

CAMBRIDGESHIRE HIGHWAYS

Project Commissioning Brief	Status	Final
	Date	05 November 2015
Type:	Design	
Scheme Name:	Cross City Cycle Improvements: Fen Ditton E Cambridge Links and NCN51	
CCC Order No.	266133	
CCC Order date originated	19/08/2015	
Date order received	19/08/2015	
Skanska Job Number	5040189	
Service Manager Contact	Name	Grant Weller
	Telephone	
Service Provider's Contact	Name	John Wetton
	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		
Produce a design for improved cycling facilities in Fen Ditton at the NCN51 crossing of the B1047 Ditton Lane and links to the new cycleway to Horningsea		
Issues to be addressed in the design to include:		
<ul style="list-style-type: none"> - Linkages to existing infrastructure - Liaison with CCC traffic signal team regarding possible improvements to the existing signalised crossing of Ditton Lane. - 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	£600,000	
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 2016
Preliminary Design	as above	18 March 2016
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 1 option.

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. NCN 51 runs parallel to the River Cam and connects the City Centre with east Cambridge. When cyclists reach Ditton Lane, they face many difficulties: steep approaches, substandard crossings, heavy traffic on a very narrow road and no link north to Fen Ditton and the new cycleway to Horningsea. Many of these cyclists wish to reach Newmarket Road P&R, Marshalls and other employment sites, and in future the new Wing development. With City Deal funding, a series of measures could be introduced to improve the cycling facilities.

The scheme budget for the Fen Ditton East Cambridge Links and NCN 51 Improved Cycling Facilities is £600,000 from the City Deal,

Deliverables and Milestones

- Programme and Target Cost for delivery of the Design and Works Information Package.
- Site Visit including ecological walkthrough survey
- 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 (1 options), detailed design and Works Information package.
- Assess the suitability of existing highways (including paths, cycleways, and highways that may be used or used as access to the proposed cycleway)
- Topographical Survey
- Land use, ownership and future developments where known – CCC to provide
- Drainage considerations
- Liaison with Balfour Beatty Living Spaces for Lighting – If required, decision as to whether Skanska will undertake new street lighting preliminary design for Balfour Beatty to accept.
- Public utilities (i.e. NRSWA C2 returns)
- Environmental appraisal
- Landscaping and planting

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;
- 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
- Liaison with CCC Signals and Balfour Beatty Street Lighting designers
- Preparation of Preliminary Design
- 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 Deal Executive Board – Scheme approval for Construction 8 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
- Traffic Regulation Orders

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
- Any specific Special Requirements of Statutory Undertakers identified in the Major Schemes Framework Contract.
- Any Additional Requirement Clauses identified in the Highways Services Contract where applicable to the Major Scheme.
- 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