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1. Definitions

Definitions and Interpretation

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| 1.1 | The Partners | means Wolverhampton City Council in association with Advantage West Midlands |
| 1.2 | The Design Team | means the consultants for the project appointed by the Partners to undertake the design work included within this brief. |
| 1.3 | The Employer | means one or both of the Partners depending on the contractual arrangements in place at the time |
| 1.4 | The Remediation Contract | means the contract between the Employer and the contractor for the carrying out and completion of the Works. |
| 1.5 | The Employer's Brief | means the Employer's Brief for the Project as set out in this document to be finalised in accordance with the terms of this Agreement. |
| 1.6 | The Employer's Representative/
Project Manager | Gleeds Management Services Ltd |
| 1.7 | Project Cost Plan | means the cost plan for the project prepared for the Partners by the Design Team and as varied from time to time by agreement with the Employer. |
| 1.8 | The Contractor | means the contractor to be appointed by the Partners for the Works. |
| 1.9 | Contractor's Programmes | means the construction, procurement and other programmes prepared by the Contractor in connection with the |

	Works as revised from time to time.
1.10 The Masterplan	means the Masterplan for the Project as revised from time to time.
1.11 Professional Appointments	means the terms and conditions upon which each of the Professional Team are appointed for the Project.
1.12 The Project	means the Project as described in Section 2, Introduction to the Brief, which includes the Site investigation Works and procurement of the Remediation Contractor.
1.13 Project Documents	means the plans, drawings, specifications, bill of quantities and all similar documentation prepared for the Project.
1.14 The Services	means the services set out in sections 1 to 21 inclusive and variations to those services carried out in accordance with Conditions.
1.15 Scheme Design	means the documents prepared in accordance with the conditions.
1.16 The Works	means all works and services to be carried out by the Consultant in accordance with the requirements of the partners necessary to complete the project.

2. Introduction

This is a Brief for Consultants for the preparation of relevant assessments and strategies together with the detailed design works for land remediation, provision of infrastructure, landscaping and associated enabling works for Bilston Urban Village. Following the granting of outline planning consent, the purpose of these design works is to achieve a level of detail which will enable the Partners to discharge relevant Conditions, Section Agreements and make Reserved Matters applications, where appropriate, and to seek all other necessary statutory consents and to go out to tender and produce construction detail information for the purposes of constructing and completing the works.

- 2.1 Bilston Urban Village is a major mixed-use development promoted by Wolverhampton City Council and Advantage West Midlands (hereinafter known as the Partners). It covers around 38 hectares of brownfield land immediately to the south of Bilston Town Centre. A location plan is provided at Appendix A of this brief.
- 2.2 The delivery of the scheme is the subject of a Legal Agreement between the two organisations. Central to this agreement is the Mission Statement, which sets out the broad aims of the project particularly as it affects the qualitative aspects of the scheme. A copy of the Mission Statement is included as Appendix B to this brief.
- 2.3 Bilston Urban Village has the benefit of an outline planning consent, granted by the City Council's Planning Committee on May 28 2002. The application was granted subject to a number of conditions and S. 106 and S.278 legal agreements, some of which will be reflected in this brief. For the avoidance of doubt consultants should ensure that all work is consistent with the terms of the planning consent. Further, the consultants will be required to show how their proposals respond to the s106 terms and planning conditions in detail, where appropriate, and where this is not appropriate, in general terms. In essence, the consultants proposals should ideally provide means for, but definitely not prejudice, a developer's ability to respond in detail to the s106 terms and planning conditions. In responding the consultants should liaise, where appropriate, with the City Council and other stakeholders with regard to providing adequate strategies in relation to them.
- 2.4 The Partners are the major landowners of the site. The Council has authorised the making of a compulsory purchase order on land occupied by scrapyards and a number of small sites mostly in unknown ownership, and this will shortly be submitted to the Secretary of State

for consideration. As a consequence the appointed consultant should be aware that access to those areas not in the ownership of the partners may be problematic.

