



Attachment 7.5 Statement of Intent and Value for Money Assessments

Statement of Intent (SOI) Form: Minor Improvement						 TRANSPORT SCOTLAND <small>The Scottish Government</small>
1. Scheme Name	Click here to enter Scheme Name.					
2. Scheme ID	Enter Scheme ID.	3. Sol Revision	Revision No.			
4. Work Year	Work Year	5. Work Code	0901 Individual Improvement Schemes	6. Work Type	e.g. Straitening, drainage etc.	
SCHEME LOCATION						
7. Road	Road.	8. Location description	Location Description. E.g. 100m west of Junction 'A' to 150m east on junction 'B'.			
9. Network referencing (from APMS)	Start	Section	Start Section.			
		Chainage	Start chainage.			
	End	Section(s)	Intermediate section(s).			
		Section	End Section.			
		Chainage	End chainage.			
SCHEME DETAILS						
10. Carriageway x Section	Cway X Section.		12. Traffic flow	AADT	% HGV	Year of count
11. Scheme length (m)	Scheme length.			AADT.	%HGV.	Count year.
13. Background	Include (where applicable) the history of scheme, construction records, recent planned maintenance, accident statistics (incl. Common trends), local contentious issues etc.					
14. Defect history	Summarise the unplanned interventions that have been required at this site in the last 3 years.					
15 Traffic management restrictions	Enter details of any TM restrictions. E.g. Narrow carriageway width, Noise sensitive location, access route for schools or critical infrastructure, Abnormal load route Etc					
16. Network Operations equipment affected	<input type="checkbox"/> YES (provide details) <input type="checkbox"/> NO		Enter details of any Net Ops. Equipment.			
17. Other relevant site details	Enter details of any other relevant Engineering or network details that may influence the design or implementation of the works. E.g. Drainage details, Edge of pavement details, VRS, Structures, Environmental factors.					
SCHEME APPRAISAL (i)						
18. Identification of problem	Describe how and why a potential scheme was identified at this site. Summarise relevant condition data held in APMS. State if/how the existing APMS data has been validated or supplemented.					
19. Key objectives of proposed scheme	Refer to Scottish Transport Appraisal Guidance (STAG).					
20. Initial treatment options/ solutions that have been considered to solve the problem	Describe the initial treatment options / solutions identified					
FURTHER INVESTIGATION						

21. Further Investigation required?	<input type="checkbox"/> YES <input type="checkbox"/> NO (GIVE details)	Describe further investigations required.	
22. Scope, intended purpose and cost of any proposed further investigation and design works	Enter details of scope of investigation and design works. E.g. Coring and DCP, utilities investigation, Drainage survey, Design. Add additional rows in necessary.		Cost of I and D
	Indicative Construction cost		
23. Approval to undertake the further investigation works (SOI(i) ONLY) as outlined above	Operating Company representative name	Signature	Date
	Transport Scotland representative name	Signature	Date
SUMMARY OF MAINTENANCE NEED			
24. Summary of findings from further investigation works (if applicable)	Summarise findings of investigation.		
25. Statement of justification for proposed scheme	Based on the above, summarise why the proposed scheme is justified and cross-reference to supporting data (condition, accidents, drainage, defects etc.) all of which must be supplied with the SOI.		
26. Likely consequences of not undertaking proposed works (i.e. "Do Nothing" works option)	Provide an assessment of the risks associated with a "Do Nothing" approach.		
27. Description of "Do Minimum" works option	Description of "Do Minimum" Works .		
28. Description of "Do Something" works option(s)	Description of "Do Something" works.		
29. Scottish Transport Appraisal Guidance (STAG) criteria - describe how the various works options impact upon the following.....			
Environment			
Safety			
Economy			
Integration			
Accessibility & social inclusion			
30. Whole life costing	WLC analysis shall be provided in accordance with S4P3 and Value for Money guidance. All relevant data shall be attached. Allowances for Risk and Uncertainty must be documented.		
PROPOSED WORKS			
31. Works summary	Provide summary of works proposed.		
32. Other schemes that may be affected by this proposal	Include details of opportunities to combine schemes/works (hybridisation).		
33. Sustainable options considered (if scheme is > £50,000)	<input type="checkbox"/> Tick to confirm	Where feasible consideration shall be given to retaining, re-using or recycling existing materials where possible.	
	Comments		

