

# **Aquatrine Development Project Process** **Governance Document**

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# 1 Executive Summary

- 1.1 Aquatrine is the MOD policy for delivering water and wastewater services across the MOD Estate. Any Developments Projects (DP) managed by an Integrated Project Team (IPT) needs to ensure that due account is taken of Aquatrine Arrangement at the conception of the scheme.
- 1.2 This document provides the rules of engagement (governance) for all Development Projects to interface with Aquatrine Service Providers (ASP). It is supplementary to the process diagram which dovetails into the 1.3 Estate Business Management System (EBMS) process which all development projects should follow.
- 1.3 Development Projects may include work carried out under, PFIs, stand alone Prime Contracts (e.g.SLAM), Regional Prime Contracts, minor works contracts, individual development/refurbishment contracts or construction/demolition contracts.

## 2 Background

- 2.1** Project Aquatrine transfers to MOD's private sector partners responsibility for the delivery of water and wastewater services and the risk of changing demand. However, MOD retains the ability to develop its estate to meet the changing needs of Britain's defence capability. MOD will need to work in partnership with the SP to ensure that we achieve our mutual objective of providing our armed forces with the good facilities that are fit for their purpose. It is important, therefore, for each party to understand the responsibilities of the other so that developments can proceed in an efficient manner. Defence Estates manages the Aquatrine Service Provider (SP) contracts through the Partnering Management Organisation (PMO). The PMO seeks to allow MOD to exit a key area of non-core activity and responsibility in England, Scotland and Wales and to transfer substantial risk to the private sector. With the loss of Crown Immunity, the PMO passes on responsibility for compliance with developing and future environmental legislation. These risks will be transferred to the private sector who are better placed to provide a solution which offers value for money and meets Service needs now and as they change in future.
- 2.2** The SP is responsible for the strategic management of the Systems. These Systems include the water, wastewater, surface water and fire-fighting systems as detailed in the Aquatrine Project Agreement. The SP is also responsible for ensuring that these Systems operate at their optimum capacity to meet the service levels required by the Aquatrine Project Agreement
- 2.3** The SP is required to invest in the water and waste water infrastructure to meet mandatory contractual and mandatory legislative requirements and pre-determined asset condition profiles in accordance with their Project Agreements. Therefore, early warning of proposed developments is essential to allow the SP to assess the impact of the developments and the demand on the existing infrastructure and their capital investment plans.
- 2.4** For the MOD Estate to be developed effectively, it is imperative that ALL Development Projects engage with the SPs at the earliest possible opportunity.
- 2.5** It is the responsibility of all parties to cooperate in order to achieve optimum solutions for the MOD. Every attempt should be made by the SP and IPT to resolve issues between themselves however if this can not be done the PMO can be used as an escalation point.

### 3 Contact details

**3.1** Any additional queries should be directed to the relevant ASP Asset Team, the Aquatrine PMO Support Desk, or the Authorities Local Representative (ALR) for the site. Contact details are listed below:

Organisation	Contact details
ALR	Site Specific
Package A – Ancala Water Services	0845 129 2293
Package B – Veolia Water Nevis	0845 607 8855
Package C – Severn Trent Services	0845 034 0864
Aquatrine PMO Support Desk	0121 311 2297

This document was first published by MoD DIO for use on all three Aquatrine Packages. Shared by Severn Trent Services as document STS ED02.  
Note that this document applies to STS Package C only.

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## **4 Service Providers Responsibility**

- 4.1** To proactively seek to become informed about all development projects
- 4.2** Cooperate, assist and advise the Development Project about the Development Proposal in accordance with the Aquatrine Project Agreement
- 4.3** Provide information where reasonably available from the best details that exist for the Systems in order to enable the development project to finalise proposals and procure the development contract
- 4.4** Information provisions to include (where reasonably available)
  - 4.4.1** The location and description of all existing Assets and/or Systems or parts of Systems within the proposed Development Project Area which should be taken account of in the design or construction of the Development Project ("Existing Development WS Systems");
  - 4.4.2** Relevant plans, drawings and data (including any technical and operational data) relating to the Existing Development WS Systems;
  - 4.4.3** Details of the condition of the Existing Development WS Systems including but not only by reference to the condition grading requirements set out in Schedule 14 [Asset Condition];
  - 4.4.4** What Works the Service Provider intends to carry out within the Development Project Area and when such Works are to be carried out as evidenced by the Service Provider's latest Asset Management Plan;
  - 4.4.5** Cost estimates for any Works which the Authority proposes the Service Provider should carry out in accordance with the Aquatrine Project Agreement;
  - 4.4.6** If required, technical advice concerning design, standards and specifications for any Works to be carried out under the Development Project the responsibility for which will be transferred to the Service Provider after completion of the Works;
- 4.5** Identify and provide any other information that the Authority reasonably requires and which is in the Service Provider's possession or control.
- 4.6** The Service Provider shall be responsible for the strategic management of the site systems and the assets outwith the Development Project Area to ensure the delivery of services to the Development Area
- 4.7** SP to act as part of the development team and attend relevant meetings and assist in optimising the development proposals and programme where appropriate
- 4.8** Carry out CCTV surveys for airfield pavement resurfacing projects and supply the results to the Development Project team.