- 2.5 Upon successful acquisition of these areas the Partners will, with the exception of one private road, own all the land within the red line plan included with this brief as Appendix C.
- 2.6 The outline planning application was submitted using a series of specially commissioned plans produced by Andrew Wright Associates, which were based on the original draft master plan drawings, commissioned in 1998. Copies are included in Appendix D of this document. These drawings form the basis of the scheme for which detailed design is required but further modification and refinement will be needed. In broad terms, however, the final scheme must deliver a product which is capable of providing the following:
- An area of development land which is capable of delivering the outputs proposed in the outline planning application.
 - A programme of phasing which maximises early gains in terms of development value and potential draw down of grant, achieves an early critical mass, allows for significant early structural landscaping to take place and represents value for money in terms of contract value.
 - An area of public open space (including a significant area of water) which is multi-functional.
 - A design which takes into account the Council's obligations under the Crime and Disorder Act 1998 and which specifically seeks to eliminate or reduce opportunities for crime.
 - A high quality infrastructure, which meets the aspirations of the indicative master plan drawings.
 - A framework for landscaping and nature conservation
- 2.7 The proposals have undergone an extensive period of public consultation and the continued involvement of local people in the development of the detailed design is crucial. This is especially so in terms of the form and function of the public open space, but applies to all aspects of the design and implementation process. Consultants will be expected to play an active part in the consultation exercise and are encouraged to bring their own ideas to the process.
- 2.8 Consultants should note that the Partners are keen to explore the various forms of virtual reality modelling in the consultation process and the format of computer generated work should, where appropriate, bear this in mind.
- 2.9 Such modelling would form the basis for future submissions by developers which will need to take account of the new landform.

- 2.10 Key stakeholders include the Bilston Regeneration Forum, Bilston and Bradley Action Partnership (BBAP), Carder Crescent Residents' Group and Parkfield High School Bilston.
- 2.11 The development of Bilston Urban Village is intended to develop good practice in the field of sustainable development. Many sustainable development principles are already embodied in the Masterplan and these, and others that may subsequently arise, should be respected in the detailed design.

3. Key Tasks

The following is a list of the principal tasks and outcomes which the consultant is expected to achieve during the commission and to which the subject specific work that follows should feed into. The list is not exhaustive and consultants are encouraged to bring their own thoughts to the process.

- 3.1 Establish, in consultation with the Partners and the project manager, the scope of the project.
- 3.2 Assess the level of information available across all aspects of the project (for example, technical/site investigation information, demographic data) and determine whether there are any gaps.
- 3.3 Include proposals and costs for compiling site investigation information relating to but not exclusively:-
 - Site Services Information
 - Site hydrology and drainage
 - Geotechnical Information
- 3.4 Provide information as necessary to the Consultants undertaking an Economic Impact Assessment for AWM, which is being carried out separately to this appointment. A draft copy of the Economic Impact Assessment is contained in Appendix E of the document for information only. The Economic Impact Assessment will however be derived from the design and feasibility works carried out in Stage 1 of this appointment.
- 3.5 Ensure that at all times the design works take account of conditions or relevant Section agreements attached to the outline planning consent, including the preparation of strategies and assessments where appropriate. Details of these will be found at Appendix F.
- 3.6 Produce a crime prevention strategy to cover all aspects of the design and works contracts. The primary purpose of this strategy is to identify and mitigate against opportunities for crime during the design and construction phases of the development.
- 3.7 Produce strategies to satisfy the requirements of the Outline planning consent and the s106 agreement.
- 3.8 Produce construction design information for the approved remediation, ground modelling, landscaping, water feature and infrastructure. This is the fundamental purpose of the consultant's work. The "As

Constructed" design information will be the final milestone of the commission.

