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# NGAURANGA TO AIRPORT CONSULTANT – 988PN

Short Form Contract for Professional Services

Between the NZ Transport Agency and the Consultant

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The Consultant	WSP
Address	21 Queen Street Auckland
Set No	1 of 1

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## Short Form Contract

### The NZ Transport Agency Form of Agreement for Engagement of Consultant

Consultancy Services Contract Number: 988PN

### Mass Transit Corridors/Futureproofing for LRT

For the Delivery of Professional Services to the NZ Transport Agency by the Consultant

This contract is made on the 14 day of June 2017

#### Parties

1. The NZ Transport Agency, a Crown entity, established on 1 August 2008 by Section 93 of the Land Transport Management Act 2003 (the Client).

#### And

2. WSP of Auckland (the Consultant).

#### Background

1. The NZ Transport Agency (Transport Agency) wishes to undertake the works (“the Project”) described in Annexure 1 to this Agreement (“Annexure 1”).
2. The Client and the Consultant have agreed that the Consultant will, on the terms and conditions set out in this Agreement, undertake and provide the Services in respect of the Project.

#### THE PARTIES AGREE as follows:

## 1. AGREEMENT

The term “Agreement” shall include each of the following documents:

- 1.1 This Form of Agreement for Engagement of Consultant, including the Special Conditions set out herein;
- 1.2 The “General Conditions of Contract for Consultancy Services” (CCCS) – August 2009 (“the General Conditions”);
- 1.3 The Services and/or Deliverables as set out in Annexure 1.

## 2. APPENDICES AND SPECIAL CONDITIONS

### 2.1 Appendices

The appendices referred to in the General Conditions are linked to this Form of Agreement for Engagement of Consultant as follows:

Appendix A: Contract Scope	Refer to Annexure 1.
Appendix B: Fees, Expenses and Payment	Refer to Annexure 1.
Appendix C: Client's Representative	Detailed in Annexure 1.
Appendix D: Consultant's Key Personnel	Detailed in Annexure 1.
Appendix E: Sub-Consultants	The parties acknowledge and agree that no part of the Services will be carried out by a Sub-Consultant unless otherwise stated in Annexure 1.
Appendix F: Other Consultants, Other Consultants' insurance, personnel, equipment, facilities, and information supplied by the Client	Where applicable, these are listed in Annexure 1.
Appendix G: Client's Hazard Identification and Notification	These are listed under "Hazards Known to the Client" in Annexure 1.

### 2.2 Health and Safety

Further to Clause 2.10 of the General Conditions – Health and Safety, the parties acknowledge and agree that they will comply with all health and safety requirements set out in the Transport Agency's *Minimum Standard Z/5 – Health & Safety Compliance Notice* (the Minimum Standard). The parties acknowledge the Minimum Standard is deemed to form part of this Agreement. The Client will provide a copy of that Minimum Standard to the Consultant on request.

### 2.3 New Zealand Tax

New Zealand taxes will be added/deducted to/from payments to overseas consultants in accordance with New Zealand current law, in particular:

- Goods and Services Tax (GST);

- Income Tax;
- Non-Resident Contractors Withholding Tax (NRCWT).

## 2.4 Limitation of Liability

Clause 6.2 of the General Conditions – Limitation of Liability, is deleted and replaced with the following:

The maximum aggregate amount payable whether in contract, tort or otherwise, in relation to all claims, damages, liabilities, losses or expenses, under this Agreement will be \$500,000.00.

## 2.5 Duration of Liability

For the purpose of Clause 6.4 of the General Conditions, the Duration of Liability shall be six years from the date of completion of the Services.

## 2.6 Professional Indemnity Insurance

For the purpose of Clause 6.5 of the General Conditions, the Consultant shall take out and maintain Professional Indemnity Insurance as follows:

**i. Amount of Cover:**

The minimum amount of Professional Indemnity Insurance will be the sum of \$500,000.00, with at least one automatic reinstatement of the minimum amount per 12-month period of insurance.

**ii. Period of Cover:**

The Consultant shall maintain the Professional Indemnity Insurance for the duration of the Services and a further period of 6 years from the date of completion of the Services.

## 2.7 Public Liability Insurance

For the purpose of Clause 6.5 of the General Conditions, the Consultant shall take out and maintain Public Liability Insurance as follows:

**i. Amount of Cover:**

The minimum amount of Public Liability will be the sum of \$5,000,000.00.

**ii. Period of Cover:**

The Consultant shall maintain Public Liability Insurance cover until the date of completion of the Services.