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- 4.9** Comment on the draft Development Contract and Development Proposal as necessary
- 4.10** Provide the development team with a checklist of what is required in the handover documentation.
- 4.11** Comment on the draft versions of the Operation and Maintenance and Health and Safety documentation provided by the development project team.
- 4.12** Work with the Project Development team to agree commissioning of plant and equipment
- 4.13** Inspect the work of contractors during construction as and when required.
- 4.14** Take a lease for any assets on the development systems subject to the rights of the SP under the Aquatrine Project Agreement.
- 4.15** Assume responsibility for delivering the services to the development project area subject to the rights of the SP under the Aquatrine Project Agreement.
- 4.16** Identify and agree connection points to the Systems.

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## **5 Development Project IPT's Responsibility**

- 5.1** Have early consultation with the PMO and SP to explain the scope of the Development Project, its footprint and its likely programme and effect on overall demand for water and waste water services. Maintain regular liaison during the life of the development to update the PMO and SP on the progress of the Development Project.
- 5.2** Discuss with the SP possible works that the SP provides for service provision including those within the Development Project Area.
- 5.3** Give the SP the opportunity to comment on the Development Proposal and take comments into consideration before finalising the design
- 5.4** Advise SP of 'the options available to and/or under consideration by the Authority in relation to the Development Proposal'
- 5.5** Advise SP of 'the possible locations of the Development Proposal'
- 5.6** Advise SP of 'the possible programme for the Development Project'
- 5.7** Advise SP of 'in general terms the expected effect upon the Services and the Operations that may result from implementation of the Development Proposal, including whether Services are expected to be suspended temporarily or permanently and in what areas'
- 5.8** Advise SP of 'other relevant information to the extent sufficiently definite or reliable to be of assistance to the SP'
- 5.9** Agree with the SP what the SP will assume responsibility for within the Development Project Area and when
- 5.10** Coordinate and lead the activities of all the parties on site – e.g. main contractor, SP, other utility suppliers
- 5.11** Work with SP to identify impact of development on changes in flow through Annington/Resident Management Company systems and accommodate necessary mitigation measures if applicable.
- 5.12** Identify with the SP the assets located in the Development Project Area where known
- 5.13** Agree with the SP those assets the SP needs to continue to operate and allow unfettered access to those assets operated by the SP located within the Development Project Area.
- 5.14** Consult with the designated fire office and notify the SP of a change in the use of a site group, or part of a site group which necessitates a change in order to meet the applicable Crown Fire Standards.

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- 5.15** Advise the SP of change of use of sites or part of sites and the likely impact on the WS Services.
- 5.16** Advise the PMO of assets within the Development Project Area other than those continuing to be operated by the SP, to allow leases to be terminated if appropriate.
- 5.17** Provide the SP with a reasonable opportunity to comment on the Development Proposals and draft Development Contract.
- 5.18** Procure for the SP the same rights as the Authority under the Development Contract to inspect, approve and accept the development WS Systems.
- 5.19** Notify the SP of the resumption of service and handover dates.
- 5.20** Allow the SP on behalf of the Authority to inspect any new Systems should he wish to do so, subject to the terms of the development contract.
- 5.21** At any time cancel or vary the development project or its timing and promptly advise the SP of changes
- 5.22** Ensure the basis of design is compliant with the latest edition of Aquatrine Project agreement standards<sup>1</sup> applicable at the time the development design is submitted to the SP for consultation
- 5.23** Supply draft versions for comment to the ASP dedicated operation & maintenance manuals and Health and Safety files to an agreed content and format for the water and wastewater assets constructed as part of the development at least 8 weeks prior handover and a final version at hand over. Such documents shall include fully transferable warranties or guarantees relating to new assets or equipment to be handed over to the SP. Warranties/Guarantees shall remain valid for a period of 12 months from the date of handover to the SP. Electrical demarcation needs to be agreed.
- 5.24** Obtain information on the existing infrastructure within the Development area, where the SP confirms such information does not exist. Commission the work to collect data and share any new information with the SP.
- 5.25** Appoint a single point of contact responsible for liaising with the SP on all development matters.
- 5.26** Agree with the SP the temporary water and wastewater connection points and demands required to facilitate the construction of the development.
- 5.27** Coordinate and agree in advance any works to the existing systems to prevent the incidence of unplanned service interruptions to other parts of the site.