34. Equality Act (EA)	<i>We confirm that barriers to accessibility have been considered and the EA proforma has been signed off for this scheme by both the Operating Company and Transport Scotland</i>		<input type="checkbox"/> Tick to confirm
35. Revised/ Total cost estimate	Year (20__/20__)	Activity (description)	Cost (£)
	Work Year	E.G. Survey work, scheme preparation, Scheme design, site works, supervision, construction.	
	Work Year	E.G. Survey work, scheme preparation, Scheme design, site works, supervision, construction.	
	Work Year	E.G. Survey work, scheme preparation, Scheme design, site works, supervision, construction.	
TOTAL:			
36. Proposed monitoring plan	Outline the key measures of how the success of the scheme will be measured. This may include accident statistics and comparison back to the original Transport Scotland Planning Objectives.		
37. Evaluation plan	Make reference to the First Year Rate of Return or other method used to justify the scheme. Provide proposals on when, and how monitoring will be undertaken.		
38. Approval to undertake patching works as outlined above	Operating Company representative name	Signature	Date
	Transport Scotland representative name	Signature	Date
39. Attached information	<i>List:</i>		
40. How the proposed Scheme satisfies the Safe System Approach to Road Safety			
SOI DOCUMENT HISTORY			
Revision number	Date issued	Comments	

Statement of Intent (SOI) Form: Other Assets		1. Asset type				 TRANSPORT SCOTLAND <small>Part of The Scottish Government</small>
		Choose an item.				
		If "Other" enter Asset type.				
2. Scheme Name	Click here to enter Scheme Name.					
3. Scheme ID	Enter Scheme ID.	4. Sol Revision	Revision No.			
5. Work Year	Work Year	6. Work Code	Choose an item.			
SCHEME LOCATION						
7. Road	Road.	8. Location description	Location Description. E.g. 100m west of Junction 'A' to 150m east on junction 'B'.			
9. Network referencing (from APMS)	Start	Section	Start Section.			
		Chainage	Start chainage.			
	End	Section(s)	Intermediate section(s).			
		Section	End Section.			
10. Asset specific location reference or identifiers (if applicable)		Provide details of other asset identifiers e.g. electrical asset ref.				
SCHEME DETAILS						
11. Carriageway x Section	Cway X Section.	13. Traffic flow	AADT	% HGV	Year of count	
12. Scheme length (m)	Scheme length.		AADT.	%HGV.	Count year.	
14. Asset construction records & maintenance history	Provide summary of the construction details (incl. year built). Record when the asset was last subject to planned maintenance (if applicable).					
15 Traffic management restrictions	Enter details of any TM restrictions. E.g. Narrow carriageway width, Noise sensitive location, access route for schools or critical infrastructure, Abnormal load route Etc					
16. Network Operations equipment affected	<input type="checkbox"/> YES (provide details)		Enter details of any Net Ops. Equipment.			
	<input type="checkbox"/> NO					
17. Other relevant site details	Enter details of any other relevant Engineering or network details that may influence the design or implementation of the works. E.g. Drainage details, Edge of pavement details, VRS, Structures, Environmental factors.					
CONDITION ASSESSMENT						
18. Transport Scotland <i>"Trunk Road Condition Manual"</i> - Condition Category						
<i>Select the single most representative option</i> A. Excellent <input type="checkbox"/> b. Good <input type="checkbox"/> c. Fair <input type="checkbox"/> D. Poor <input type="checkbox"/> E. very poor <input type="checkbox"/>						
19. Summary defect photographs attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO (GIVE details)		Enter summary of photographs or reasons for not attaching photographs.			
Comments (including, where applicable the number of defective units)	Describe why this has been highlighted as a potential scheme. Provide a description of any routine condition data that is held for this asset or a description of any initial surveys that lead to its promotion as a potential scheme.					
20. Defect history / overview	Summarise the unplanned maintenance interventions that have been required at this site in the last three years					
FURTHER INVESTIGATION						

21. Further Investigation required?	<input type="checkbox"/> YES <input type="checkbox"/> NO (GIVE details)	Describe further investigations required.	
22. Scope, intended purpose and cost of any proposed further investigation and design works	Enter details of scope of investigation and design works. E.g. Coring and DCP, utilities investigation, Drainage survey, Design. Add additional rows in necessary.		Cost of I and D
	Indicative Construction cost		
23. Approval to undertake the further investigation works (SOI(i)ONLY) as outlined above NB. If no further investigation is required then please complete the full form SOI(sa) and submit	Operating Company representative name	Signature	Date
	Transport Scotland representative name	Signature	Date
SUMMARY OF MAINTENANCE NEED			
24. Summary of findings from further investigation works (if applicable)	Summarise the further investigation works findings. Attach the results to the submitted Sol.		
25. Main driver for proposed works	Identify the single main reason why maintenance is required.		
26. Deterioration mechanism(s) and probable cause(s)	Provide an assessment of how and why the asset is deteriorating.		
27. Statement of justification for proposed works	Provide a clear assessment of why the works are deemed to be necessary.		
28. Likely consequences of not undertaking proposed works	Provide an assessment of the risks associated with a "Do Nothing" approach.		
PROPOSED WORKS			
29. Works summary	Chainage (m)	XSP	Works description
			Insert more lines if required.
30. Sustainable options considered (if scheme is > £50,000)	<input type="checkbox"/> Tick to confirm	Where feasible consideration shall be given to retaining, re-using or recycling existing materials where possible.	
	Comments		
31. Equality Act (EA)	<i>We confirm that barriers to accessibility have been considered and the EA proforma has been signed off for this scheme by both the Operating Company and Transport Scotland</i>		<input type="checkbox"/> Tick to confirm
32. Attached information	List:		

