



ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 14

Key Decision [Yes]

Ward(s) Affected: Central

## **Worthing Public Realm - Delivering enhancements at Portland Road**

### **Report by the Director for the Economy**

#### **Executive Summary**

##### **1. Purpose**

- 1.1. The purpose of this report is to update Members on the Portland Road scheme and authorise Worthing Borough Council (WBC) to act as the lead authority for West Sussex County Council (WSCC) and the delivery body for Coast to Capital LEP (C2C) on the terms set out in this report.
- 1.2. To present the rationale for WBC delivering the project and the parallel approach being undertaken by WSCC in order for the monies to be used by WBC for the purposes of Portland Road.
- 1.3. Confirm that WSCC will continue to design and deliver the public realm works at Railway Approach (Teville Gate) in consultation with WBC.
- 1.4. Confirm WBC has been offered external funding through Local Growth Funding (LGF) of £697,000 from the Coast to Capital LEP (C2C) to support the costs of the Portland Road scheme.

## **2. Recommendations**

- 2.1 To agree to WBC taking on the project management and delivery responsibility of Portland Road Public Realm work, supported by WSCC (both financially and by its officer time).
- 2.2 To provide delegated authority to the Director for the Economy to approve a direct award under the Eastern Shires Purchasing Organisation (ESPO) framework to award a contract to Project Centre Consultants, to act as the project manager for WBC to deliver the public realm works at Portland Road on behalf of the Growth Board.
- 2.3 To delegate authority to the Director for the Economy, in consultation with the Executive Member for Regeneration and WSCC, the authority to approve and award a contract for the construction work required to deliver the public realm project subject to the development of a procurement strategy and the outcome of a compliant procurement process.
- 2.4 To delegate to the Director for the Economy the authority to enter into the C2C Funding Agreement.
- 2.5 To approve the creation of a budget of £3.697m (to include the WSCC funding and the C2C funding) within the capital programme fully funded by external grants and contributions.

## **3. Background and Context**

- 3.1 The Adur and Worthing Growth (A&WG) Deal signed in March 2017 identified up to 8 public realm schemes aimed at supporting the regeneration of Worthing town centre. The agreed programme included initial funding from WSCC Capital Programme (£5m) with the remainder being sourced through developer contributions, to include Community Infrastructure Levy (CIL); planning obligations (Section 106) and grants to support delivery of later phases of the programme.
- 3.2 The delivery of the Worthing Public Realm programme is overseen by a joint Member Board, namely the Public Realm Board. The Public Realm Board is a joint WBC and WSCC Board with Member representation from both parties. The Board is supported by Officers from both parties.

- 3.3 The Worthing Public Realm programme provides a significant opportunity to revitalise the public spaces through a people-centred design approach. The Portland Road scheme, and schemes thereafter, have a number of social and economic benefits:
- Establishing new destinations and arrival zones
  - Alignment and enhancement of routes to create town centre circuits
  - Ability to design inclusive and welcoming spaces
  - Improves and enhances sustainable travel options
  - Responds to key stakeholders through direct consultation
- 3.4 The Worthing Public Realm Board examined all 8 public realm schemes to identify a prioritisation matrix. Based on former evidence (including the Worthing Investment Prospectus in 2016) Portland Road and Railway Approach (Teville Gate) were highlighted as key interventions to support and deliver economic growth for Worthing town centre.
- 3.5 The delivery of improvements at Portland Road have been signalled as an area that will aid future economic investment and, in light of COVID-19 pandemic, economic recovery. Railway Approach also continues to be prioritised in terms of gateway design options, linked to the development sites at Teville Gate.
- 3.6 Earlier in the year officers from both authorities identified a number of financial and project management constraints that could delay the original programme for Portland Road. Subsequently, only limited progress has been possible because of the pandemic. WBC and WSCC officers have considered how best to accelerate these schemes, mindful of their importance to the town. Accordingly, it has been agreed that project management should be streamlined and that WBC will take the leading role.
- 3.7 The delivery of Portland Road, and subsequent schemes thereafter, have been brought into sharp focus as a result of the COVID-19 pandemic; because of the need to create safe streets and safe places. This project will support the longer term requirement to create safe pedestrianised areas where residents and visitors feel confident they can enjoy the space within a sound environment. Projects such as this will support the economic recovery and performance of Worthing town centre.

#### 4. The WSCC proposal

- 4.1 Work has already been undertaken on Portland Road, including a concept design and technical studies. This design has been informed by the Public Realm Board, town centre stakeholders, as well as the affected businesses in Portland Road. The concept design showcases the need to reduce clutter on the highway, additional paving and pedestrianisation, accessible walkways and renewed street furniture.
- 4.2 Led by WSCC, in partnership with WBC, early feasibility and technical studies have also been undertaken at Railway Approach. This element will accelerate alongside the, proposed, WBC led Portland Road scheme.
- 4.3 The initial design work for the Worthing Public Realm Improvement Schemes have been funded by WSCC, out of an identified £5m in the WSCC Capital Programme. WSCC previously allocated £400k for public realm design fees, to date £310k has been spent and committed. A further £90k is planned to fund the next stage of detailed and engineering design on Portland Road in order to mitigate risk to the final build budget. A further £2.91m for Portland Road has been allocated to phase 1 of the scheme by WSCC from its capital programme in its key decision dated 28 May 2020 (link appended).
- 4.4 As highlighted in 3.6, its proposed WBC will now act as the delivery body and project manage the Portland Road element, with WSCC agreement on collaboration (see 4.5). This proposal is supported by a similar report through the WSCC governance process entitled “Adur and Worthing Growth Programme, Worthing Public Realm Works (Portland Road Project)”. In both this report and the WSCC notice (28 May 2020), its recommended that WBC agree to be the delivery body for the Portland Road scheme, and continue to work in partnership with WSCC on Railway Approach.
- 4.5 WSCC have agreed to reimburse WBC on a quarterly basis for costs incurred on the project, within an overall capped contribution to budget (£3m). WSCC have approved funding to be drawn down over a number of key stages, with reviews to be carried out by both parties, in line with the partnership governance controls.
- 4.6 A final specification for Portland Road will be drawn together by professional technical advisors, WBC and WSCC officers, endorsed by WSCC Highways, the Public Realm and Growth Boards, including the WSCC Executive Director of Place, prior to WBC procuring for a construction partner.

- 4.7 It is proposed to appoint Project Centre Consultants as technical advisors to project manage and supervise these works on behalf of WBC (see 4.8). The appointment will be under the ESPO framework. As part of the next phase WBC, supported by Project Centre, will develop the procurement strategy associated with the main works.
- 4.8 Project Centre Consultants have extensive experience in delivering public realm works and have recently assisted other local authorities in West Sussex with similar schemes. Their proposal and scope of works are appended to this report.

## **5. Coast to Capital Offer**

- 5.1 In August 2019 WBC, jointly with WSCC, submitted a Local Growth Fund (LGF) application to Coast to Capital LEP to support the delivery costs of Portland Road. The submission included a detailed business case, proposed spend profile and support letters. This was set against the backdrop of the wider public realm package of works.
- 5.2 Further to the application, WBC have been offered £697k from Coast to Capital LEP towards the Portland Road scheme (on 1st May). It's recommended WBC agree to the terms and conditions and enter into a funding agreement with C2C. The offer letter is appended to this report; any transfer of funds is subject to WBC entering into the Funding Agreement.
- 5.3 As per 5.2, a Funding Agreement will be established between WBC and C2C to allow for the transfer of C2C funds allocated to Portland Road Project Budget. C2C will reimburse WBC on a quarterly basis for costs incurred on the project, within an overall contribution capped at £697k.
- 5.4 The Funding Agreement will also set a requirement that C2C are referenced as funding partners on the project, including in any communications or marketing associated with the same.

## **6. Engagement and Communications**

- 6.1 The Worthing Public Realm Board has been engaged in the concept design for Portland Road from the outset. At each stage of design the Board have supported it's development, however members of the Board agreed that local consultation was critical. Portland Road is at an advanced stage of project design, and therefore Members and officers agree this should be

prioritised over other projects contained in the overall Worthing Public Realm programme.

