. The programme will identify the critical path and outline mitigation measures in your tender.

At each monthly progress meeting the Consultant shall report on current progress versus expected programme and identify the key decisions that are required to maintain progress, for discussion with the [Planning Authority].

A minimum of [insert number] weeks per Part shall be included in the programme for the [Planning Authority] to review all deliverables required. This shall be the minimum timeframe - the exact extent of review time required shall be based on the scale and complexity of the deliverables and agreed in advance with [Planning Authority].

As stated in Chapter 12 (Quality Management) [Planning Authority] may withhold payment for milestones or terminate services if the associated deliverables are not provided in accordance with above requirements (see also Chapter 13 Consultant's Performance and Contract).

5. Baseline Assessment (Part 1)

5.1 Scope

Under Part 1, the Consultant shall gather baseline information to inform the preparation of the ABTA and define the area of influence for [insert Study Area], and the existing travel patterns based on surveys of all modes of travel and available data. The Consultant shall:

1. Collect all available data for [insert Study Area] including existing traffic models, cycle network surveys, walking network surveys, parking strategies, EV charging strategy, public transport plans, local area policies and plans;
2. Define the area of influence for [insert Study Area] and make adjustments where needed to account for physical boundaries or to represent certain land use types and activities. This will also be completed in consultation with the [Planning Authority] planning department;
3. Understand the topography and physical characteristics of [the Study Area];
4. Review collated data in relation to existing transport and land use arrangements within the area of influence. Assemble the existing travel demand including mode split, existing trip patterns, accessibility analysis and transport modelling; The Consultant shall follow the guidance in Appendix A of the ABTA 'How to Guide' on available datasets;
5. Assemble and review relevant existing policies, including national, regional, and local in relation to existing transport and land use arrangements to ensure that all relevant information is collated to enable a robust appraisal of options at later stages of the ABTA process. The consultant shall assess planning requirements and define the geographic scope;
6. Assemble existing transport usage information including available traffic counts, public transport usage figures, pedestrian counts, census information, Census [2016] CSO & POWSCAR data, , EIAs and similar details;
7. Subject to agreement with [Planning Authority] and the NTA (see Section 5.2, below), the consultant shall develop a traffic model based on the [insert relevant model e.g. NTA South East Regional model].

[More information on the NTA's transport modelling tools, including how to access them, is available on the web at <https://www.nationaltransport.ie/planning-and-investment/transport-modelling/>];

8. Subject to agreement with [Planning Authority] and the NTA (see Section 5.2, below), refinement of national / regional traffic models to accurately reflect [the Study Area] may be required to ensure a robust and accurate reflection of the existing and future scenario;
9. If additional public transport, general traffic, cyclist & pedestrian counts are required, the Consultant shall prepare the tender documents for the procurement process and manage the contract. Costs of surveys are to be paid by the [Planning Authority];
10. Assemble a Network Infrastructure Audit, to include all modes, and car parking surveys to inform the [Plan]. Assess the type and scale of trip attractions, develop an understanding of existing travel practices;
11. Summarise the existing opportunities and constraints to land use and transport planning;
12. Consultation is required with identified stakeholders, subject to agreement with [Planning Authority] and may include, Transport Infrastructure Ireland (TII), NTA, CIE, Irish Rail, Local Link operators, Transport Co-ordination units, large employers, other bus and transport providers and the housing and planning section of [Planning Authority], as applicable;
13. Summarise findings of the baseline assessment as a Strength, Weakness, Opportunities and Threats (SWOT) analysis; and
14. All data to be mapped and provided in PDF and AutoCAD /GIS or similar approved. All tabular data gathered to be provided in Excel format. All calculations and formulas to be available in the documentation. The NTA's CAD Standard must be followed, which gives guidance on general requirements, drawing templates, naming conventions and data transfer.