## 2.8 Client's Regulatory Function

Further to Clause 12.14 of the General Conditions – Client's Regulatory Functions – is replaced with the following:

The Consultant acknowledges and accepts that the Client is a Crown entity established on 1 August 2008 by Section 93 of the Land Transport Management Act 2003, and has functions and duties that it must exercise under that Act and other Acts. The Consultant acknowledges that the performance of its statutory functions or duties, or the exercise of statutory powers by the Client does not constitute a breach of this Agreement.

## 2.9 Notices

All notices under this Agreement shall be sent to the following addresses by hand, post, email, or to such other addresses as are from time-to-time nominated in writing by the parties:

The NZ Transport Agency  
Transport Agency Highway Manager  
100 Willis Street  
PO Box 5084  
WELLINGTON  
Contract Number: 988PN  
Contract Name: WSP – Mass Transit Corridors and Futureproofing for LRT  
Email: neil.walkerHNO@nzta.govt.nz  
Tel: 04 894 6383

The Consultant:  
Company: WSP  
Name: Tim Cuthbert  
Title: Integrated Transport Planning Lead  
21 Queen Street  
PO Box 3935, Shortland Street  
Auckland  
Email: tim.cuthbert@wsp.com  
Tel: 09 377 9941

### SIGNED for and on behalf of

The NZ Transport Agency by  
Signature: [Redacted]  
Name: CHRIS HUNT  
acting pursuant to delegated authority

### In the presence of a WITNESS

Signature: [Redacted]  
Name: Diane Nelson  
Occupation: Administrator  
Address: 100 Willis St  
Wellington

### SIGNED for and on behalf of

The Consultant by  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### In the presence of a WITNESS

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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# ANNEXURE 1

## Item 1 Client's Representative

The NZ Transport Agency  
Transport Agency Highway Manager  
100 Willis Street  
PO Box 5084  
WELLINGTON

Email: neil.walkerHNO@nzta.govt.nz  
Tel: 04 894 6383

## Item 2 The Consultant

Name: 9(2)(a)  
Title: Integrated Transport Planning Lead  
21 Queen Street  
PO Box 3935, Shortland Street  
Auckland

9(2)(a)

## Item 3 The Project

Work required to test the current assumptions for the mass transit route through the central city and determine the steps that would be needed to futureproof a route for a possible upgrade to light rail transit (LRT) within the Ngauranga to Airport corridor, as part of the LGWM initiative.

### Key Personnel

- 9(2)(a)
- 
- 
- 

### Outputs/Deliverables

The outputs of this work should be:

- Technical notes and a summary report outlining the investigations undertaken and the recommendations.
- Technical advice to the LGWM team.

## \*Item 4 Fees, Expenses and Payment

### Schedule (exclusive of GST)

This payment schedule defines the pricing schedule items, which must be separately priced by the Consultant, and the terms of their payment. The numbering shown corresponds to the numbering on the Contract Pricing Schedule.

The Client may set a ceiling for expenditure. The Consultant shall allow for the complete disclosure of all items which comprise a priced task if so requested by the Client.

## Item 5 Schedules

### CONTRACT PRICING SCHEDULE

Item	Description	Unit	Rate	Amount
1	Review the assumptions	L.S.	9(2)(b)(ii)	
2	Re-assess the preferred corridor	L.S.		
3	Identify a preferred route for LRT	L.S.		
4	Identify any future-proofing demand for mass transit along the preferred route	L.S.		
5	Advice on future demand for mass transit along the preferred route	L.S.		
6	Project management and stakeholder liaison	L.S.		
7	Disbursements	L.S.		
<b>Total tendered sum (excluding GST)</b>				

### ADDITIONAL SERVICES SCHEDULE

Item	Description	Unit	Rate
1	Team Leader	Hours	9(2)(b)(ii)
2	Public Transport Planner LRT	Hours	
3	Design Engineer / Costings	Hours	
4	Resource Management Planner	Hours	
5	Other(s)	Hours	

## Item 6 Appendices

- WSP – Offer of Service
- Transport Agency Minimum Standard Z/5 – Health and Safety Compliance Notice



# MINIMUM STANDARD Z/5 – HEALTH AND SAFETY COMPLIANCE NOTICE

## 1. SCOPE

This minimum standard applies to any organisation where a contractual relationship exists with NZ Transport Agency (physical works, professional services, Network Outcomes Contracts and suppliers of goods).

