Good morning [Redacted], I trust this email finds you well.

[Redacted] is on leave for 2 weeks, in his absence, I am following up on the requirement for Police Officers, to assist at the A96 RSI sites, for either week commencing 23rd September 2019, or 7th October 2019.

It may be getting to be a bit too short notice for 23rd September, as TTROs will have to be submitted very soon. Please will you keep me posted, as to availability for staffing these surveys. Obviously it would be best for us, due to resourcing and travel, to do them Tuesday – Thursday in the same week, but are able to shift this to accommodate your requirements.

Table 1 – RSI and Link Count survey locations ID

<table>
<thead>
<tr>
<th>Site Description</th>
<th>Interview Direction</th>
<th>W/C 23rd Sep 2019</th>
<th>W/C 7th Oct 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>A941 South of Elgin, near Rothes</td>
<td>Northbound</td>
<td>326,900</td>
<td>850,111</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A96 Huntly to Keith</td>
<td>North_Westbound</td>
<td>343,829</td>
<td></td>
</tr>
</tbody>
</table>
Hi [Redacted],

The person I have been dealing with in the police is [Redacted]
[Redacted]

Whilst I am away please contact [Redacted] ([Redacted] or [Redacted] [Redacted] for any liaison in relation to the surveys.

Thanks,

[Redacted]
Transport Planner
Strategic Transport Planning
Hi [Redacted], would you like to send me the correspondence between yourself and the police, so I can follow up on this while you are away?

Given the dealings we’ve had in the past, it is unlikely they will be able to staff the site by the end of September. (We also need at least 2 weeks’ notice for arranging TM & staff etc.)

Kind regards

[Redacted]  
Regional Manager  
Unit H Parkway Point  
Springhill Parkway  
Glasgow Business Park  
Glasgow  
Scotland  
G69 6GA

tel: [Redacted]  
cell: [Redacted]  
web: www.nationwidedatacollection.co.uk<http://www.nationwidedatacollection.co.uk/>  

NDC reserves the right to monitor E-mails in accordance with the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the General Data Protection Regulation 2018.  
Senders of messages shall be taken to consent to the monitoring and recording of e-mails addressed to our employees.

Hi [Redacted],

Thanks for getting the PSS back so promptly. Apologies for the typo, it is for 2019.

I will relay that message to the police.
Hi [Redacted], attached PSS, for this survey. The Services Brief states “September/October 2020” just making sure it is in fact for 2019?

If possible, could you try persuade the police to do all 3 sites in 1 week, as opposed to 1 site a week, like last time.

Kind regards

[Redacted]

Regional Manager
Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA

tel:  [Redacted]
cell:  [Redacted]
web:  www.nationwidedatacollection.co.uk<http://www.nationwidedatacollection.co.uk/>
I have made contact with the police for resourcing the RSIs and they are looking to resource on either w/c 23rd September or w/c 7th October. I will keep you in the loop on anything they come back to me with.

Thanks,

[Redacted]
Transport Planner
Strategic Transport Planning
Transport Strategy and Analysis Directorate
T: [Redacted]
E: [Redacted]

Transport Scotland, Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF

From: [Redacted]
Sent: 30 August 2019 19:18
To: [Redacted]
Subject: RE: A96 Data Collection

Thanks [Redacted], hopefully we can get the police to book us the dates on such short notice.

Kind regards

[Redacted]

Regional Manager
Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA
tel: [Redacted]
cell: [Redacted]
web: www.nationwidedatacollection.co.uk<http://www.nationwidedatacollection.co.uk/>
There has been a change in the timings for this work and the aim is for it to now be undertaken this Autumn (late September/early October). I will send out a services brief for this first thing Monday but thought I would give you a heads up.

Thanks,

[Redacted]
Transport Planner
Strategic Transport Planning
Transport Strategy and Analysis Directorate
T: [Redacted]
E: [Redacted]

From: [Redacted]
Sent: 27 August 2019 15:23
To: [Redacted]
Subject: RE: A96 Data Collection

Thanks for the heads up [Redacted], it will be good to be able to put the plan together nice and early.

Kind regards

[Redacted]

Regional Manager
Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA
tel: [Redacted]
cell: [Redacted]
web: www.nationwidedatacollection.co.uk<http://www.nationwidedatacollection.co.uk/>
In terms of dates we do not require these surveys to be undertaken until March next year – we are getting in touch very early so that we can ensure the surveys happen before the Easter holidays (6th to 17th April). We will make initial contact with Police Scotland in relation to these to allow them to seek resource.

The exact requirements for the brief are currently being firmed up but I thought I would let you know to give you an idea what to expect.

