

INTRODUCTION & BACKGROUND

The purpose of this document is to provide advice to third parties on the access procedure for services relating to the **Kent County Council Multi-Modal Strategic Transport Model** (Kent Transport Model).

Kent County Council (KCC) is the Highway Authority for all planning and highway matters within its administrative boundary. As such, KCC should be contacted directly regarding the required scope of an assessment for any potential activities or proposals that create an impact on the Local Road Network.

The Kent Transport Model includes a service to third parties (districts and developers etc.) within the boundary of Kent.

KCC can facilitate the efficient production of Transport Assessment (TA) documentation with the provision of the data that is available from transport models.

A Digital Brochure has been produced to provide further information regarding the current composition and scope of use of the Kent Transport Model and its associated tools. Further model documentation is also available upon request.

Through its Professional Services Partner, KCC manages and operates the Kent Transport Model and facilitates access for third parties to modelling services and outputs (subject to further scoping and agreement). This documentation provides guidance on how third parties can gain access to this transport modelling service.

For any queries that arise from this document, or any request for transport model information, please contact:

Charlotte Johnson
Highways & Transportation
Kent County Council
County Hall
Invicta House
transport.modelling@kent.gov.uk

TRANSPORT MODELLING ACCESS PROCESS

KCC maintains a Countywide Multi-Modal Strategic Transport Model to support its role as Highway Authority for Kent. KCC provides a professional transport modelling service that can be used to inform varying scales of analysis, such as:

Large Schemes: Large impacts, countywide / cross boundary projects which would incorporate the modelling of the County for strategies and significant schemes and developments, including to inform business cases.

Local Schemes: Small and Medium Town projects. Allowing the ability to test the impact of small and large development projects, highway improvements, bypasses, etc., including to inform business cases.

Corridor / Individual Junction Data Extracts: Covering a specific highway junction, or set of junctions, related to specific developments or highway projects.

The Provision of Services to Others (those outside of Kent County Council employment) includes but is not necessarily limited to:

- Districts / Boroughs
- Developers
- National Highways
- Port Authorities
- Network Rail
- Regional and National Transport Bodies
- Utility Companies

Stage 1: Inception

All third Parties (and / or their consultancy team) are required to express their interest in using the Model service by contacting the Strategic Modelling Team at Kent County Council transport.modelling@kent.gov.uk. This should include a brief description of the requirements and potential timeframes.

A main point of contact at KCC will be appointed dependent on the scale of the works. An Inception Meeting will then be arranged between KCC and The Applicant. The purpose of the Inception Meeting is for The Applicant to provide an overview of their proposals and for KCC to outline expectations in terms of the methodology for the highway assessment. During the course of the meeting, agreements will be reached on the necessary information and data to be exchanged, and lines and methods of communication will be established. While exact costs cannot be determined until the true extent of work is detailed in the Task Order, every effort shall be made to give an indicative cost to complete the works.

Please note, that Third Parties will be required to sign the Strategic Transport Modelling Access Agreement (provided separately) and provide KCC with the Access Fee (which is non-refundable) to gain access to the services of the Kent Transport Model. Upon receipt of these funds, we would move to the Scoping Stage.

Stage 2: Scoping

At the scoping stage, KCC will determine whether a Transport Assessment is required and if there is scope and merit in using the Kent Transport Model. KCC will consider the local context of the proposal during this stage, while also referring to established industry best practice and guidance.

The scoping stage will involve the transfer of relevant information and data between all parties, based on the process defined during project inception. As necessary, The Applicant will use this information to complete a Task Order request, which will form the basis of the instruction to KCC. A copy of the Task Order Form is provided in Appendix 1 where the level of detail expected can be seen. It is important that Part One of the Task Order Form is completed by The Applicant with a high level of detail to avoid unnecessary delays in the process.

The Applicant will then submit Part One of the Task Order Form completed. KCC will review the contents of the Task Order Form Part One, feedback any changes if necessary. A meeting may then be arranged to discuss any key points arising. At this point, it may be necessary for The Applicant to alter the Task Order to reflect such discussions, and they will be invited to resubmit.

Once requirements have been agreed through the Task Order Form and various discussions, KCC will provide confirmation and supply a Task Order Form with Part Two completed outlining how the requested modelling will be completed along with a quotation. This will typically be provided within 21 Days and include key invoicing stages. When The Applicant wishes to proceed with the requested modelling work, the completed Task Order Form will need formally accepting, and the payment terms agreed – the upfront payment must be made before any works can be programmed and commenced.