5.2 Traffic Modelling

The extent of modelling required (as well as what models & appraisal tools will be used) are to be agreed with [Planning Authority] and the NTA as part of a model scoping exercise prior to undertaking any Transport modelling. As outlined in Appendix A of the ABTA Methodology Guidelines, where possible and relevant, assessments should utilise the NTA's Regional Modelling System to inform baseline and forecast trip patterns. As part of the scoping and model plan making process, it may be identified that the consultant will be required to build a project specific transport model.

If the development of a transport model (or models) is required:

- The consultant shall gather and assimilate the relevant available traffic survey information relevant to the project, which is available from [Planning Authority], TII and the NTA. Having reviewed all available information, the consultant shall identify any other transport survey or traffic counts (including Junction turning counts, pedestrian and cycle counts and queue length surveys) required to be undertaken. Once identified, and subject to agreement with [Planning Authority] and the NTA during the modelling scoping exercise, traffic survey data is to be collated to inform model development. The Consultant will be responsible for the procurement and management of the data collection process.
- The model will be utilised to test the impacts of various future proposals, network interventions and land use proposals in the Study Area.
- The Consultant will produce a Baseline Assessment Report structured in line with ABTA Methodology Guidance, including a summary of the survey work undertaken, methodology used for data collection, validation of data received and key findings from analysis of survey data.
- Transport model calibration and validation will be undertaken in line with relevant model development guidance and in line with criteria agreed with the NTA during the model scoping stage.
- On completion of the model calibration and validation process, a Model Development Report should be prepared summarising the model development process including model calibration and validation statistics. This Model development report should form an appendix to the "Baseline Assessment Report".

Note: Tenders are asked to include the cost of modelling in their tender sum, outlining what modelling they consider will be required.

5.3 Approval

Prior to commencement of the next Part of the ABTA, approval to proceed should be sought from [Planning Authority] in consultation with the NTA.

6. Establish Context (Part 2a)

6.1 Scope

Part 2a of the process needs to apply the information gathered in Part 1 to determine the principles and objectives of the [Plan] and to forecast change in travel behaviour based on the [Plan] being prepared. This should take account of the longer-term land use forecasts, in addition to policies and objectives, as identified in the National Planning Framework (NPF) and Regional Spatial and Economic Strategy (RSES).

The Consultant shall produce a report for [insert Study Area] that include the following outputs:

1. Identifies the principles and objectives of the [Plan]. SMART (Specific, Measurable, Accurate, Realistic and Timely) objectives should be defined for [insert Study Area];
2. Establishes likely future travel demand using the tools available in the [applicable Transport Model e.g. South East Regional Transport Model];
3. The forecast travel demand¹ based on;
 - i. Existing and projected population levels;
 - ii. Existing and projected employment levels;
 - iii. Existing and projected education places;
 - iv. Existing and projected travel demand / travel patterns;
 - v. Existing and proposed attractions to [insert study area]; and
 - vi. Existing and future mode split objectives.
4. A determination of the future travel demand patterns within [insert Study Area];
5. Divides [insert Study Area] into sectors for the purpose of assessing transport options to service the travel demand patterns. Transport options to include all modes of travel;
6. Defines the key performance indicators; and
7. Data in the following format/s;
 - i. All tabular data gathered provided in Excel format;
 - ii. All calculations and formulas used available within the documentation;
 - iii. All data mapped and provided in PDF and .DWG / MapInfo format.

¹ ABTA Methodology to be used to forecast change in travel behaviour

7. Options Development (Part 2b)

7.1 Scope

Part 2b covers the process of identifying a series of measures which have potential to address the objectives of the ABTA. The Consultant shall provide a report incorporating the following deliverables:

1. Develop a list of options that could contribute to achieving the stated objectives. Report to include:
 - i. A walking network plan;
 - ii. Options development table to include development of a cycle network plan; and
 - iii. A public transport enhancement plan with options for rail [if applicable] and bus.
2. Identify² transport infrastructure for active modes (walking and cycling) as a priority, followed by public transport infrastructure and services, and finally general vehicular traffic, including car and goods vehicles. It is imperative that the deliverability of each option is considered at this early stage, and that no project is proposed which is not practical in terms of constructability and space constraints. The Consultant shall certify that each option is deliverable within the applicable parameters. They shall identify the transport deficiencies in [insert Study Area] in terms of internal travel, different modes and inter-sectoral movement, and define the capacity of the existing transport infrastructure, proposing interventions to service the anticipated travel demand.
3. Review against SWOT analysis from Part 1 and future transport analysis from Part 2a.