Thanks,

[Redacted]
Transport Planner
Strategic Transport Planning
Transport Strategy and Analysis Directorate
T: [Redacted]
E: [Redacted]

Transport Scotland, Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF
Good day, NDC have been commissioned by Transport Scotland, to carry out Roadside Interviews, at 2 locations on the A96 between Aberdeen & Keith. Please find attached Network access forms, as well as the traffic management drawings. Police offices will be on site during the entire survey.

Let me know if you have any queries.

Kind regards

[Redacted]
Regional Manager

Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA

tel: [Redacted]
cell: [Redacted]
web: www.nationwidedatacollection.co.uk
Note: Before completing this form please read the Conditions of approval for carrying out works on the trunk road network at Appendix A.

SRWR/LA Reference: Traffic Scotland ADF No:

Route: A96 Location of Works: 1.3 miles SE of Keith

Start Eastings/Northings:

<table>
<thead>
<tr>
<th>Easting</th>
<th>Northing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

End Eastings/Northings:

<table>
<thead>
<tr>
<th>Easting</th>
<th>Northing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of the Works:

Roadside Interview survey on behalf of Transport Scotland, to be carried out from 07:00 – 19:00. Traffic management to be in place, at layby, from the night before, to prevent vehicles parking in interview zone. Police officers and banksmen to be on site during the survey.

<table>
<thead>
<tr>
<th>Site</th>
<th>Road No</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Direction</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site 8</td>
<td>A96</td>
<td>57.52955</td>
<td>-2.93966</td>
<td>East</td>
<td>1.3 miles SE of Keith</td>
</tr>
</tbody>
</table>

Timing of the Works – see attached Table 1/17 for restrictions

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>S</th>
<th>M</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 October 2019</td>
<td>21:00</td>
<td>09 October 2019</td>
<td>19:00</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NIGHT</td>
</tr>
</tbody>
</table>

1. Organisation Undertaking the Works

Company Name: Nationwide Data Collection
Company Address: 35 Langlands Place
Contact Name: [Redacted] Email Address: [Redacted]
Contact Telephone: [Redacted] Mobile: [Redacted]

2. Contractor for the Works

Company Name: N/A
Company Address

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Telephone</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

3. Traffic Management Contractor for the Works

<table>
<thead>
<tr>
<th>Company Name</th>
<th>HBS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
<td>34 Burnbrae Road, Shotts, North Lanarkshire, ML7 5DW, Scotland</td>
</tr>
<tr>
<td>Contact Name</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Email Address:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Contact Telephone</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Mobile:</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

4. Site Traffic Liaison Officer (STLO) for the Works

| Name: | [Redacted] |
| Contact Number | [Redacted] |

Proposed Traffic Management for the Works (Tick requirement)

<table>
<thead>
<tr>
<th>Road Closure</th>
<th>Contra-flow</th>
<th>Lane Closure</th>
<th>Mobile Lane Closure</th>
<th>Portable Light Signals</th>
<th>Convoy</th>
<th>Stop/Go</th>
<th>Verge Works</th>
<th>Single Vehicle Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 + 2</td>
<td></td>
<td>2 + 2</td>
<td></td>
<td>2-way</td>
<td></td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Layby Closure</td>
<td>2 + 1</td>
<td>2 + 1</td>
<td></td>
<td>3-way</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>√</td>
<td>1 + 1</td>
<td></td>
<td>4-way</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If portable light signals are required also complete Notification/Application on page 5 of this proforma.

Temporary Traffic Restriction Order Required (Tick requirement)

<table>
<thead>
<tr>
<th>Road Closure</th>
<th>Turning Movement</th>
<th>Contra-flow</th>
<th>50 mph</th>
<th>40mph</th>
<th>30mph</th>
<th>10mph</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 mph</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BEAR Scotland Use Only

Further Info Required:

Events affecting application:

Events affecting application:

Restriction’s to be applied:

JTRC Delay estimate:

Roadspace Approved by Journey Time Reliability Coordinator Signed Print Name Date

Yes NO
Acceptance of Conditions by the Organisation Undertaking the Works

We agree to comply with the conditions and restrictions in respect of this application.

Name: 
Position: 
Signature: 
Date: 

Return of Completed Forms: Completed forms should be returned to the North West Unit Network team as follows:

Journey Time Reliability Coordinator
Bear Scotland
Bear House
Inveralmond Road
Inveralmond Industrial Estate
Perth
PH1 3TW