<p><b>“Contracted Party”</b></p>	<p>Means the individual/organisation whose tender has been accepted by the Transport Agency and includes the executors, administrators, and successors of the contractor.</p>
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## 2. STATUTORY AND OTHER COMPLIANCE REQUIREMENTS

The Contracted Party must implement processes that:

- meet or exceed the requirements of the current Health and Safety in Employment Act, the draft Health and Safety Reform Bill, its regulations, supporting codes of practice and this *Minimum Standard Z/5*.
- Meet specific requirements specified by relevant industry standards applied by the contract.

## 3. RISK

Suitable and sufficient risk evaluation and risk control implementation processes and procedures should be in place.

The level of detail in a risk assessment should be broadly proportionate to the risk and should:

- Ensure all relevant hazards are addressed
- Address what actually happens in workplace or during work
- Ensure all groups affected are considered taking account of groups who are particularly at risk
- Take into account existing preventative or precautionary measures and identify further measures.
- Meet the Transport Agency's *Minimum Standard Z/44 - Risk Management*

## 4. GENERAL HEALTH & SAFETY MANAGEMENT PLAN (H&SMP) REQUIREMENTS

The Contracted Party must have a H&S Management Plan following the Plan-Do-Check-Act (PDCA) principles which shall include but not be limited to the following:

### **PLAN**

Establish standards for health and safety management based on risk assessment and legal requirements including:

- Health and Safety Policy – appropriate to nature and scale of the organisation's risks, including realistic health and safety targets
- Health & Safety objectives, commitment of the organisation and lines of responsibilities and accountabilities
- Hazard identification, risk assessment and the establishment of the necessary risk reduction or control measures
- Emergency planning and response
- Training and competency requirements
- Induction procedures
- Drug & Alcohol policy
- Subcontractor management
- Accident reporting, recording, investigation, analysis and lessons learnt

### **DO**

Implement plans to achieve objectives and standards

### **CHECK**

Measure progress with plans and compliance with standards including:

- Schedule for Safety Audits and inspections, including management review to ensure continued suitability and effectiveness of the H&SMP
- H&S Committee structure and meetings
- Constant review of risk assessments
- Implementation of remedial or preventative actions following an investigation

### **ACT**

Review against objectives and standards and take appropriate action – continuous improvement including:

- Review effectiveness of the H&SMP and identification of any weaknesses
- Assess whether targets have been met and reasons for any underperformance
- Review level of resources made available
- Timeline for any improvements to be implemented
- Continual improvement means a commitment to improve performance on a proactive continuous basis without waiting for a formal review to take place

## 5. PROJECT SPECIFIC H&SMP REQUIREMENTS

Where a project or contract has significant risk, the Contracted Party will provide a specific H&SMP which reflects and shows evidence of management of the significant project health and safety risks.

If the project or contract is deemed to have minimal risk (e.g. supply of goods) the Contracted Party is not required to complete a project specific H&SMP.

## 6. MINIMUM STANDARDS

- The Contracted Party must provide monthly H&S reporting and incident reporting via the Transport Agency's Reporting Site: <http://nzta-reporting.azurewebsites.net/>
- The Contracted Party, will throughout the contract, report in line with the Transport Agency's minimum standard reporting guidelines. The Contractor must report by the 9<sup>th</sup> of the following month on the project's Health and Safety data, including both the lead and lag indicators of its direct employees and subcontractors/consultants: <http://hip.nzta.govt.nz/technical-information/health-and-safety/reporting>
- The Contracted Party must meet the requirements of the Transport Agency's Safety in Design minimum standard for roading projects: <http://hip.nzta.govt.nz/technical-information/health-and-safety>.
- Utilities : The Contracted Party must meet the requirements of the Transport Agency's Utilities minimum standard : <http://hip.nzta.govt.nz/technical-information/zero-harm-minimum-standards>
- The Contracted Party must meet or exceed Rooding NZs "Guideline for Controlling Reversing Vehicles" and the provisions of the Code of Practice for Temporary Traffic Management.
- The Contracted Party must provide, maintain and enforce the appropriate use of Personal Protective Equipment(PPE) meeting the requirements of the Transport Agency's minimum PPE standard: <http://hip.nzta.govt.nz/technical-information/health-and-safety/personal-protective-equipment>

## 7. MONITORING THE PROJECT SPECIFIC H&SMP

The Contracted Party and the Transport Agency shall monitor conformance with the H&SMP, and the appropriateness of the Health and Safety provisions observed on site, in the circumstances, during every site visit. This shall be done by visual observations, interviews, measurements or other means appropriate for the circumstances. An appropriate record of the findings shall be maintained by both parties and discussed at regular project meetings to check corrective actions are closed out.