- 6.2 Akin to 3.3 and people-centred design, the Portland Road scheme has been developed in collaboration with local stakeholders. Positive feedback was received in response to the initial consultation and more detailed and targeted activities thereafter. WBC and WSCC officers have, and continue to, listen to feedback from local businesses (especially those impacted), key stakeholders (including the Worthing Town Centre Initiative) and community groups to tailor the final design. This will continue for the next phase.
- 6.3 The design engagement has included a series of workshops and public exhibitions to ensure all stakeholders had the opportunity to contribute their thoughts to this stage. WBC and WSCC officers also targeted a select number of consultees, including Royal Institute of Blind People (RNIB), to ensure accessibility was a key attribute of the initial design.
- 6.4 The initial design has also considered the integration of sustainability measures and alignment of works to install the rollout of fibre into Portland Road, as part of the wider programme to implement a full fibre network across Worthing (and Adur). These elements will be further considered as the work progresses to finalise the design, and through to construction.
- 6.5 Based on the consultation activities above, the current design supports the requirements of increased pedestrianisation, accessible walkways, additional green infrastructure and upgraded cycle storage, all of which were suggestions as part of the design process to date. As the design progresses, these will be further considered, in line with the impacts on the immediate businesses and wider regeneration of opportunities of the Portland Road public realm scheme.
- 6.6 The Growth Board and Worthing Public Realm Board have been consulted and agree that it's crucial to focus resources on the delivery of Portland Road. Not only will this scheme add longer term benefits to Worthing town centre, it will also be an important project to integrate with the short to medium term recovery planning around the COVID-19 pandemic, and the need to improve public spaces.

## **7. Financial Implications**

- 7.1 The total budget allocated to the Portland Road scheme is estimated to be £3.697m which is fully funded as follows:

	£'000
West Sussex County Council	3.000
Growth Fund	0.697
Total scheme budget	<u>3.697</u>

- 7.2 The Project Centre fees have been agreed and will be funded from this budget.
- 7.3 WBC will claim back any costs on a quarterly basis from WSCC and C2C LEP in arrears.
- 7.4 To ensure value for money and compliance with the Council's contract standing orders, any procurement activity undertaken by the Project Centre will be overseen by the WBC's procurement team.
- 7.5 The expenditure planned is defined as capital by regulation. Regulation 25 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003 No. 3146) extends the statutory definition of capital, on a proper practices basis, to include "the giving of a loan, grant, or other financial assistance, to any person, whether for use by that person or by a third party towards expenditure which would, if incurred by the authority, be capital expenditure' and 'expenditure incurred on works to any land or building in which the local authority does not have an interest, which would be capital expenditure if the local authority had an interest in that land or building.
- 7.6 Under the Council's financial regulations, any successful external funding bids over £250,000 should be approved by the Joint Strategic Committee. Any such report will include the approval of any budget virement and any procurement activity.

## **8. Legal Implications**

- 8.1 Prior to entering into the proposed contract with Project Centre and prior to entering into the construction contract which will be required for the delivery of the Public Realm project, the Council must ensure that the terms and conditions by which WSCC is to provide the funding referred to in this report, are agreed in writing and that the C2CI Grant Funding Agreement is executed.

- 8.2 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of its functions.
- 8.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 8.4 s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 8.5 Section 1 of The Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers the powers on the local authority to enter into a contract with another person for the provision or making available of assets or services, or both (whether or not together with goods) for the purposes of, or in connection with, the discharge of the function by the local authority.
- 8.6 Under the Public Contract Regulations 2015 where a Public Authority is to enter into a contract for the supply of goods & services, and the value of goods and services to be purchased exceeds a financial limit of £189,330 (or for works contracts £4,733,252 any procurement exercise to contract for those goods and services must be conducted in accordance with the Public Contract Regulations and a failure to do so may be declared upon receipt of a procurement challenge, anti-competitive and in breach of the Regulations.
- 8.7 Further contracts recommended by Project Centre arising from its Project Management of the public realm works, must be awarded subject to the Council's Contract Standing Orders and within the budget authorised by this report.



## **Background Papers**

- [Adur and Worthing Growth Programme, Worthing Public Realm Works \(Portland Road Project\) - West Sussex County Council Paper - 28 May 2020 \(subject to call-in\)](#)
- [Project Centre Proposal \(figures redacted for commercial confidentiality\)](#)
- [Coast to Capital Funding - Offer Letter \(May 2020\)](#)

## **Officer Contact Details:-**

Andy Willems

Head of Place & Economy

01273 263179

[andy.willems@adur-worthing.gov.uk](mailto:andy.willems@adur-worthing.gov.uk)

## **Sustainability & Risk Assessment**

### **1. Economic**

- Public realm improvements are important to create the right setting for our town centres and economy, including our business base, to operate. Not only does this project represent an opportunity for our businesses (in Portland Road and the immediate vicinity), it will also provide alternate possibilities for 'open space' activities, including events and pop up markets.
- The aforementioned activities are vital to support and revitalise our changing high streets; even more so in response to the current COVID-19 pandemic. The 'in store' and 'out of store' experiences will need to balance; public realm improvements at Portland Road, and future schemes, will support and give confidence to residents and visitors regarding the outdoor environment.

### **2. Social**

#### **2.1 Social Value**

- The scheme will support a number of stakeholders, including those immediate businesses in Portland Road. The proposal will upgrade and improve the open space experience, which will serve both visitors and residents to Worthing town centre. Additional benefits include supporting cycling and walking interventions in this location, subsequently supporting the wellbeing agenda. All elements combine to improve the attractiveness of Worthing town centre.

#### **2.2 Equality Issues**

- Initial design for Portland Road included consultation with accessible groups. This consultation, and wider equality points, will be considered and implemented further as the project progresses through detailed design, procurement and delivery.

#### **2.3 Community Safety Issues (Section 17)**

- The improved public realm works will fully consider crime and disorder act implications through the detailed design phase of the project. Consideration will also be given to the ongoing environment that the new public realm will create in relation to providing a safe and enjoyable space.

#### **2.4 Human Rights Issues**

- The improvements at Portland Road will require extensive construction work. During this period it's anticipated there will be disruption to local residents and businesses in the immediate area. WBC, with guidance from Project Centre,

will assess the impacts throughout and consider mitigating actions to reduce the disruption where possible.

- During the construction phase, parts of Portland Road won't be accessible to the public, however alternative routes and options will be provided.

### **3. Environmental**

- The initial scheme design includes additional green infrastructure and the integration of sustainable methods, to include water retention. Environmental improvements will continue to be developed through the final design, in readiness for construction.
- The scheme will also support improvements to the cycling and walking infrastructure in Worthing town centre, encouraging residents and visitors to utilise the additional pedestrianised space to support their own wellbeing.

### **4. Governance**

- The Growth Board and Public Realm Board are existing and functional, and they will act as the key governance control for this project. These will have strict oversight of all elements of the project (including spend and programme) through from final design to construction and completion.
- The Growth Board and Public Realm Board combine Members and officers from WBC and WSCC.





## Portland Road Public Realm Improvements, Worthing

Professional Services RIBA Stage 3 to 6

Worthing Borough Council

Document Reference: 4144 Fee Proposal Issue 03

Date: 27/05/20

## Document Control

Project Centre has prepared this report in accordance with the instructions Adur and Worthing Councils. Project Centre shall not be liable for the use of any information contained herein for any purpose other than the sole and specific use for which it was prepared.

Job Number	Issue	Description	Originator	Checked	Authorised
1000004144	01	First Issue	Rhys Hutchings 27/03/20	Geoff Waller 30/03/20	Geoff Waller 30/03/20
1000004144	02	Amended Client to Worthing Borough Council and Assumed start 27/04/20	Rhys Hutchings 16/04/20	Geoff Waller 16/04/20	Geoff Waller 16/04/20
1000004144	03	Update to reflect potential Early June 2020 start		Geoff Waller 27/05/20	Geoff Waller 27/05/20

File path: "G:\Project Centre Brighton\Brighton\Project-BST\1000006164 - AWC - Portland Road Costing\1 Project Management\8 Detailed Design\Submission\4144 AWC Portland Road Fee Proposal.docx"

	PAGE NO.
1. INTRODUCTION	4
2. PROJECT SCOPE	5
3. PROJECT TEAM	11
4. FEES	12
5. FORM OF CONTRACT	23
6. PROGRAMME	24
APPENDIX A – TEAM CV'S	
APPENDIX B – SCHEME PROGRAMME	
QUALITY	

## 1. INTRODUCTION

- 1.1 The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing Town Centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSSCC) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.
- 1.2 The Portland Road Public Realm Improvements Scheme is the first of several public realm improvements as part of this Adur and Worthing Growth Programme.
- 1.3 This project is heavily focused on the delivery of high-quality urban design and place making as a mechanism to transform the public realm to:
- Making pedestrians the priority - Pedestrianise between Montague Street and Chandos Road
  - Make it work better for everyone – provide a clearway for those with visual impairment / mobility issues, comfortable and attractive seating, sufficient bike racks to encourage cycling.
  - Creating interest – use quality materials, interesting planting, artwork and lighting



## 2. PROJECT SCOPE

- 2.1 The project needs to ensure it meet the needs of all users of the public realm and include consideration of the needs of the various disability groups, Adur and Worthing Council's (AWC) own internal policies and other good practice.
- 2.2 The Concept Design has been carried out and consulted on by WSCC in partnership with Worthing Borough Council (WBC) and this project shall further develop this Concept to Detailed Design.



