

## Highways England Confirmation of Task Order



Confidential and Commercially Sensitive Information which shall not be disclosed to third parties

<b>Supplier:</b>	Atkins		
<b>Project Title:</b>	Port of Tilbury Expansion Review		
<b>Contract Ref.</b>	2589	<b>CPA No.:</b>	██████████
<b>BPA No.:</b>	██████████	<b>Sub Pin:</b>	██████████
<b>PIN Description:</b>	M25/SE Spatial Planning	<b>PIN No.:</b>	██████████
<b>HE Reference:</b>	SE 89 17/18ATK	<b>HE Ordering Officer:</b>	██████████
<b>Consultant Ref:</b>	WSP	<b>Consultant Contact:</b>	██████████
<b>Start &amp; End Date:</b>	16/02/2018 - 31/12/2018	<b>CTO Authorisation No.</b>	

**Task Overview**

The Port of Tilbury is seeking an expansion. The proposed development comprises the redevelopment of the site as a proposed Port Terminal. The proposed main uses on the site will be a Roll-on / Roll-off (Ro-Ro) terminal for containers and trailers, a Construction Materials and Aggregates Terminal (CMAT) and vehicle storage area. Other uses may be accommodated on the land, dependent on the final masterplan

**Task Objectives and Milestones**

Redacted under Section 40 and Section 43 of the FOI Act (2000)

HE require that the submitted TA/TP/SDP/CMP etc are reviewed and that feedback is provided to HE and Tilbury's Highways Consultant following the review.

The specific task objectives are:

1. To review the submitted transport assessment, travel plan, Sustainable Distribution Plan, Construction Management Plan, modelling files and drawings liaising with HE and i-Transport as required ;
2. To review the level of trip impacts on the A1089, A13 and M25;
3. To review the proposed mitigation and consider its appropriateness given traffic flow impacts; and
4. To provide written representations and responses to queries during the examination process as set out in the Rule 6 letter from PINS.

HE advise that the reviewer(s) may be needed to attend meetings and hearings during the DCO process.

**Task Outcomes**

To understand the scale and nature of the developments impacts on the SRN and agree appropriate mitigation with Highways England and i-Transport as required. To set out HE position within the draft Statement of Common Ground ahead of the DCO hearings.

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<b>Project Risk and Management</b>			
<p>Risk: Pricing this 7 month project is very difficult given the lack of knowledge of exact workloads and tasks at the current time. As such the project has been placed on a Time Online basis, with time added for task management on a monthly basis to consider whether the task spend/actions is on track or a new CTO needs to be provided (as a change control). Framework management time is included in this initial fee.</p>			
<b>Project Title:</b>	Port of Tilbury Expansion Review	<b>HE Reference:</b>	SE 89 17/18ATK
<b>HE Project Sponsor</b>	<b>Sign:</b> [Redacted]	<b>Print Name:</b> [Redacted]	<b>Date:</b> [Redacted]
<b>Management Approver:</b>	<b>Sign:</b> [Redacted] <input checked="" type="checkbox"/> Budget Available	<b>Print Name:</b> [Redacted]	<b>Date:</b> [Redacted]
<b>Contractual Approval:</b>	[Redacted]	<b>Print Name:</b> [Redacted]	<b>Date:</b> [Redacted]
<b>Fee Type:</b>	Time Online		
<b>Notification of Non Conflict:</b>	[Redacted] has signed the notification of non conflict or management of conflict for this task		



### Technical services approval

Title	Port of Tilbury Expansion Review		
Directorate reference number	[REDACTED]	Directorate: Division/Team:	ODSE Spatial Planning
Senior Responsible Owner	[REDACTED]		
Requestor	[REDACTED]		
Telephone	[REDACTED]	Email:	[REDACTED]

Technical services are funded from the programme budget and the business should select which category best fits the service required. <i>Important compliance matter to note: technical services are defined as 'contractor' and no company account email is permitted. The Shared Services 'contractor' grouping is used.</i>		Indicate by 'x'
Technical support	Engineering services for example highways specialist engineering, design consultants, building inspection, civil engineering support, project manager	<input type="checkbox"/>
Technical development and design services	Research and development, feasibility studies, technical drawing, prototyping, concept development	<input type="checkbox"/>
Commercial support	Stock control, economic analysis, procurement, financial and cost analysis	<input type="checkbox"/>
Network health and safety	Operational service	<input type="checkbox"/>
Spatial planning	Operational service	X

