

HEREFORDSHIRE PUBLIC REALM CONTRACT 2023/24

ANNEX 8 – ASSET MANAGEMENT (TAMP)



ANNUAL PLAN FINAL APPROVAL

BBLP:

HC:

SERVICE OVERVIEW

Service Summary

The service information for Highways – Transport Asset Management Planning in Schedule 4 Annexe 9 of the original contract details the **Service Scope** as undertaking “all activities as necessary to enable the delivery of the Services specified in this Contract, including those set out in the Employer’s Asset Management Strategy within the Local Transport Plan.”

The **Service Outcome** anticipates the “effective development and use of a strategic approach to asset management planning which provides the optimal allocation of resources for the management, operation, preservation and enhancement of the highway infrastructure to meet the needs of current and future customers.”

The Asset Management Service therefore provides a focus on the baseline specification for Herefordshire Council’s approach to Transport Asset Management Planning with an emphasis on delivery in accordance with the approved Transport Asset Management Plan (TAMP), primarily in accordance with the Code of Practice on Highway Network Asset (2016):

- as a tool to establish a clear relationship between works programmes and performance targets;
- to provide detailed information on the location and condition of assets;
- to support the needs of Whole of Government Accounting (WGA);
- to enable the assessment of value for money; and
- ultimately to enable the taking of key decisions on the levels of service and performance with regard to the *Employer’s* transport assets. This with the full understanding of the way in which we will need to invest to secure these outcomes for our customers.

For clarity, the strategic management and maintenance of highway network assets within scope of annex 8 primarily focuses on the lifecycle approach, within the classifications of the highway network asset groups, in a way that that will best achieve the Employers Objectives. The details of services and programme delivery for these areas is set out across the wider Annual Plan in the annexes noted below:

- Carriageway - cross ref. to **Annex 3 - End to End Network Development**
 - Including Linear elements such as kerbs, line markings, road studs, highway fences
- Footways and Cycleways - cross ref. to **Annex 3 - End to End Network Development**
- Structures - cross ref. to **Annex 14 - Structures**
- Road and Flood Risk Drainage cross ref. to **Annex 17 - Managing Water on the Network**
- Street Lighting - cross ref to **Annex 13 - Street Lighting**
- Street Furniture – cross ref. to **Annex 10 – Network Rehabilitation and Maintenance**
- Traffic Mangement Systems – cross ref. to **Annex 13 – Street Lighting**

COMMISSIONED WORKS

The annex shall deliver all activities and works as set out in Schedule 4 – Service Information Annex 09 - Service Information Transport Asset Management Planning v1.5 unless deemed out of scope as detailed below

THE SERVICE

SERVICE DELIVERY

SERVICE	RESOURCE	DIRECT/ SUBCONTRACT	DELIVERY	COST
Fee				£49,308
LMO				N/A
Asset Management Services	Asset Manager Highways Engineer Senior Bridge Engineer Senior Drainage Engineer (costed to Annex 7) Strategic Highway Asset Manager	Direct	On-going annually <ul style="list-style-type: none"> • Management of Asset Management Team • Review and update of Asset Policy and Strategy documentation, in context with, and response to development of new LTP4. • Support and provide data and information to inform the review and update of strategic documents and policies directly or indirectly associated with Highway Infrastructure Asset Management • Assessment of individual asset group Lifecycle Plans to evaluate current relevance and adjust delivery approaches in response to changes to service levels and maintenance needs. • Improvements as agreed in the Service required within the Incentive Fund Self-assessment questionnaire framework. • Limited Development of CONFIRM • Capability Development. • Programme development 	£188,273
Asset Data Management & GIS Services	Gis Specialist - Civils - Ops Specialists	Direct	On-going annually <ul style="list-style-type: none"> • GIS mapping service to support and enable TAMP. • Mapping service supporting the Contract's operation. • MapInfo GIS Software Licence • Asset Data Inventory management & development. 	£52,934

