

CAMBRIDGESHIRE HIGHWAYS

Project Commissioning Brief		Status	Final
		Date	5 November 2015
Type:	Design		
Scheme Name:	Cross City Cycle Improvements: Fulbourn Road/Cherry Hinton Eastern Access		
CCC Order No.	266132		
CCC Order date originated	19/08/2015		
CCC Order due date	19/08/2015		
CCC Order priority			
Date order received	19/08/2015		
Skanska Job Number	5040187		
Service Manager Contact	Name	Grant Weller	
	Telephone		
Service Provider's Contact	Name	Andy Harrison	
	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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1. Summary

Description of Project		
<p>Produce a detailed design for improved cycling facilities along Fulbourn Road between the Robin Hood signalised junction and Yarrow Road.</p> <p>Issues to be addressed in the design to include:</p> <ul style="list-style-type: none"> - The detailed design will be developed from the preliminary design already produced and comments from the client following consultation. - When tree/hedge removal is necessary to enable cycleway, provide areas for new planting for better tree/hedge specimens. - Linkages to existing infrastructure. - Liaison with CCC traffic signal team regarding proposed improvements at Robin Hood junction. - Linkages to existing businesses and property accesses. - Compliance with all standards, and identification of departures, where necessary. - Consideration of lighting. - Consideration of Statutory Undertakers plant. - 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	£650,000 + Section 106 funding	
Programme		
Planned start of design	ASAP	
Planned completion date of works	TBC	
Deliverables		
<i>Deliverable</i>	<i>Format</i>	<i>Delivery Date</i>
Consultation Drawings	electronic	15 December 2015
Preliminary Design	electronic	18 March 2016
Works Information Package	electronic	11/10/2016 TBC
Progress reports	electronic	Monthly

Key Risks

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

Additional testing and surveys identified during design phase are not included in target price i.e. geotechnical or ecological, contamination testing of earthworks, Cores to determine presence of tar in existing pavements.

Target cost does not include for any trial holes

The Target Price has been based on Cambridgeshire Highways undertaking the Construction. If the scheme is to be procured through the Eastern Highways alliance (EHA) contract, additional works will be required i.e. Specifications and Bills of Quantities

Works estimates may be inaccurate if works are carried out by an EHA contractor.

The target price does not include for any site supervision or design advice following delivery of the works information for pricing by the contractor.

2. [Background](#)

The project funding is from the City Deal under the banner of Cross City Cycle Improvements.

The growth of housing and employment sites in the Cherry Hinton and Fulbourn Road area, such as the expansion of the ARM headquarters, will put further pressure on radial and local roads. Section 106 funded cycling improvements are currently being developed for Cherry Hinton High Street, Queen Edith's Way and the Robin Hood junction. City Deal funding would mean the improvement of cycleways on Fulbourn Road, and an upgrade of existing links to parallel cycle routes in the Cherry Hinton area. This would ensure greater access to the city centre by bicycle and go a long way towards the completion of the cycleway network in this part of South East Cambridge. Furthermore, it would maximise the opportunities to combine some of the consultation, design and construction work for the S106 schemes.

The scheme budget for the Fulbourn/Cherry Hinton Eastern Access Improved Cycling Facilities is £650,000 from the City Deal, though a further contribution from Section 106 funding can be expected.

[Deliverables and Milestones](#)

- Programme and Target Cost for delivery of the detailed design.
- Site Visit including ecological walkthrough survey
- Consultation drawings
- Preliminary cost estimate
- Preliminary design of shared use and dedicated cycleways, drainage, landscaping proposals, relocation of lighting columns, signing and markings. All to be undertaken working closely with Cycling Projects Team
- Scheme Risk Register outlining issues in consultation with CCC, with potential costs .
- Monthly progress reports.
- Works estimates updated regularly.

3. Description Of Work

- Assess the suitability of existing highways (including paths, cycleways, and highways that may be used as access to the proposed cycleway)
- To produce the consultation drawings
- Topographical Survey
- Land use, ownership and future developments where known – CCC to provide
- Liaison with Balfour Beatty Living Spaces for Lighting
- Liaison with CCC traffic signals designers for Robin Hood junction
- Public utilities (i.e. NRSWA C3 returns)

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 site layouts including indicative layouts of junctions, accesses, ramps, crossings and other features;
- Obtaining C3 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 detailed design and works.
- Conflict between underground services and/or drainage with proposed works (especially tree planting).
- 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.
- Consultation rejection
- 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
- Funding is only available for a limited time.
- 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
- As previously identified above.

7. Technical Requirements/Standards

- The detailed 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 Detailed Design target price of £----- has been prepared on the basis of the final Project Commissioning Brief. (See Attachment A)

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 estimate 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 – TBA

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

Attachment A – Target Cost and Programme