The Contracted Parties shall ensure that those undertaking site visits are appropriately trained and competent in terms of Health and Safety, and have a good knowledge of acceptable Health and Safety practices, as applicable to the works being completed.

The monitoring schedule and means of monitoring shall be at the discretion of the Transport Agency.

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Where a project or contract has significant risk, the Contracted Party will provide a specific H&SMP which reflects and shows evidence of management of the significant project health and safety risks.

If the project or contract is deemed to have minimal risk (e.g. supply of goods) the Contracted Party is not required to complete a project specific H&SMP.

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The Contracted Parties shall ensure that those undertaking site visits are appropriately trained and competent in terms of Health and Safety, and have a good knowledge of acceptable Health and Safety practices, as applicable to the works being completed.

The monitoring schedule and means of monitoring shall be at the discretion of the Transport Agency.



Our ref: 201706484-TPT-LTR-SW1 Rev1.docx

Your ref: LGWM

By email  
Sam.Wilkie@nzta.govt.nz

9 June 2017

Confidential

Sam Wilkie  
Client Project Manager  
NZ Transport Agency

Dear Sam

**Mass Transit Corridors and Futureproofing for Light Rail - Clarification of our Offer**

Thanks for confirming that we are the preferred tenderer for the above project- we are really looking forward to working with you.

It was helpful to run through one or two points over the telephone on Wednesday and the purpose of this letter is to provide clarification of our offer prior to the Inception Meeting next week.

#### **Stakeholder Engagement**

We recognise the importance of bringing the stakeholders along with us as we progress the project and our approach will be based around regular and structured engagement. Initially this will involve listening to the views and aspirations of the stakeholder groups including TramsAction, Generation Zero and Fair Intelligent Transport. We will aim to talk with the groups in advance of our first key workshop to allow us to capture any relevant inputs in advance.

To reduce the risk of continually 'going over old ground', at the outset we will clearly articulate to the stakeholders the purpose of the project, our programme and the key milestones. We have found through our recent experience on similar PBC and CMP projects for the Agency this helps keep the project moving. Derek McCoy supported by Tim and Risto will lead the engagement activities. We will propose a schedule of meetings with stakeholders at the Inception Meeting.

#### **Working with your Team**

We confirm that members of our team would welcome the opportunity to work in co-location with the client during certain phases of the project including the data collation phase and on the run on to workshops. We would also encourage client participation in our site visits. You mentioned that there may be space in the Alliance office and we are flexible to use this location should this be your

Level 9, Zurich House  
21 Queen Street  
Auckland 1010  
PO Box 3935  
Shortland Street, Auckland 1140

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preference. At the Inception meeting we suggest that we agree a revised programme setting out the indicative dates for us to be working in co-location.

**Resources**

Table C2 of our Proposal provides an indicative allocation of time by team Member. Based on our discussion we have made some minor adjustments to allow greater flexibility for our Team Leader to be involved in more meetings. We also confirm that our Team Leader will be available in person to lead the key meetings and interface with the Governance Group.

WORK PHASE	INDICATIVE COMMITMENT					Total
	9(2)(a)			Others		
Review the assumptions	5	15	15	5	10	50
Re-assess the preferred corridor	20	25	15	20	20	100
Identify a preferred route for LRT	15	20	15	5	20	75
Future-proofing assessment of preferred route	5	20	15		15	55
Advice on future demand of preferred route	5	15	10	5		35
Project Management and stakeholder liaison	40	10	10	10		70
<b>Total indicative hours</b>	<b>90</b>	<b>105</b>	<b>80</b>	<b>45</b>	<b>65</b>	<b>385</b>

Regarding the other members of our teams I can confirm that the following colleagues will contribute to the project:

- 9(2)(a) Transport Engineer - supporting corridor assessments
- 9(2)(a) Transport Planner - supporting analysis and workshops
- 9(2)(a) Senior Civil Engineer - supporting engineering considerations

We are also able to tap into the knowledge and expertise of 9(2)(a) who is our Light Rail lead for the Australia/New Zealand region and Ian Fones who leads our Transport Infrastructure team in New Zealand.

**Advise on Future Demand for Mass Transit**

We acknowledge that the focus of this task to identify the trigger points that would drive the need to upgrade the mass transit corridor from BRT to LRT and confirm that we will adjust our approach to cover this requirement.



**Fees**

We confirm that the rates we have quoted are in line with those that we have used for additional services on other recent projects for NZTA. However, we recognise that the Agency is looking for savings where possible and therefore suggest that for any significant additional work (say more than 15 hours) we will agree a fixed fee.