- 3.9 Produce tender documents for an approved remediation, ground modelling, landscaping, water feature and infrastructure scheme, such that tenders may be sought and a contract, or contracts may be let.
- 3.10 Design information is to be generated in the following key stages:
- a) Feasibility/Design/Costing (Stage 1)
 - b) Tender (Stage 2)
 - c) Construction (including "As Constructed" documents) (Stage 3)

A schedule of deliverables which the consultants will be expected to deliver is attached as Appendix G. This schedule also highlights the quantity of drawings, specifications and reports or other documentation that will be required.

- 3.11 The consultant will be deemed to have completed a Stage under this appointment when a composite document is submitted to the Project Manager and the Partners including all final reports and drawings.
- 3.12 The consultant will be responsible for supervising the Construction activities under stage 3 of the appointment. This will require a site-based presence during this stage.

4. Land Reclamation and Landforming

The land remediation and the creation of a new landscape as a setting for the Urban Village development forms the principal task for this stage of work. The critical task is to marry the intended form of the land with the flexibility to develop the urban village in a variety of ways, dependent on market conditions, grant availability and the priorities of the Partners at the time.

- 4.1 On the basis of existing topographic and other information prepare a 3-D computer ground model of the site, including the various types of material present by volume and distribution.
- 4.2 Undertake iterative cut/fill exercises to arrive at an economic and sustainable solution, which respects the intent of the Masterplan. This must define materials by type and intended location. This will produce a plan showing final levels at a tolerance of +/- 0.05m.
- 4.3 Define grading levels of development plots and public areas to receive roads, hardstandings, buildings, landscape etc.
- 4.4 Design to maximise the treatment (decontamination) and the re-use of existing materials on site and prevent future contamination of the biosphere and groundwater.
- 4.5 Verify for each area where a sloping site or terraced plateau is appropriate.
- 4.6 Verify with consultants appointed separately, that the development plots proposed will be of a suitable size and shape to maximise their potential to the development industry.
- 4.7 Ensure that access is achievable to development plots.
- 4.8 Prepare specification to achieve satisfactory compaction for intended end use, and advise on timescale to achieve the same for the proposed development uses.
- 4.9 Develop strategy for treatment, placing, use or disposal of landfill.
- 4.10 Identify areas at risk from stability, contamination or other negative impacts as a result of the proposed works. Propose and cost measures to protect existing buildings and other structures.
- 4.11 Prepare strategy for soil amelioration and depths.

- 4.12 Prepare and advise on options for wetland construction and lining systems.
- 4.13 Develop strategy, including timing, of making safe horizontal mineshafts. Strategy and implementation of works to the Vertical mineshafts will be the subject of a separate appointment.
- 4.14 Prepare a detailed strategy for dealing with any archaeological issues during the remediation contract. This to be agreed with the Black Country archaeologist based in Wolverhampton. This work is to be based on the Brief for Archaeological Survey Work, which forms Appendix H of this brief.
- 4.15 In consultation with Leisure and Education officers and staff from the School, prepare a detailed programme for the reinstatement of the school playing fields. Prepare a specification for the pitches, including drainage, fencing and lighting, car parking, footpaths and other works necessary to compensate the school for the loss of their existing playing fields. The design should be mindful of potential security issues surrounding any dual use of school premises. (see section 9 for further information regarding the School)
- 4.16 Agree a programme of use for the school pitches (including community use), ensure that the specification for the pitches is capable of accommodating the programme and establish with the Partners an agreed plan for future maintenance.
- 4.17 Examine the opportunity of using the school's green space to contribute to the creation of areas of nature conservation interest.
- 4.18 The location or locations for allotments will need to be clearly identified at an early stage in the design process so that the proposed remediation processes enable the full range of produce for human consumption to be grown without the risk of contamination.

5. Highways

The provision of new highways infrastructure will help to define the “shape” of the urban village. The primary requirement will be to provide suitable access across the site to accommodate the removal of Dudley Street but the design of roads should not be primarily for the easy passage of traffic travelling through the new development. The alignment of the roads and the type and position of junctions should be informed by considerations of urban design and safety and landscape requirements. Work on highway design should be undertaken in conjunction with the Highway Authority.