Stage 3: Assessment & Reporting

Subject to our agreed working practices outlined in Stage 2 (above), KCC will be responsible for producing the necessary information and outputs in accordance with the agreed Task Order Form. For clarity and transparency, the KCC Project Team will produce a short supporting Technical Note for The Applicant. The Technical Note will describe the assumptions, the process, the data, and its results. It is then the responsibility of The Applicant to interpret and draw appropriate conclusions from the modelling data and the Technical Note. Any further correspondence, discussions, meetings, or further work outside of the original scope included within the agreed Task Order may be chargeable.

COSTS & CHARGES

Model Assessment (by KCC Modelling Partnership)

The basis of this cost process relates to the development and assessment of the models by the model partnership, and how these models contribute to the future management and delivery of up-to-date data and improvement of the Kent Transport Model.

The current costs are valid from April 2023 for accessing information from the Kent Transport Model. This information is shown below. The determination of the scale of model to be used will be discussed at the Inception Meeting/Scoping Stage or based upon information supplied by The Applicant in the Task Order Form.

The process follows the equation: Total Charge = (Access Fee + Modelling Fee) + Maintenance Charge

SCALE OF ANALYSIS	KCC ACCESS FEE	MODELLING FEE	MAINTENANCE CHARGE	PRODUCT DESCRIPTION
Corridor / Individual Junction Data Extracts	£600	TBC on a case-by-case as per Transport Modelling Access Process but typically <£1,000	30%	Provision of data extraction from the transport model, typically: <ul style="list-style-type: none"> Observed or modelled vehicle flows on links or at junctions Journey times Select Link Analysis
Local Schemes	£1,800	TBC on a case-by-case as per Transport Modelling Access Process	30%	Localised area and town modelling allowing the ability to test the impact of a range of junction and highway improvements and small development schemes i.e., medium supermarket / housing development, route network changes i.e., one-way.
Large Schemes	£2,400	TBC on a case-by-case as per Transport Modelling Access Process	30%	Large countywide / cross-boundary projects which would incorporate the modelling of the County for strategies and the individual or combined impacts of large schemes and significant housing/employment developments.

Access Fee: Charge to access the model Service.

Modelling Fee: Costs associated with undertaking the work for the customer and meetings required to formulate scope.

Maintenance Charge: Charge to cover the future maintenance of the model. This is applied as a percentage of the Access Fee plus Modelling Fee.

Therefore, if the modelling fee for providing junction data extracts from the model was £500, the total charge from KCC would be £1,375 or (£575 + £500) + (£1000*0.3).

Only in certain circumstances will the Access Fee not be charged, and these are generally as a result of extra work forming part of an on-going project that would have initially incurred the charge. In this case the maintenance charge would still be charged in order to cover model development and maintenance costs by KCC.

Payment

For the commencement of the Inception meeting, KCC will require payment of the Access Fee, which shall be invoiced separately, directly after the inception meeting.

Upon acceptance of the Task Order Form a payment scheme must be agreed by all parties. Payment terms are subject to change dependent on the size of the project, and the timescales of the works being completed. if a project is deemed to be completed within eight weeks, payment will be required in full. For larger schemes over eight weeks – invoices will be issued at regular intervals with agreed timescales.

Before the commencement of works – An Upfront payment must be made. Either the full amount, or as agreed with Larger Schemes, proportion of the total fee (first stage upfront payment) will be required to proceed with the works. This is to safeguard KCC against any abortive costs. Further payment will then be required at the following intervals:

Payment stage	Non public body (% of remaining Total Charge)	Borough / District
Upfront Access Fee	KCC Access Fee	To Be determined on a case-by-case basis.
Payment 1(Upfront)	25%	
Payment 2	25%	
Payment 3	25%	
Completion Payment	25%	

These Payment Stages will be agreed and confirmed as part of the Task Order.

No works will be carried out until the upfront payments have been received by Kent County Council.

Payments should be made either by cheque or bank transfer arranged with the Kent representative.

Please contact KCC for further information.

APPENDIX 1 - Application Flow

Applicant Task.

1.

Applicant contacts KCC
Transport.Modelling@kent.gov.uk to register
interest in using the Transport Model Service.

3.

On receipt of agreement to progress modelling
request from KCC; scoping meeting is set/
Access Fee to be presented to Applicant.
Applicant completes and sends:

- Part 1 of Task Order Form
- Project Order number/ Confirmation of
payment of Model Access Charge within 14
days

to Transport.Modelling@kent.gov.uk

5.

Applicant receives Task Order Part 2 Proposal
with Quotation inc TMT 30% fees.
Applicant Accepts or requests amendments to
the Task Order Proposal.

7.

Applicant makes payment to proceed with works.

KCC Task.

2.