I trust that this response provides the further clarification required but please do not hesitate to get in touch if you would like to discuss anything further.

Yours sincerely

9(2)(a)



Integrated Transport Planning Lead, New Zealand

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NZ TRANSPORT AGENCY  
Request for Proposal



# MASS TRANSIT CORRIDORS AND FUTUREPROOFING FOR LIGHT RAIL

MAY 2017



## SERVICE PROPOSAL

WSP New Zealand Ltd  
Level 9, Zurich House  
21 Queen Street  
Auckland 1010  
PO Box 3935  
Shortland Street, Auckland 1140

Tel: +64 9 377 9941  
Fax: +64 9 377 9946  
[www.wsp.com](http://www.wsp.com)





Request for Proposal

# MASS TRANSIT CORRIDORS AND FUTUREPROOFING FOR LIGHT RAIL

## NON-PRICE ATTRIBUTES

PREPARED FOR  
CLIENT

NZ Transport Agency  
Wellington Regional Office  
Level 5, The Majestic Centre, 100 Willis Street  
Lambton Quay  
Wellington 6145

TENDERER

WSP PB New Zealand Limited  
Company No. 308350

REGISTERED ADDRESS

Level 9, Zurich House  
21 Queen Street  
Auckland 1010  
PO Box 3935  
Shortland Street, Auckland 1140

Tel: +64 9 377 9941  
Fax: +64 9 377 9946

WSP CONTACT

9(2)(a)  
Regional Director - New Zealand  
+64 9 9185167  
McCoyDe@pbworld.com

	NAME	DATE	SIGNATURE
Prepared by:	9(2)(a)	26 May 2017	9(2)(a)
Reviewed by:		26 May 2017	
Approved by:		26 May 2017	

Filename: Draft\_Proposal Final.docx

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Our ref: 201708464

Your ref: LGWM

By email  
Sam.Wilkie@nzta.govt.nz

26 May 2017

Confidential

Sam Wilkie  
Client Project Manager  
NZ Transport Agency

Dear Sam

**Mass Transit Corridors and Futureproofing for Light Rail**

We have pleasure in providing our tender submission for the above contract. The WSP team will be supported by Boffa Miskell as planners and environmental specialists.

For this commission we are offering a very experienced team that is committed to working closely with the Client team and project stakeholders from a local base.

We bring an international perspective and look forward to the prospect of helping you take the mass transit proposals for Wellington a step closer to fruition.

Yours sincerely

9(2)(a)



Integrated Transport Planning Lead, New Zealand

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21 Queen Street  
Auckland 1010  
PO Box 3935  
Shortland Street, Auckland 1140

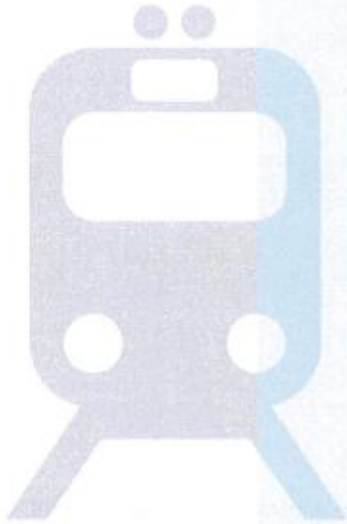
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- Appendix B CVs of Key Personnel
- Appendix C Time and Resource Schedule
- Appendix D Other contract documents



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# 1 RELEVANT EXPERIENCE & TRACK RECORD

## TURKU TRAMWAY SYSTEM



Description	Planning and Design of Turku's Tramway System, City of Turku, Finland.
Client Referees	9(2)(a)
Contract details	<p>Contract Value: 9(2)(b)(ii) Type of contract: Lump sum professional services;          Subs: Ramboll Finland (15%) Reporting and Quality Management, TTK GmbH/Germany (15%) Open Track Simulation and LRT Expertise in Central Europe;          Currency: January 2013 to February 2015.</p>

