

**FROM: BUSINESS DEVELOPMENT DIRECTOR**

**SUBJECT: APPOINTMENT OF A QUANTITY SURVEYOR/  
PROJECT ADMINISTRATOR FOR THE MASS  
TRANSIT PROJECT**

**DATE OF MEETING: 02 MARCH 2022**

Forum	SMT	GMB	STOB	TEB	MCA	A&RC	Approval/ Information
Report schedule/date	02/03	X	X	X	X	X	Approval

## EXECUTIVE SUMMARY

- This report seeks approval to appoint a consultant to provide Quantity Surveying/Project Administrator services for the Mass Transit project. The Quantity Surveyor/Project Administrator will form part of a larger team needed to progress the tram renewals and related tasks.
- There is currently budget provision for the first stage of works to be carried out under this commission and clauses in the contract allow works to be suspended if no further funding becomes available or if the project is suspended or terminated. Lack of certainty regarding funding remains a key issue for the whole project.
- It is recommended that Turner & Townsend be appointed as the Quantity Surveyor/Project Administrator to produce cost estimates, cost plans, Quantitative Risk Assessments (QRAs) and tender documentation, input into the design process, and provide contractual advice on the development of the project.

### 1. REASON FOR REPORT

This report seeks approval to appoint a Quantity Surveyor/Project Administrator for the Mass Transit project.

### 2. RECOMMENDATIONS

It is recommended that Turner & Townsend be appointed as the Quantity Surveyor/Project Administrator for the Mass Transit project at a notional cost of up to £3,397,663 based on the scope of the works set out in, and on the terms and conditions laid out in, the Invitation to Tender (ITT), subject to any further contract discussions prior to final award.

### 3. BACKGROUND INFORMATION

#### 3.1 Overall

The overall project plan for the continued development of the Mass Transit project was approved at the start of 2021. In summary, this was to procure a team of

advisors to work on the project from the production of the revised Outline Business Case (OBC), through to the production of the Full Business Case (FBC), then to assist with the implementation and post implementation periods. This avoids the need for re-tendering part way through the project's development. One of the consultants needed for this is the Quantity Surveyor/Project Administrator, the subject of this report. The scope of this contract includes a review of the existing body of work, production of cost estimates, cost plans, Quantitative Risk Assessments (QRAs), tender documentation and provide contractual advice and more general advice on the development of the project as part of the overall team.

### 3.2 **The Quantity Surveyor/Project Administrator Contract**

To assist with dealing with some of the uncertainties inherent in how the project and funding will develop, the contract for this appointment has been broken into three stages and these stages into tasks. Provision has been made in the contract for break clauses should the project not progress. Not all of the tasks that have been requested will be required. Conversely, some provision has been made for as yet unforeseen work. Each financial year a budget for the services required under this appointment will need to be agreed as part of the SYPT/MCA budget process. The contract will be managed to meet the agreed budget..

The contract has been designed such that the outputs can be used for the Mass Transit OBC/FBC, but they would be equally applicable to short-term planning and other uses, such as that required as part of the City Region Sustainable Transport Settlement (CRSTS) funding approvals. Provision has also been made in the contract for other tram-related tasks such as assisting on work needed for the development of Sheffield Rail station and vision related works if these are required. The details of the tasks for the QS/Project Administrator are largely based on those included in the framework contract for these services.

The tasks covered by this commission include:

#### Stage One – Production of the OBC

- Feasibility and Concept Design for the Core Scheme, e.g.:
  - Review of existing information
  - Assist engineers with the development of overarching asset reports
  - Produce initial cost and funding plans
  - Develop cost plans for each of the four short-listed options
  - Lead the development of a procurement strategy
  - Market testing to confirm prices and suppliers' capabilities
  - Preferred option development
  - Carry out QRAs for the project
  - Develop and maintain a funding plan for the overall project
  - Production of other information needed for the preparation of the OBC
  - Lead a Gateway review of the project before OBC submission
- Concept and Feasibility stage cost estimates etc. for 'Additional Tasks' (i.e. operational resilience, sustainability, tram extensions).

#### Stage Two – Production of the FBC

- Produce an initial cost plan for the project and continue to monitor design development against approved cost plan

- Update life cycle costings to incorporate capital costs resulting from tendering process
- Update detailed cash flow forecast/spend profile to cover the full duration of the work package. Continue to update at all key milestones
- Continue to develop the procurement strategy and advise on the most suitable options and contract forms following discussions with other consultants
- Produce and continue to update the QRA associated with the project based on the work packages' risk register
- Produce tender documentation and with the other members of the Work Package Team, invite tenders from contractors included on the list approved by the Executive
- Take part in a full tender appraisal process in conjunction with the Executive and other members of the Work Package Team
- In liaison with the other members of the Work Package Team, provide the Executive with documents necessary for entering into the works contracts.

### Stage 3 - Implementation

- In collaboration with the other Project Team members, assist the Project Manager in administering the terms of the works contract(s) during operations on site and relating to the completion of the works
- In liaison with other members of the Project Team, ensure that rigorous post contract cost control procedures are established in order to ensure financial control covering the issue of instructions which vary the works and the issue of cost reports to the Project Manager
- Produce financial statements at regular intervals showing the current financial position of the project and a forecast of the cost at completion
- Value work in progress including the adjustment for variations in accordance with the construction contract and make recommendations to the Project Manager
- Continue to manage the change management/control process to ensure the project is delivered within the overall budget and issue early warnings when necessary
- Make recommendations for final payment.