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<sup>1</sup> For example: Sewers for adoption 6<sup>th</sup> Edition WRC, CE Spec for the Water Industry 6th Edition UKWIR and the relevant Scottish equivalent

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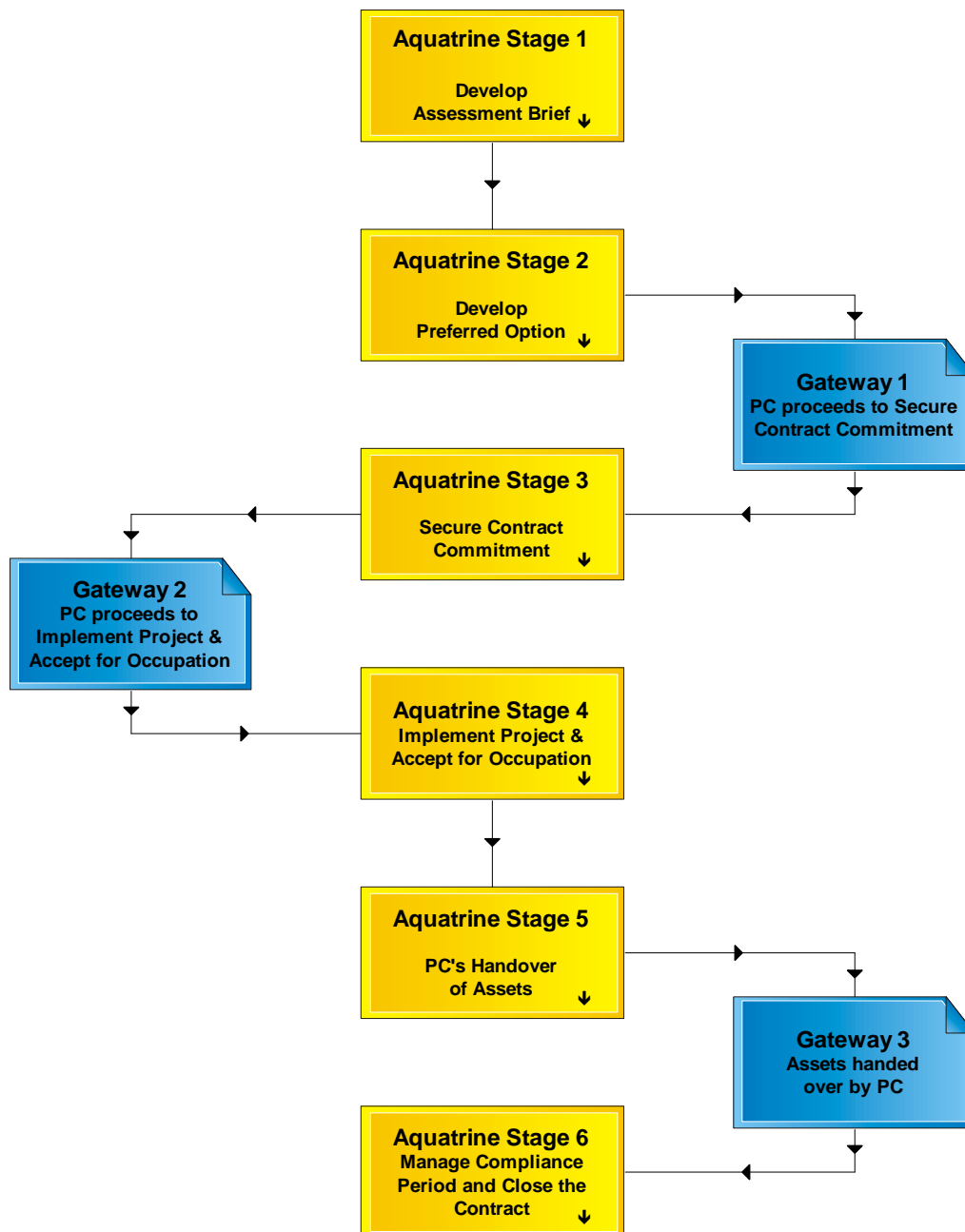
- 5.28** Operate and maintain the water and wastewater infrastructure within the defined Development Project area to the same standards required by the Aquatrine agreement.
- 5.29** Design and construct at their own cost the most suitable sustainable and environmentally friendly solution to service the development.
- 5.30** Provide Development WS Systems to a point adjacent to the connection point approved by the SP.
- 5.31** Identify where Development WS Systems are required to support secondary phases of the DP to allow an appropriate connection point to be determined by the SP.
- 5.32** Provide surface water discharge details including details of any new outfalls (eg. volume, discharge location, consents, etc.). The DP shall obtain new Environment Agency or Planning Authority Consents, where these are needed as a result of the development. The SP shall be included in all negotiations with regulatory bodies before the consents and applicable conditions are agreed.
- 5.33** Provide evidence in advance of the start of construction of the competence of contractors, sub-contractors and suppliers to the DP for all works on potable water systems.
- 5.34** Apply to the SP for a new connection to be made confirming the programme, pipe size, pipe material, storage and flows at least 28 days in advance of the actual connection date where the SP has been consulted and agreed in advance the point of connections to the Systems.