## RELEVANCE OF THIS PROJECT

Relevance	<p>WSP's mandate was to design the complete tramway system, conduct impact studies and develop a general plan for the proposed LRT. Assessment of the final plan for Turku's LRT followed a similar approach to the proposal for the Wellington LRT, using an investment appraisal framework that considers objectives, costs and benefits. There were five objectives for the LRT project. Our task was to measure and demonstrate how the final plan met these objectives:</p> <ul style="list-style-type: none"> <li>→ Increase the city's competitiveness and growth</li> <li>→ Develop sustainable urban structure</li> <li>→ Create a functional transport system and attractive public transport</li> <li>→ Increase satisfaction and well-being of residents</li> <li>→ Attract economically sustainable investments</li> </ul> <p>The three LRT lines were designed to be as direct as possible. The 32 tram stops will be spaced further apart than current bus routes. Trams will run every 7.5 minutes during peaks and the tramway and bus systems will be integrated to enhance inter-connectivity for public transport users. The aim was to make the tramway a competitive alternative to private cars.</p> <p>To assess the effectiveness of the LRT as an option, the 2035 scenario was compared with a 2035 bus rapid transit (BRT) scenario that provides the same transport level service. By 2035, the tramway is expected to significantly enhance the opportunity for adjacent land use, including increased residential and commercial development, attracting over 3,000 more residents than the equivalent BRT system. LRT would also increase daily public transport commuters by 52%, reducing reliance on private car use.</p>
Key Personnel	9(2)(a) Project Director

## AUCKLAND BUS CORRIDOR IMPROVEMENTS



Description	Investigation of Priority Measures to Support High Frequency Bus Services in and around Auckland CBD
Client Referees	9(2)(a)
Contract details	Value: Contract value 9(2)(b) type of contract: Lump sum professional services contract; Currency: Project ran from October 2016 to May 2017.

### RELEVANCE OF THIS PROJECT

Relevance	<p>Auckland faces many similar challenges to Wellington in that it needs to plan and implement a sustainable transport system that responds to the significant projected population and employment growth. LRT is under consideration for the future; in the meantime the existing public transport needs to be systematically improved to increase capacity and to maximise non car mode share to help address growing traffic congestion.</p> <p>In response, Auckland Transport has designed a New Network of bus routes. The purpose of the Bus Corridor Improvements project was to investigate the new routes and to identify the problems and opportunities associated with achieving high frequency, rapid and reliable bus services, both now and in the future.</p> <p>Working closely with the client stakeholders, the WSP team initially completed a 10+ year look ahead of plans and projects that would have a bearing on the corridors concerned. This included the impact of works associated with the City Rail Link and consideration for the location of future LRT lines. The look ahead provided context for the project together with visibility of potentially conflicting initiatives.</p> <p>We then conducted a comprehensive corridor assessment, which involved walking or driving the routes, to observe conditions during peak and off-peak periods, and a detailed analysis of run time variability, passenger loadings and network changes.</p> <p>Taking into consideration the physical characteristics of the corridors and the adjoining constraints, we developed a long list of concept ideas. From a future-proofing perspective these were categorised into short, medium and long term measures. A simple MCA style appraisal framework was developed to appraise the alternatives.</p> <p>The ideas and analysis were discussed through stakeholder workshops facilitated by the WSP team. This culminated in the client choosing a number of options to take forward for detailed design and implementation; either as isolated projects or as part of larger improvements planned or underway. The team continues to assist with the next stage of the project.</p>
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Key Personnel	9(2)(a)	Project Leader: 9(2)(a)	Project Manager
---------------	---------	-------------------------	-----------------

# 2 METHODOLOGY

## 2.1 How we will undertake this project; collaboration and relationships

A robust review of the key assumptions and steps to futureproof a route for possible LRT through Wellington will require close collaboration between our team, the client partners (NZTA and GWRC) and other consultants who have developed the concepts for the project so far. We also appreciate the need to engage with the three stakeholder groups that are involved with the project, to understand their respective views.

Collaboration is at the heart of how we work; our team was a finalist in last year's GEM awards in the teaming up category. Our team of Derek, Risto, Tim and Robert will work in the Client offices, where possible, to build understanding and confidence in the outcomes of the project. We will commit these senior people for a significant period of time throughout the project, by extracting them from their managerial roles in their own organisations. We have met this commitment in previous projects.



## 2.2 Review the Assumptions and Criteria

Our approach will be to challenge and test each of the key assumptions about the project in a constructive manner; our experience is that reviewers need to carefully understand why particular decisions have been made before forming an opinion about them.

Our first step will be to hold an **Inception Meeting**, where the work program will be refined and agreed upon according to the discussion with the Client.

We will then complete a high level review of the most relevant technical and policy documents that are associated with the evolution of the mass transit route to date including, among others the PTSS, IBC, Regional Public Transport Plan and work associated with the LGWM initiative. A summary of the assumptions and evaluation criteria will be prepared as a framework for our independent assessment of whether they are still fit for purpose and any recommendations for change.