North East Network Telephone Numbers:
- 03300080519
- 03300080602

Email: networkaccess@bearscoland.co.uk (please update any other email address with this revised address)
<table>
<thead>
<tr>
<th>Route</th>
<th>Section</th>
<th>General Restrictions (Dates Days and Hours)</th>
<th>Additional Restrictions and Comments (Dates Days and Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M90</td>
<td>Bridge of Earn (J9) to Walnut Grove (J11)</td>
<td>Mon – Fri 0630 – 0930 and 1530 – 1930</td>
<td>Sat 1200 – 1930</td>
</tr>
<tr>
<td>M90</td>
<td>Craigend (J10) to Broxden (A9)</td>
<td>Mon – Fri 0630 – 0930 and 1530 – 1930</td>
<td>Sat 1200 – 1930</td>
</tr>
<tr>
<td>A9</td>
<td>Keir Roundabout, Dunblane to Inveralmond Roundabout, Perth</td>
<td>Mon – Fri 0630 – 0930 and 1530 – 1930</td>
<td>Sat 1200 – 1930</td>
</tr>
<tr>
<td>A90</td>
<td>Barnhill, Perth to Swallow Roundabout, Dundee</td>
<td>Mon – Fri 0630 – 0930 and 1530 – 1930</td>
<td>Sat 1200 – 1930</td>
</tr>
<tr>
<td>A90</td>
<td>Swallow Roundabout to Forfar Road Junction, Dundee</td>
<td>Any day 0630 - 1930</td>
<td></td>
</tr>
<tr>
<td>A90</td>
<td>Forfar Road Junction to Forfar bypass B9128 junction</td>
<td>Mon – Fri 0630 – 0930 and 1530 – 1930</td>
<td>Sat 1200 – 1930</td>
</tr>
<tr>
<td>A90</td>
<td>Stonehaven A92 junction to Bridge of Dee Roundabout, Aberdeen</td>
<td>Mon – Fri 0630 – 0930 and 1530 – 1930</td>
<td>Sat 1200 – 1930</td>
</tr>
<tr>
<td>A90</td>
<td>Bridge of Dee</td>
<td>Any day 0630 - 1930</td>
<td></td>
</tr>
<tr>
<td>A90</td>
<td>Bridge of Dee, Aberdeen to A952 junction, Toll of Birness</td>
<td>Mon - Fri 0630 - 0930 and 1530 - 1930</td>
<td></td>
</tr>
<tr>
<td>A90/A96</td>
<td>Haudigan Roundabout, Aberdeen</td>
<td>Any day 0630 - 1930</td>
<td></td>
</tr>
<tr>
<td>A92</td>
<td>Halbeath (Jct 3 M90) to Tay Road Bridge Roundabout</td>
<td>Mon – Fri 0630 – 0930 and 1530 – 1930</td>
<td></td>
</tr>
<tr>
<td>A92/A972</td>
<td>Tay Road Bridge to Forfar Road Junction, Dundee</td>
<td>Any day 0630 - 1930</td>
<td></td>
</tr>
<tr>
<td>A96</td>
<td>Haudigan Roundabout, Aberdeen to George V Avenue Roundabout, Huntly</td>
<td>Mon - Fri 0630 - 0930 and 1530 - 1900</td>
<td></td>
</tr>
<tr>
<td>A96</td>
<td>A98 Roundabout, Fochabers Bypass to Raigmore, Inverness</td>
<td>Mon - Fri 0630 - 0930 and 1530 - 1900</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A - Conditions

1. All traffic management must be designed and implemented in strict accordance with current edition Chapter 8 of the Traffic Signs Manual (2009).
2. A site location plan and drawing(s) of the proposed traffic management arrangements will be provided with the application.
3. Method statement(s) for the work(s) to be carried out will be provided with the application however this may not be required in the case of statutory undertakers, especially during emergency works.
4. Where the work(s) affect road(s) other than the trunk road(s) the applicant will be responsible for all consultation with the relevant Local Authority. A record of the consultation will be provided with the application.
5. The applicant will be responsible for all consultation with the relevant Police force. A record of the consultation will be provided with the application.
6. A minimum notice period of eight weeks will be required for works that require a Temporary Traffic Regulation Order for a road closure, turning movement, contra-flow or speed limit reduction.
7. Applications for emergency work(s) will be treated on their individual merits.
8. Confirmation that network access has been granted will be provided through the issue of a copy of the application form signed by the BEAR Scotland Ltd Journey Time Reliability Coordinator.
9. The traffic management contractor must notify Traffic Scotland 15 minutes prior to placing the first cone of the traffic management for the works and again when all traffic management is removed by telephoning 0131 203 8700 and quoting the unique Traffic Scotland reference number for the work(s) given on the weekly Programme of Intent.
10. For portable light signals the organisation undertaking the work(s) agrees to meet all reasonable costs incurred by BEAR Scotland Ltd in respect of giving emergency attention in the event that the emergency contact(s) cannot be reached or are unable to rectify any fault within 2 hours of the first notification that the signals or associated signing are faulty. It should be noted that BEAR Scotland Ltd and its employees accept no responsibility for any claim(s) or demands which may be brought against it by third parties in any way by virtue of the installation operation or emergency rectification of these signals.
11. Appropriately sized sign(s) must be erected to display the name and telephone number of the organisation undertaking the work(s).
12. The organisation undertaking the work(s) will appoint a Site Traffic Liaison Officer who will be on site throughout the work(s).
13. The organisation undertaking the works will put in place a system for determining the actual delays to the traffic as a result of the traffic management for the works. The system must be robust enough to determine a delay of 10 minutes with an accuracy of plus or minus 2 minutes at all times.
14. BEAR Scotland reserve the right to remove or to have removed any traffic management, if safe to do so, should exceptional circumstances such as a road traffic incident occur.
15. The approval applies only to the date(s) and time(s) stated on the Network Access Form.
16. A copy of the signed Network Access Form must be kept on site and will be shown on demand to any employee of BEAR Scotland Ltd or relevant others.
NOTIFICATION/APPLICATION FOR INSTALLATION OF PORTABLE TRAFFIC SIGNALS