## **6 Aquatrine PMO Responsibilities**

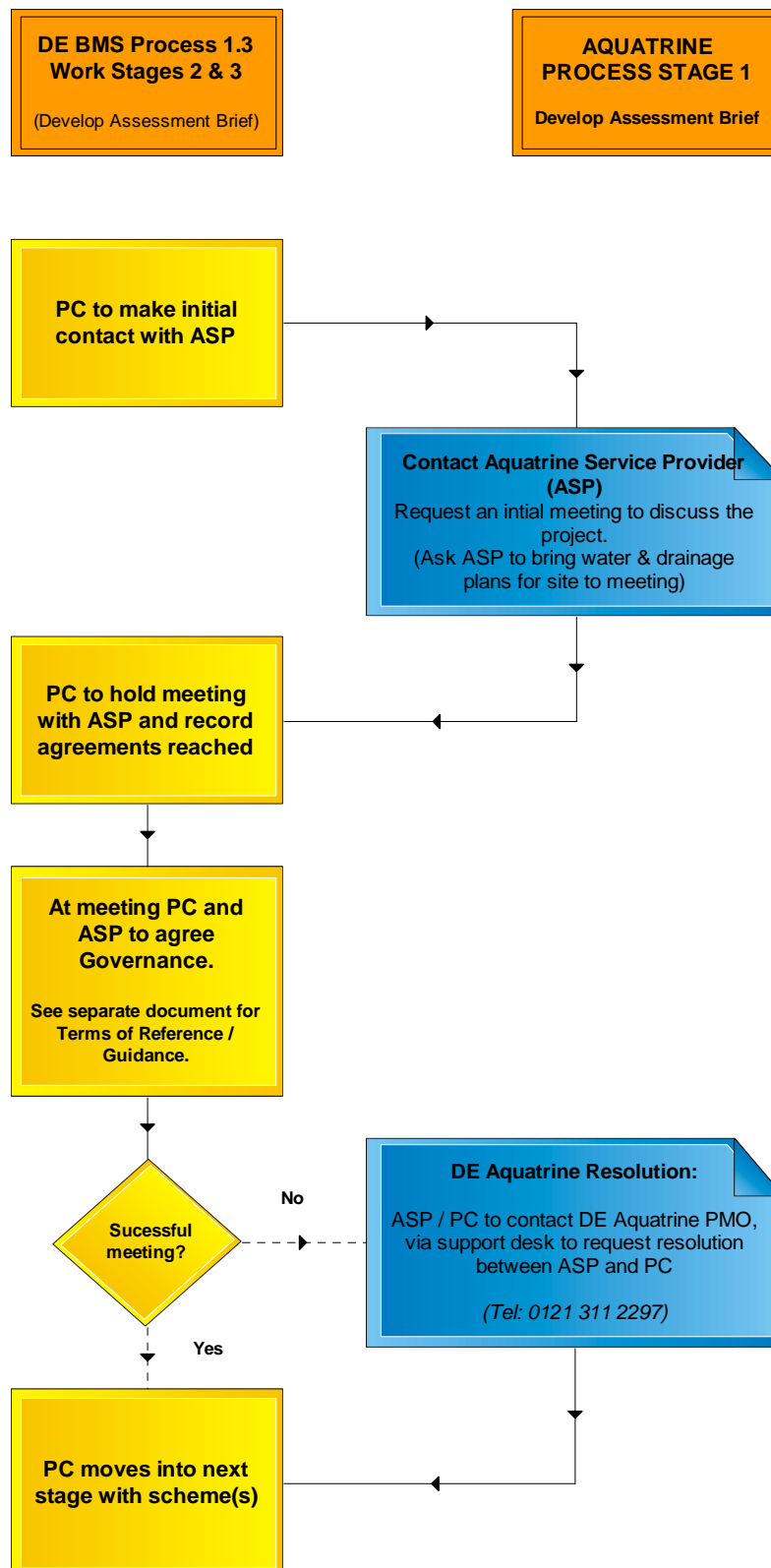
- 6.1** Keep the SP regularly informed of the progress of new and existing developments and their timing.
- 6.2** Give advance notice to the SP that MOD is going to terminate leases of assets within the Development Project Area where appropriate.
- 6.3** Give advice (to the extent required) to assist with the hand-over of the development project area at commencement of the development contract.
- 6.4** Terminate the leases promptly in consultation with the SP when the site is handed over to the development contractor where appropriate.
- 6.5** Instruct the SP to take a lease for any assets on the development systems subject to the rights of the SP under the Aquatrine Project Agreement where appropriate.
- 6.6** Communicate these guidelines and the requirements of the Aquatrine Agreement to all relevant parties.
- 6.7** To act as escalation to ensure the IPT provide the SP with a reasonable opportunity to comment on the Development Proposals and draft Development Contract
- 6.8** To act as escalation to ensure the IPT procure for the SP the same rights as the Authority under the Development Contract to inspect, approve and accept the development WS systems.
- 6.9** To act as escalation to ensure the IPT have notified the SP of the resumption of service and handover dates
- 6.10** To act as escalation to ensure the IPT have notified the SP of a change in the use of a site group, or part of a site group which necessitates a change in order to meet the applicable Crown Fire Standards
- 6.11** To act as escalation to ensure the IPT have advised the SP of change of use of sites or part of sites and the likely impact on the WS Services.