### General Tasks

- The role of the Quantity Surveyor/Project Administrator in the wider team and more general tasks common to all stages are also included in this commission.

The contract is designed such that the outcomes can be used in any funding bid which may become available for work on the tram network.

## 3.3 Procurement Process

The tender documents were placed on the SYPTE and 'Find A Tender' websites on 19 November 2021. Given the forecast level of response, an open procedure was used. Pre-agreed tender evaluation criteria were included in the tender documentation, including a 70/30 quality/price split. By the deadline of noon on 11 February 2021, two tender submissions had been received from Gleeds and Turner & Townsend. The total cost of all the tasks included in the tender returns were:

Organisation	Cost
xxxxxx	£xxxxxx
Turner & Townsend	£3,397,663

### 3.4 Evaluation

Tender evaluation was carried out by representatives from the Projects Team. The tender from Turner Townsend was evaluated as the most economically advantageous tender.

On this basis it is recommend that the contract be awarded to Turner & Townsend.

## 4. IMPLICATIONS

### 4.1 CONTRIBUTION TO SYPTE BUSINESS PLAN DELIVERY

<input checked="" type="checkbox"/>	Promote the use of public transport and maximise <b>patronage</b>
<input checked="" type="checkbox"/>	Make the most of <b>new technology</b> to improve public transport services
<input checked="" type="checkbox"/>	Work with partners to reduce the impact public transport has on <b>Air Quality</b> and the <b>Environment</b>
<input checked="" type="checkbox"/>	Get the best return for the region from <b>our investment</b> in public transport

### 4.2 RISK

Associated Risk Reference(s) from risk register

Describe existing or new risks as a result of this paper and any mitigations which are available.

**There are no new risks to SYMCA associated with the award of this contract. There are significant risks to delivery if these works are not carried out in a timely manner in line with the approved programme.**

**All existing risks and mitigation, financial and otherwise, are logged in the project's Risk Register and stored in Verto.**

### 4.3 FINANCIAL

Existing Budget  No Budget  
 No Financial Implications

Budget code to be used to fund:	
If capital, specify capital funding source available:	MCA budget*
If virement specify which budget code:	
Have Finance been consulted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

\*The 2021/22 budget is currently funded from 2021/22 ITB, 2020/21 ITB carried forward and DfT grant.

The 2022/23 budget is subject to approval.

The forecast spend profile for this contract is shown below, this is dependent on programme and scope which have not been finally agreed yet.

	2021/22	2022/23
Forecast spend	£0.03M	£0.5M

4.4 LEGAL AND FREEDOM OF INFORMATION ACT

Y N

Does the report contain information which is potentially exempt from the Freedom of Information Act?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are there any exceptions to Standing Orders which need approval?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Other Legal Implications

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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4.5 INFORMATION TECHNOLOGY IMPLICATIONS

Have IT been consulted on the proposals in this paper and do the recommendations require amendments or new IT software systems or infrastructure?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

4.6 GENERAL DATA PROTECTION REGULATION

Y N

Does the paper have implications for the handling, transfer, processing or management of customer or other personal data?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Is there a requirement to conduct a Privacy Impact Assessment? If so, please include as an appendix.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Data retention requirements

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Other Data implications

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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4.7 HUMAN RESOURCE IMPLICATIONS

Have HR been consulted on the proposals in this paper?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

Does the paper have implications for any of the following;?

<input type="checkbox"/>	Individual job roles/responsibilities/grades	<input checked="" type="checkbox"/>	Resources
<input type="checkbox"/>	Skills requirements, e.g. training needs	<input type="checkbox"/>	Policies and procedures

4.8 EQUALITY AND DIVERSITY

Does the paper have implications for any of the following; **No**

<input type="checkbox"/>	Age	<input type="checkbox"/>	Disability
<input type="checkbox"/>	Gender	<input type="checkbox"/>	Gender reassignment
<input type="checkbox"/>	Marriage and civil partnership	<input type="checkbox"/>	Religion or belief
<input type="checkbox"/>	Pregnancy and maternity	<input type="checkbox"/>	Race
<input type="checkbox"/>	Sexual orientation		

Is an Equality Impact Assessment (EIA) needed	Yes	No	<input checked="" type="checkbox"/>
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#### 4.9 COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

Does the paper have implications for any of the following; **No**

<input type="checkbox"/>	Stakeholders	<input type="checkbox"/>	Internal communications
<input type="checkbox"/>	Media and Press (including reactive communications)	<input type="checkbox"/>	Marketing plans and campaigns
<input type="checkbox"/>	SCR Mayoral activities (presenting either a risk or opportunity)	<input type="checkbox"/>	No communications and stakeholder implications

No Mayoral Briefing Document is required.

#### 4.10 ENVIRONMENTAL STRATEGY IMPLICATIONS

Do the recommendations in this paper change SYMCA's environmental impact?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

#### 4.11 CHANGE MANAGEMENT IMPLICATIONS

Does the paper result in any significant change management activity;

<input checked="" type="checkbox"/>	A Business Case is required to proceed	<input type="checkbox"/>	A Project Initiation Document is required to proceed
<input type="checkbox"/>	Managed through BAU change activities	<input type="checkbox"/>	No change management implications

Describe the scale and complexity of any change management activity which would result following the approval of any recommendations in the document, including necessary decision making and approval requirements and documentation to proceed.

**The scale and complexity of this project, and the level of change management activity required is high.**

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