SIGNALS MUST BE VEHICLE ACTUATED UNLESS OTHERWISE AGREED WITH BEAR SCOTLAND

To: BEAR Scotland Limited
Inveralmond Road
Inveralmond Industrial Estate
PERTH
PH1 3TW

(Please note there is a statutory requirement to notify BEAR Scotland of all portable signal installations and it is necessary to obtain approval in writing for those sites, which contain or are near a junction)

1. I (name of applicant) …………………………………………………………………………………………
on behalf of (state firm, address & phone no.) …………………………………………………………………

CONTACT: TEL:

………………………………………………………………………………………………………………
give notice of intention to place and operate portable traffic signals at (state location)
in accordance with the overleaf conditions. The intended dates of operations are:-

2. Start date & time …………………………… Will signals be operational at all times YES/NO
Finish date & time …………………………… If no please state times of operation …………………

3. BEAR Scotland must be notified within 48 hours of signals being removed from carriageway

4. List below two named employees and the signal hire company contacts, (at least one of whom shall be available at any time), who are in the first instance, to be called out at any time by the Police or by BEAR Scotland to rectify signals which are not working or not working properly.

Named Contacts:-

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT ADDRESS &amp; TELEPHONE No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(Employee)………………………………………… Day …………………………………………… Night …………………………………</td>
</tr>
<tr>
<td>(b)</td>
<td>(Employee)………………………………………… Day …………………………………………… Night …………………………………</td>
</tr>
<tr>
<td>(c)</td>
<td>(Signal Company)……………… Day …………………………………………… Night …………………………………</td>
</tr>
</tbody>
</table>

I agree to meet all costs which are incurred by BEAR Scotland in respect of the connection, operation and disconnection of the signals and in respect of giving emergency attention in the event that the “named contacts” cannot be reached or are
unable to rectify any fault within 2 hours of the first notification that the signals or associated signing are faulty.

Address where invoices to be sent if different from above:-

.........................................................................................................................................................................................................................................................................................................................................................................................

Signed ........................................ Date .................... On behalf of  
........................................................................
NOTIFICATION/APPLICATION FOR INSTALLATION OF PORTABLE TRAFFIC SIGNALS

CONDITIONS

1. At least **SEVEN WORKING DAYS NOTICE SHALL BE GIVEN** for all works other than emergency and urgent works. For emergency and urgent works, (e.g. when circumstances arise which could result in immediate danger to the public or serious damage to the road), this notice must be sent **WITHIN TWO HOURS** of work starting.

2. Wherever signal control is to be used at a works site, which contains or is near a **JUNCTION**, two scaled plans showing the proposed temporary site layout must accompany this application. It is a **STATUTORY REQUIREMENT** for the Roads Authority to issue **WRITTEN** site approval **BEFORE** signals are installed, in these instances.

3. **BEAR Scotland must** be notified within 48 hours of signals being removed from carriageway.

4. The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 1994, and all other relevant regulations, directions and technical memoranda.

5. Procedures, layouts and operations shall be in accordance with the “**Safety at Street Works and Road Works – A Code of Practice**” and “**Traffic Signs Manual – Chapter 8**”.

6. The mode of operation of the signals shall be “**Vehicle Actuation**” to the Department of Transport’s booklet “An introduction to the Use of Traffic Actuated Portable Traffic Signals”, (the pink booklet), unless otherwise agreed by the Roads Authority in writing.

7. If an external supply of electricity is required for the operation of the signals a separate application must be made to Scottish Hydro Electric and to the Area Engineer (lighting section) for such a supply.

8. All apparatus whether hired or owned by the user will be subject to a “beck and call” maintenance contract. The user must establish a safe working method of traffic control **within 2 hours** of notification of a fault or defect. See paragraph 3 overleaf.