Transport Modelling Team (TMT) liaises with
appropriate team at KCC.
Strategic Transport Modelling Access Agreement
& Task Order Form sent to Applicant

4.

Task Order form provided by the Applicant with
Part 1 completion.
KCC work up Part 2 proposal in liaison with
appropriate KCC teams and, on receipt of
response, responds to applicant within 21 days
This includes full costings of project.

6.

Invoice and confirmation letter are generated and
sent to the Applicant.

8.

Applicant receives response from KCC
confirming next steps and key contacts.

9.

Work is completed in accordance with agreed
Task Order in liaison with KCC contact and
provided to the applicant.
KCC Project Team will produce a short
supporting Technical Note for The Applicant.

10.

Final Payment is requested for Task Order
Completion.

APPENDIX 2 - TASK ORDER FORM

Guidance Note:

Task Orders are the responsibility of The Applicant to populate and ensure all details within are clear, achievable, and appropriately authorised.

1. When drafting the Task Order, it is important to consider which Payment Mechanism that the Task Order will use. The level of detail given in the instruction is key to allowing the consultant to accurately associate a cost to the given mechanism.
 - Option A – Priced contract with activity schedule, Lump sum price for the Works.
 - Lump sum may change if a “Compensation Event occurs, or the Applicant varies the Works.”
 - Option E – Cost reimbursable contract. The Applicant pays the actual costs of the Works, plus agreed level of overhead and profit.

Task Order Details
Description of Goods and/or Services
Part One - Data Provided by The Customer
Task Order Title:
Customer Main Point of Contact:
The names of any other Customers key staff associated with this Task Order are:
KCC Point Of Contact:
The names of any other key KCC staff associated with this Task Order are:
Introduction / background to Task Order:

The initial Risk Register for this Task Order has been completed and is attached for additional risks identified by the Customer
The detailed services to be provided under this Task Order are:
The outputs (documents, reports etc.) from this Task Order shall comprise:
Existing record, or Health & Safety information, associated with this Task Order is:
Constraints to be allowed for in the Task Order are:
Assumptions to be allowed for in the Task Order are:

Time
The starting date for works under this Task Order shall be the following date or the quotation acceptance date (whichever is later):

26/11/2021

The completion date for works under this Task Order shall be no later than:

25/11/2022

Progress and financial updates will be provided at the following Milestones:

GDPR Compliance:

Do you believe personal data will be used, taken, or stored as part of this Task Order?

No

If yes, to what extent?

[Click here to enter the extent of the consideration.](#)

If you selected no, please outline why:

Issued by:	Click here to enter name of individual.	The Customer	Date Issued:	09/03/2022
------------	---	--------------	--------------	------------

Part Two - Data Provided by KCC

Note: The response period for communications under the contract is two weeks but a longer period may be agreed if accepted by both parties.

To The Customer

Choose Package Order acceptance / rejection status.

Comment box.

The quotation value for this Task Order is:

[Click here to enter the quotation value.](#)

The Breakdown of the Quotation is as follows (or attached):

Confirm the start date for works under this Task Order shall be the following date or the quotation acceptance date (whichever is later):

[Click here to enter the proposed start date.](#)

Confirm the completion date for works under this Task Order shall be no later than:

[Click here to enter the latest Completion date.](#)

Methodology used for delivery:

[Click here to enter details on the Methodology for delivery used.](#)

This quotation is based on the following additional assumptions:

[Click here to enter details of additional assumptions or indicate 'None.'](#)

The initial Risk Register provided above has been considered and: Choose the Risk Register provision from the drop-down list.

Issued by: Click here to enter name of individual.		KCC	Date Issued: Click here to enter issue date.
Issue Status / Amendment	Prepared	Reviewed	Approved
Rev 00 Click here to enter issue details.	Click here to enter name of preparer. Click here to enter prepared date.	Click here to enter name of reviewer. Click here to enter reviewed date.	Click here to enter name of approver. Click here to enter approved date.
Rev 01 Click here to enter issue details.	Click here to enter name of preparer. Click here to enter prepared date.	Click here to enter name of reviewer. Click here to enter reviewed date.	Click here to enter name of approver. Click here to enter approved date.
Rev 02 Click here to enter issue details.	Click here to enter name of preparer. Click here to enter prepared date.	Click here to enter name of reviewer. Click here to enter reviewed date.	Click here to enter name of approver. Click here to enter approved date.

To KCC

The proposal for this Task Order is:

Choose Package Order Proposal acceptance / rejection status.

Comment box.

Issued by:	Click here to enter name of individual.	The Employer	Date Issued:	Click here to enter issued date.
-------------------	---	---------------------	---------------------	----------------------------------

Signature: