




CSL Infrastructure

Project Plan - External Commission

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COUNCIL COMPANY

Document Control			
Rev	Produced by	Date	
1.0	Adam Knuckey	07/06/2024	
Project Data			
Project Title:	Fore Street, Saltash Parklet Review		
Employer:	Saltash Town Council	Section / Department:	
Lead Delivery Organisation:	CSL Infrastructure Design		
Employer PO No:		Employer Project No:	
CORMAC PO No.		CORMAC Project No:	Infra24-092
Scope of Services			
Client Scope and Objective(s):	Scope: Saltash Town Council has previously commissioned architects to investigate proposals for a community space in Fore Street, Saltash. The focus of this is the section of Fore Street outside the Brunel Inn:		
	  		
	The study produced by the architects calls for a trial of parklets and market stalls, which after consultation with local traders Saltash Town Council is now looking to progress.		
	Cormac have been asked by the town council to review the existing proposals to advise on the safety and feasibility of implementation.		
	It is understood the town council wish to implement the trial in summer 2024 and advice on how this may be achieved will be given.		
Design, selection of materials and implementation/management of a trial is currently excluded from this review.			

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Approach/ Methodology:	<ul style="list-style-type: none"> • Project management, including project setup, programming, invoicing and financial management (assumed 2 month programme) • Inception meeting (assumed 1 hour duration, online) • Review the supplied report and proposals • Obtain C2 utility information from utility providers to advise whether underground utilities may pose an issue to any proposal • Road Safety Review of the proposals given by road safety officers, including site visit. • Obtain advice from Cormac delivery teams • Obtain advice from the CC highway manager and client team • Obtain advice from our strategic partners on similar parklet schemes • Obtain advice from the regulatory team on the nature of TRO, waiting restrictions, 20mph speed limit or other permissions required • Obtain advice from CC Streetworks • Supply outline design advice to the Saltash town team on street furniture for the scheme area, including signage and planters (identifying locations and specific products excluded) • Issue findings to the client. This will be in the form of a Road Safety Review report and an accompanying email with commentary on possible format, risks and programme for a trial. • Meeting with client to discuss findings (assumed 1 hour duration, online)
Design Completion Certificate Required?	No
Assumptions:	<ul style="list-style-type: none"> • As the Highway Authority, Cornwall Council will have the final approval in all matters relating to the final highway layouts • All final documents to be issued in electronic format only • The fees quoted are based upon the information known about the sites provided by the Client in the brief. • The scheme will run as outline in the Project Approach above. Any deviation from this will be subject to compensation event.
Exclusions:	<ul style="list-style-type: none"> • Any activities associated with planning, including pre-app planning or full planning permission. • Design, implementation or management of the proposals (including drainage, signage, landscape etc) • Cost estimating for implementation of a trial • Drafting/implementation of TRO, ETRO, TTRO • Applications for road space • Identifying or researching products for parklets, market stalls or other street furniture

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	<ul style="list-style-type: none"> • Environmental assessments or surveys • Ground investigation • Road safety audit • Additional utility enquiries (i.e. C3, C4 etc.) • Third party liaisons, such as answering Freedom of Information requests or liaison with agencies such as the EA • Any post scheme enquires/correspondence • Land negotiations, or activities associated with the acquisition of land or access agreements (including for site visits), and wayleaves etc. • Traffic modelling • Undertaking or procuring surveys not specified above, such as topographical, habitat, ecology, detailed environmental, flood risk assessments, drainage, lighting and utility surveys. 		
Key Contacts for this Commission (name, e-mail & tel no)			
	EMPLOYER	CORMAC	OTHER
Head of Section:	Sinead Burrows Town Clerk sinead.burrows@saltas h.gov.uk	David Phillips Design Delivery Manager david.phillips@cormactd.c o.uk	
Project/Task Manager:		Adam Knuckey Design Lead Adam.knuckey@cormactd .co.uk	
Others (including role):			
Scope			
Employer's Brief:	Yes	Reference:	Email
CSL Proposal Document:	No	Reference:	
Risk Register:	No	Reference:	To be completed during the course of the project
Financial			
Form of Contract:	NEC 3 - Professional Services Contract		
Main Option:	Option E - Cost Reimbursable		
Fee Breakdown/Activity Schedule attached:	Yes	Reference:	See Below
CSL Infrastructure Design Fee:	£3,916.90		
CSL Principal Designer Fee:			

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CSL Infrastructure Operations / Contracting Fee:		N/A	
External Fee:		N/A	
Total Fee:		£3,916.90 (Excludes design, costing and implementation/management of trial)	
Programme			
Programme Attached:	No	Reference:	To be completed within two weeks of quote acceptance
Start Date:	10/06/2024	Completion Date:	12/07/2024
Key Dates:			
Approvals			
		PRINT NAME & Sign:	Date:
CSL agrees to undertake the commission described above	For CSL:	 Name: David Phillips Design Delivery Manager (Civils)	07/06/2024
Saltash Town Council authorises CSL to undertake the commission described above	For Employer:	 Name: Sinead Burrows Town Clerk / RFO	10/06/2024
By signing above it is deemed that you are the appropriate approved signatory for your organisation for the stated fee value.			

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Construction (Design and Management) Regulations 2015					
Project requires notification to the HSE	Choose an item.	Project requires appointment of a Principal Designer	Choose an item.		
CSL Infrastructure CDM Process / Guidance					
CDM 2015: Client Duties					
Under the Construction (Design and Management) Regulations 2015 Commercial Clients are required to: <ul style="list-style-type: none"> Make suitable arrangements for managing a project, including making sure: <ul style="list-style-type: none"> other dutyholders are appointed as appropriate sufficient time and resources are allocated They also need to make sure: <ul style="list-style-type: none"> relevant information is prepared and provided to other dutyholders the principal designer and principal contractor carry out their duties welfare facilities are provided Further detail on Client's duties can be found on the H&S E website: https://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm					
Confirmation of Understanding	I confirm that I have read and understand the duties placed upon myself/the appointing organisation as Client in respect of CDM 2015:	Yes		No	
As per regulation 5 of the Construction Design Management Regulations 2015 (CDM 2015) the Client is reminded that the role of Principal Designer (if required) remains with them unless they make a formal appointment of a suitable person/company to undertake this role. Please see further information in the CDM 2015 Principal Designer Appointment section below.					
CDM 2015: Principal Designer Appointment					
Scheme Name:					
Cormac Project Number					
Client's Responsibilities Regarding Appointment of a Principal Designer:	Regulation 5 - Appointment of the Principal Designer and the Principal Contractor <ul style="list-style-type: none"> Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing - <ul style="list-style-type: none"> (a) a designer with control over the pre-construction phase as Principal Designer; and (b) a contractor as Principal Contractor. The appointments must be made in writing as soon as is practicable, and 				

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	in any event, before the construction phase begins. <ul style="list-style-type: none"> If the client fails to appoint a Principal Designer, the client must fulfil the duties of the principal designer in regulations 11 and 12. If the client fails to appoint a Principal Contractor, the client must fulfil the duties of the Principal Contractor in regulations 12 to 14. 		
Do you wish to appoint CSL as Principal Designer for this project?	Yes		No
IF YES: As a Client Representative, acting on behalf of Cornwall Council, in accordance with Regulation 5 of the Construction (Design and Management) Regulations 2015, I hereby appoint you to perform the role of Principal Designer in relation to the aforementioned project with immediate effect. Under this appointment you will be required to fulfil the requirements of the Principal Designer described in the Construction (Design and Management) Regulations 2015. Your appointment will remain for the duration of the project or until otherwise notified of any change by ourselves.			
Enter Name of Appointing Organisation requests CSL to undertake the Principal Designer role for the project named above	For Employer:	Name:	Choose a date.
CSL Acknowledgement and Acceptance of Role			
CSL agrees to undertake the Principal Designer role described above	For CSL:	Name	Choose a date.
CSL have appointed the following named individual to act as Principal Design on behalf of Cormac		Name	
Client Approval of Principal Design Appointment			
Enter Name of Appointing Organisation authorises CSL to undertake the Principal Designer role described above	For Employer:	Name:	Choose a date.
By signing above it is deemed that you are the appropriate approved signatory for your organisation for the stated fee value.			

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