Carriageway and Footway Annual Programme development	Highways Engineer Apprentice	Direct	On-going annually With the support of clear communication of priority processes <ul style="list-style-type: none"> • WDM Scheme Builder utilised • Prioritised Programme • Highway enquiries response support • Initial scope developed to inform design of Highway Schemes 	£113,644
Highway Network Survey	Highways Engineer	Direct Staff & Subcontract Survey Team	Late Summer Season Survey Autumn Season review and sign updates <ul style="list-style-type: none"> • Scanner Condition Surveys of A, B & C Roads • Vaisala survey of U Roads • Footway network Condition survey 	£86,522
SCRIM	Highways Engineer	Subcontract	Summer Season Survey Autumn Season review and sign updates <ul style="list-style-type: none"> • Survey and subsequent investigation, prioritisation 	£14,362
Commercial Support	Senior Quantity Surveyor	Direct	On-going annually <ul style="list-style-type: none"> • Support with pricing, QS activity 	£4,970
Software	WDM Scheme Builder UKPMS, Vaisala	Third Party Supplier	On-going annually <ul style="list-style-type: none"> • Provision of asset management software tools 	£75,575

SERVICE SCOPE

SERVICE	SCOPE
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<p>Transport Asset Management Planning</p>	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ Establish a clear relationship between works programmes and performance targets ▪ Provide detailed information on the location and condition of assets ▪ Support appropriate valuation of transport assets (e.g. via HC’s Whole of Government Accounts financial procedures) ▪ Enable the taking of key decisions on the levels of service and performance about Herefordshire Council’s transport assets ▪ Understand and inform Herefordshire Council of the transport asset maintenance and investment needs <p>Not commissioned</p> <ul style="list-style-type: none"> ▪ The application of an asset management planning approach for wider Public Realm Assets (i.e. assets outside the scope of Herefordshire Council’s Asset Management Strategy within the Local Transport Plan)
<p>Transport Asset Inventory</p>	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ Collate, develop and maintain the asset inventory needed to attain the effective delivery of Transport Asset Management Planning <p>Not commissioned</p> <ul style="list-style-type: none"> ▪ The collation, development and maintenance of asset inventory for wider Public Realm Assets not associated with Transport Asset Management Planning
<p>Network Hierarchies</p>	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ Utilise risk-based management and mitigation processes to inform the development of inspection regimes; the establishment of levels of service and determines priorities, hierarchies, programmes and procurement strategies. ▪ Regular review and validation of the Herefordshire Strategic and Resilience Network. Any recommendations for change will be communicated to the client ▪ Monitor highway infrastructure networks and highlight recommendations where the review and update of systems using the network may be appropriate (e.g. Inspection Regimes etc.) <p>Not Commissioned</p> <ul style="list-style-type: none"> ▪ Complete re-write of existing documents

<p>Life Cycle Plans</p>	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ Implement life cycle management plans (LCMPs) for all components of the Transport assets that are within the scope of this agreement (Service Information: Highways – Transport Asset Management Planning) ▪ Regular light touch review of Transport Asset Management Lifecycle Plans for Carriageways, Footways, Cycleways, Structures, Highway Drainage, Traffic Management Systems and Street Lighting – Note that a dependency exists between procurement of asset management systems ▪ These LCMPs will document how a particular asset is managed and as an output, identify current and future needs in terms of anticipated works and anticipated funding need <p>Not Commissioned</p> <ul style="list-style-type: none"> ▪ Major re-writes of LCPs ▪ Lifecycle Plans for non-major transport asset groups as defined by HMEP/DfT in 2015.
<p>Forward Programme and Annual Plan</p>	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ Through Transport Asset Management Planning develop the Forward Programme, Annual Plan and associated processes to account for competing demands in order to ensure the best use is made from available funding in meeting the expectations of stakeholders, statutory, engineering, cost and risk requirements
<p>Green Claims</p>	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ The Asset Management Team will work with the commercial and insurance teams to provide the technical information to enable recovery of monies expended on repairs of the HC asset that have stemmed from the fault of third parties (Green Claims) <p>Not Commissioned</p> <ul style="list-style-type: none"> • Initial identification of damage / requirement for Green Claim process to be invoked – this is instigated by Locality Swards and/or relevant asset lead within the other appropriate Annual Plan Annex responsibilities • Actual recovery is undertaken by the regional insurance team working with specialist legal professionals. This is detailed in the LMO Annex.
<p>Incentive Fund Self-assessment</p>	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ Lead the implementation of an asset management approach through Herefordshire Council’s established Transport Asset Management Planning policies and plans for areas of the service we are responsible. ▪ Support & inform Herefordshire Council’s response to the self-assessment questionnaire by maintaining evidence for the service areas we are responsible <p>Not Commissioned</p> <ul style="list-style-type: none"> ▪ We expect the HC Team to lead in the achievement of the Incentive Fund overall, and specifically the sections that are focused on the client level in the Local Authority. These are sections: 15, 16, 17 and 22.