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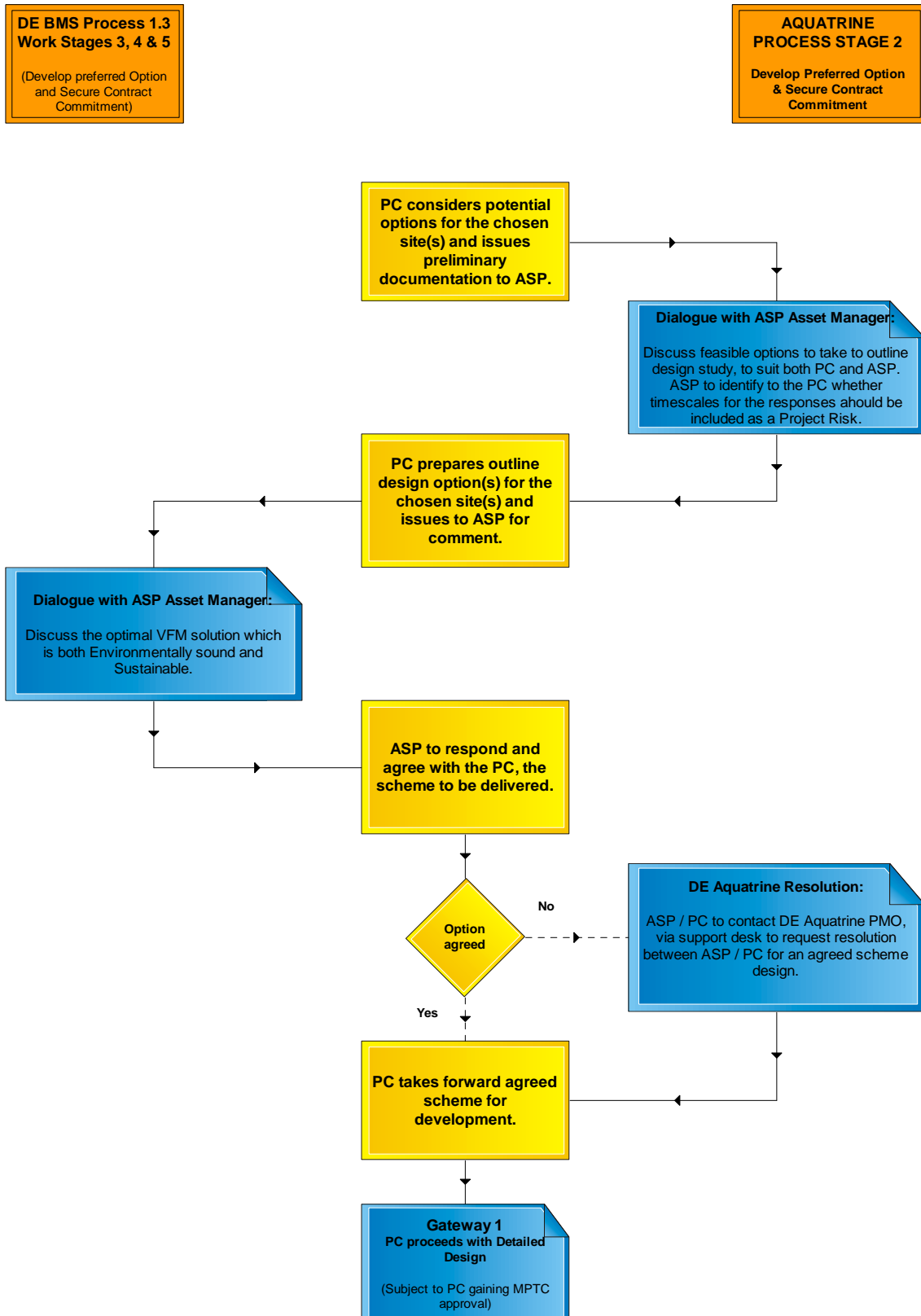
**PROCESS FOR INTERFACING WITH  
AQUATRINE SERVICE PROVIDERS**  
(FOR DEVELOPMENT PROJECT MANAGERS)