9. The apparatus must be inspected and tested before delivery to site and the user must satisfy the Roads Authority and Police that the equipment meets all the necessary requirements and that a competent person has made the pre-delivery check.

Further copies of this form may be obtained from:-

**Journey Time Reliability Coordinator**
**BEAR Scotland Limited**
**Inveralmond Road**
**Inveralmond Industrial Estate**
**PERTH**
**PH1 3TW**

Telephone 0330 008 0602
Emergency Tel. No. (outwith normal office hours) 07764 659 888
Hi [Redacted], [Redacted] and [Redacted] have been dealing directly with the police, for staffing the RSI. Attached confirmation email received.

[Redacted] is the main contact at Transport Scotland, dealing with the RSI’s. Attached Task Order from TS, as well as the schedule. Please let me know if you have any queries.

Kind regards

[Redacted]
Regional Manager
Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA

tel:  [Redacted]
cell:  [Redacted]
web:  www.nationwidedatacollection.co.uk

[Redacted],

Do you have written confirmation from Police Scotland that they will be assisting the survey?

Also Transport Scotland had contacted ourselves a month or so ago to say that the roadside interviews had been cancelled? Who at TS have you been in contact with?

Kind regards

[Redacted]
JourneyTime Reliability Coordinator
BEAR Scotland | North East Unit
From: [Redacted]
Sent: 22 September 2019 12:20
To: networkaccess <networkaccess@bearscotland.co.uk>
Subject: Network access request - A96 - Transport Scotland Roadside Interviews

Good day, NDC have been commissioned by Transport Scotland, to carry out Roadside Interviews, at 2 locations on the A96 between Aberdeen & Keith. Please find attached Network access forms, as well as the traffic management drawings. Police offices will be on site during the entire survey.

Let me know if you have any queries.

Kind regards

[Redacted]
Regional Manager
Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA

tel:  +44 (0)1355 221363
cell:  +44 (0) 73 88650032
web: www.nationwidedatacollection.co.uk
From: [Redacted]  
Sent: 19 September 2019 22:13  
To: [Redacted]; [Redacted]  
Subject: FW: update re Police resourcing

[Redacted], [Redacted]  

Apologies for not forwarding this earlier.  
[Redacted] - we will monitor the situation regarding the 9th October.  

Regards  
[Redacted]

From: [Redacted]  
Sent: 14 September 2019 09:42  
To: [Redacted]; [Redacted]  
Cc: [Redacted]  
Subject: RE: Request for update re resourcing of RSI in Aberdeenshire (A96 etc.)  
[OFFICIAL]

Morning  

I have had confirmation that full resourcing is now in place for 24th, 25th 8th and 10th.  

Work ongoing for the 9th.  

Some of the shift have been increased due to the travel time required for the officers.  

Thanks  
[Redacted]

From: [Redacted]  
Sent: 13 September 2019 10:59  
To: [Redacted]  
Cc: [Redacted], [Redacted]; [Redacted], [Redacted]  
Subject: RE: Request for update re resourcing of RSI in Aberdeenshire (A96 etc.)  
[OFFICIAL]

[Redacted],  

[Redacted] is on Annual Leave and the resourcing is being dealt with by our Abnormal Loads Team.  

The member of staff in that office dealing is off today and will be back on Monday however, I have been told by the Ab Loads Team that they believe the resourcing is now in place.
Will confirm by Monday afternoon at the latest.

Regards

[Redacted]
[Redacted]
PC [Redacted]
Trunk Roads Traffic Management
[Redacted]

From: [Redacted]
Sent: 13 September 2019 09:49
To: [Redacted]; [Redacted]
Cc: [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]
Subject: Request for update re resourcing of RSI in Aberdeenshire (A96 etc)

Hi [Redacted]

I understand from PC [Redacted] that you are working on resourcing the roadside interview (RSI) surveys we plan to carry out in the next few weeks. Below is the email we received from [Redacted] on Tuesday. Can you please let me know whether you have been able to fill the afternoon shifts on 24th & 25th September? As you may be aware, the surveys could go ahead with only 2 officers present, but that does not allow any cover for breaks, so we much prefer 3 per shift. If it looks as though you will not be able to fully resource the first 2 surveys, can you please let me know by Monday afternoon?

I will be in the Transport Scotland office until 10:30 (contact details below), then available on [Redacted] or [Redacted]

Regards

[Redacted]

[Redacted]Senior Transport Planner
Strategic Transport Planning
Transport Strategy and Analysis
Transport Scotland
5th Floor, Buchanan House
[Redacted]

From: [Redacted]
Sent: 10 September 2019 12:48
To: [Redacted]; [Redacted]
Cc: [Redacted]; [Redacted]
Subject: RSI A96. [OFFICIAL]

[Redacted]/ [Redacted]
This is the latest from the resourcing team.