During mid-June we will undertake a **site study** which we anticipate will take four to five days. The PT Spine route (and potential alternative corridors) will be walked through, during AM peak and PM peak periods to observe the movement of traffic, buses and people at the busiest periods of the day. We will also review the context of the routes during the off-peak periods including the frontage development, urban realm and streetscape, roadspace allocation and other constraints. Ideally we would encourage the Client to accompany us for at least some of the time as this will help provide deeper insights into current and future planned conditions.

At the end of June we will organise and facilitate a **Workshop** to review the assumptions and evaluation criteria with the stakeholder participants.

We will present our independent review based on our site observations, analyses and experience of successful mass transit projects delivered elsewhere. If we feel that changes should be made to the assumptions or evaluation criteria we will articulate our thinking to the stakeholders for their consideration.

At this stage we anticipate that the following themes will be relevant:

- Transport (all modes Pedestrians, Cyclists, PT, Cars)
- The Wellington City development objectives and issues
- Environmental, Heritage and Amenity considerations

- Relationship to the proposed strategic road network projects – assumptions for the future improvements (time scale)

The primary aim of the workshop will be to confirm with stakeholders the main objectives of the PT Spine and the assessment criteria against which the current option and any subsequent variants should be evaluated.

We will also take the opportunity to understand any broader stakeholder views that are relevant to the project including thoughts on alternative routes

The outputs from the workshop will be summarised in a Technical Note and these will form the basis of our assessment of the preferred corridor and any alternative routes.

### 2.3 Re-assess the preferred corridor

Our team will re-assess the current PT Spines according to the criteria agreed at the workshop. The current preferred corridor will be tested against viable alternatives, using a Multi Criteria Analysis (MCA) assessment framework that we would expect to include

- Project Impacts – Safety, Economics and Environment (including RMA matters)
- Investment Objectives – As developed for the project
- Implementation – Feasibility, Affordability and Stakeholder Perception (acceptability)

The final evaluation framework attributes will be agreed with the client group. We will then undertake a sensibility check on the outputs to moderate the assessment conclusions to ensure they are robust and defensible.

The re-assessment will be presented to the Client in a **review meeting (early July)**.

As part of the meeting we will also set out an agenda for a second Workshop – **New PT Spines in Evolving Wellington**. We suggest the workshop is planned to be held at **the end of July** and is facilitated by our team

In undertaking our assessment we will take the following factors into consideration:

- Transport corridor capacity, taking into account all traffic modes – balancing the capacity between different traffic modes in a sustainable way, clarifying the prioritisation between different modes
- Public transport efficiency, how to deliver cost effective, reliable and attractive public transport spines in a city structure – including for example, the prioritizing methods for PT at intersections the most effective cross-section, and measures to make PT attractive by branding PT infrastructure and creating pleasant cityscape.
- How to stimulate urban re-development and value uplift in adjacent land areas – drawing on our experience of other cities that have chosen to intensify the density of urban structures, to create more lucrative areas for residents and enterprises. According to research, interesting cities attract a creative and skilled workforce which is necessary for a city to succeed in the international competition between cities.

We will continue the assessment after the workshop for any issues that require further consideration.

Our assessment will be documented in a Technical Note that will cover the following aspects

- Definition
- Staging and development
- Costs
- Benefits
- Economic Assessment
- Environmental and Social Assessment

The Technical Note will be presented at a project meeting early August.



## 2.4 Future Conversion to LRT

The preferred route will be investigated to determine whether it is suitable for future conversion to LRT. The technical notes prepared by Opus will be taken into account as part of this exercise, coupled with our own independent assessment. The investigation will be based around the concept plans and will be summarised in a framework using attributes including:

- Minimising adverse effects on land use
- Ability to maximise patronage
- Station requirements
- Potential public realm benefits
- Indicative impact on utilities
- Limiting disruption during and post construction

Our focus will be on identifying any key issues or risks that will have a material impact on the future deliverability of an LRT spine. We will also advise on any alternatives that should be considered to address the issues or minimise the risks.

The findings of our assessment will be documented in a Technical Note with that will be presented to the client in a project meeting in early August.

## 2.5 Future-proofing the preferred route

Our future-proofing assessment will be informed by the earlier stages of the project and will consider the range of future options for mass transit including both BRT and LRT.

We will provide commentary on the design envelope required for each section of the preferred corridor, the consequential planning requirements and any physical future proofing measures. Specialist support will be provided by Boffa Miskell as planners and environmental experts in this regard, who will also advise on any designation requirements.

Looking ahead we will identify whether any proposed interventions in the LGWM would foreclose or impede future mass transit options.

We will also give some consideration to the constructability of the proposals bearing in mind the impact on the travelling public both during the initial construction period and during any subsequent conversion to LRT.