7.2 Approval

Prior to commencement of the next Part of the ABTA, approval to proceed should be sought from [Planning Authority] in consultation with the NTA.

² Refer to ABTA Methodology Page 41- 42 for headings to distinguish the potential measures

8. Options Assessment (Part 3)

8.1 Scope

The Consultant shall undertake an assessment of the options identified in Part 2b as follows:

1. Screen options to identify those that do not address identified weakness (for the SWOT analysis);
2. Test the options being considered using the local area traffic model developed for the study area;
3. Implement the three-step assessment process (Screening, Package Options and Multi Criteria Analysis) described in the ABTA Pilot Methodology;
4. Develop proposals to address the deficiencies;
5. Define scale and location of proposal;
6. Identify key connections to transport networks within the surrounding area;
 - i. Highlight potential desire lines, bus set down, public transport hubs and trip attractors;
 - ii. Identify opportunities to provide integration between modes;
 - iii. Identify deficiencies in management and provision of parking.
7. Comparatively evaluate the transport options using an objective-led multi-criteria analysis and determine the optimal transport solutions ensuring each option proposed is realistic and achievable;
8. Identify options which can significantly influence the demand for travel and mode choice. These can include behavioural change options such as school / employment travel plans and parking provision / parking management;
9. Carry out transport modelling of options to assist in the evaluation process, the number of modelling stages to be undertaken is to be agreed with the [Planning Authority];
10. Prepare a comprehensive report for [insert Study Area] detailing the process of identifying the transport deficiencies, establishing the options for evaluation, assessing the relevant alternatives and selecting the preferred options;
11. Development and refinement of the emerging preferred options.

8.2 Approval

Prior to commencement of the next Part of the ABTA, approval to proceed should be sought from [Planning Authority] in consultation with the NTA.

9. Plan Preparation (Part 4)

9.1 Scope

Using the work done in assessing future transport demand and evaluating options to meet that demand, the Consultant shall:

1. Prepare the plan such that it is fit for planning purposes in accordance with relevant Planning and Development Regulations and guidance documents.
2. Develop the overall future transport networks by mode, including in particular:
 - i. Strategic pedestrian routes and zones;
 - ii. Cycling networks;
 - iii. The bus network;
 - iv. The rail network [if applicable];
 - v. The road network (include the function of the roads in the network); and
 - vi. The strategic road network incorporating national roads and key regional roads, with specific consideration given to routes for goods traffic, including HGVs;
3. Prepare text and other visual outputs as necessary to convey the options within the [Plan];
4. Prepare specific objectives and measurable transport indicators and plan for monitoring and evaluation;
5. While developing the transport networks, identify how the networks will interact in a cohesive manner, identify where conflicts may occur and clearly set out the rationale for prioritising one mode over the other to resolve / mitigate against conflict;
6. Identify traffic management measures to determine the most appropriate implementation of the [Plan]. In developing the transport networks, the Consultant shall have regard to work already carried out in relation to:
 - i. Active Travel, including Walking and Cycling Strategy;
 - ii. Existing traffic surveys and transportation studies;
 - iii. Development Plans and Local Area Plans;
 - iv. Urban Regeneration and Development Fund (URDF), Rural Regeneration and Development Fund (RRDF) proposals, Capital Projects; and
 - v. Other land use / transportation studies.
7. Provide a draft [Plan] for public consultation;
8. Provide any existing and future networks included in the draft(s) and final plan, or used to derive the final plan, in GIS format (GeoDatabase) and in .dwg (AutoCAD) with the below requirements:
 - i. Attribution will be a complete description of the network;
 - ii. Preparation of specific objectives to support the delivery of the [Plan];
 - iii. Linework must be accurate and clean;
 - iv. Linework must be a true representation of the final network in the transport strategy report document;
 - v. Versions of linework must be clearly labelled so the path to the final network can be followed;
 - vi. All data to be supplied in ITM projection; and
 - vii. Symbology rules used for the final network image in the transport strategy report must be provided.
9. Identify indicators for all objectives and agree measurable targets;
10. Define mode share ambitions;