Funding Opportunities and Bids	<p>Commissioned</p> <ul style="list-style-type: none"> ▪ Preliminary identification of subjects for funding opportunities to determine scope and scale and inform if external support ▪ Preliminary identification of potential schemes in the forward programme ▪ Development of a bids in conjunction with HC
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APPENDICES

APPENDIX A: HEREFORDSHIRE COUNCIL POLICIES, PLANS & PROCESSES TO BE USED IN THE DELIVERY OF THE ANNEX

[LOCAL TRANSPORT PLAN 2016 – 2031 POLICY DOCUMENT](#)

[LOCAL TRANSPORT PLAN 2016 – 2031 STRATEGY DOCUMENT](#)

[Transport Asset Management Plan](#)

[Network Risk Scoring System](#)

Network Risk Scoring System				
Likelihood	Likelihood score			
Very Low	0.1	Expected to occur within 20 years		
Low	0.2	Expected to occur within 10 years		
Moderate	1	Expected to occur within 5 years, Estimated 10% chance of occurring in any year,		
Quite Likely	2	Expected to occur within 2 years, Estimated 20% chance of occurring in any year		
High	5	Estimated 50% chance of occurring in any year		
Very High	7.5	Likely to occur within a year		
Almost Certain	10	Expected to occur within a year		
Consequence	Consequence Score	Political, Social and Economic	Financial Impact	Safety
			<i>In terms of budget to fix the issue, legal or regulatory fines</i>	<i>Of the public or employees</i>
Negligible	1	Minor Disruption or potential reputational damage	<500	
Marginal	3	Significant Disruption or reputational damage within local community	£2,000<X<£10,000	
Considerable	5	Road Closure with minor diversion or reputational damage county wide	£10,000<X<£20,000	Minor Injuries
Significant	7	Road Closure with significant diversion	£20,000<X£100,000	Serious injuries
Critical	9	Home or Business Isolated for an extended period or Multi properties for a number of days	£100,000<X<£500,000	Death
Catastrophic	10	Community or Businesses Isolated for an extended period that would cause hardship	X>£500,000	Multiple Deaths
Priority	Priority Score	Description		
Critical	80 to 100	Represents a high risk to service, safety and/or durability and must be rectified as a matter of urgency		
High	60 to < 80	Should be investigated further as it is likely that work is required on safety and/or durability grounds		
Medium	40 to < 60	Should be investigated further to identify if proactive and/or preventative works would reduce whole life costs and to assess if the defect can be packaged with higher priority needs		
Low	< 40	Likely that no action is required		

APPENDIX B: PROGRAMME OF WORKS

Within the scope of the following indicative programme there will be more specific tasks and functions that support the delivery of the Asset Management functions including:

On-going Tasks throughout Year

- Selected asset data collection
- Transport & Highway Infrastructure Asset Inspections
- Identification of Programmed and Reactive maintenance priorities
- Review data and information for driving improvement and project future years funding strategies
- Monthly progress and performance reporting
- Inventory data – Maintain existing transport and highway inventory datasets, and recommend area where adjustments to the current data management could be beneficial

Activity Programme

Activity	Period
Commission carriageway condition survey programme	April-June
Undertake Carriageway Condition Surveys	July-September
Develop and review ranked list of potential schemes for Capital investment Programme utilising previous years condition data and Forward Programme	July-September
Develop following years Annual Plan	May - October
SCRIM review and actions stemming from	October-December
Review objectives to remain in line with LTP asset management objectives	January-March

The highway network is monitored and identified maintenance risks registered and available within the AMX software.

This programme also acts as a forward programme of works that will identifies defects that are planned to be addressed over medium term (5years), subject to budgetary availability.

APPENDIX C: BUDGET BREAKDOWN

Description	Total
Staff	£288,502.12
Site expenses	£287.32
GIS	£54,950.54
AMX Web hosting	£16,968.74
AMX & AMX Mobile	£6,721.86
WDM software (hosted PMS)	£21,380.61
SCANNER Survey	£36,157.71
FNS Survey	£20,866.16
SCRIM Survey	£14,362.57
Vaisala software	£54,194.75
Small van (inc. fuel)	£6,858.85
General expenses	£678.75

PPE	£678.75
	£522,608.73

APPENDIX D: RISKS**APPENDIX E: LIST OF NOMINATED SUBCONTRACTORS**

WDM Limited (Highway Network SCANNER Surveys)