

CAMBRIDGESHIRE HIGHWAYS

Project Commissioning Brief		Status	Final-Rev1
		Date	05 November 2015
Type:	Design		
Scheme Name:	Cross City Cycle Improvements: Hills Road/Addenbrooke's Corridor		
CCC Order No.	266130		
CCC Order date originated	19/08/2015		
Date order received	19/08/2015		
Skanska Job Number	5040188		
Service Manager Contact	Name	Grant Weller	
	Telephone		
Service Provider's Contact	Name	Tamara Lanoix	
	Telephone		

The preparation of this brief shall include both parties. Upon formal submission of this brief a meeting shall be arranged between the Service Manager and Service Provider to discuss and clarify its content, proposed programme and time scales. Minutes should be taken by the Service Provider at all such meetings.

This project commissioning brief outlines:

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Attachments

[A - Target Cost and Programme](#)

1. Summary

Description of Project		
<p>Produce consultation drawings and preliminary design for improved cycling facilities at the Hills Road/Long Road/Queen Edith's Way (QEW) junction and running along Hills Road towards Addenbrooke's Hospital.</p> <p>Issues to be addressed in the design to include:</p> <ul style="list-style-type: none"> - Linkages to existing infrastructure - Liaison with CCC traffic signal team regarding proposed improvements at the QEW/Long Road junction. - Linkages to existing businesses and property accesses - Compliance with all standards, and identification of departures, where necessary - Consideration of lighting - Landscaping / site clearance concerns - Buildability - Maintenance - Integration of bus stops - Identification of orders requirement, <i>lead by CCC</i> - Identification of risks and opportunities, <i>lead by CCC</i> 		
Cost		
Target cost for the consultation drawings and preliminary design.	TBA. An initial order value of £10,000 has been raised to permit scheme set-up and topographical survey.	
Overall scheme budget	£900,000 + Cycle City Ambition funding	
Programme		
Planned start date	ASAP	
Planned completion date of works	TBC	
Deliverables		
<i>Deliverable</i>	<i>Format</i>	<i>Delivery Date</i>
Consultation Drawings	2 sets full size colour	15 December 2015
Preliminary Design	as above	18 March 2016 TBC
Detailed Design Package	electronic	TBC
Works Information Package	electronic	11/10/2016 TBC
Progress reports	electronic	Monthly

Key Risks

Target price allows for working up options to the level which has been produced to date, Options A - F

Target Cost does not include for any trial holes

Failure of 3rd Parties to provide CCC with timely, consistent and accurate information.

Additional testing and surveys identified during design phase i.e. geotechnical or ecological, contamination testing of earthworks, Cores to determine presence of tar in existing pavements.

The Target Cost has been based on Cambridgeshire Highways undertaking the Construction, if the scheme is to be tendered additional works will be required i.e. Contract information, Specifications and Bills of Quantities

2. Background

The project funding is from the City Deal under the banner of Cross City Cycle Improvements. The existing cycle facilities at the junction of Hills Road/Long Road/Queen Edith's Way are poor, as are the links from it to the surrounding area. This is a key junction for people accessing local schools and sixth form colleges, and Cambridge Biomedical Campus. With City Deal funding, it would be possible to provide advanced cycle lanes at this junction and better cycle links to the Biomedical Campus. Crucially, it would mean a design solution for the unique diagonal movement of cyclists from Hills Road towards the Biomedical Campus.

The scheme budget for the Hills Road/Addenbrooke's Corridor Improved Cycling Facilities is £900,000 from the City Deal, though a further contribution from Cycle City Ambition funding can be expected.

Deliverables and Milestones

- Programme and Target Cost for delivery of the Preliminary Design and Consultation drawings.
- Site Visit
- Consideration of options, to be undertaken working closely with Cycling Projects Team
- Consultation Drawings
- Preliminary Design
- Preliminary Cost Estimate
- Monthly progress reports.

3. Description Of Work

To produce the consultation drawings for Option A and Option F which is attached.

Option A comprises of the following:

Allows cyclists to undertake the diagonal movement across the junction with an advanced green. The cycle box is extended to 7.5m to facilitate the movement to an off road existing cycleway to addenbrookes.

2.3m wide cycleway both sides of the carriageway with the Cambridge Kerb

Cycle lane to advance box is 1.8m

The lane widths are 3m, with 2.5m straight ahead

The existing crossing island has been made 2.5m wide.

The option allows for a new crossing at the roundabout for those cyclists not wishing to use the diagonal crossing. The crossing is not inline with the proposed design produced by others.

Provision for bus boarder

Option F comprises of the following:

Does not allow the cyclists to travel using the diagonal movement which is currently undertaken. This is prevented by pedestrian fencing.