11. Identify the cohort of people who can reasonably be targeted for a modal shift to sustainable transport and recommend the most appropriate interventions; and
12. Prepare a report on consultation feedback. This relates to both the stakeholder consultation identified in Part 1 - Baseline Assessment and further consultation as outlined in Chapter 9.6 - Communication Strategy. Subject to agreement with [Planning Authority] this report is to include information from the public consultation undertaken as part of the Draft Development Plan / Local Area Plan preparation (see Section 9.6, below and Sections 7.2.6 and 7.2.7 of the ABTA How-To Guide - Pilot Methodology).

9.2 Supporting Proposals

In developing the [Plan], the Consultant shall identify and recommend complementary measures to support the delivery of the objectives of the overall strategy. This will include analysis of the following areas and the provision of recommendations in these areas for inclusion in the [Plan], subject to updating:

1. Parking provision, to include a parking strategy to encourage appropriate parking only within central cores. Management and parking controls including bicycle parking;
2. Demand management measures;
3. Park & Stride;
4. Intelligent transportation systems;
5. Small public service vehicles;
6. Integration measures between transport modes and transport services;
7. Schools related travel;
8. Workplace related travel; provide a strategy for promoting Mobility Management Plans (MMPs) including plans for overarching / combined plans within business parks, or where there are two or more schools;
9. Bus routes and set down areas;
10. Behavioural change programmes; and
11. General transport related requirements for consideration in planning applications.

9.3 Refinement of Proposed Options

The Consultant shall check that the transport elements associated with the preferred development scenario clearly demonstrate that:

- Connectivity and accessibility to public transport services, walking and cycling networks are safeguarded and provided for;
- Development phasing and the mechanism for transport infrastructure / services delivery, including the financial requirements, are fully considered;
- Road proposals and associated junctions can meet the anticipated level of trip demand pertaining to each mode;
- Where applicable, the strategic national road network will be protected from local car trip generation;
- DMURS (Design Manual for Urban Roads & Streets) is followed in the design process; and
- National Cycle Manual is followed in the design process.

9.4 Strategic Environmental Assessment and Appropriate Assessment

It is expected that the requirement for SEA and AA will be determined by the [Planning Authority] as part of the preparation of the statutory Development Plan / Local Area Plan..

As the [Plan] is to be prepared as a supplemental element to the statutory Development Plan / Local Area Plan rather than as part of a discreet Plan making process, it will not in itself be subject to the requirement for SEA and AA.

9.5 Preparation of Draft [Plan]

The Consultant shall prepare a draft [Plan], which, subject to agreement with [Planning Authority], will coordinate with the preparation of the Draft Development Plan / Draft Local Area Plan (see Sections 7.2.6 and 7.2.7 of the ABTA How-To Guide - Pilot Methodology).

A separate Stakeholder consultation has been undertaken as per Section 5.1 (12) and this shall be updated as required.

As well as setting out the components and networks forming the overall strategy, the document shall also provide a Multi Criteria Analysis of the overall draft [Plan] and shall clearly define the overall benefits of the composite proposals.

The draft [Plan] shall be prepared to a standard that:

1. Is well written and professionally presented, with clear drawings and figures to explain the written text;
2. Is concise and precise in dealing with the various topics required to be addressed in the document, avoiding excessive text;
3. Provides a high quality of visual content including high quality colour graphics showing the key elements of the proposals;
4. Provides a number of 3D visualisations / photomontages at a minimum of [insert number] key locations (to be agreed with [Planning Authority]) showing "before" and "after" strategy implementation images;
5. Comprehensively sets out the overall draft [Plan] and its objectives;
6. Would be expected of a well-resourced, competent and experienced consultant; and
7. Is expected of a well-designed and well-laid out document to be published for public consultation, prepared by a Graphic Designer. All underlying work streams undertaken by the Consultant shall be documented and contained in separate reports supporting the [Plan].