33. How the proposed Scheme satisfies the Safe System Approach to Road Safety			
34. Revised/ Total cost estimate	Year (20__/20__)	Activity (description)	Cost (£)
	Work Year	E.G. Survey work, scheme preparation, Scheme design, site works, supervision, construction.	
	Work Year	E.G. Survey work, scheme preparation, Scheme design, site works, supervision, construction.	
	Work Year	E.G. Survey work, scheme preparation, Scheme design, site works, supervision, construction.	
	TOTAL:		
35. Approval to undertake patching works as outlined above	Operating Company representative name	Signature	Date
	Transport Scotland representative name	Signature	Date
SOI DOCUMENT HISTORY			
Revision number	Date issued	Comments	

Statement of Intent (SOI) Form: Structures



1. Structure type	Choose an item.	If "Other" Structure Type type.	
2. Structure Reference(s)	Click here to enter Structure Reference(s).		
3. Scheme Name	Click here to enter Scheme Name.		
4. Scheme ID	Enter Scheme ID.	5. Sol Revision	Revision No.
6. Work Code	Choose an item.	7. Work Year	Work Year
SCHEME LOCATION			
8. Route	Route.	9. Location description	Location Description. E.g. 100m west of Junction 'A' to 150m east on junction 'B'.
SCHEME DETAILS			
10. Details of existing Structure and site	Enter details of existing structures, structural form, construction, arrangement details of the site.		
11. Traffic flow	AADT	% HGV	Year of count
	AADT.	%HGV.	Count year.
12 Traffic management restrictions	Enter details of any TM restrictions. E.g. Appendix 1/17 restrictions, narrow carriageway width, Noise sensitive location, access route for schools or critical infrastructure, Abnormal load route Etc		
13. Utilities Affected	Enter details of any utilities on or surrounding the Structure and their likely impact.		
CONDITION ASSESSMENT			
14. Defects from last PI / GI	Provide details of defects recorded from last PI / GI along with their maintenance priority.		
15. SMS report and Maintenance History	Provide details of SMS reports and previous maintenance history.		
16. BCI _{ave}	BCI _{ave} .	17. BCI _{crit}	BCI _{crit}
DETAILS OF INVESTIGATION AND SURVEYS – COMPLETED AND PROPOSED			
18. Scope, intended purpose and cost of any completed and proposed further investigation, surveys and Indicative cost	Details of completed or proposed further Investigation and Surveys		Cost of I and D
	Enter details of scope of investigation or surveys already completed or proposed and their cost estimate. E.g. special inspection, ground investigation, topographical survey, asbestos survey, coring, traffic survey, utilities investigation, drainage survey. Add additional rows in necessary.		£
	Investigation/Survey component.		£
	Investigation/Survey component.		£
	Insert more lines if required.		£
		Indicative Construction cost	£
19. Approval to undertake the further	Operating Company Representative Name	Signature	Date

investigation/surveys works (SOI(i)ONLY) as outlined above NB. If no further investigation is required then please complete the full form			Enter Dater.
	Transport Scotland Representative Name	Signature	Date
			Enter Dater.
20. Environmental Screening	Is the Scheme a “Relevant project” under EIA Regulations		Choose an item.
	Will a Record of Determination &/or Appropriate Assessment screening be required		Choose an item.
	Will mitigation measures and construction best practice fully mitigate Project impacts?		Choose an item.
DETAILS OF LAND			
21. Status of land requirement	Choose an item.		
22. Land Purchase Dates	Draft Orders Date	Made Orders Date	Land Vested Date
	Date.	Date.	Date.
SUMMARY OF MAINTENANCE NEED			
23. Summary of findings from further investigation and surveys already carried out.	Summarise the further investigation and surveys already carried out. Attach the results to the submitted Sol.		
24. Main driver and Justification for proposed works	Identify the main reason why maintenance is required.		
25. Do Something Option	Description of the “Do Something” option.		
26. Do minimum Option	Description of the “Do Minimum” option .		
27. Likely consequences of not undertaking proposed works (i.e. “Do Nothing works option”)	Provide an assessment of the risks associated with a “Do Nothing”_approach.		
28. Whole life costing	Provide a summary of the Whole Life Cost analysis and attach details to the Appendix.		
29. Sustainability option considered	Provide description of proposals to retain, re-use or recycle existing materials (where feasible).		
PROPOSED WORKS			
30. Works summary	Provide a summary of chosen option		
31. Value Management Score	Enter VM Scoring result		
32. Equality Act (EA)	<i>We confirm that barriers to accessibility have been considered and the EA proforma has been signed off for this scheme by both the Operating Company and Transport Scotland</i>		<input type="checkbox"/> Tick to confirm