- 2.3 The project will be undertaken at the same time as the commissioning of public art and as such, it is expected that this project will work with the Public Artist in order to incorporate the public art into the design of the public realm improvements.
- 2.4 A palette of materials and street furniture will need to be specified that meets the objective of creating an attractive place and also meets the requirements of a busy trafficked shopping street. All materials will need to meet the vehicle loading requirements and be approved and adopted by WSCC as Highway Authority. The selection will reflect the differentiation in functionality (carriageway, pedestrian route etc.).
- 2.5 The scope of engineering needs to address the construction methods to be used in using a certain pallet of materials. This should include the following core requirements as a minimum:

- Vehicle loading and turning forces
- Drainage including Water permeability and materials used
- Fire / emergency services access including a fire path
- Longevity of the public realm using case studies and past examples
- Demonstration of an understanding of the materials available, their properties and the impact of their intended functions
- Fit for purpose assessment of materials including stain and slip resistance (but incorporating the needs of wheelchair users)
- Assessment of all materials chosen in consideration of cleaning, maintaining and replacement
- Warranty / guarantee for road materials and street furniture
- Consideration of constructability of materials into a public realm scheme

2.6 The project scope for the consultant will deliver, but not be limited to, the following tasks as part of this commission:

### **TASK 1A - DESIGN DEVELOPMENT AND FINALISATION (RIBA STAGE 3) PRELIMINARY DESIGN**

- Agree the Programme milestones and timescales for delivery with the WBC project team
- Review and further develop the concept designs that have been produced and consulted on
- The public realm interventions will seek to reduce the dominance of cars by design, freeing road-space for community and social activity
- Ensure that the proposed designs provide sufficient pedestrian, highway and access capacity for all modes expected to travel through the Portland Street. The priority should be placed on pedestrians
- Review the existing delivery and loading arrangements including discussions with local businesses to understand their current arrangements and requirements. This will also include a review of the delivery times and operations
- Review the existing Traffic Regulation Order (TROs) and make recommendations on the TROs required for delivering the improvements
- WBC will provide all previous work and outputs carried out by WSCC including drawings and details
- WBC will provide topographical survey and Ground Penetrating Radar (GPR) survey data for the agreed study area. The consultant will identify the specification for further

Ground Investigations (GI) that is required. This is particularly important in the event the emerging design is taken forward as there are likely ground issues at this location

- Complete the necessary Statutory Undertakers' enquiries
- Develop the preliminary design, including an assessment of the drainage and level design, materials and specification, lighting, landscaping and street furniture
- Undertake geometrical checks to ensure proposed alignments work for all users
- Complete a designer's response to the Road Safety Audit (RSA) that would be undertaken by WBC
- Produce design recommendation for street lighting, directional signing and drainage plan
- Liaise with artists and WBC to identify areas for public art and establish constraints. All artwork will be commissioned and managed by Client .
- As part of the Landscape Design:
  - Review the background information, record street spaces and consider the material palette in the wider town centre
  - Prepare an initial material palette for agreement. Identify materials that could be used to meet the design and operational requirement of the improvement area taking into account the expected future vehicular activity
  - Prepare a material palette technical note
  - Input into the preliminary design considering materials, street marking and street furniture choices and the positioning of equipment
  - Prepare tree and planting species choices and specification
  - Preparation of Stage 3 Report including budget costings and identifying any key constraints and risks
- Act as Principal Designer under the CDM regulations.

### **TASK 1B PRODUCE PLANNING DOCUMENTATION (RIBA STAGE 3)**

- Liaise with WBC and Planning Authority to determine requirements
- Prepare suitable planning drawings; visualisations are not required and WBC will make available the previous visualisations if required by the Planning Authority
- Arrange for additional surveys and reports as required by the Planning Authority, all third-party costs paid directly by the Client
- Prepare Design and Access Statement
- Package up planning documents and submit via Planning Portal
- Deal with any planning queries and attend Planning meeting

## **TASK 2 PRODUCE DETAILED DESIGN AND CONSTRUCTION DRAWINGS (RIBA STAGE 4)**

- Produce detailed design of the preferred design to allow scheme to be costed using unit construction rates (or local, recent rates, if available)
- Prepare a design construction cost estimate
- Prepare a Detailed Design Risk Register
- Secure estimates from statutory undertakers for diversion costs based on C3 and obtain C4 estimates.
- Complete a designer's response to the Stage 2 Road Safety Audit (RSA) that would be undertaken by WBC.
- Liaise with WSCC to determine the information and documentation required to secure S278 approval.
- Preparation of S278 application to include all required drawings, design information and material specifications. All S278 Fees to be paid by the Client.
- Liaise with SSE for any lighting design. All third-party costs paid directly by the Client
- Liaise with CCTV provider regarding the possible relocation of existing CCTV.
- Produce the following, but not be limited to, design drawings at the appropriate scale for tendering of the works:
  - Public realm design and detailed material palette
  - Landscaping and planting
  - Street Furniture
  - Wayfinding improvement design, based on task 1 outputs
  - Drawings - Plan showing the proposed scheme with associated highway changes
  - Drawings - General Arrangements
  - Drawings - Statutory Undertakers equipment locations and proposed diversions required
  - Drawings - Sections and construction details
  - Drawings – Drainage designs and construction details
  - Drawings – Lighting designs and Construction details
  - Drawings - Indicative construction phasing plan for adoption by the works contractor
- Act as Principal Designer under the CDM regulations.

### **TASK 3 PROCUREMENT OF THE WORKS (RIBA STAGE 4)**

- Prepare a procurement strategy in consultation with the Project Team
- Preparation of tender documents including
  - Conditions of Contract
  - Works Information and Specification
  - Site Information
  - Pricing Document
  - ITT Document
- Assist WBC in the selection of suitable Contractors and posting the ITT
- Assist WBC in the Tender Assessment process and selection of the preferred bidder
- Assist WBC in the Award of the Tender

### **TASK 4 CONSTRUCTION AND CONTRACT SUPPORT (RIBA STAGE 5)**

- Provide construction support to ensure that the works are constructed in accordance with the drawings and specification (Supervisor role under the NEC).
- Provide contract support and change management during the works (Project Manager role under the NEC)
- Provide continued design support throughout the construction period including change management.
- Act as Principal Designer under the CDM regulations.
- Liaise with WSCC as part of the S278 process

### **TASK 5 SIGN OFF (RIBA STAGE 6)**

On Completion of the works the Consultant will provide support to ensure completion, including:

- Sign off and completion of the S278 process including dealing with any issues following a Stage 3 RSA
- Monitor the works in use and provide support through the defect period and issue final certificate of completion
- Act as Principal Designer under the CDM regulations and completion of the Health and Safety File

## GENERAL TASKS

- 2.7 In partnership with the WBC project officers, organise and facilitate a risk workshop with risk identification, avoidance, reduction, mitigation and quantification of cost. The risk workshop would cover all risk elements associated with development, delivery, governance and stakeholder and political considerations, including contingency, budgetary and programme considerations.
- 2.8 The consultant will nominate a Project Manager who will lead all works undertaken by the consultant. The Project Manager will be responsible for managing all the tasks above and the quality of outputs and timely completion of the work. The project will be managed by an WBC Client Project Manager, supported by a project board consisting of WBC and WSCC officers.
- 2.9 The consultant will prepare all documents as required and the Project Manager will attend meetings where required, including Working Group meetings and Board meetings, in order to update on project progress and gain approvals where required.

## REPORTING REQUIREMENTS

- 2.10 Meetings are to be adequately attended as follows:

### Design Stages: Tasks 1 to 3

- Monthly progress meeting to include updates on cost control, progress of the design, programme and milestones.
- Monthly delivery team meetings
- Weekly conference calls with Client Project Manager
- Immediate contact when required for updates / discussions.

### Construction Stages: Tasks 4 to 5

- Be available for regular communications as Project Manager role.
- Be available for regular communications as Supervisor role.
- Undertake regular meetings with the Contractor and WBC as appropriate for the construction stage.

### 3. PROJECT TEAM

#### 3.1 Project Centre staff

3.2 This work will be undertaken by the following team. Geoff Waller will be the Project Manager for the project and will coordinate efforts from the various disciplines and manage delivery of the various project elements. He will also be closely involved in authoring of deliverables and presentation of outputs.