- 5.1 Upon agreed plans, define centreline of main roads in 3D, including profiles and super elevations.
- 5.2 Develop geometric sections for the various road types, taking into account utility reserves and landscaping. (See also the section 12 on Utilities).
- 5.3 Ensure adequate consultation is undertaken with service providers so that alternative provision to conventional service arrangements can be made should this be required by design considerations.
- 5.4 Prepare layouts of junctions in adequate detail to define land take.
- 5.5 Provide typical construction details in the three key stages detailed in Clause 3.10 of this document and, in conjunction with the Partners, examine and compare options for surface finishes, and prepare specification for finishes.
- 5.6 Identify location of bridges and provide options for each key stage as outlined in Clause 3.10
- 5.7 Develop a strategy for traffic calming through design to limit speeds to 20mph.
- 5.8 Develop highway's strategy to adoptable standards and liaise with the adopting authority to obtain their approval.
- 5.9 Develop design to tie in with the existing traffic and design strategies and co-ordinate the scheme with outside agencies.

6. Pedestrian and Cycle Routes

The easy movement of pedestrians and cyclists through the development is a priority. This should be achieved by both dedicated routes and by accommodating the needs of pedestrians and cyclists in the design of new roads. Establishing and building on links outside the urban village area is critical with particular attention being given to crossing the Black Country Route. Care should be taken to ensure that all routes are capable of a degree of surveillance, which would reduce opportunities for crime, or fear of crime.

- 6.1 Develop a strategy with City Highways Engineers and define segregated and shared routes, ensuring linkages with the existing network paying particular regard to links across the Black Country Route into Bilston Town Centre.
- 6.2 Ensure that all routes are suitably designed and lit to encourage use by children and other vulnerable users both during daylight hours and at night.
- 6.3 Prepare typical sections to determine requirements for various types of route.
- 6.4 Upon agreed plans identify in 3D the centreline of routes.
- 6.5 Prepare construction details in the three key stages and assist the Partners to examine options for surface finishes. Prepare the agreed specification.
- 6.6 Develop design to tie in with the existing traffic strategy and co-ordinate design with outside agencies.

7. Public Transport

A good, well-integrated system of public transport is a requirement of the Urban Village building on the success of the Metro and Bilston bus station as a public transport interchange.

- 7.1 Undertake detailed feasibility studies to determine the costs and benefits associated with providing a new Metro stop adjacent to the development site.
- 7.2 Determine with local operators the likely routing of bus services and determine the provision and cost of providing high quality infrastructure for projected services, including, if appropriate, real-time information.
- 7.3 Determine and cost the likely requirement for subsidies to provide public transport services in advance of substantial completion of the project.
- 7.4 Examine the feasibility and appropriateness of providing for innovative solutions to public transport provision including, for example, driverless guided vehicles.
- 7.5 Define routes and likely frequencies for input to paving design.
- 7.6 Identify requirements for on street features, e.g. shelters, crossings etc.
- 7.7 Ensure that the design and position of shelters and links to and from stops are adequately lit and of a design which reduces the vulnerability of users to crime.

8. Park, Public Open Space and Nature Conservation

The creation of a major new area of public open space is one of the key components of the Urban Village. It is intended that this open space be of a quality that immediately sets the tone for the rest of the development. The Partners are of the view that the form, function and style of the open space should itself reflect good practice in urban design in meeting the requirements for a variety of uses including nature conservation and recreation. Issues of safety and security will need to be built into the design from the start.