2.3m wide cycleway both sides of the carriageway with the Cambridge Kerb

Cycle lane to advance box is 1.8m

The lane widths are 3m, with 2.5m straight ahead

The existing crossing island has been made 2.5m wide.

Sedum strip between 0.5 – 1.6m wide, in line with the Phase 1 scheme.

The crossing allows for a crossing at the roundabout not inline with the proposed design produced by others.

Provision for bus boarder

The option to be taken forward will be decided after the consultation.

In order to undertake the works described above; the following tasks will need to be carried out:

- Site walk-through and measurement of cross sections to determine existing conditions and identify potential issues including locations and layouts of all bus stops;
- Assess the suitability of existing highways (including paths, cycleways, and highways that may be used as access to the proposed cycleway)
- Topographical Survey
- Drainage Considerations
- Consider Land use, ownership and future developments where known – CCC to provide boundary information
- Liaison with Balfour Beatty - CCC
- Preparation of preliminary site layouts including indicative layouts of junctions, accesses, ramps, crossings and other features;
- Obtaining C2 information from statutory undertakers;
- Working closely with CCC to jointly produce and develop outline proposals;

- Project Management to arrange and allocate design resource, ensure QA Procedures are followed, provide monthly financial/progress monitoring and reporting.
- Designers Risk Assessment;
- Preparation of consultation drawings – Two Options
- Liaison with CCC Signals and Balfour Beatty Street Lighting designers
- Preparation of Preliminary Design – One Option
- Preliminary Construction Cost Estimate

4. Contract Risk Items

- Delays due to non agreement of target costs for design and works.
- Consultation rejection.
- Delay due to work on other CCC commitments – though any likelihood of delays with delivering this project will be flagged up as soon as there is any high risk of delay due to other CCC commitments with the CCC Service Manager contact.
- Third Party involvement

5. Constraints

- Consultation January, consultation drawings required by 18 December 2015
- City Cycle Deal Executive Board – scheme approval for Construction 08 April 2016
- CCC Christmas works embargo.

6. Client (CCC) Inputs

- As defined in the Highways Services Contract 2006 - 2016. The Service Manager will provide the following:
- Land ownership information.
- Liaison with other Council departments.
- 3rd party liaison such as residents/stakeholders, Cambridge Cycling Campaign & user groups.
- Submit F10 Notification to HSE
- Advise and update key dates to enable planning of work

7. Technical Requirements/Standards

- The outline design is to comply with all relevant legislation and technical guidance/advice where possible. If departures are required or suggested then these are to be clearly identified and supported with justified reasons.
- Highways Services Contract 2006-2016 (Term Services Contract NEC3 Main Option C incorporating Secondary Option X1)
- Department for Transport Local Transport Note 2/08
- All associated British/European Standards
- Cambridgeshire Highways Standard Details
- Cambridgeshire County Council's Network Management Policies and Strategies
- Traffic Advisory Leaflets

8. Project Planning

Cambs County Council will manage the project as a whole. Skanska will provide the technical input, though it is noted that they have their own project management requirements. Asta programming software will be used to prepare the programme, prepare target cost and produce revised programmes where necessary.

We will produce a project plan that will be read and understood by the project team.

We will conduct reviews at key hold points as detailed the attached programme.

9. Reporting Requirements

Reporting will comprise of the following:

- informal weekly reporting comprising a weekly email or telephone call to update the Client on project status;
- Formal monthly progress reports including current actual cost and forecast final cost.

10. Change control

We will notify the Client of any potential changes to the project or compensation events through the informal weekly reporting system.

Potential changes to the Scope will be issued as Early Warnings as appropriate highlighting potential changes to programme and/or cost.

Compensation events will be target-costed and details submitted as they occur. If required, we will meet with the Client to discuss details of changes and/or compensation events.

11. Financial Requirements

The derived Target Cost of £----- has been prepared on the basis of the final Project Commissioning Brief

The target cost is for the production for the consultation drawings and preliminary design.

The programme shows the whole project, however only the work up to and including the preliminary design has been target costed (See Attachment A), exclusive of any Compensation Events arising.

Attachment A includes a resource break-down showing costs and hours for each project resource. Monthly billing will include details of hours booked each month.

Skanska advises that the target cost submission will be event-risk free, as per established CH procedure. All event risk arising from third parties will be included in risk register as Client owned risk items.

Rates are subject to price adjustment for inflation on 1st April annually.

12. Programme

A copy of the Programme is shown as Attachment A and has been prepared on the basis of the final Project Commissioning Brief.

13. Roles

Service Manager

Grant Weller

Service Provider

Designer – Skanska

CDM Principal Designer – Skanska

Principal Contractor appointment – Cambridgeshire Highways

Change Control & Management – ECC EW procedure & CCC CE reporting

Attachment A – Target Cost and Programme