3.3 Please find detailed below the staff table. The team's full CVs can be found in appendix A.

Team member	Position	Role
<b>Mary Gillett</b>	Technical Director	Project Director
<b>Geoff Waller</b>	Associate Director	Project Manager and Highways Lead
<b>Rhys Hutchings</b>	Associate	Highways
<b>Iain Grice</b>	Senior Engineer	Highways
<b>Wayne Bridgeland</b>	Senior Engineer	Highways
<b>Thomas Walker</b>	Engineer	Highways
<b>Ian Chambers</b>	CAD Technician	Highway
<b>Joao Toscano</b>	Associate Director	Public Realm Lead
<b>Ed Brooks</b>	Principal Landscape Architect	Public Realm
<b>Stefano Scarano</b>	Landscape Architect	Public Realm
<b>Elise Lim</b>	Urban Designer	Public Realm
<b>Sook Im</b>	Landscape Designer	Public Realm
<b>Herbie Barnieh</b>	Principal Lighting Design Manager	Lighting
<b>Jade Edwards-Samuels</b>	Lighting Engineer	Lighting
<b>Samer Muhandes</b>	Associate	SuDS
<b>Stefan Hofer</b>	SuDS Engineer	SuDS
<b>Bret Seeney</b>	Associate Director	CDM (Principal Designer)

#### 4. FEES

4.1 We have estimated our fees based on our ESPO reference 664-17 Consultancy Services framework as we understand that Worthing Borough Council (WBC) are currently signed up to this.

4.2 We have presented the fee proposal in the ESPO format with the following information:

- Staff Name
- ESPO Grade
- Discipline/Role
- ESPO Daily Rate
- Days to deliver the Tasks

#### 4.3 Standard Working Day

At award of contract the standard working day shall be agreed however, in any event, the minimum number of hours within a standard working day shall be 7.5 hours (exclusive of breaks). No overtime or other enhancement to the Maximum Day Rates shall be paid by WBC to the Service Provider, regardless of how many hours are worked during the day.

#### 4.4 Expenses

PCL has included all normal expenses in connection in providing the service and is included within the above fee. Expenses in connection for tasks performed at a location other than at PCL offices, or the Site or the Council's Offices shall be charged as detailed below:

Where it is required to deliver services beyond PCL's offices, we may charge the WBC for any reasonable expenses incurred. All expenses charged shall be in accordance with, and shall not exceed, the WBC's travel and subsistence policy.

4.5 We have split the fee proposal into the separate Tasks with the scope and deliverables as detailed section 2, These are presented overleaf:

THE FOLLOWING DETAILS OF THE FEE PROPOSAL ARE EXCLUDED FROM THIS DOCUMENT AS THEY ARE COMERCIALY IN CONFIDENCE WITH WORTHING BOROUGH COUNCIL
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## 5. **FORM OF CONTRACT**

- 5.1 We propose to enter into an ESPO Framework call off contract with Project Centre as the Service Provider and Worthing Borough Council as the Customer and would be happy to discuss this with Client Team.

## 6. PROGRAMME

6.1 We have prepared a draft scheme Programme as shown in Appendix B with the following key milestones:

- Start, Early June 2020
- Sign off of RIBA Stage 3- Early August 2020
- Submission of Planning – Mid October 2020
- Completion of Detailed Design – End of October 2020
- Submission of S278 Application – End of October 2020
- Issue of Tenders for the Works – Early November 2020
- Start on Site – Late March 2021
- Completion of Construction – February 2022

6.2 Main Programme Assumptions:

- This assumes commissioning, contracts, and receipt of a purchase order for the works, by Mid June 2020.
- Receipt of all relevant background information and details from the previous study, including surveys and studies.
- Our programme also relies on timely discussions and agreement with the Planning Authority on their planning requirements, particularly on additional studies and surveys required.
- Our programme also assume that West Sussex CC will engage with us at an early stage and prior to the submission and determination of the planning process. It is also assumed that the Technical Approval will be carried out during the works tender period and will be completed prior to the award of the construction contract in February 2021.

## APPENDIX A – TEAM CV's



## Mary Gillett, Technical Director with 20 years' experience

### Professional Statement

Mary is a Chartered Civil Engineer with a broad range of experience in both the public and private sectors, providing leadership to multi-disciplinary technical and project management teams during the inception, funding, design, procurement and construction of major highway and transportation schemes. Mary has also held senior local government roles, forging stakeholder and political relationships at the highest level. She has significant experience in the creation, management, governance and delivery of major capital highway programmes, securing funding through successful funding bids and third-party contributions.

### Key Experience

A Chartered Civil Engineer and Association of Project Management Practitioner who has held roles with a major civil engineering contractor, several engineering consultants and local authority clients. Some key achievements are:

- Secured circa £350m external funding via Government funding bids and third-party contributions for the delivery of Kent County Council strategic infrastructure.
- Conceived and established the internal management and political governance regime for major capital Programmes within Kent County Council, including the high-profile Local Growth Fund Programme and National Productivity Investment Fund.
- Successfully planned and delivered many major schemes e.g. £8m North Farm Link Rd, Tunbridge Wells and £10m Rathmore Road, Gravesend.
- Led the procurement of several local government term and single maintenance and construction contracts including preparing contract documentation.
- Acted as Project Director on projects such as Highways England M25 Mass Action Scheme.
- Designed and delivered the external works at the multi-million-pound Duke of York's Headquarters redevelopment in the King's Road, London for Cadogan Estates.

### Project Centre Experience

- ✦ Technical Director managing the Engineering Division.
- ✦ Responsible for managing key Local Authority frameworks.
- ✦ Project Director on several projects ensuring projects are completed on time, to budget and to the required standard, whilst seeking out opportunities for innovation and added value for Clients.

#### Skills and Experience

- ✦ Highways & Transportation
- ✦ Project, Programme & Financial Management
- ✦ Procurement & contractual management of major construction contracts
- ✦ Stakeholder and political relations
- ✦ Funding bid preparation

#### Qualifications and Memberships

- ✦ BEng Civil Engineering
- ✦ Chartered Engineer
- ✦ Member of The Institution of Civil Engineers
- ✦ Association of Project Managers Practitioner

#### What Our Clients Say

*"I was impressed with the responsiveness and standard of service"*

**Tony Kennedy, London Borough of Brent**

## Previous Experience

### **Project: M25 Mass Action £0.5m 2018**

**Client:** Connect Plus Services (Highways England)

**Role:** Project Director

**Project Overview:** The aim of the project was to implement road safety measures in a preventative rather than reactive timeline. Measures were designed at eleven key junctions on the M25 and Highways England documents including business cases were prepared.

#### **Added Value / Lessons Learnt:**

This was the first project delivered for this Client; this, together with a very challenging programme led to a very intensive delivery period. Success was realised by using 2 project teams and through collaboration and excellent communication across the project teams and with the client.

### **Project: M20 J4 Eastern Overbridge Widening £5m 2016**

**Client:** Kent County Council

**Role:** Programme Manager

**Project Overview:** This project widened a motorway overbridge by 'stitching' on another deck.

#### **Added Value / Lessons Learnt:**

This work was done partly under licence with Highways England and excellent relationships were built. As a result, the scope of the project was increased to include resurfacing of the M20 on behalf of Highways England, resulting in a more economical solution and better outcomes for the travelling public.

### **Project: Poorhole Lane Widening, Broadstairs £5m 2014**

**Client:** Kent County Council

**Role:** Project Manager

**Project Overview:** This project upgraded a substandard narrow lane into a single carriageway link road with a roundabout junction at both ends linking to 2 key 'A' roads

#### **Added Value / Lessons Learnt:**

This project was funded using Government Local Pinch Point Funding which carried very onerous time constraints. The construction programme was key to meeting these constraints so careful selection of the delivery partner and strict management of the extensive utility diversions were critical.

### **Project: A28 Widening, Ashford £33m 2018**

**Client:** Kent County Council

**Role:** Programme Manager

**Project Overview:** This project widened a single carriageway to a dual carriageway on a key 'A' road, including widening a road bridge over railway lines.

#### **Added Value / Lessons Learnt:**

Added value was achieved on this project by awarded an Early Contractor Involvement (ECI) contract. This allows the contractor and the designer to work together during the design process to refine the design, eliminating buildability issues and carrying out advanced works such as utility diversions

### **Project: Longfield Road Widening, Tunbridge Wells £7.5m 2014**

**Client:** Kent County Council

**Role:** Project Manager

**Project Overview:** This project widened a single carriageway to a dual carriageway through an area, off the A21 which houses over 500 businesses, including major retailers.

#### **Added Value / Lessons Learnt:**

This project was funded using Government Local Pinch Point Funding which carried very onerous time constraints. Stakeholder liaison was also a critical aspect of this project both during the planning and design phases but more critically during construction. Business deliveries were carried out 24hours a day, so access was required at all times. A dedicated team was established to manage the stakeholder communication and response.

### **Project: Duke of York's Headquarters, Kings Road, Kensington and Chelsea External Works £100m 2003**

**Client:** Cadogan Estates

**Role:** Project Manager

**Project:** This project was part of the conversion of a disused military facility into a multi-use residential/retail complex in a prestigious area of London.