- 8.1 Produce an overall Landscape and Nature Conservation Masterplan. This will provide an open space and nature conservation infrastructure which should integrate with and overlie other land uses and guide the detailed design of the public realm works including arrangements for the short, medium and long term maintenance and management of these sites. This plan and the detailed design that follows to be subject to consultation.
- 8.2 Assess the need for various land uses within the open space including formal and informal recreation, play space, allotments, nature conservation areas and hard landscaped areas.
- 8.3 Ensure that the amount and type of open space is in accordance with projected population numbers of the development and meets the requirements of the planning consent.
- 8.4 With direction from the design team and in conjunction with the Partners, define, in plan and elevation finished levels of the various zones including hydrological relationships.
- 8.5 Ensure that the land forms, soil and subsoil compositions and distributions support the Biodiversity Action Plan for Birmingham and the Black Country (BAP) and the Black Country Nature Conservation Strategy (BCNCS).
- 8.6 Define, in relation to the BAP and the BCNCS, the various habitats and species identified from surveys to be translocated or otherwise provided for within the new development.
- 8.7 Similarly, define variations in type of hard and soft landscaping, including areas of streams, lakes, flood meadow, reed beds, woodland, shrubs and grass and paved spaces.

- 8.8 Produce a strategy for play space (taking play in its widest sense, including recreation) & equipment for the development in conjunction with officers from the Council's Leisure Services and appropriate members of the local community. Facilities should be adaptable; not static so they continue to provide a changing environment within which children can engage with each other through play. Define land take together with type and specification for play equipment.
- 8.9 Produce details of subsoil, topsoil, foundation and remediation layers for landscape types. Consideration should be given in the design to the production of a safe environment for the Public.
- 8.10 Produce details of planting and habitat regimes and appropriate management plans in association with the Partners. Identify chronological priorities for the development of different habitats and any critical sequences to establish synergy between them.
- 8.11 Identify location of and produce drawings of weirs, waterfalls, cascades, raised walkways, bridges, retaining walls, site furniture and other landscaping-specific features.
- 8.12 Produce specification for hard and soft landscaping works.
- 8.13 Give consideration to issues of site security and temporary planting whilst development plots are waiting to be built out.

9. Education

The existence of Parkfield High School Bilston within the Urban Village provides an opportunity to enhance educational and sporting facilities in the area. The wider role of the school to act as a “magnet” for the area is an aspiration of the Partners and the school itself. Aspects of this (for example, the improvement of educational standards) will fall largely outside the scope of the detailed design work, but every opportunity should be taken by the design team to maximise the way in which the school can contribute to the wider regeneration objectives. Examples may include access to the computer generated modelling; monitoring of the development of nature conservation, and apprenticeships in the construction industry. This potential for this enhancement must be built into the proposals at this detailed design stage.

- 9.1 A clear assessment of the replacement facilities is to be provided for the school in terms of outdoor sports provision is required. This will be informed by the School’s requirements for curriculum use, the School’s wider sports development including any anticipated community use of the site, the requirements of Sport England and the aspirations of the Council’s Education and Leisure Services officers. The replacement facilities must take account of the fact that it is expected that the School numbers will increase over the medium term and that an additional two-form entry will be required.
- 9.2 The re-orientation of the school site will give an opportunity to provide a new vehicular access off Coseley Road. Other access points and perimeter treatment of the site must be included with an assessment of any security implications arising from the use of school facilities by members of the wider community.
- 9.3 The options for Primary education to serve the Urban Village have not been fully tested. In conjunction with the Local Education Authority a range of options should be explored. This will include an assessment of existing provision in the area and how this relates to the new development.
- 9.4 The provision of any new educational facility, whether on or off site, must set the tone for the Urban Village development as a whole, for example, in terms of resource use and good design.

10. Canal Enhancement

The Bradley Arm of the Birmingham Canal forms much of the southern boundary of the Urban Village development and represents an important element in the local environment, which needs to be protected and enhanced. Although it is not included in the outline planning application the way in which the canal interrelates both with existing development and new build is critical if its potential is to be fully exploited.