9.6 Communication Strategy

The Consultant shall work with the [Planning Authority] Development Plan Team to prepare supporting material and support the consultation process for the Draft Development Plan / Local Area Plan consultation process and to develop a communications strategy for the [Plan].

The nature of this communications strategy will be governed by the relationship between the [Plan] and the associated statutory plan preparation process. The communications strategy shall clearly define how the Consultants' team shall, as applicable, engage with the [Planning Authority] development plan /local area plan team and selected stakeholders in relation to the proposed [Plan].

As per Section 5.1 (12), if not already done so, the Consultant will identify stakeholders, subject to agreement with [Planning Authority] and undertake liaison and consultation as necessary.

Public Consultation on the proposed [Plan] will be undertaken through the Draft Development Plan/Local Area Plan statutory consultation process. It is expected that the [Plan] will be included as a supporting document.

As applicable, the communication strategy shall support the development and delivery of the [Plan] by:

1. Defining the communications approach and process;
2. Ensuring effective engagement with affected key stakeholders, at all stages, to contribute to and inform design, including local input to the development of the [Plan];
3. Ensuring effective communication with the public and wider stakeholders to ensure they understand the reasons for and benefits of the work;
4. Arranging community surveys to identify issues and collate feedback;
5. Identifying opportunities for integration with wider strategic messaging;
6. Providing consistent and reactive messaging during the scheme;
7. [Providing a virtual public engagement platform and on-line consultation. Public engagement to include walk in consultation for [insert study area]]; and
8. Ensuring the communication strategy is in line with the National Disability Authority's emerging guidance on engaging people with disabilities in policy development and consultation processes.

As the Plan is being prepared as a supporting element to the preparation of a statutory Development Plan / Local Area Plan, following the preparation of the draft [Plan], the Consultant shall support the [Planning Authority] public consultation process as it relates to the draft [Plan] and associated statutory plan.

The purpose of this public consultation shall be to clearly communicate the details of the draft [Plan] in the context of the draft statutory plan and to elicit feedback on any issues or concerns arising, and/or potential opportunities in relation to the proposals.

The Main Public Consultation process shall be directed by the [Planning Authority] development plan / local area plan team and, subject to agreement with the [Planning Authority] may take the form of:

1. Public displays in [insert Study Area], for a period of not less than [insert number] weeks, with the displays to be manned on [insert number] days during the period, at;
 - i. [Location/s to be confirmed by Planning Authority]
2. A presentation to, and briefing of, elected members representing [Planning Authority] Council;
3. An Executive Summary of the draft [Plan] to be prepared for printing purposes and for website mounting;
4. Presentations to business representative organisations, including Chambers of Commerce, Traders Forum, Local Link, Iarnrod Eireann and the IDA in relation to the draft [Plan];
5. Direct briefing and provision of information material to key opinion formers identified by the Consultant in consultation with [Planning Authority].

Subject to agreement with [Planning Authority], the Consultant shall prepare all materials required for the Main Public Consultation. This will include presentation drawings, presentation text, information brochures, handouts, frequently asked questions, exhibition boards, newsletters and presentations.

[Planning Authority] shall be responsible for the costs of any newsletter translation, printing and distribution, subject to the Consultant procuring and managing the appointment of the relevant suppliers on behalf of [Planning Authority] in relation to such cost items.

At the end of the Public Consultation submission period, the Consultant shall prepare a report summarising the public consultation process and listing all submissions received during the Main Public Consultation process. In addition, the Consultant shall prepare appropriate responses to the submissions, in support of the [Planning Authority] development plan / local area plan team.

In addition to the above consultations, the Consultant will be required to continue engagement with key stakeholders during the preparation period of the draft [Plan]. This may involve update briefings to Councillors and/or Council Committees, as well as engaging in meetings where requested by key stakeholders, and providing update information where appropriate. The Consultant shall include for additional briefings.