#### **Added Value / Lessons Learnt:**

Given that this development was designed and delivered by multiple organisations of multiple disciplines, collaboration, communication and change control were critical to the success of the project.



## Geoff Waller, Associate Director with 30 years' experience

### Professional Statement

Geoff has gained significant experience in all aspects of Civil and Highway Engineering. He has been responsible for the Project Management of Highway, Infrastructure and Public Realm improvement schemes, the majority relating to long term frameworks with Public Sector Clients. Works included inception and feasibility studies, consultation, planning, preliminary/detailed design through to procurement. Geoff has been fully responsible for the management of multi-disciplinary design teams and the consultation with Stakeholders, Members and Council Officers. In addition, he has managed several major associated construction contracts representing the Client as Project Manager ensuring the successful delivery with quality and financial management.

### Key Experience

- ✦ Project Management of long term framework commissions and major schemes including design coordination, programming and job cost control.
- ✦ Project Management of multidisciplinary design teams on major civil and structural engineering schemes.
- ✦ Good communication skills with presentation of schemes to Clients, Stakeholders and interested parties.
- ✦ Production of Tender documentation for major engineering schemes including ITT, Contracts, BoQ's, Specifications, MEAT analysis, tender reviews and appraisals.
- ✦ Broad Site Supervision and management skills including role of Project Manager under NEC EEC and ICE Contracts.
- ✦ Practical approach to site safety and CDM matters including several commissions as Principal Designer as part of the CDM (2015) regulations. Carrying out risk assessments and reviewing method statements.
- ✦ Preliminary and detailed design of Highway and Infrastructure schemes, preparation of Contract Documents and drawings.
- ✦ Liaison and management of various disciplines within the design team and specialist sub consultants.
- ✦ Preparation of inception and feasibility studies and reports on highway, environmental and maintenance schemes including cost estimates.

### Project Centre Experience

- ✦ Associate Director managing the Civil, Transport, Highways and Public Realm team in Project Centre's the Brighton Office.
- ✦ Responsible for managing key Local Authority frameworks and the strategic planning, business development, financial management, technical design, quality and key performance indicators.
- ✦ Ensuring the successful delivery of a wide variety of engineering and public realm schemes maintaining high quality and developing new smart working methods in conjunction with Clients to promote innovation and value for money.

#### Skills and Experience

- ✦ Project Management
- ✦ Contract Management
- ✦ Infrastructure Design
- ✦ Environmental Design
- ✦ Feasibility Studies
- ✦ Team Management
- ✦ Budgeting/finance control
- ✦ Risk Management
- ✦ Stakeholder engagement

#### Qualifications and Memberships

- ✦ BSc (Hons) Civil Engineering
- ✦ MCIHT

#### What Our Clients Say

*"Well done to you both for delivering an outstanding joint (BHCC/PCL) presentation session at yesterday's Transport Partnership. The preparation and ground work really paid off with all partners around the table."*

**Mark Prior - Assistant Director – BHCC**

**Project: Crawley Town Centre  
Regeneration – Phase 2**

**Client:** Crawley Borough Council

**Role:** Project Manager

**Project Overview:**

£2.0 m Town Centre regeneration scheme including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and specialist water feature consultants. Project Manager under NEC ECC Option A Contract

**Added Value / Lessons Learnt:**

Building on previous phase and the incorporating lessons learnt in material selections and interaction and early contractor involvement.

**Project: Three Bridges Station  
Improvements**

**Client:** Crawley Borough Council

**Role:** Project Manager

**Project Overview:**

The development of a major station forecourt improvement scheme and associated highway improvements.

**Added Value / Lessons Learnt:**

Managing the preliminary design and the expectations of public and station users. Coordination with the Interaction with stakeholder for the provision of improved bus, cycle and pedestrian facilities to and from this major transport hub.

**Project: Valley Gardens Phase  
1&2**

**Client:** Brighton and Hove City Council

**Role:** Design Team Project Manager

**Project Overview:**

Major highway regeneration scheme responsible for development of preliminary and detailed highway and infrastructure design.

**Added Value / Lessons Learnt:**

His existing relationships with key stakeholders such as members, bus companies and local transport groups. Over the past 2 years we have demonstrated an ability to communicate the vision of the project whilst addressing and mitigating the key concerns of the stakeholders. Presentations to Stakeholders and Committees.

**Previous Experience**

**Project: Queens Square  
Regeneration**

**Client:** Crawley Borough Council

**Role:** Scheme and Contract Project Manage

**Project Overview:**

£3.2 m Town Centre regeneration scheme including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and specialist water feature consultants. Project Manager under NEC ECC Option A Contract.

**Added Value / Lessons Learnt:**

Coordination of Multidisciplinary design team, Public Realm design incorporating water feature and public event spaces.

**Project: Little Trees Cemetery**

**Client:** Crawley Borough Council

**Role:** Scheme and Contract Project Manage

**Project Overview:**

£2.0m new Cemetery scheme including feasibility, planning application including detailed Ecological and Geo-environmental surveys, detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including S278 process.

**Added Value / Lessons Learnt:**

Principal Designer Role and Project Manager under NEC ECC Option A Contract.

**Project: Ifield Mill Pond**

**Client:** Crawley Borough Council

**Role:** Project Manager

**Project Overview:**

£9.5 m Dam and Reservoir upgrade involving preliminary design, consultation, planning, procurement and Contract Management during Construction Phase

**Added Value / Lessons Learnt:**

Stakeholder Engagement and Consultation. Early stage planning and economic appraisals.



## João Toscano, Associate Director CMLI with 13 years' experience

### Professional Statement

Joao is a chartered landscape architect with a proven track record of excellence in Place-Making and Landscape Design. Passionate about landscape architecture and design, his strengths and interests also extend to broader strategic thinking, research and management. Joao also has strong communication skills and the ability to work in multi-disciplinary teams delivering highly complex projects.

### Key Experience

- ✦ Joao's broad experience includes a key role in the Rio Olympic Park delivery and valuable input as part of the teams that delivered high quality public spaces such as the North-West Cambridge Development, Leicester Square and the Millenium Town Park in Jersey.
- ✦ His experience also includes smaller scale public realm interventions in Southwark where he led the landscape design component for three different projects as part of a framework with the council: Keyworth Street, Lower Road and St.Olav's Square.
- ✦ Previously Joao was an Associate Director at AECOM and during his time there he was selected for the AECOM UK Emerging Talent Group

### Project Centre Experience

- ✦ Involved in a wide range of projects, Joao has managed the delivery of progressive public realm projects such as Southfields Public Realm, Walworth Road phase 2, Bridge Avenue, Hammersmith Grove and Brookside Open Space.
- ✦ Key involvement in the public realm design for the Dartford Town Centre Regeneration, Hammersmith Grove and Camberley High Street. Joao has also been involved in providing planning advice in public realm design to the Royal Borough of Windsor and Maidenhead.

#### Project: York Road Development

**Client:** Royal Borough of Windsor and Maidenhead

**Role:** Providing advice to planning officers regarding public realm proposals

**Project Overview:** September 2017 – On going. Project Centre has been advising the Royal Borough of Windsor and Maidenhead on the public realm proposals for the York Road Development. This is a key scheme within the town centre that will have substantial impact on the quality of Maidenhead's streetscape environment.

**Added Value / Lessons Learnt:** Experience in a wide variety of landscape/public realm projects as well as in large scale complex schemes. Importance of clear strategic document on public realm guidelines that will drive proposals and ensure that the quality of design is of a high standard and following latest guidelines.

#### Project: Dartford Town Centre Regeneration

**Client:** Dartford Borough Council

**Role:** Led the public realm design and managed the delivery of the concept design report

**Project Overview:** Project Centre has been developing the public realm concept design for the town centre regeneration of Dartford, one of the most exciting schemes around London at the moment. A multi-disciplinary approach has been key to the development of the proposals which aim to be bold but also follow best practice and latest guidelines on streetscape design. Our progressive approach is in line Dartford's ambition and growth in the coming years.

**Added Value / Lessons Learnt:** Experience in complex schemes and multidisciplinary competency within PCL. The importance of clear communication with the client and stakeholders as well as the ability to foresee challenges ahead.

#### Project: West Ealing CCM

**Client:** London Borough of Ealing

**Role:** Project manager

**Project Overview:** September 2017 – On going

Project Centre has been developing the public realm design for the area surrounding the proposed West Ealing Station. A multi-disciplinary team that includes landscape architects, engineers and lighting designers has been developing a design approach based on current best practice that responds well to Ealing's objectives for the scheme whilst being sensitive to the needs of local residents.

**Added Value / Lessons Learnt:** Design experience within public environment. A deeper understanding of the constraints and opportunities related to the implementation of a new Crossrail station.

