

# **Project Proposal**

## **Place St Maur & Esplanade Project, Bognor Regis**

### **1. Purpose of Document**

The purpose of this document is to define the scope of the project.

### **2. Background**

The Place St Maur is an important public space adjacent to the Regis Centre in Bognor Regis and the seafront, but it is not fulfilling its potential as an attractive and welcoming space for visitors. It was previously included in the public realm masterplan as a flexible and functional active space and to form a stronger connection between the beach and town centre. There was insufficient funding in place to deliver this phase of the work as part of the original public realm project, however there is still an appetite to see the area enhanced.

The Esplanade lies between Place St Maur and the seafront and while it forms a key link between the two, vehicle traffic and level changes present barriers to pedestrians. Opportunities exist to close a section of the highway to vehicles at certain times of the year and enable wider use for pedestrians and events, subject to a successful trial traffic diversion.

### **3. Objectives**

- a. To produce concept designs to RIBA Stage 2 for the Esplanade and Place St Maur by January 2021.
- b. To freeze the design for the Place St Maur scheme by March 2021.
- c. To deliver high-quality, public realm improvements St Place St Maur, which create a link between the seafront and town centre, by March 2022.

### **4. Scope**

#### **In**

- Delivery of high-quality enhanced public realm for Place St Maur
- Concept designs for the Esplanade
- Project management of the processes required to deliver the scheme
- Approvals necessary to deliver the scheme
- Grant funding application
- Traffic surveys to determine impact of temporary road closures
- Sustainable design solutions
- Consideration of a Changing Places toilet facility in vicinity of the site

## Out

- Implementation of enhancements to Esplanade as part of these works
- Proposals for the Regis Centre site

### **5. Constraints**

- Delivery programme to ensure the scheme is delivered by March 2022
- Underground infrastructure
- The survey work may highlight further constraints

### **6. Assumptions**

- Risks highlighted can be mitigated
- Stakeholder engagement will be carried out at appropriate stages during the design phase.

### **7. Reporting**

- The Project Manager will provide updates as required to meetings of the Environment and Leisure Working Group with decisions recommended to Cabinet as required.

### **8. Deliverables**

- Enhanced public realm at Place St Maur, to include:
  - Enhanced hard surfacing
  - Area of soft landscape
  - Water jets
  - Lighting
  - Seating
  - Flexible space to accommodate different events, e.g. ice rink within a marquee, incorporating anchor points for a marquee and power points
  - Solution to deal with poor site drainage
- Concept proposals for The Esplanade, to include:
  - Enhanced wearing course to highway and footways
  - Locations for marquee anchor points and power points
  - Temporary planters to form closure barriers
  - Temporary seating

### **9. Interface Projects**

- Bognor Regis regeneration proposals
  - Grounds Maintenance contract 2017 - 2027
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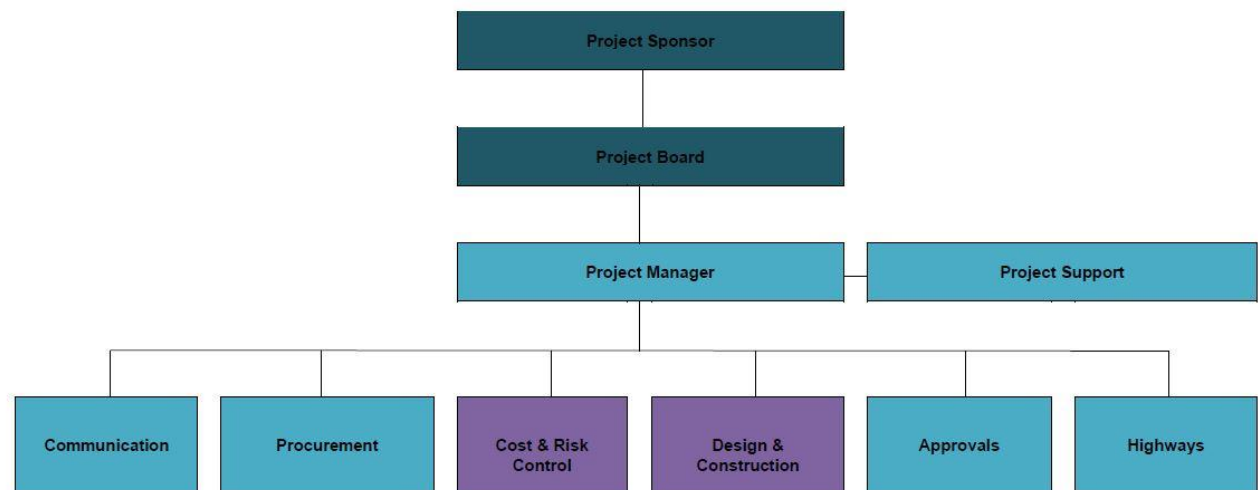
## 10. Costs