9.7 Approval

Prior to commencement of the next Part of the ABTA, approval to proceed should be sought from [Planning Authority] in consultation with the NTA.

10. Plan Finalisation (Part 5)

10.1 Scope

Following the conclusion of the Main Public Consultation process, the Consultant shall incorporate any amendments arising from the [Plan] and statutory development plan / local area plan consultation process and shall prepare the final [Plan]. The [Plan] shall prioritise options as short, medium or long-term deliverables for [Planning Authority].

[Insert number] colour printed versions of the final [Plan] shall be provided by the Consultant to the [Planning Authority] along with an electronic copy in both editable and print output formats. Electronic copy should be of a standard suitable for professional printing.

Part 5 will be completed when the [Plan] and associated statutory plan is adopted by the elected members representing [Planning Authority] Council.

11. Health and Safety

The Consultant shall be the Sponsoring Agency appointee under Section 17 of the Safety, Health and Welfare at Work Act 2005 and will undertake and fulfil the role of 'Designer' and the role of 'Project Supervisor Design Process' (PSDP), and the role of 'Health and Safety Coordinator' under the Safety, Health and Welfare at Work (Construction) Regulations 2013 for the duration of the commission.

The Consultant will be aware of their obligations and the obligations of the Sponsoring Agency under the Health and Safety legislation and in particular the Safety, Health and Welfare at Work (Construction) Regulations, 2013.

The Consultant shall apply Safety in Design procedures on the commission and will undertake a hazard analysis and risk assessment of any proposed permanent works resulting from these Service Requirements. The over-riding principle will be to eliminate hazards as far as reasonably practical by designing them out. A Preliminary Health and Safety Report is to be provided.

12. Quality Management

The Consultant shall provide all deliverables to an appropriate high standard of presentation and quality with use of infographics, graphs, and colour schemes in a consistent professional marketing style. For public documents the Consultant shall include for the services of a graphic designer to provide a professional quality.

The Consultant shall provide, maintain and host a file sharing website for the project team members (including NTA, [Planning Authority] and the Consultant) to store and exchange information. The site shall be accessible to all members of the project team, on which all live and finalised documents and drawings will be stored and uploaded in a timely manner, including all documents listed within these Service Requirements. This site shall facilitate review and comment on draft project documentation.

The Consultant shall maintain a Document Register. All documents shall be numbered and filed in accordance with NTA's document management standards and the revision history recorded.

The Consultant shall hand over all data collated or prepared in relation to the project on an annual basis or at end of each Part in digital format. The data shall be presented in electronic format in a coherent file structure, easily readable and searchable.

All relevant project data shall be retained in an electronic format and in a manner such that it is capable of being retrieved in an appropriate timeframe. All hardcopy project data received or produced shall be converted, stored and archived in an electronic format.

The Consultant shall ensure documentation is adequately checked and approved before issue to [Planning Authority]. The Consultant shall provide information on their Quality Assurance / Quality Management System to [Planning Authority].

Documents should be issued with adequate time to allow for [Planning Authority] comments to be considered and incorporated into the final version. [Planning Authority] may withhold payment for milestones or terminate services (see Chapter 13 Consultant's Performance and Contract) if the associated deliverables are not provided in accordance with above requirements.

13. Consultant's Performance and Contract

13.1 Termination of Contract, Phase(s) or service element(s)

The Planning Authority is under no obligation to proceed with any or all Phases or elements of work/services and may decide to terminate the Contract or remove an element of the work/services, at any stage, including for but not limited to the following circumstances:

- Subject to the availability of funding;
- Subject to the approval from the appropriate authorities;
- The project becomes stalled due to planning or other legislative difficulties;
- The Consultant under performs in delivery of services; in line with Section 4.5 and Section 12 above;
- The procurement strategy results in elements of services being removed from the Service Requirements; and
- Any other reason at the sole discretion of the Planning Authority.