- 10.1 Prepare, in conjunction with British Waterways, a canal enhancement study looking at ways in which the Urban Village can contribute to the development of the canal and vice versa. This should recognise that the canal is currently viewed as a security problem and that its enhancement should specifically address this as an issue.
- 10.2 Prepare a design strategy for the treatment of the towpath and the canal edge generally.
- 10.3 Prepare a strategy for dealing with nature conservation issues as they relate to the canal, both as a habitat and as a wildlife corridor and its relationship to the adjacent Site of Importance for Nature Conservation at Ladymoor Pool.
- 10.4 Produce a detailed specification for the treatment of access points to the canal, signage and associated interpretative material.
- 10.5 Prepare, with British Waterways, a water quality assessment and enhancement scheme.
- 10.6 Prepare, with British Waterways, a recreation enhancement strategy.

11. Energy Strategy

For the urban village to be sustainable the energy requirements at every stage in the development should be minimised and the energy generation opportunities maximised. Although the longer-term energy requirements will be a function more of the design and orientation of the final built form, opportunities to reduce energy needs and expand energy generation should be taken during the design stage of the remediation and infrastructure.

- 11.1 The Urban Village should be designed to be a low energy use development. The Partners wish to consider all options at this stage to achieve this outcome and the consultants should be mindful of this goal in all design work.
- 11.2 Identify options for energy supply, grid, CHP and CH/CHP and compare capital and running costs for the various phases of the development.
- 11.3 Investigate the options of micro-generation through wind, water, solar and geothermal means. Advise on the appropriateness of any one system and produce detailed justifications for any recommendations.

12. Utilities

Currently public utilities are based on large-scale production and distribution systems. The development of sustainable solutions requires micro engineering and multiple not single response mechanisms. Proposals for the management of utilities will both reflect and promote that changing environment.

- 12.1 Provision of new utilities for the various Phases of the contract including for future phases if they pass through the Phase One area, or outside Phase One if they lie in corridors used by the utilities for Phase One.
- 12.2 Calculate demand by phase, taking cognisance of energy and water saving principles at point of use.
- 12.3 Liaise with utilities to identify shortfalls and lead times.
- 12.4 Prepare, in plan, distribution concepts/sizing and input to Highway design with special consideration to minimise the disruption to hard and soft infrastructures when subsequent maintenance work is undertaken.
- 12.5 Identify land take for apparatus such as sub-stations and zones of exclusion/influence, which would impact, on hard and soft infrastructures.
- 12.6 Liaise with Utilities regarding diversions and establish programme of works.
- 12.7 Establish costs, and bearer of costs, for new and diverted apparatus.
- 12.8 Determine whether the infrastructure adjoining the Village can accommodate the new development. Design and consideration of utilities to extend outside as appropriate and liaise with utilities to obtain in-principle agreement to the proposals, routes, capacities and apparatus.
- 12.9 Consideration to be given to future expansion of telecom services and design of additional capacity. Introduction of spare routes under new hard standings. Advise on size and location of appropriate service strips. Ensure maximum flexibility for future requirements including the potential for residential based security and monitoring systems.

13. Water

The imaginative use of water throughout the development brings the opportunity to create a sense of place. Water will be multi-functional and will involve, amongst other things, aesthetics, creation of wildlife habitats and the potential for play and recreation.