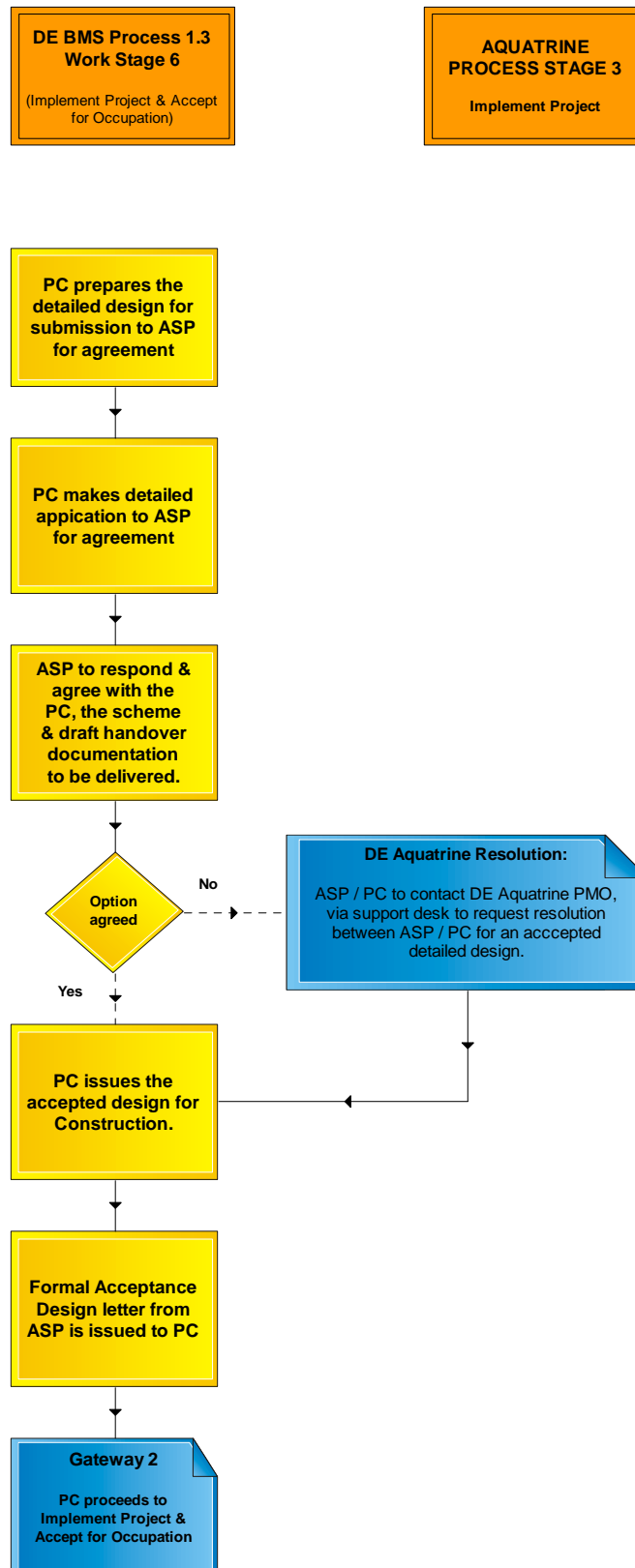
**Note:**  
PC refers to Prime Contractor / ASP refers to Aquatrine Service Provider / PMO refers to Partnering Management Organisation.



