

CAMBRIDGESHIRE HIGHWAYS

Project Commissioning Brief	Status	Final
	Date	19 th November 2015
Type:	Design	
Scheme Name:	Cross City Cycle Improvements: Green End Road and Nuffield Road links to North Cambridge Station and the Science Park	
CCC Order No.	266131	
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		
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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Attachments

[A - Target Cost and Programme](#)

1. Summary

Description of Project		
<p>Produce a design for improved cycling facilities along Green End Road and Nuffield Road linking to North Cambridge Station and the Science Park. Issues to be addressed in the design to include:</p> <ul style="list-style-type: none"> - Linkages to existing infrastructure - Linkages to existing businesses and property accesses - Installation of a segregated cycleway along Green End Road between Milton Road and Nuffield Road (2 options). - Installation of on carriageway advisory cycle lanes along Green End Road between Nuffield Road and Water lane (1 option), with notes for a second option around the park. <p>Improve the northbound footway/cycleway along Nuffield Road and tie in with the guided busway (2 options).</p> <ul style="list-style-type: none"> - Installation of double yellow lines along Green End Road between Scotland Road and High Street and adjacent to the Chesterton Primary School entrance. - Remodelling of Nuffield road/Green End Road into a signalised junction. Realigning the eastern kerbline at the Scotland Road/Green Road junction and measures to prevent cyclists over-running the footway. - 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.	<p>TBA.</p> <p>An initial order value of £10,000 has been raised to permit scheme set-up and topographical survey.</p> <p>NB an order (WO 264619) to the value of £5,746.67 was previously raised for a CCTV survey and associated preliminary design work.</p>	
Overall scheme budget	£725,000	
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 2015
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
<p>Target price allows for working up 2 options. .</p> <p>Target Cost does not include for any trial holes</p> <p>Failure of 3rd Parties to provide CCC with timely, consistent and accurate information.</p> <p>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.</p> <p>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</p>

2. [Background](#)

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

Green End Road is heavily used by cyclists heading to the Science Park, Cambridge Business Park and the Guided Busway from the City Centre. In coming years, it will be a major cycle route, along with Nuffield Road, to access the new North Cambridge rail station. Section 106 funded feasibility work including a topographic survey has already been undertaken. This has revealed adequate space to install segregated cycle lanes on Green End Road to improve safety and improve the attractiveness of this route. City Deal funding would allow this work, and improvements to Nuffield Road, to be carried out.

CCC wish to consult on 2 options between Milton Rd and Nuffield Rd; the first being a unidirectional segregated cycleway in either direction, with the second consisting of a unidirectional segregated cycleway westbound and a bi-directional cycleway eastbound. The design of this section should be based on cross-section 5040171/HW/XS/001.

Between Nuffield Rd and Water Lane, due to width constraints an advisory on carriageway cycle lane it to be marked in addition to minor alterations to the Scotland Road junction and bus stop. Notes will be added to the drawing to identify an option of widening into the adjacent park, although this option will not be drawn up.

Along Nuffield Road, the existing northbound shared use facility is to be widened as much as possible, retaining the existing kerb lines, and 2 options provided up to the Rigeons access, one involving retaining the housing estate boundary wall and the other removing it. A crossing should be provided to tie in with the guided busway access already constructed.

The scheme budget for the Green End Road and Nuffield Road Improved Cycling Facilities is £725,000 from the City Deal.

[Deliverables and Milestones](#)

- Programme and Target Cost for delivery of the Consultation plans.
- Site Visit including ecological walkthrough survey
- Preliminary Design & consideration of options, to be undertaken working closely with Cycling Projects Team
- Consultation Drawings
- Preliminary Design
- Scheme Risk Register outlining issues in consultation with CCC, with potential costs for each of the options identified.
- Preliminary construction cost estimate

- Monthly progress reports.
- Works estimates updated regularly.

3. Description Of Work

- To produce a general arrangement and consultation drawings comprising of 2 options between Milton Rd and Nuffield Rd and 1 option between Nuffield Rd and Water Lane;
- 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 (it is understood that the previous survey carried out is only two-dimensional and is not fit for purpose)
- Land use, ownership and future developments where known – CCC to provide
- Drainage
- Liaison with Balfour Beatty Living Spaces for Lighting – new lighting in place already?
- 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
- Production of Engineering Layouts of chosen option (Preliminary Design, 1 option);
- Preliminary Construction Cost Estimate (1 Option)

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

- Funding is only available for a limited time.
- 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.
- Tree relocation proposals
- 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 though 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 work required to produce the preliminary and consultation drawings only. An additional programme and Target Cost will be produce once an option has been finalised to take through to detailed design.

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.

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