#### Skills and Experience

- ✦ High level strategic thinker
- ✦ Experience across geographies
- ✦ Public realm design
- ✦ Hard and soft landscape design
- ✦ Site supervision
- ✦ Leadership training
- ✦ Studio operations

#### Qualifications and Memberships

- ✦ Chartered Member of the Landscape Institute
- ✦ Degree in Landscape Architecture from the Technical University of Lisbon

#### What Our Clients Say

*"Project Centre provide an excellent service and look for ways to improve the brief in order to provide additional quality to the scheme."*

**Andy Smith, Watford Borough Council**



## Project: Brookside Open Space

**Client:** London Borough of Hillingdon

**Role:** Managed the delivery of the feasibility design report

**Project Overview:** March 2018 – On going. Project Centre has been developing the landscape strategy for this key open space within the London Borough of Hillingdon. The team has worked on high level masterplan concept that brings together the extensive sports facilities brief with a civic/ecological agenda that make can make transform this space into substantial asset for the borough and its residents.

### **Added Value / Lessons Learnt:**

Experience in sports facilities as well as the integration of these into a more urban civic park setting. Importance of a clear brief and a good understanding of the budget. Clarity on the implications of creating such a facility.

## Project: Walworth Road – Phase 2

**Client:** Southwark Council

**Role:** Project manager for the delivery of the Technical Review document

**Project Overview:** July 2017 – On going. Bridge Avenue is another small scheme within Hammersmith's town centre that aims to show how a car dominated environment can be transformed into positive area for pedestrians and cyclists whilst maintaining its car parking capabilities. This project is closely linked to the implementation of CS9 (Cycle Superhighway) and has also important elements linked to cycle sharing, public art, play, tree planting and creating seating opportunities.

### **Added Value / Lessons Learnt:**

Experience in public realm design and knowledge of high quality solutions that are in line with the latest agendas. Testing of proposals that will enable the client to take forward the design and seek funding.

## Project: Hammersmith Grove

**Client:** London Borough of Hammersmith and Fulham

**Role:** Key element for the public realm design

**Project Overview:** August 2017 – On going. £200K (Estimated budget) Project Centre has been working side by side with the London Borough of Hammersmith and Fulham in a series of projects that aim to showcase sustainable place making. Hammersmith Grove is a small scheme within Hammersmith's town centre that aims to show how an unattractive polluted road can be transformed into space for people with less cars and a clear 'green' agenda. The phase 1 of this project aims to reduce carriageway widths, vehicle movements and car parking to give way to EV charging points, a cycle sharing station and various parklets that will create a complete new feel to that section of Hammersmith Grove.

**Added Value / Lessons Learnt:** Design experience within public environment. A deeper understanding of the constraints and opportunities related to the installation of parklets within the public realm.

## Project: Camberley High Street

**Client:** Surrey Heath Borough Council

**Role:** Lead for public realm design

**Project Overview:** May 2018 – On going. Project Centre has been developing the public realm concept design for this large-scale town centre regeneration, one of the most ambitious schemes around London at the moment. A multi-disciplinary approach has been critical to the design process which aims to be bold but also follow best practice and latest guidelines on streetscape design. Our progressive approach is in line Camberley's ambition and growth in the coming years.

### **Added Value / Lessons Learnt:**

Ability to coordinate a multi-disciplinary team in order to deliver a high-quality output that will be thoroughly scrutinized.

The importance of engaging relevant parties early in the process whilst making sure that key objectives of the scheme are still taken forward.

## Project: Bridge Avenue

**Client:** London Borough of Hammersmith and Fulham

**Role:** Project manager for the delivery of the feasibility design report.

### **Project Overview:**

December 2017 – On going

### **Added Value / Lessons Learnt:**

Knowledge of latest agendas for public realm interventions and multidisciplinary experience.

## Project: Southfields Public Realm

**Client:** Wandsworth Council

**Role:** Project manager for the delivery of the design development report and stakeholder engagement with a design group which included a wide range of interest parties.

**Project Overview:** Project Centre has been developing the public realm design for the area surrounding Southfields Underground Station, a key destination for the Wimbledon Championships as well as an area with a strong residential focus. A multi-disciplinary team that includes landscape architects, transport planners, engineers and lighting designers has been developing a design approach based on current best practice that responds well to Wandsworth Council's objectives for the scheme whilst being sensitive to the needs of local residents and key stakeholders.

### **Added Value / Lessons Learnt:** AV -

Quality of outputs, capability of coordinating a multi-disciplinary team and flexibility in responding to client's requests. -The importance of having extensive and accurate base information for development of proposals.

## Previous Experience

### Project: Dreamland Margate

**Client:** Sands Heritage Ltd

**Role:** Key element on the design and delivery of the extensive refurbishment in this heritage amusement park.

**Project Overview:** December 2016 – May 2017. AECOM was commissioned for the extensive landscape enhancements of this well-known heritage amusement park in Kent. This was an ambitious project where the landscape component played a key role in creating a new identity for the park. The delivery also involved a wide variety of expertise that had to come together quite quickly in order to respond to a very tight programme.

**Added Value / Lessons Learnt:**

Experience in design and delivery of complex landscape schemes. Extensive coordination regarding amusement park related specifications and constraints as well as coordination regarding delivery in a very short time.

### Project: St. Olav's Square

**Client:** Southwark Council

**Role:** Led the landscape design component.

**Project Overview:** November 2014 – December 2015. £450k (Estimated budget) AECOM developed design proposals for this small-scale public space in Rotherhithe which was built recently. This small scheme in Southwark was designed in a way that complements the grade II listed building of St. Olav's Church and was delivered by a multi-disciplinary.

**Added Value / Lessons Learnt:**

Experience in public realm. Ability to respond well to the client's brief. Heritage aspect of the project was important as well as communicating efficiently with the client.

### Project: North West Cambridge

**Client:** University of Cambridge

**Role:** Key element on the design of some of the main landscape and public realm components within this progressive masterplan.

**Project Overview:** March 2013 – December 2013. £280M (Phase 1 total cost of development). AECOM has been responsible for the masterplan development and planning applications for the 150-ha North West Cambridge Development, which will provide the University of Cambridge with an opportunity to establish a new, University-led urban quarter to meet its future needs.

**Added Value / Lessons Learnt:**

Experience in multidisciplinary teams and design capability related to different spaces. Coordination with the art consultant.

### Project: Leicester Square

**Client:** Westminster City Council

**Role:** Full time on site supervision

**Project Overview:** January 2012 – May 2012. £17.1M. In 2007 Burns + Nice won a design competition for the redesign of Leicester Square and its nine connector streets in the heart of London's West End. B+N led all design stages of the project and supervised its construction.

**Added Value / Lessons Learnt:**

Attention to detail and capability to manage communication and stress well in a very high-pressure delivery. Understanding how to deliver efficiently a high-profile scheme, communication with client and contractor as well as on site personnel.

### Project: Rio Olympic Park

**Client:** EOM (Olympic Delivery Authority)

**Role:** Key role on the landscape team that delivered this complex high-profile scheme.

**Project Overview:** August 2012 – February 2013 and February – March 2015. In August 2011, AECOM led a multi-disciplinary design team that won an international design competition for the masterplan of the Rio 2016 Olympic Village. The Landscape Studio in London was responsible for the park and this work involved extensive coordination with the master planners, sports architects, engineers and lighting designers.

**Added Value / Lessons Learnt:**

Ability to work in multidisciplinary teams, coordinate with local consultants, presenting to the client group as well as manage some of the deliverables. Understanding the importance of good team coordination, development of strong designs solutions and quality outputs, as well as good client management.

### Project: Angola Olympic Village

**Client:** Mitrelli

**Role:** Project manager for the landscape component of the masterplan.

**Project Overview:** June 2015 – December 2015. AECOM has developed a masterplan for the Angola Olympic Village. This is a large-scale project located on the coast, 70 Km south of the capital Luanda. This project aims to provide a world leading sports training facility for Angola. AECOM has multidisciplinary team working on it and the landscape component plays a key role on creating the right training environment as well as grounding the scheme on a high value/scenic site.

**Added Value / Lessons Learnt:**

Experience in sports projects and working in a multi-disciplinary team.

### **Project: Lower Road**

**Client:** Southwark Council

**Role:** Led the landscape design component.

**Project Overview:** March 2015 – May 2015 Lower Road is traffic calming scheme in a key artery within Southwark Council and part of TFL Cycle Superhighways. AECOM was asked to develop high level public realm proposals together with an indicative transport design scheme.

**Added Value / Lessons Learnt:**

Experience in public realm which allowed quick turn over of proposals. Good communication with other disciplines. Positive impact of 'urban acupuncture'-type of proposals onto public realm quality.

### **Project: Keyworth Street**

**Client:** Southwark Council

**Role:** Led the landscape design component.

**Project Overview:** November 2013 – July 2014. £1.2M (Estimated budget)

**Added Value / Lessons Learnt:**

Strong concept ideas that respond well to the urban campus environment. Articulation of concept ideas and standard guidelines.

