



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Officer Decision/Mayoral Decision No.:	ODN 130-2019
DECISION TITLE: Appointment of Surveying Consultant	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: Roger Thompson	
DATE OF OFFICER DECISION: 15/07/19	

Responsible Director/Mayor:	Roger Thompson
Report Author and contact details:	Nick Sweeney, Development Manager
Is it a key decision?	NO
All reports will be published on the CA website. Does your report include exempt or confidential information?	NO
KEY DECISIONS ONLY	N/A
Insert forward plan ref number	
Date when Mayor intend to make decision.	
Date report published on the website	
Implementation Date	
Does the report have any annex that contains exempt information?	NO

Decision taken	The Director of Housing and Development has agreed to authorise the expenditure of £15,373.25 + VAT to appoint consultants Arcadis to undertake building, drainage, utilities and topographical surveys across a residential development site at Station Rd, Thorney. High pressure jetting of drains may also be necessary at a cost of £2,123.50 + VAT per day and this cost is also authorised. The consultant's findings will inform project viability prior to site acquisition.
Authorisation (<i>delete as appropriate</i>)	This decision has been taken under: General authorisation (<i>those decisions delegated to officers as per the Constitution</i>):




	<p>1. Paragraph 2.18 of Part 3 of Chapter 16 of the constitution delegates authority to Directors to award contracts with a value up to £50,000. The contract award report must be submitted to Finance for approval.</p>	
Background Information	<p>A scope of works provided by the consultant is attached at Annex 1.</p> <p>The appointment is to be made from the CCS framework contract and the process was overseen by a procurement advisor from the City Council. Legal are to prepare the contract and Finance have confirmed budget availability in the Housing Programme Management budget.</p>	
Alternative options considered.	<p>The option of proceeding without undertaking this due diligence work was considered and rejected as the information obtained will influence project viability.</p>	
Financial Implications	<p>Budget of £15,373.25 + VAT is required to appoint consultants Arcadis to undertake surveys of a site and buildings and report accordingly. High pressure jetting of drains may also be necessary at a cost of £2,123.50 + VAT per day.</p> <p>The expenditure will be charged to the Affordable Housing Programme management budget.</p>	
Consultation	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p>	<p><i>Name and Date approved (or indicate if not applicable)</i></p>
	Chief Executive	N/A
	Responsible Director/Chief Officer	Roger Thompson xx/xx/19
	Monitoring Officer	NA
	S73	Jon Alsop
	Portfolio Holder	N/A
	Other	Procurement advice received from Heidi Parker. Legal assistance to be provided by Peter Geach.
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<p><i>List the names of any member who has been consulted on and declared an interest in relation to the decision.</i></p> <p>None</p>	



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Supporting documentation	<p>List any supporting documentation available in relation to this decision (all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</p> <p>A report detailing the work to be undertaken is attached at Annex 1.</p>

Officer signature		Date 15/07/2019.
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		

Nick Sweeney
Development Manager (Residential)
Cambridgeshire & Peterborough Combined Authority

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BY EMAIL

RE: Station Road, Thorney, Peterborough – Building, Utility and Drainage Survey

Dear Nick,

Arcadis (UK) Limited (Arcadis) is pleased to present Cambridgeshire & Peterborough Combined Authority (CPCA) this cost proposal for the building, utility and drainage survey of land on Station Road, Thorney, Peterborough, PE6 0QE (the site).

The CPCA has negotiated terms to acquire the site for residential development and prior to the exchange of contracts at the end of July, have requested three surveys:

- Existing buildings survey
- Existing drainage survey
- Existing utilities survey

The following outlines the proposed scope of works. Fees are included in Section 2.

1. Scope of Works

Building Survey

A high-level building survey will be undertaken to identify any significant issues with the structure/fabric of the on-site buildings and to visually identify the potential presence of harmful materials. The building survey will include a roof survey provided the ground conditions are suitable for a cherry picker and the roof can be viewed safely.

A report detailing the key findings of the building survey and presenting photographic evidence will be provided on completion of the surveys.

Utility Survey

The utility survey will include a review of public utility plans and a full site utility trace which will be undertaken by an Arcadis approved subcontractor supervised by an Arcadis consultant.

The survey will include the lifting of manhole covers and tracing of existing utilities using of a range of tools designed to detect underground services. Additionally, if the ground conditions are suitable Ground Penetrating Radar (GPR) will be used to look for non-metallic services.

Results will be provided in an AutoCAD format and plotted onto a topographical drawing. If a topographical survey for the site is not available a cost for undertaking the survey at the same time as the utility survey has been included as an additional item in Section 2.

Date: July 2019

Contact:
John Gordon / Paul Wrigley

Phone:
Paul Wrigley – 07811 109364
John Gordon – 07730 814924

Email:
John.gordon@arcadis.com
paul.wrigley@arcadis.com

Drainage Survey

The drainage survey will be undertaken by the same Arcadis approved supplier undertaking the utility survey with a view to building on existing knowledge and efficiency of work. The supplier will be supervised by an Arcadis consultant. The survey will consist of a survey team attempting to lift all manhole covers within the area to measure the depth to the outgoing pipe and also pipe sizes. Drainage routes would then be surveyed with camera equipment to record the pipe conditions.

Should blocked pipes be encountered during the drainage survey there is an option to use high pressure jetting to clear the drains to enable entry for the CCTV camera equipment. This has been included as an option in additional items.

2. Fees

Description	Cost (exclusive of VAT)
Health and Safety Preparation and Planning	£878.05
Building Survey <ul style="list-style-type: none">- Site Attendance- Cherry Picker- Reporting	£7,351.30
Utility Survey <ul style="list-style-type: none">- Site wide Utility Trace by Arcadis Approved Supplier- Arcadis Consultant Supervision	£2525.80
Drainage Survey <ul style="list-style-type: none">- CCTV of Drainage by Arcadis Approved Supplier- Arcadis Consultant Supervision	£2555.60
Total	£13,310.75
Additional Items	Cost (exclusive of VAT)
Topographical Survey	£2062.50
Drainage Survey with Jetting Unit <ul style="list-style-type: none">- high pressure jetting of drainage with CCTV unit on site	£2123.50 per day

The costs outlined above assume the following:

- Unrestricted access to all areas will be available, including for vehicles and a cherry picker;
- Public utility plans have been procured and will be available to Arcadis;
- The topographical survey can be undertaken at the same time as the utility survey with the same Arcadis consultant supervising;
- There is no requirement for confined space or crawl space entry; and
- No allowance has been made for the production of hardcopies of any reports.

3. Programme

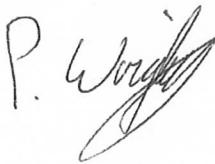
We understand that CPCA have a Board meeting on the 30th July. Based on the current availability we are in a position undertake the site survey works w/c 22nd July. Typically the formal reporting would be 2 weeks from completion of the survey which will go beyond the 30th July, however, we would be in a position to provide a high level summary of the main issues after the site visit.

4. Contract

It is understood that the works will be appointed through the Crown & Commercial Services Framework. On this basis we are not providing any form of Parent Company Guarantee, Performance Bond, and our total liability is limited to £1M in the aggregate.

We trust this quote meets your requirements. Should you have any queries please don't hesitate to get in touch.

Yours sincerely,



Paul Wrigley
Technical Director
paul.wrigley@arcadis.com