The findings of our assessment will be documented in a Technical Note that will be presented to the client in a project meeting in early August.

The Deliverables will be presented in a project meeting end of August.

## 2.6 Advise on future demand for mass transit along the preferred route

We will provide technical advice to NZTA to guide testing of the LGWM future scenarios. This will be provided after the summary report and all the notes have been finalised, including stakeholder feedback.

Technical advice will include the following analysis of corridor transit demand:

- Analysis of the population catchment for the corridor – using the demographic data; number of people, location, age group, and future population projections.
- Analysis of trip purpose – using GIS data; jobs (number, location), services (location and nature), shops (number, location), facilities for recreational activity.
- Predictions for changing travel behaviour – e.g. individual's travel behaviour will likely become less reliant on timetables, transport level of service characteristics are on the verge of a change (Mobility as a Service, autonomous vehicles), the effects of urbanisation.

The combined analysis will enable the team to create a complete picture of the future travel demand on the LRT corridor. For example, people are making more ad hoc trips, with growing awareness of transit options, and increases in mass transit frequency and convenience. It is anticipated that these changes will result in patronage increases, particularly considering that most LRT trips are made reasons other than commuting.





Source: Trip purpose for all trips in New Zealand (Ministry of Transport, New Zealand Government)

## 2.7 Consultant's programme

The Consultants programme is provided in Appendix A.

## 3 RELEVANT SKILLS

Our key team members are listed below. WSP New Zealand Ltd will be lead the team, and we will employ the services of Boffa Miskell for environmental planning aspects. Our team members are:

- 9(2)(a) [REDACTED] Team leader
- 9(2)(a) [REDACTED] Public transport planner, LRT
- 9(2)(a) [REDACTED] Traffic planner, Design engineer
- 9(2)(a) [REDACTED] Resource management planner

The CVs of key personnel are included in Appendix B.

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## 4 CONTRACT CONDITIONS AND CONTRACT PRICING SCHEDULE

The contract conditions provided with the project brief are acceptable to us; we have no tags or qualifications with our tender. Our contract pricing schedule and additional services schedule for the project is attached in Appendix D. We have assumed that we can invoice monthly for our work on a pro-rata basis.

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# Appendix A

CONSULTANTS PROGRAMME

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# Appendix B

CVS OF KEY PERSONNEL

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# Appendix C

## TIME AND RESOURCE SCHEDULE

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HNO IBC / DBC Consultancy  
Services Panel  
NON-PRICE ATTRIBUTES  
NZ Transport Agency

WSP | Parsons Brinckerhoff  
Project No 201620209

## TIME AND RESOURCE SCHEDULE

WORK PHASE	INDICATIVE COMMITMENT					
	9(2)(a)				Others	Total
Review the assumptions	5	15	15	5	20	60
Re-assess the preferred corridor	20	25	15	20	40	120
Identify a preferred route for LRT	8	20	15	5	40	88
Future-proofing assessment of preferred route	5	20	15		15	55
Advice on future demand of preferred route	5	15	10	5		35
Project Management and stakeholder liaison	20	10	10	10		50
<b>Total indicative hours</b>	<b>63</b>	<b>105</b>	<b>80</b>	<b>45</b>	<b>115</b>	<b>408</b>

HNO IBC / DBC Consultancy  
 Services Panel  
 NON-PRICE ATTRIBUTES  
 NZ Transport Agency

WSP | Parsons Brinckerhoff  
 Project No 201620209



# Appendix D

OTHER CONTRACT DOCUMENTS

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## D.1 CONTRACT PRICING SCHEDULE

ITEM	DESCRIPTION	UNIT	RATE	AMOUNT
1	Review the assumptions	L.S.	9(2)(b)(ii)	
2	Re-assess the preferred corridor	L.S.		
3	Identify a preferred route for LRT	L.S.		
4	Identify any future-proofing demand for mass transit along the preferred route	L.S.		
5	Advice on future demand for mass transit along the preferred route	L.S.		
6	Project management and stakeholder liaison	L.S.		
7	Disbursements	L.S.		
<b>Total tendered sum (excluding GST)</b>				

## D.2 ADDITIONAL SERVICES SCHEDULE

ITEM	DESCRIPTION	UNIT	RATE
1	Team Leader	Hours	9(2)(b)(ii)
2	Public Transport Planner LRT	Hours	
3	Design Engineer / Costings	Hours	
4	Resource Management Planner	Hours	
5	Other(s)	Hours	

HNO IBC / DBC Consultancy  
 Services Panel  
 NON-PRICE ATTRIBUTES  
 NZ Transport Agency

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