### **Project: Millenium Town Park**

**Client:** States of Jersey

**Role:** Key element in the detail design delivery and on-site supervision.

**Project Overview:** May 2011 – November 2011. £11.5M The site for the Millenium Town Park is situated in a built up residential area to the north of St. Helier town centre. B+N in conjunction with Parsons Brinckerhoff have been commissioned by the States of Jersey to create a high quality public park which was delivered in 2011.

**Added Value / Lessons Learnt:**

Experience at different stages of design and flexibility to accommodate delivery. Good performance on site with sound judgement regarding procedure. Good understanding of the detail design package/specifications and ability to influence quality of works.

### **Project: Bilaj Al Jazayer**

**Client:** Edamah

**Role:** Project manager for the landscape component – stage 1

**Project Overview:** October 2015 – March 2015 Edamah has asked AECOM to develop a masterplan for this 130ha site on the west coast of Bahrain. This is a key project for Bahrain in terms of creating a leisure destination on one of the few public beaches of the country.

**Added Value / Lessons Learnt:**

Experience in complex, large scale, multi-disciplinary landscape masterplans. Good understanding of the brief. LL Experience in resort-town master planning.

### **Project: Imperial West**

**Client:** Imperial College

**Role:** Part of the team that developed concept design and basic detail design elements for phase 1.

**Project Overview:** October 2009 – March 2010. Whitelaw Turkington (Grontmij) partnered with Aukett Fitzroy to create the masterplan for Imperial West, a new west London campus for Imperial College as part of a new vibrant urban quarter.

**Added Value / Lessons Learnt:**

Knowledge in urban campus design.

### **Project: Nordhavn Design Competition**

**Client:** Municipality of Copenhagen

**Role:** Project manager for the landscape architecture element of the masterplan.

**Project Overview:** June 2008 – September 2008. Nordhavnen is a large metropolitan development project where a key area in Copenhagen will be transformed from a dense industry and harbour area into an attractive urban district.

**Added Value / Lessons Learnt:**

Knowledge in large scale master planning.

# Rhys Hutchings: Associate with 16 years' experience



## Professional Statement

Rhys has gained significant experience in all aspects of Civil and Infrastructure Engineering. He has been responsible for the Project Management and delivery of Civil, Infrastructure and Public Realm improvement schemes, the majority relating to long term frameworks with Public Sector Clients. Works included inception and feasibility studies, consultation, planning, preliminary/detailed design through to procurement. Rhys has been fully responsible for the management of teams and the consultation with Stakeholders, Members and Council Officers. In addition, he has managed numerous construction contracts representing the Client as Project Manager ensuring the successful delivery with quality and financial management.

## Key Experience

- ✦ Good Knowledge Computer Design Packages (AutoCAD, Micro Drainage and 12D Ground Solutions)
- ✦ Experience of Infrastructure and Highway Design
- ✦ Knowledge of Health and Safety with respect to CDM
- ✦ Experienced in Project Management, Contract Administration and Site Supervision.
- ✦ Production of Tender documentation for major engineering schemes including ITT, Contracts, BoQ's, Specifications, MEAT analysis, tender reviews and appraisals.
- ✦ Liaison and management of various disciplines within the design team and specialist sub consultants.
- ✦ Experienced in the preparation and issuing of Planning Applications
- ✦ Experienced in the preparation of Flood Risk Assessments
- ✦ Experience 3D Ground & Highway Modelling and Micro Drainage - Drainage Modelling
- ✦ Experience of presentations to Clients, Council Members, Stakeholders and Public Consultation
- ✦ Experience in Site Surveying, measurements
- ✦ Managing and Developing teams
- ✦ Good communication skills with presentation of schemes to Clients, Stakeholders and interested parties.
- ✦ Design and delivery of workshops to promote Engineering within Schools

## Previous Experience

- ✦ Consultant infrastructure design engineering / project manager, ensuring the successful delivery of a wide variety of engineering and public realm schemes. Maintaining high quality and developing new smart working methods in conjunction with Clients to promote innovation, sustainability and value for money.
- ✦ Contracts Manager within Local Authority responsible for delivery of Key Capital infrastructure works programme.
- ✦ Senior Engineering Manager at Shoreham Port assisting with the development of their vision, strategy and implementation of their master plan. Engineering maintenance and capital improvements of all infrastructure inclusive of flood defences, locks and pump house.

### Skills and Experience

- ✦ Project Management
- ✦ Contract Management
- ✦ Infrastructure Design
- ✦ Feasibility Studies
- ✦ Team Management
- ✦ Budgeting/finance control
- ✦ Risk Management
- ✦ Stakeholder engagement

### Qualifications and Memberships

- ✦ BEng (Hons), MEng (Hons) in Civil & Structural Engineering

### What Our Clients Say

*"The transition from the old Professional Service provider to the Project Centre couldn't have gone smoother, thanks to the dedication of the team."*

**Peter Wright, Thurrock Council**

## Previous Experience

### Project: Tilgate Access Road

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager

**Project Overview:** £1.5m new access road linking Tilgate Park with the A23 including feasibility, planning application including detailed Ecological surveys, detailed design, procurement and construction management. Project Manager under NEC ECC Option B Contract.

**Added Value / Lessons Learnt:**

Worked with elected members, residents, local cycling groups and neighbourhood groups to identify key issues and solutions, drawing on best practice.

### Project: Little Trees Cemetery

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager - Inception through to Preliminary Design  
Client Project Manager – Planning & s278

**Project Overview:** £2.0m new Cemetery scheme including feasibility, planning application including detailed Ecological and Geo-environmental surveys, detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including S278 process.

**Added Value / Lessons Learnt:**

Early stakeholder engagement to ensure a scheme that met the requirements of today and those of the future.

### Project: Queens Square Regeneration

**Client:** Crawley Borough Council

**Role:** Client Project Manager

**Project Overview:** £3.2 m Town Centre regeneration scheme including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and specialist water feature consultants.

**Added Value / Lessons Learnt:**

Collaborative working Unitary Authority to deliver a scheme that met both the Borough Council and their own requirements cost effectively.

### Project: Shoreham Port Shed 9

**Client:** Shoreham Port Authority

**Role:** Project Manager

**Project Overview:** £1.5m Construction of new 7,500m<sup>2</sup> steel framed Timber Storage facilities including surveys, detailed design, procurement, construction management. Delegated Engineer under ICE 7<sup>th</sup> Contract.

**Added Value / Lessons Learnt:**

Clear early understanding and communicating of construction constraints to minimise disruption to existing operations throughout construction activities.

### Project: Langley Green Regeneration

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager

**Project Overview:** £2m Public realm urban regeneration scheme. including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and key stakeholders including S278 process. Delegated Engineer under ICE 7<sup>th</sup> Contract.

**Added Value / Lessons Learnt:**

Early engagement with the Environment Agency to develop a cost-effective solution to minimise downstream flood risk and enhance the on-site ecology.