- 13.1 Review the existing hydrological report prepared as part of the outline planning application which concluded that an area of open water in the location proposed was technically feasible.
- 13.2 Map the existing hydrology in relation to ground form, checking and amending iteratively to predict and respond to the re-formation of the ground and work in relation to mineshafts.
- 13.3 Develop a strategy for the use and re-use of water throughout the new development, including its collection, disposal and opportunities for re-use and recycling. This will include both the principal areas of water within the open space (see below) but also the use of water within other areas of the public realm.
- 13.4 With the partners, define and seek agreement for purpose, function and aesthetics of principal lake and other areas of open water including wetlands. Make safety a major consideration in the design and examine the feasibility of including water safety systems.
- 13.5 In the light of the existing report produce hydraulic calculations, indicating how the lake and wetlands will perform these functions, and giving design criteria.
- 13.6 Define Water Quality Objectives of canal, stream, lake and any uses for which water taken from the lake will be put.
- 13.7 Outline measures proposed to improve water quality, and produce details of these treatment systems including capital and operating costs. Prepare design information in the three key stages defined in clause 3.10 of this document.
- 13.8 Assess flows into and out of the system and seasonal variations, in addition to assessing performance and effect on water levels during flood and drought conditions.
- 13.9 Identify suitable means of ensuring an adequate supply of water during drought conditions.

- 13.10 Determine options for water supply to sustain wetland features. Investigate viability of options and obtain in principle agreements
- 13.11 Identify land requirements for treatment plant, pipework and streams to feed into Central Park.

14. Drainage

The design of the Urban Village provides an opportunity to put in place the infrastructure required to develop a means of drainage based on the principles of sustainability.

- 14.1 Define catchment characteristics in terms of area, permeability and slope and estimate extent of run-off currently discharging into Bilston Brook from the site.
- 14.2 Assess how this will change in the future, and propose a drainage system which will have a beneficial impact on the existing system, and will meet the requirements of the Environment Agency and the Drainage Authority, and be in line with Environmental Good practice.
- 14.3 Produce a design (as detailed in Clause 3.10) of proposed system in plan and section, giving pipe diameters and levels, ditch profiles etc.
- 14.4 Examine the feasibility and implications for the partial and complete disposal of all surface water at its point of origin by means of natural soakaways or for its collection for re-use and recycling upon development of the site. Particular consideration will need to be given to the effect that soakaways will have on the viability of the central water feature.
- 14.5 Produce details of manholes, bedding details and connection to main.
- 14.6 Co-ordinate layouts of main surface water infrastructure to suit landscape proposals and minimise impact.
- 14.7 Estimate production for foul drainage system by phase.
- 14.8 Liaise with drainage authority to identify suitable location points for connection to main system, and any reinforcement of this system.
- 14.9 Identify extent of any diversions and establish programme for implementation.
- 14.10 Produce designs (as detailed in Clause 3.10) for adoptable collection system in plan and section, plus pipe sizes and levels.
- 14.11 Produce details of manholes, bedding details and connections to main foul system and pumping stations (if required), adequate for the three key stages in Clause 3.10.
- 14.12 Co-ordinate layout of foul drainage network with landscape scheme.

15. Site Management and Security

- 15.1 Inclusion of requirements in the construction specification to introduce barriers and land features of a consistent design, to be agreed, to prevent trespass on completed development plots. This will be consistent with measures identified in the Crime Prevention Strategy (see paragraph 3.6)

16. Cost Management

- 16.1 Provide schedules of public sector design/construction costs at two weekly intervals, starting at week 6.
- 16.2 Prepare Tender Preliminaries, Bill of Quantities contract sum analysis in the format agreed with the Project Manager.
- 16.3 Complete the financial and technical review of the Tender Submission. Prepare an analytical report for each set of Tenders submitted. Negotiate removal of any qualifications to the Tender submission.
- 16.4 Prepare Contract Documents to include fully detailed contract proposals in accordance with the appropriate Form of Contract.
- 16.5 Establish that any Contractors proposals have due regard to the Employers' Requirements.
- 16.6 Advise the Partners as to the need for a performance bond or any other guarantees under the contract or any other related contracts having regard to financial status of the parties.
- 16.7 Check interim payment applications and recommend for payment.
- 16.8 Issue financial status reports at a minimum monthly interval. Advise upon evaluating and instructing Contractor regarding changes.
- 16.9 Check Final Account and recommend final payment.