Item	Total Cost
Place St Maur public realm enhancements - works	942,725
Preliminaries, overhead and profit	249,835
Contingency	195,670
Inflation	111,770
Professional fees - consultant support and technical advice	239,500
Preparatory work and client costs	67,500
<b>Total</b>	<b>1,807,000</b>

The costs above are a best estimate at the current time and final costs will be known following the procurement process. It should be noted that costs for risk mitigation have not been included above. Further investigation of risks identified in the Risk Log will ascertain whether additional costs will be incurred and the likely impact on the project budget. These are expected to be known once the design stage commences.

## 11. Project Team

The project team structure:



- Director/Senior Manager Leadership
- Officer Workstream Areas
- External Consultant Workstream Areas

The project team collectively have a broad range of experience with the necessary skills to take the project from feasibility stage through to implementation and handover. The officer group will be supported by external consultants who will be selected for their expertise in specified areas.

The Project Board is accountable for the successful implementation of the project and will work to the following terms of reference:

- Provide strategic direction and leadership to the Project Manager and have make decisions to progress the project.
- Ensure the project remains aligned to the agreed objectives and deliverables.
- Receive reports on project progress, issues, budget and associated risks and review the Project Initiation Document.
- Sign off each completed stage of the project and authorise the next stage to commence.
- Authorise deviations from previously agreed plans.

The Client Project Manager will manage the day to day activities of the project and report directly to the Project Board, updating on progress, risks and budget.

## 12. Risk Log

The following risks have been highlighted as being inherently high or medium in the project risk log (with \* being high). The residual risk is shown following anticipated mitigation measures. Further investigation will be required to confirm the mitigation and any associated costs:

ID	Risk Type	Residual
1*	<u>Covid-19/Further lockdown measures:</u> Home working practices established. Build in contingencies to programme and budget.	Medium
2*	<u>Tender prices exceed funding:</u> Use of change control process. Alternative options considered during design phase.	Medium
3*	<u>Coastal/exposed location impact on materials and longevity:</u> Design and material selection to take location into account	Medium
4*	<u>Delayed decisions to enable project to progress:</u> Priority project: approval by Full Council. Regular updates to leaders and committees.	Medium
5*	<u>Delivery within required programme</u> Appointment of consultant team. Streamlined approvals, change control to be in place	Medium
6*	<u>Weak economy leads to downturn in visitor numbers/target shortfall</u> Targets set whilst in recession economy, monitoring and evaluation in place	Medium
7*	<u>Economic uncertainty</u> Use of framework when tendering. Change control and contingency in place	Medium
8*	<u>Funding application rejected/delayed/less than anticipated:</u> Preparation of a sound business case. Options to reduce scope considered	Low
9	<u>Availability &amp; capacity of professional team:</u> Tender quality questions test capacity.	Low

10	<u>User/stakeholder/partner expectations:</u> Regular communications and monitoring.	Low
11	<u>Costs increase during construction due to ground conditions:</u> Site surveys, involvement of staff with knowledge of site. Construction contingency.	Low
12	<u>High water table:</u> Site surveys and involvement of Engineers to inform designers of expected levels.	Low
13	<u>Lack of employer resources:</u> Project identified as priority; support resources in place and external team appointment.	Low
14	<u>Loss of key staff/lack of continuity:</u> Professional team to ensure additional capacity. Good record keeping/communication.	Low
15	<u>Adverse impact on users of adjacent facilities:</u> Ongoing communication with stakeholders and public about the work.	Low
16	<u>Fire, flood, wind damage during construction:</u> Weather delay built into programme, site safety/security plan to be in place.	Low
17	<u>Supplier insolvency</u> Financial checks to be carried out as part of tender process	Low
18	<u>Major accident on construction site</u> Delivery in accordance with CDM Regulations. Health & Safety plan to be in place.	Low

### 13. Project Plan

The proposed Strategic Programme identifies the project stages and key milestones:

