



**Rutland**  
County Council

Rutland County Council

**Highways Contract**

**Project Initiation Document (PID)**

Document Owner:	Andy Tatt Rutland County Council
Author:	Andy Tatt
Version:	V1.00
Date:	Feb 2021
Classification	NOT PROTECTIVELY MARKED

**Contents**

---

Contents .....2  
 Document Control, Approval and Distribution .....2  
 Version Control.....2  
 Document Approval .....2  
 Document Distribution .....2  
 Project Details .....3

**Document Control, Approval and Distribution**

**Version Control**

---

This document should be updated with any amendments:

Version	Date	Notes
V0.01	Feb 2021	Draft Document Created for Project Board Review
V0.02	Feb 2021	Comments from Project Board
V1.00	Feb 2021	Approved by Cabinet

**Document Approval**

---

This document requires the following approvals:

Sponsor Approval	Name	Date
Sponsor		
Project Board		

**Document Distribution**

---

This document will be distributed to:

Name	Method	Date
Project Team, Project Board		

**Project Details**

<b>Project</b>	<b>Highways Contract</b>
<b>Background</b>	<p>The intention is to undertake a procurement exercise for the delivery of Highways function in Rutland. The new service delivery elements would commence on 01/12/2023.</p> <p>The current Highways Maintenance Term Contract is a 5 year + 5 annual extensions, which commenced on 01/12/2013 to the 30/11/2018. There have been from 01/12/2018 to date further annual extensions, taking us to 31/11/23, based on meeting a suite of Key Performance Indicator (KPI)`s until the maximum allowable contract term is reached on 30/11/2023. This contract was procured through the Midlands Highways Alliance (MHA) Framework.</p> <p>The contract encompasses a wide range of Highway Maintenance Functions including:</p> <ul style="list-style-type: none"> <li>• Pothole and patching reinstatements.</li> <li>• Resurfacing and reconstruction.</li> <li>• Surface treatments.</li> <li>• Footway slurry seal.</li> <li>• High friction surfacing.</li> <li>• Recycling.</li> <li>• Footway/Cycleway`s.</li> <li>• Drainage including jetting.</li> <li>• Structures – Bridges and culverts.</li> <li>• Public Rights of Way.</li> <li>• Road markings and studs.</li> <li>• Signage.</li> <li>• Winter Service – Gritting and snow clearance.</li> <li>• Safety Barriers – vehicular and pedestrian.</li> <li>• Street Lighting inc illuminated signs and bollards.</li> <li>• Street Furniture inc bollards.</li> <li>• Capital Highway Schemes.</li> <li>• Cyclical – Sign and gully cleansing.</li> </ul>
<b>Project Objectives</b>	<ul style="list-style-type: none"> <li>• Development/exploration of the most appropriate contract delivery model.</li> <li>• Reduce the value of the contract (look at the capital/revenue split).</li> <li>• Potential income generation.</li> <li>• Highways Strategy – refresh from the 2013 strategy.</li> <li>• Flexibility within the contract – interdependencies with other service areas.</li> <li>• New depot? Could be part of the development with Environmental services.</li> <li>• Innovation.</li> <li>• Environmental – carbon reduction.</li> <li>• Maximise benefits to the local economy.</li> <li>• Partnership approach of working with the supplier.</li> </ul>

<p><b>Activities / Scope</b></p>	<ul style="list-style-type: none"> <li>• Develop Highways Strategy</li> <li>• Acquire technical support</li> <li>• Acquire legal support</li> <li>• Procurement Activity (if required)</li> <li>• Post Procurement Decommissioning and Mobilisation</li> </ul>
<p><b>Deliverables</b></p>	<ul style="list-style-type: none"> <li>• Highways Strategy</li> <li>• Consultation Process</li> <li>• Procurement Specifications</li> <li>• Soft Market Testing Process</li> <li>• Procurement Exercise</li> <li>• New Contract</li> </ul>
<p><b>Timing</b></p>	<p>The overall project will be split into three key phases: (see table below for deliverables)</p> <ol style="list-style-type: none"> <li>1) Pre-procurement</li> <li>2) Procurement</li> <li>3) Decommission and Mobilisation</li> </ol> <p>Dec 2023 is the current contract end date, when the new provider will need to be in place</p> <p>See Appendix 2 - Milestones.</p>
<p><b>Exclusions</b></p>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<p><b>Dependencies &amp; Assumptions</b></p>	<p><b>Dependencies</b></p> <ul style="list-style-type: none"> <li>• Availability of resources</li> <li>• National policy/strategies</li> <li>• RCC Leisure Strategy</li> <li>• Collation of Asset Information</li> <li>• Development of Specifications</li> <li>• Development of Contract Documents</li> <li>• Asset management and life cycle planning</li> <li>• Service developments from other areas (e.g. Environmental Services)</li> </ul> <p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>• Budget (£250k) is sufficient</li> <li>• Service providers will bid for the contracts</li> <li>• Cabinet/Council approve the project commencing</li> <li>• Cabinet/Council approve going out to procurement</li> <li>• Cabinet/Council approve new supplier contract</li> </ul>

<p><b>Resources</b></p>	<p>The staff involved in this project will primarily be the following officers, providing support in addition to their day jobs:</p> <ul style="list-style-type: none"> <li>• Andy Tatt (Overall procurement lead)</li> <li>• Sarah Khawaja (Legal Lead)</li> <li>• Laura Daughtry (Finance Lead)</li> <li>• Dee Rajput (Project Manager)</li> <li>• Louise Gallagher (Commissioning Manager)</li> <li>• Amy Myers (Welland Procurement)</li> </ul> <p>Additional support will be required by external consultants who will be brought in to provide technical and legal input the overall process.</p>
<p><b>Estimated Cost</b></p>	<ul style="list-style-type: none"> <li>• Contract Value £35 million over 10 years.</li> <li>• Cost of procurement (dependent on delivery model adopted) £250k.</li> </ul>