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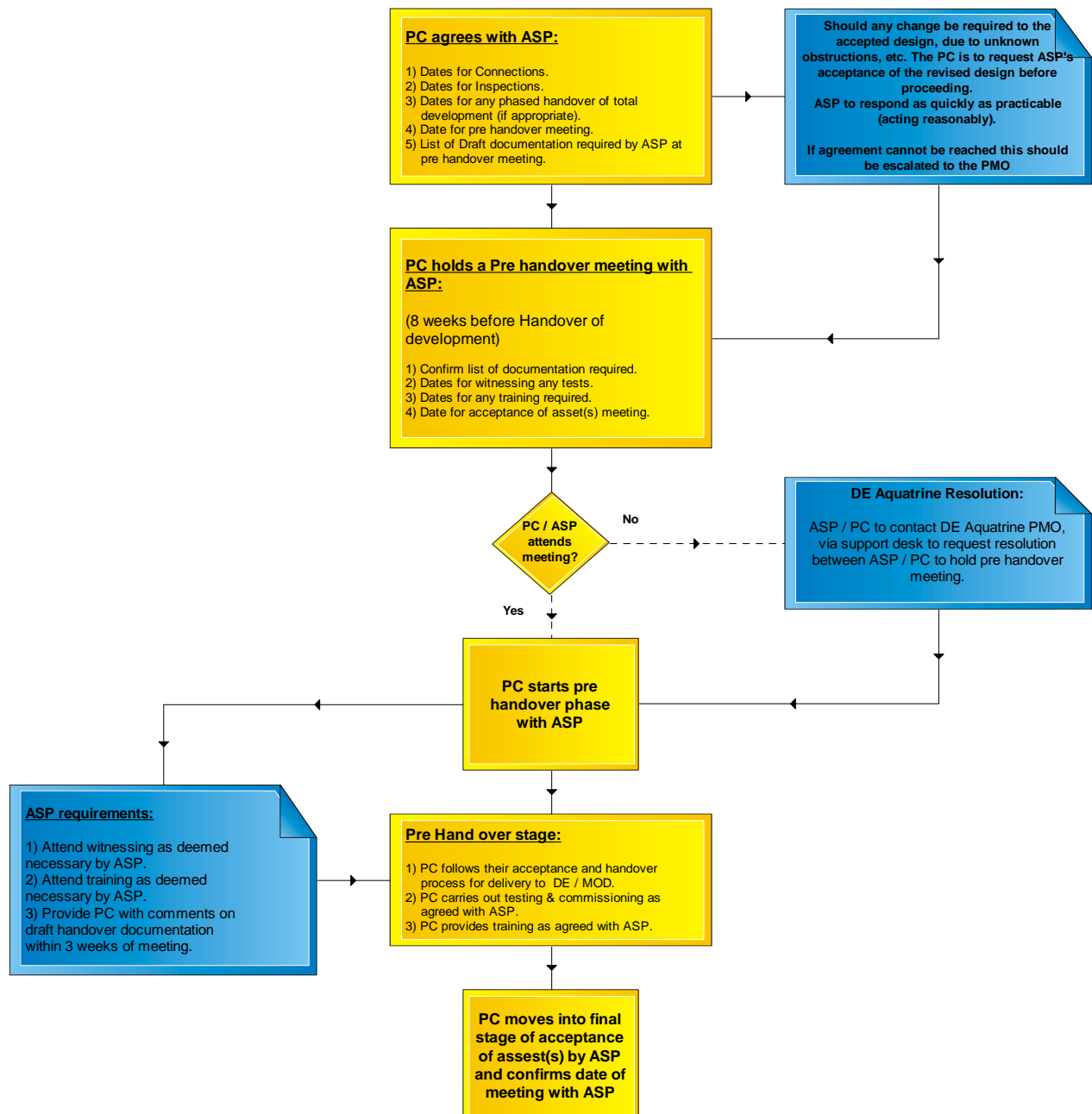
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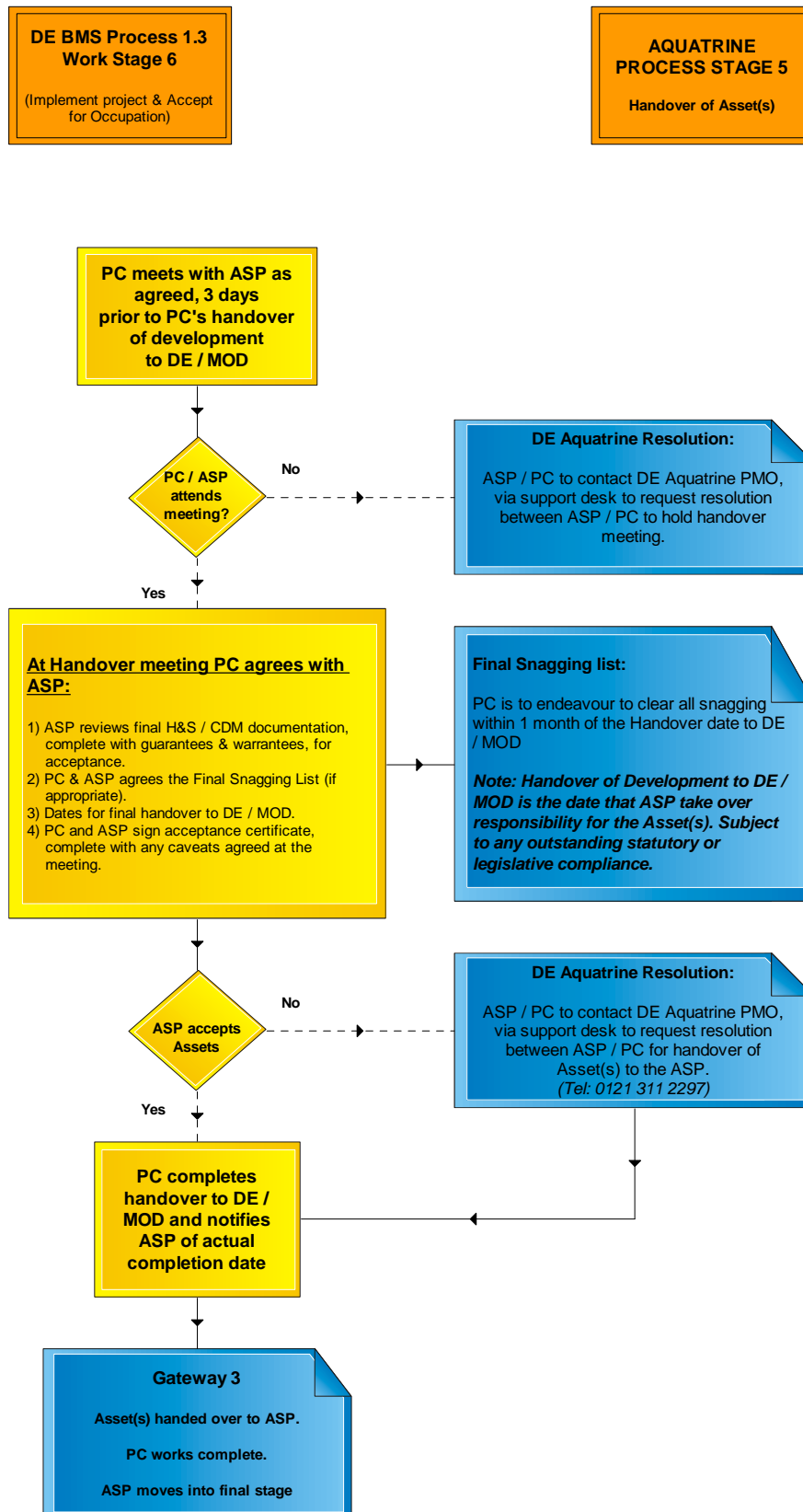
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**DE BMS Process 1.3  
 Work Stage 6**  
 (Implement Project & Accept for  
 Occupation)

**AQUATRINE  
 PROCESS STAGE 4**  
 Implement Project &  
 Accept for Occupation



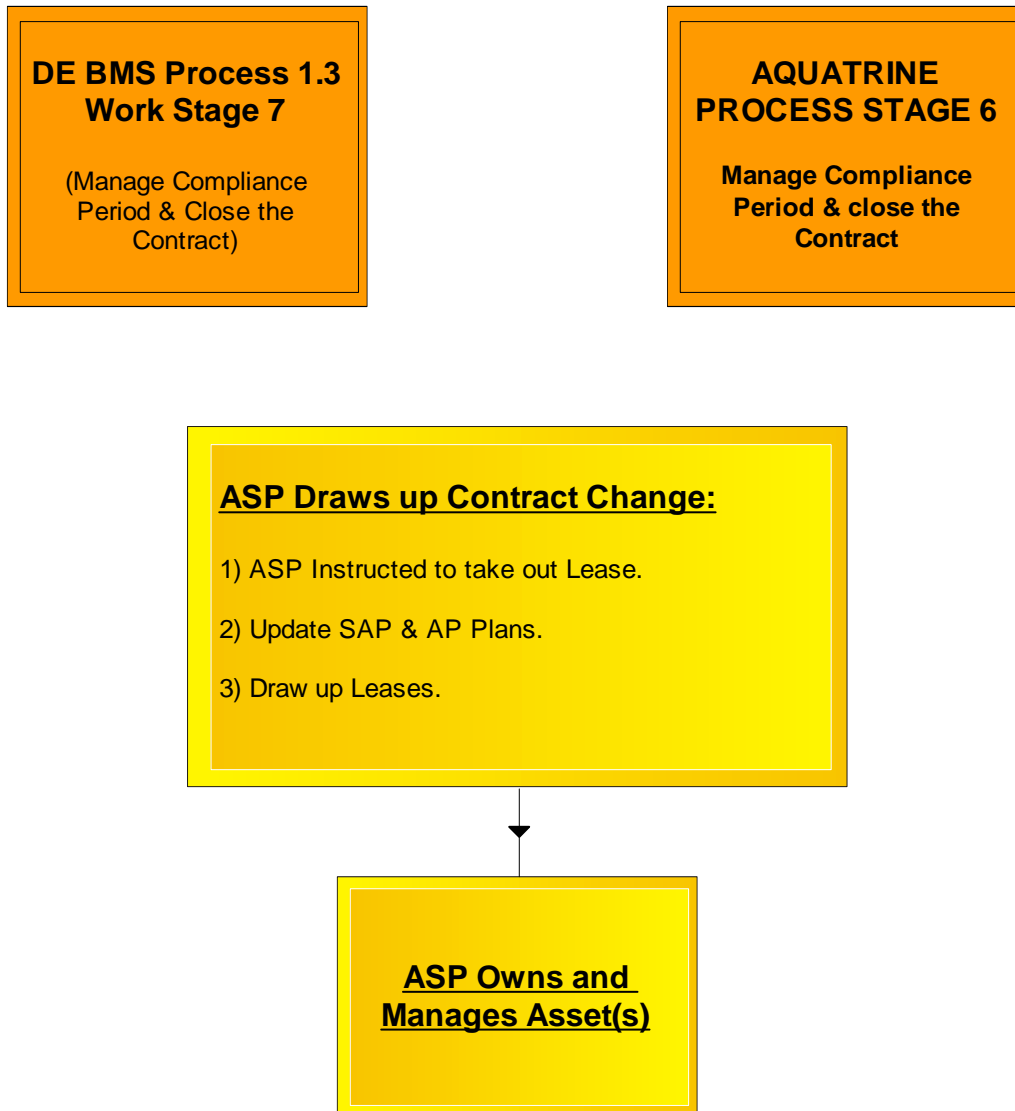
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