17. Phasing

- 17.1 Advise the Project Manager on the overall phasing of project. The four main determinants of phasing are likely to be:
- technical issues
 - funding issues
 - economic issues
 - land ownership
- Agree with the Project Manager and the Partners the most advantageous completion and release of development plots.
- 17.2 Preparation of a detailed programme including a clear phasing plan, particularly as the works will affect Parkfield High School, Bilston and housing areas, which abut or are close to the site. In respect of the School investigate the requirement that the new sports pitches are in place before existing facilities are lost.
- 17.3 Particular attention should be paid to the landscape and infrastructure for nature conservation where early investment can reduce capital costs and accelerate biodiversity especially if co-ordinated with the temporary use of development plots for such purposes.
- 17.3 Feed design information to the Project Manager to update the programme.

18. Liaison

- 18.1 Ongoing liaison and collaboration with the Partners and integration of advice during design development.
- 18.2 Draw to the attention of the Partners any technical aspect that will suggest that the agreed masterplan may need modification, and seek design direction and approval.
- 18.3 Highlight to client any requirement to modify masterplan programme.
- 18.4 Undertake discussions, and seek approval in principle from the Environment Agency regarding all matters in their remit.
- 18.5 Input, as required, to development briefs.
- 18.6 Be responsible for all negotiations with Utilities, Transport Authorities, Government Agencies and the Environment Agency. Obtain the necessary approvals and agreements from these bodies to allow the implementation of the project.
- 18.7 Input to and have an involvement in the public consultation arrangements, including any stakeholder consultative panels, which may be set up during the design period.

19. Presentations and Meetings

- 19.1 Allow for 7 no. presentations to Members and Public.
- 19.2 Allow for fortnightly meetings with client, half-day each.
- 19.3 Allow for fortnightly all day project review and design meetings.
- 19.4 All Fees to include disbursements and travelling expenses.

20. Fees

- 21.1 Consultants should provide a lump sum fee for all services outlined in this brief. This lump sum should include for all fees, disbursements and expenses likely to be incurred during the commission.
- 21.2 Consultants are requested to provide daily rates for personnel involved in the project which will be used as a basis for calculating additional fees should items of work, not already included in this brief, be required.
- 21.3 Consultants are reminded that the Partners will award the contract not necessarily on the basis of lowest cost. The ability of Consultants to bring forward expertise to realise the drive towards sustainability will be taken as a material consideration in the selection process. The Partners reserve the right not to award a contract.
- 21.4 Consultants are notified that the Partners will make staged awards of contracts as funding is made available. These stages are listed on the Fee Schedule appended to this document.
The Partners reserve the right to suspend or curtail the design development process at the end of the stages as listed in the fee schedule. The Consultants will not be entitled to any loss of profit / income on any outstanding stages at the time of suspension or curtailment.

21 Management of the Commission

21.1 The principal contacts for this commission are:

Advantage West Midlands:	Steve Compton T: 0121 380 3797 F: 0121 380 5474 E: stevecompton@advantgewm.co.uk
Wolverhampton City Council:	Simon Lucas T: 01902 555618 F: 01902 555637 E: simon.lucas@dial.pipex.com
Gleeds Management Services;	Steve Rowe T: 0121 450 7900 F: 0121 450 7901 E: steve.rowe@gleeds.co.uk

Appendix A: Location Plan

Appendix B: Mission Statement
of the Partners

Appendix C: Red Line plan showing boundary
of outline planning application

Appendix D: Approved Andrew Wright Associates Planning drawings

Appendix E: Brief for the Economic Impact
Assessment

Appendix F: Outline Planning Consent: Draft Conditions
and S.106 Agreements

Appendix G: Schedule of Consultants Deliverables

Appendix H:
Brief of Archaeological Survey Work
Bilston Urban Village: Archaeological Assessment

Appendix J: Conditions of Contract
and Warranties

Appendix K: Site Investigations

Appendix L: Planning Application Supporting Statement
Water Feature Sense check
Outline Reclamation Strategy.