Can you have a look and see what you think.

It is possible that the site numbers could be changed but this needs to be confirmed ASAP as depending on where its being resourced from more travel time may be required.

Do you still want to go ahead with these dates? If so we will continue to look for people?

Do you have a cut-off date to cancel if we cannot get people in place?

I am out of the office today and not back for a week (Solheim Cup Duties)

Can you please get you heads together and see what you want to do. Can you then please contact [Redacted] and [Redacted] who can pass on the details to the resourcing team in my absence.

I will let the resourcing team know that the week of the 30th September is a possibility but I think at the moment they will be running with these dates.

Thanks.

[Redacted]

<table>
<thead>
<tr>
<th>Start Time</th>
<th>0600 hrs</th>
<th>1200 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site 7</td>
<td>24th Sept.</td>
<td>3 early confirmed</td>
</tr>
<tr>
<td>Site 12</td>
<td>25th Sept.</td>
<td>3 early confirmed</td>
</tr>
<tr>
<td>Site 11</td>
<td>8th Oct.</td>
<td>8/10 2 early Confirmed</td>
</tr>
<tr>
<td>Site 8</td>
<td>9th Oct.</td>
<td>2 early confirmed</td>
</tr>
<tr>
<td>Site 9</td>
<td>10th Oct.</td>
<td>3 Early confirmed</td>
</tr>
</tbody>
</table>

Constable [Redacted]
[Redacted]
Transport Scotland Liaison Officer
Police Scotland
Road Policing
Barrack Street
Perth
PH1 5SF

Direct Dial - [Redacted]
Works Mobile - [Redacted]
Fax - [Redacted]
Following review of the Proposed Services Submission (A2559243) you are hereby awarded the Task Order to perform the Services identified below. Subject to the following terms and conditions you are hereby required to commence the provision and performance of the Services.

1. Task Order Reference: **TS/MTRIPS/SER/2015/11/24 Task Order 72**
2. Name of Services: **A96 - Roadside Interviews and Automatic Traffic Counts**
3. Description of Services, including the principal elements of work: We detail in this section specific proposals for the performance of the services identified in the services brief in task order **TS/MTRIPS/SER/2015/11/24**

**Surveys**
The following surveys are required:

- Roadside Interviews (RSIs) and associated Link Counts at three locations on/around the A96 set out in **Table 1** and shown in **Figure 1**; and
- Temporary automatic traffic counts (ATCs) at 26 locations set out in **Tables 2-3** and shown in **Figures 2-3**.
Surveys will be undertaken in accordance with the requirements of the Design Manual for Roads and Bridges (DMRB), in particular Volume 12.

### Table 1 – RSI and Link Count survey locations

<table>
<thead>
<tr>
<th>ID</th>
<th>Site Description</th>
<th>Interview Direction</th>
<th>X</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>A941 South of Elgin, near Rothes</td>
<td>Northbound</td>
<td>326,900</td>
<td>850,111</td>
</tr>
<tr>
<td>8</td>
<td>A96 Huntly to Keith</td>
<td>North_Westbound</td>
<td>343,829</td>
<td>849,214</td>
</tr>
<tr>
<td>9</td>
<td>A96 Huntly to A920, near Skares</td>
<td>South_Eastbound</td>
<td>363,670</td>
<td>834,535</td>
</tr>
</tbody>
</table>