Assurance	Indicate by 'x'
Defined work package role	X
The work package conforms with the Company's operational model for buying in of certain services	X
The works package is not advisory in nature	X
The works package requires technical skills	X
The services sought are regularly bought-in as part of the delivery model for road projects	X

<b>Business case/light/justification</b>   <a href="#">See attached Task Order</a>
<b>Summary for the technical services approval</b>
<b>Justification:</b> provide the objectives of the work and the benefits you expect it to bring. If the request is an extension of a previous contract, explain why the original objectives were not achieved and the measures to be put in place to achieve them during any extension <a href="#">See attached Task Order</a>
<b>Business critical risk assessment:</b> explain the risks involved and the negative impact of not having the output from this proposal. In particular, confirm whether the proposal is to meet a legal, security or otherwise unavoidable requirement. If the proposal concerns a specialist area such as ICT or legal, then the agreement of the relevant policy area in DfT must be included in this section. <a href="#">The task is required to enable Highways England to fulfil its responsibilities as a statutory consultee to the Port of Tilbury DCO. Failure to carry out this role effectively could result in development proposals being adopted which have an adverse impact on the safe and efficient operation of the SRN.</a>
<b>Resource planning:</b> include an explanation as to why this activity cannot be performed in-house by Highways England. <a href="#">The task provides technical advice beyond the capacity/capability of in-house staff.</a>
<b>Cost breakdown (excluding VAT):</b> set out the projected expenditure (excluding VAT) that has been agreed by the delegated budget manager and whether this is resource or capital expenditure. Include details of the timescale of the requirement, the basis for this assessment, and the measures that will be put in place to ensure they will be achieved. Demonstrate that unit costs provide the best value for money, especially in terms of rates and duration of the appointment.

When relevant include details of attempts made to negotiate costs down by 10%.

See attached Task Order

Redacted under Section 40 and Section 43 of the FOI Act (2000)

Project PIN [redacted] Total cost (£k) £75k  
 VAT treatment: specify VAT treatment, advising whether any VAT is non-recoverable.

**Exit strategy:** describe the exit strategy for the technical services and explain how skills and intellectual property rights (IPR) transfer will be achieved (if relevant).

There is no obligation to retain the services of the consultants proposed beyond the end of the task. The spatial planning contract provides for IPR to rest with HE.

Proposed contract route: Task Order under London & South East Spatial Planning Contract

Duration 8 months Date(s) 16/2/18 – 31/12/18

List selected supplier(s) or supplier (if known) Atkins WSP

**Contract manager / main contact** (if different from requestor or senior responsible owner as on page 1) and provide details of time to be allocated to the management of the contract.

– 3 days to be allocated to management of the task

Supplementary section required when seeking approval of an extension to a technical services award

	Previous	New	Total
Cost £m			
Duration			
Dates			

Subject matter advisor function	Indicate by 'x'			When relevant, record confirmation of support to the request
	Yes	No	N/A	
Legal	<input type="checkbox"/>	<input type="checkbox"/>	X	
Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	X	
Strategy	<input type="checkbox"/>	<input type="checkbox"/>	X	
Capital Portfolio Office	<input type="checkbox"/>	<input type="checkbox"/>	X	
Economic	<input type="checkbox"/>	<input type="checkbox"/>	X	
Finance Business Partner	<input type="checkbox"/>	<input type="checkbox"/>	X	
Strategic Finance	<input type="checkbox"/>	<input type="checkbox"/>	X	
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	X	
Place holder – Management (Programme and Project Management)				
Equality, diversity and inclusion	<input type="checkbox"/>	<input type="checkbox"/>	X	
Information and Technology	<input type="checkbox"/>	<input type="checkbox"/>	X	
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	X	

**Approval** Highways England Executive Director (or direct report at pay band 7 or above)

I have considered the above case and supporting evidence. I confirm that the necessary budget cover is with the Highways England allocation, the approval will be reported in the directorate weekly return to the Financial Governance team.

I approve this request as Highways England technical services.

Signed	[redacted]	Name	[redacted]
Date	[redacted]	Payband	[redacted]

**Requestor to complete action: reporting**

This approval has been notified to the directorate reporting contact to collate in the directorate records.

x

Weekly directorate return to be emailed to: [redacted]