33. How the proposed Scheme satisfies the Safe System Approach to Road Safety	
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34. Attached information	List:	
	e.g. PI/GI Reports, land plans, Scheme Photographs, WLC report, VFM Assessment, Environmental Assessments etc.	
	e.g. PI/GI Reports, land plans, Scheme Photographs, WLC report, VFM Assessment, Environmental Assessments etc. Add more lines if required.	
	VFM assessment	<input type="checkbox"/> Tick to confirm

35. Revised/ Total cost estimate	Year (20__/20__)	Activity (description)	Cost (£)
	Work Year	E.G. Investigation, Design, construction.	£
	Work Year	E.G. Investigation, Design, construction.	£
	Work Year	E.G. Investigation, Design, construction.	£
	Work Year	Insert more lines if required.	£
	TOTAL:		

36 Cost Estimate	Confirm if variation to standard rated items, use of supplementary services of lump sum variation in valuation of the Scheme.
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37. Approval to undertake works as outlined above	Operating Company representative name	Signature	Date
	Transport Scotland representative name	Signature	Date

SOI DOCUMENT HISTORY

Revision number	Date issued	Comments

Value for Money Assessment Form

Value for Money Assessment

Option	Proposal	Proposal +	Proposal -	Do Nothing
Treatment Costs (£)				
Treatment Details				
Technical Solution				
Safety				
Impact on Network				
Sustainability				
Additional Comments				

Guidance notes on how to complete this assessment are provided over the page.

Guidance Notes

<i>Table Heading</i>	<i>Description of Requirement</i>	<i>Example response</i>
<i>Option Cost</i>	The anticipated works cost of the proposed work	-
<i>Option Details</i>	Details of proposed the proposed works should be provided in this box.	“Machine laid surface course patched to remove badly fretted surface course in lane 1.” or “Concrete repairs to beams and abutment wall, replacement of expansion joint.”
<i>Technical Solution</i>	The OC should highlight the technical benefits of the treatment and justify why the proposed treatment is most appropriate at this time	“This treatment will replace the life expired surfacing and delay the need for structural maintenance for a period of approximately five years.” or “Replacing spalled and chloride laden concrete with repairs to reinforcement, restoring passivity to steel and deterring incipient anode effect with installation of sacrificial anodes, replacement of expansion joint to arrest water ingress.”
<i>Safety</i>	The OC should outline the benefits / risks that this treatment proposal will have.	“Currently records show reactive maintenance interventions are occurring at a frequency of three per month and have risen rapidly over the last six months. Undertaking machine patching at this time will minimise the risk to road users and operatives as the condition of the surfacing will be improved and exposure to traffic management restrictions will be reduced.” or “The risk of spalling concrete falling onto the carriageway is removed by undertaking repairs.”
<i>Impact on Network</i>	This section should look to assess the impact on the road network that the proposal will have.	“Minimal off peak disruption is expected during the resurfacing works with no ongoing disruption foreseen compared to more frequent emergency interventions, that may be disruptive, if small scale hand patching is undertaken.”
<i>Sustainability</i>	Environmental benefits of the proposed works should be highlighted.	“The overall number of vehicle movements will be reduced if the resurfacing is undertaken in one hit reducing the amount of CO ₂ released into the atmosphere.”
<i>Additional Comments</i>	This box should be used for any additional justification that has	“There is potential to complete these works concurrently with

	not already been covered in the Value for Money Assessment.	drainage scheme 13/OC/XXX/XX reducing the overall amount of traffic management on the network.”
<i>Proposal</i>	This should preferred maintenance solution	“Machine laid surface course replacement in lane 1.” Or “Concrete repairs.”
<i>Proposal +</i>	This should be the “gold plated” maintenance solution and may in fact be a structural maintenance scheme	“A 100mm inlay using TS2010 surface course will remove the need for future maintenance for the next 15 to 20 years.”
<i>Proposal -</i>	This should be the do minimum works	“Hand laid patches to address the worst of the defects.”
<i>Do Nothing</i>	This is to allow a comparison of the other treatments to be made against doing nothing at this time.	-

General

In addition to the technical information available in APMS each Value for Money Assessment should utilise all available information e.g. RMMS intervention frequencies, accident statistics, complaints from road users / local residents.