### Table 2 – Calibration ATC survey locations

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>X</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A920 - West of Huntly</td>
<td>350,123</td>
<td>840,480</td>
</tr>
<tr>
<td>5</td>
<td>B9022 - NW of Huntly</td>
<td>352,549</td>
<td>842,244</td>
</tr>
<tr>
<td>6</td>
<td>Minor Rd - South of A96 (Huntly)</td>
<td>357,934</td>
<td>833,910</td>
</tr>
<tr>
<td>23</td>
<td>B992 - NE of A96 near Insch</td>
<td>366,379</td>
<td>830,088</td>
</tr>
<tr>
<td>24</td>
<td>Minor Rd - East of Huntly</td>
<td>357,964</td>
<td>835,716</td>
</tr>
<tr>
<td>25</td>
<td>Minor Rd - East of Huntly</td>
<td>356,224</td>
<td>838,052</td>
</tr>
<tr>
<td>26</td>
<td>Minor Rd - South of A96 (Huntly)</td>
<td>355,432</td>
<td>837,355</td>
</tr>
<tr>
<td>27</td>
<td>B992 - NE of Insch</td>
<td>364,830</td>
<td>829,729</td>
</tr>
<tr>
<td>31</td>
<td>A97 - NE of Huntly</td>
<td>355,793</td>
<td>840,730</td>
</tr>
<tr>
<td>32</td>
<td>A944 - West of Alford (EB)</td>
<td>351,743</td>
<td>817,573</td>
</tr>
<tr>
<td>33</td>
<td>A97 - Glenkindie (NB)</td>
<td>339,980</td>
<td>814,743</td>
</tr>
<tr>
<td>34</td>
<td>A97 - South of Rhynie</td>
<td>347,512</td>
<td>822,839</td>
</tr>
<tr>
<td>35</td>
<td>A944 - West of Strathdon</td>
<td>334,245</td>
<td>811,885</td>
</tr>
<tr>
<td>36</td>
<td>B9002 - West of Insch</td>
<td>358,122</td>
<td>829,407</td>
</tr>
<tr>
<td>42</td>
<td>A96 - NE of Insch</td>
<td>364,902</td>
<td>830,381</td>
</tr>
<tr>
<td>46</td>
<td>A97 - South of Huntly</td>
<td>352,235</td>
<td>839,152</td>
</tr>
<tr>
<td>47</td>
<td>A96 - East of Huntly</td>
<td>354,773</td>
<td>838,720</td>
</tr>
<tr>
<td>52</td>
<td>A96 - NW of Huntly</td>
<td>351,539</td>
<td>840,608</td>
</tr>
<tr>
<td>59</td>
<td>A941 South of Elgin, near Rothes - (RSI 7)</td>
<td>326,900</td>
<td>850,111</td>
</tr>
<tr>
<td>ID</td>
<td>Location</td>
<td>X</td>
<td>Y</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>9</td>
<td>A920 - NW of Inverurie</td>
<td>364,889</td>
<td>832,625</td>
</tr>
<tr>
<td>10</td>
<td>Minor Rd - South of Pitmachie</td>
<td>367,005</td>
<td>827,425</td>
</tr>
<tr>
<td>11</td>
<td>B9002 - South of Old Rayne</td>
<td>368,199</td>
<td>825,663</td>
</tr>
<tr>
<td>13</td>
<td>A944 - East of Alford</td>
<td>363,637</td>
<td>812,778</td>
</tr>
<tr>
<td>15</td>
<td>A96 - Huntly</td>
<td>352,513</td>
<td>839,260</td>
</tr>
</tbody>
</table>

Table 3 – Validation ATC survey locations
Figure 1 – RSI and Link Count survey locations
Figure 2 – Calibration ATC survey locations
Figure 3 – Validation ATC survey locations
The maps in Figures 1- are available at: https://drive.google.com/open?id=1d2mcW6tzhCOiSTKur2oz49ZTqrqEoOrVH&usp=sharing

**Survey Requirements**

**Roadside Interviews (RSIs)**

The RSIs should collect sufficient information to establish:

- The traffic volumes at key locations on/around the A96 corridor; and
- The travel patterns and trip purposes of road users travelling on/around the A96 and the origins and destinations of these trips.

A Link Count will be carried out at each RSI site on the day of the survey.

**Automatic Traffic Counts (ATCs)**

Classified ATC data for each direction of travel should be collected at each site recording at least the following vehicle classes:

- Car;
- LGV;
- OGV1;
- OGV2;
- Bus/PCV; and
- Other (e.g. Motorcycle/Bicycle).

ATC data and vehicle speeds are to be reported in 15 minute intervals over a continuous period of two weeks.

**Day/Duration of Survey**

All RSI Surveys will be undertaken on a Tuesday, Wednesday or Thursday in September/October 2019, as agreed with Police Scotland, avoiding school holiday periods, and any other days where flows are unrepresentative of normal conditions. The time period should be 07:00 to 19:00 for RSI Surveys, where possible. ATC surveys at the RSI sites (numbered 59-61 in Table 2) must be timed so that they include the date of the respective RSI survey. All the other ATC surveys should be carried out over a 2 week period between 23rd September and 11th October. The timing of the RSIs and associated Link Counts and ATCs is dependent on the availability of support from Police Scotland.

The date and time of the surveys shall be confirmed and cleared with the appropriate Operating Company, ensuring that the routes are clear of road works. It is the survey company's responsibility to ensure that the survey day is representative of normal conditions, and there are no incidents of any kind that may affect the survey data.

The date(s) of the surveys MUST be confirmed at least 1 day in advance to allow a Transport Scotland representative to arrange a site visit during the survey periods.

**Survey Deliverables**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>A detailed record of any issues encountered during the surveys</td>
<td>3 working days following completion of the survey</td>
</tr>
<tr>
<td>Roadside Interview Surveys Data in MS Excel format including:</td>
<td>15 working days following completion of the surveys.</td>
</tr>
<tr>
<td>• a cover sheet detailing the survey programme, date and times of the surveys, survey method and notes on any incidents and observations that may impact on the results;</td>
<td></td>
</tr>
<tr>
<td>• A site plan and a note of the geographic coordinates of the survey sites; and</td>
<td></td>
</tr>
</tbody>
</table>
Raw and processed data collected at each survey location, together with a ‘non personal’ data set with any Personal Data anonymised.