### Project: Bewbush Regeneration

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager

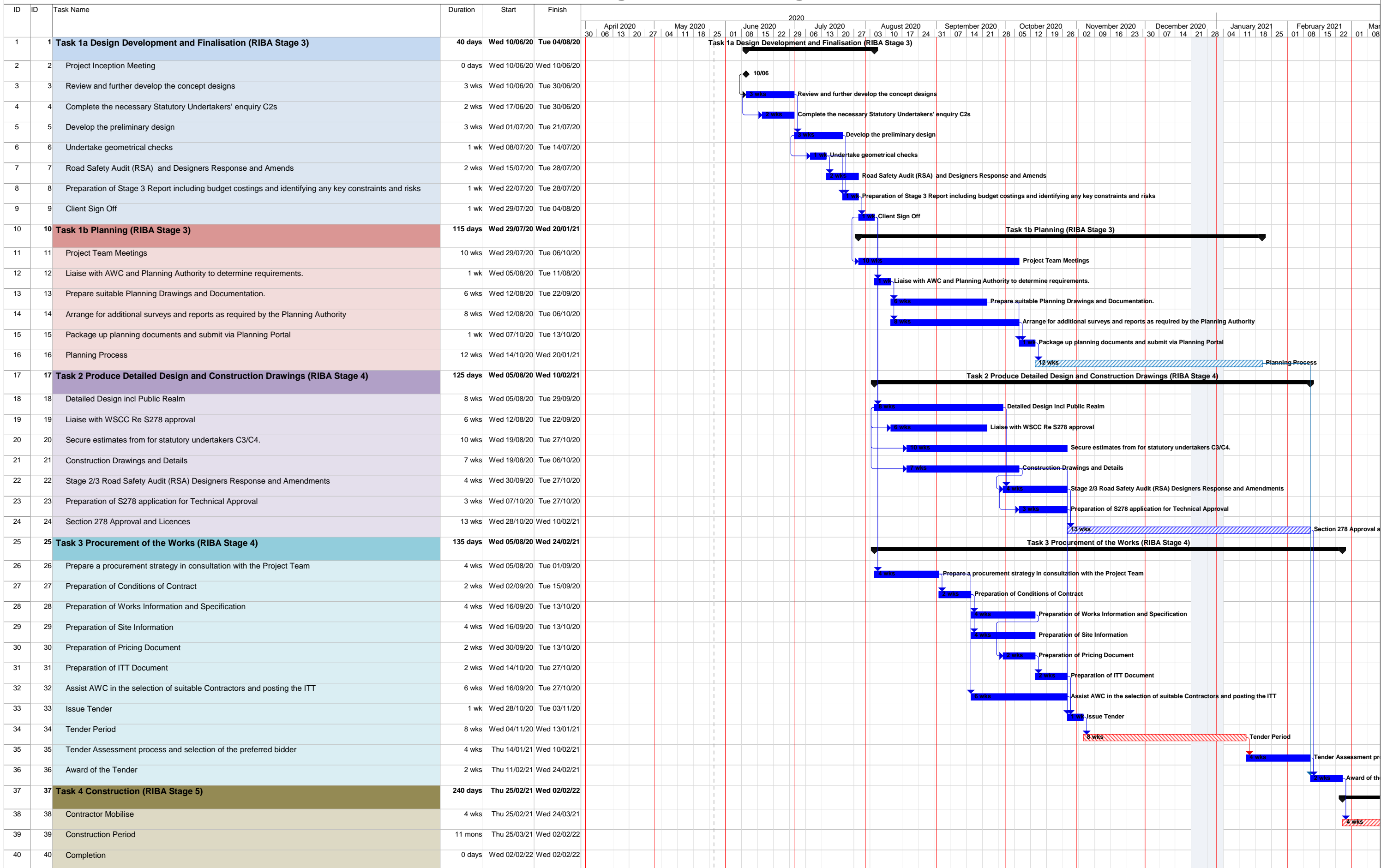
**Project Overview:** £5m Public realm urban regeneration scheme and community centre. D&B Contract.

**Added Value / Lessons Learnt:**

Good communication and clear defined boundaries of responsibility between numerous design consultants.

## APPENDIX B – SCHEME PROGRAMME

# Portland Road Public Realm Scheme Programme RIBA Stages 2 to 5



# Portland Road Public Realm Scheme Programme RIBA Stages 2 to 5

ID	Task Name	Duration	2021																																																
			March 2021				April 2021				May 2021				June 2021				July 2021				August 2021				September 2021				October 2021				November 2021				December 2021				January 2022				February 2022				March 2022
1	<b>Task 1a Design Development and Finalisation (RIBA Stage 3)</b>	40 days																																																	
2	Project Inception Meeting	0 days																																																	
3	Review and further develop the concept designs	3 wks																																																	
4	Complete the necessary Statutory Undertakers' enquiry C2s	2 wks																																																	
5	Develop the preliminary design	3 wks																																																	
6	Undertake geometrical checks	1 wk																																																	
7	Road Safety Audit (RSA) and Designers Response and Amends	2 wks																																																	
8	Preparation of Stage 3 Report including budget costings and identifying any key constraints and risks	1 wk																																																	
9	Client Sign Off	1 wk																																																	
10	<b>Task 1b Planning (RIBA Stage 3)</b>	115 days																																																	
11	Project Team Meetings	10 wks																																																	
12	Liaise with AWC and Planning Authority to determine requirements.	1 wk																																																	
13	Prepare suitable Planning Drawings and Documentation.	6 wks																																																	
14	Arrange for additional surveys and reports as required by the Planning Authority	8 wks																																																	
15	Package up planning documents and submit via Planning Portal	1 wk																																																	
16	Planning Process	12 wks																																																	
17	<b>Task 2 Produce Detailed Design and Construction Drawings (RIBA Stage 4)</b>	125 days																																																	
18	Detailed Design incl Public Realm	8 wks																																																	
19	Liaise with WSCC Re S278 approval	6 wks																																																	
20	Secure estimates from for statutory undertakers C3/C4.	10 wks																																																	
21	Construction Drawings and Details	7 wks																																																	
22	Stage 2/3 Road Safety Audit (RSA) Designers Response and Amendments	4 wks																																																	
23	Preparation of S278 application for Technical Approval	3 wks																																																	
24	Section 278 Approval and Licences	13 wks																																																	
25	<b>Task 3 Procurement of the Works (RIBA Stage 4)</b>	135 days																																																	
26	Prepare a procurement strategy in consultation with the Project Team	4 wks																																																	
27	Preparation of Conditions of Contract	2 wks																																																	
28	Preparation of Works Information and Specification	4 wks																																																	
29	Preparation of Site Information	4 wks																																																	
30	Preparation of Pricing Document	2 wks																																																	
31	Preparation of ITT Document	2 wks																																																	
32	Assist AWC in the selection of suitable Contractors and posting the ITT	6 wks																																																	
33	Issue Tender	1 wk																																																	
34	Tender Period	8 wks																																																	
35	Tender Assessment process and selection of the preferred bidder	4 wks																																																	
36	Award of the Tender	2 wks																																																	
37	<b>Task 4 Construction (RIBA Stage 5)</b>	240 days	<b>Task 4 Construction (RIBA Stage 5)</b>																																																
38	Contractor Mobilise	4 wks																																																	
39	Construction Period	11 mons																																																	
40	Completion	0 days																																																	



## Quality

It is the policy of Project Centre to supply Services that meet or exceed our clients' expectations of Quality and Service. To this end, the Company's Quality Management System (QMS) has been structured to encompass all aspects of the Company's activities including such areas as Sales, Design and Client Service.

By adopting our QMS on all aspects of the Company, Project Centre aims to achieve the following objectives:

- Ensure a clear understanding of customer requirements;
- Ensure projects are completed to programme and within budget;
- Improve productivity by having consistent procedures;
- Increase flexibility of staff and systems through the adoption of a common approach to staff appraisal and training;
- Continually improve the standard of service we provide internally and externally;
- Achieve continuous and appropriate improvement in all aspects of the company;

Our Quality Management Manual is supported by detailed operational documentation. These relate to codes of practice, technical specifications, work instructions, Key Performance Indicators, and other relevant documentation to form a working set of documents governing the required work practices throughout the Company.

All employees are trained to understand and discharge their individual responsibilities to ensure the effective operation of the Quality Management System.







Pacific House (2<sup>nd</sup> Floor)  
Hazelwick Avenue  
Three Bridges  
West Sussex  
RH10 1EX

01293 305965  
[coast2capital.org.uk](http://coast2capital.org.uk)

Martin Randall  
Director for the Economy  
Adur & Worthing Council  
Worthing Town Hall  
Worthing  
BN11 1HA

Thursday 1<sup>st</sup> May 2020,

**Re: Award of £697,000 Local Growth Funding for the Worthing Public Realm**

Dear Martin,

I am delighted to inform you that our Investment Committee have agreed to make the above listed award under our Local Growth Fund programme.

As this offer is for a partial funding award at up to 41% of your original ask, we would like you to confirm that firstly the project can go ahead and deliver the original outputs as per the business case submission.

This award is conditional, and is subject to agreement of conditions of funding, and will be confirmed upon completion of final checks to satisfy our Accountable Body, i.e. state aid. You will be shortly contacted by our Investment Programme Managers to finalise the funding agreement and instructions in support of this award. Once this is signed I would urge you to complete the necessary claim forms to draw down the funding as per the schedule that you have committed to in your original application. We will send out the necessary claim documentation to you in due course.

As per the business case declaration, you agreed to pay a fee of £9,500 to cover the cost of processing and preparing the funding agreement. In addition to this, all new projects that are awarded funding are asked to contribute a monitoring fee of £12,000 to enable Coast to Capital to efficiently monitor and review your project and

its delivery until completion. This will include audit reviews and site visits, and once your funding agreement is finalised, we will arrange a meeting to discuss scheduling meetings, and our expectations in terms of project reporting.

Both fees are payable in advance and an invoice will be issued prior to finalising the funding agreement. To assist with this, we would appreciate if you can send over the correct bank/contact address details.

Please note that any announcement regarding this agreement is embargoed until Coast to Capital delivers its initial press notice which is expected to be issued at a more appropriate time in light of Covid19. We would like to work with you to issue a joint press release on your specific project, subject to a funding agreement being signed. Jake Daniels (Communications Officer) will be in contact to arrange this.

I very much look forward to meeting with you over the next few months to see first-hand project progress.

Yours Sincerely,

ALR Middleton

Chief Operating Officer