Automatic Traffic Count data
Raw and processed data in MS Excel format including:
- a cover sheet detailing the survey programme, date and times of the surveys at the site, the survey method and notes on any incidents and observations that may impact on the results;
- a site plan and a note of the geographic coordinates of the survey sites; and
an hourly summary of traffic volumes, vehicle speeds and vehicle classification, in 15 minute intervals, for each day.

4. Estimated value for the Services:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Estimated Value (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Automatic Traffic Counters</td>
<td>£4,649.34</td>
</tr>
<tr>
<td>Roadside Interview Survey, including link counts</td>
<td>£12,261.98</td>
</tr>
<tr>
<td>Estimated Police Expenses</td>
<td>£9,000.00</td>
</tr>
<tr>
<td>Total (exc VAT)</td>
<td>£25,911.32</td>
</tr>
</tbody>
</table>

5. Any other particular scoping requirements: n/a

6. Services to be carried out in accordance with the documents listed below:
   (a) The Framework Agreement for LATIS: Data Collection and Collations Services – Lot 1 - Traffic, Travel and Transport Data concluded between the Employer and Nationwide Data Collection on 15/03/2017
   (b) This Task Order
   (c) Service Brief (Ref A25563477)

7. Commencement Date: September 2019

8. Programme:
   Surveys undertaken in September/October 2019
   Data to be returned 15 working days post survey completion

9. Name of Project Director (Employer) [Redacted]

10. Name of Framework Director (Nationwide Data Collection) [Redacted]

11. Name of Project Manager (Employer) [Redacted]

12. Name of Framework Manager (Nationwide Data Collection) [Redacted]

13. Name of Task Order Manager (Nationwide Data Collection): [Redacted]

Signed on behalf of the Employer [Redacted]
<table>
<thead>
<tr>
<th>RSI ref</th>
<th>Route</th>
<th>Day</th>
<th>Date</th>
<th>LA</th>
<th>X</th>
<th>Y</th>
<th>Lat</th>
<th>Long</th>
<th>Description</th>
<th>Survey Direction</th>
<th>Survey contract or</th>
<th>Streetview image</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>A941</td>
<td>Tues</td>
<td>24-Sep</td>
<td>Mora y</td>
<td>32690</td>
<td>0</td>
<td>85011</td>
<td>57.53521</td>
<td>3.22257</td>
<td>1 mile NW of Rothes, near Aberlour</td>
<td>Northwest</td>
<td>NDC</td>
</tr>
<tr>
<td>8</td>
<td>A96</td>
<td>Weds</td>
<td>09-Oct</td>
<td>Aberdeen</td>
<td>34382</td>
<td>9</td>
<td>84921</td>
<td>57.52957</td>
<td>2.93967</td>
<td>1.3 miles SE of Keith</td>
<td>Northwest</td>
<td>NDC</td>
</tr>
<tr>
<td>9</td>
<td>A96</td>
<td>Thurs</td>
<td>10-Oct</td>
<td>Aberdeen</td>
<td>36372</td>
<td>2</td>
<td>83453</td>
<td>57.39974</td>
<td>2.60530</td>
<td>0.4 miles east of Skares, near Huntly</td>
<td>East</td>
<td>NDC</td>
</tr>
</tbody>
</table>
[Redacted],

Road Side Survey Road Space Ref No’s –

South East of Keith – NE/2019/8449
South East of Huntly – NE/2019/8450

Please note that the TTRO should be displayed prior to closure.

Kind regards

[Redacted]

JourneyTime Reliability Coordinator
BEAR Scotland | North East Unit
Direct Line: [Redacted] Fax: [Redacted] Mob: [Redacted]

Good day, NDC have been commissioned by Transport Scotland, to carry out Roadside Interviews, at 2 locations on the A96 between Aberdeen & Keith. Please find attached Network access forms, as well as the traffic management drawings. Police offices will be on site during the entire survey.

Let me know if you have any queries.

Kind regards

[Redacted]

Regional Manager
Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA
tel: [Redacted]
cell: [Redacted]
Hi All, this is just a follow up email, to ensure all is in place for the two RSI sites next week, 9th & 10th October 2019. Interviews to run from 07:00 – 19:00, please let me know if there are any queries.

Kind regards

[Redacted]
Regional Manager

Unit H Parkway Point
Springhill Parkway
Glasgow Business Park
Glasgow
Scotland
G69 6GA
tel: [Redacted]
cell: [Redacted]