

HEREFORDSHIRE PUBLIC REALM CONTRACT 2024/25

ANNEX 8 – TRANSPORT ASSET MANAGEMENT PLANNING (TAMP)



ANNUAL PLAN FINAL APPROVAL

BBLP: Mark Lewis

HC: Bruce Evans

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 on the highway infrastructure with an emphasis on delivery in accordance with the approved suite of documents and in accordance with Well Managed Highway Infrastructure: A Code of Practice (2016). This service therefore delivers:

- a tool to establish a clear relationship between works programmes and performance targets;
- Provision of detailed information on the location and condition of assets;
- support the needs of Whole of Government Accounting (WGA) as required;
- enables the assessment of value for money; and
- enables the taking of key decisions on the levels of service and performance with regard to the *Employer’s* highway 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, in a way that that will best achieve the Employers Objectives, as communicated through policy and the performance framework. 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** (including Safety Barrier Inspection)
- Road and Flood Risk Drainage cross ref. to **Annex 7 - 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 Management 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
Asset Management Services	Team Leader x 1 Asset Manager x 1 Highways Engineer x 2 Assistant Highways Engineer x 1 Senior Bridge Engineer (costed to Annex 14) Senior Drainage Engineer (costed to Annex 7) Programme Coordinator	Direct & subconsultant	On-going annually <ul style="list-style-type: none"> ▪ Management of Asset Management Team ▪ Review and provide feedback on any updates 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 of strategic documents and policies directly or indirectly associated with Highway Infrastructure Asset Management ▪ Ongoing development 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, pending clarification on the future of this scheme (Note: This initiative is currently on hold, and this may be redesigned. Announcement from DfT is awaited). ▪ Ongoing maintenance of the network hierarchy. ▪ Limited Development of CONFIRM ▪ Capability Development. ▪ Development of prioritisation activities which fall outside of the Annual Plan programme for in-year investment. ▪ Provision of asset management advice and guidance across the contract. .

SERVICE	RESOURCE	DIRECT/ SUBCONTRACT	DELIVERY
Asset Data Management & GIS Services	GIS Specialist x1 GIS Support x 1 Supported by All Staff	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. ▪ Asset Data Inventory management & Development.
Commercial Support	Senior Quantity Surveyor	Direct	On-going annually <ul style="list-style-type: none"> ▪ Support with pricing, QS activity
Carriageway and Footway Annual Programme development	<p>BBLP Direct Resources:</p> <ul style="list-style-type: none"> ▪ Highways Engineer (x2) ▪ Apprentice ▪ Provision of Vehicle and Other Site Equipment to Complete Site Validation, design and other related activities. <p>Subcontract</p> <ul style="list-style-type: none"> ▪ Software in the form of WDM UKPMS (See Software Section for this cost) and Vaisala Road AI. 	Direct	On-going annually With the support of clear communication of priority processes: <ul style="list-style-type: none"> ▪ WDM Scheme Builder utilised in the creation of programmes and schemes. ▪ Development of Prioritised Programme for Carriageway and Cycleway/Footway Planned Maintenance. ▪ Development and review of prioritisation using other data streams such as defect and collision data. ▪ Highway enquiries response support. ▪ Initial scope developed to inform design of Highway Maintenance Schemes

Highway Network Survey	<p>BBLP Direct Resources:</p> <ul style="list-style-type: none"> ▪ Highways Engineer ▪ Apprentice ▪ Provision of Vehicle and Other Site Equipment to Complete Unclassified Road Survey (c50% of U/C Network Annually) <p>Subcontract</p> <ul style="list-style-type: none"> ▪ Software in the form of WDM Scheme Builder/UKPMS and Vaisala Road AI (See Software Section for this cost as the tools are used in a range of activities). ▪ Specific survey activities to capture SCANNER and Footway condition data. 	Direct Staff & Subcontract Survey Team	<p>SCANNER (A, B and C roads)</p> <p>Generally, the SCANNER survey is procured by the Team and completed by a suitably accredited survey company (WDM) in the Summer Season. Results of this survey are then received in the Autumn period following processing. At this point the following activities are required:</p> <ul style="list-style-type: none"> ▪ Review of results to ensure compatibility with the requirements. ▪ Making the results available for use in the Asset Management Services activities. ▪ Readying the network updates to inform the following year's survey activities. <p>Vaisala Road AI</p> <p>The survey is delivered in house annually following the protocols in place to ensure that data quality for condition is delivered. The survey requires the use of a vehicle, the recording unit and the software access to process the video data. Conversion of survey data to HMDIF to allow input to Scheme Builder.</p> <p>Gaist Footway Condition Survey</p> <p>The agreed survey regime undertaken across the summer months with results available in the Autumn. Following the completion of the survey the following activities are undertaken:</p> <ul style="list-style-type: none"> ▪ Review of results to ensure compatibility with the requirements. ▪ Making the results available for use in the Asset Management Services activities. ▪ Readying the network updates to inform the following year's survey activities.
SCRIM	<p>Direct BBLP Resources:</p> <ul style="list-style-type: none"> ▪ Highways Engineer 		Produce information to enable the procurement of a SCRIM survey in accordance with Appendix 10 of the HMP.

SERVICE	RESOURCE	DIRECT/ SUBCONTRACT	DELIVERY
	<p>Subcontract Resources</p> <ul style="list-style-type: none"> ▪ WDM (Delivery of the SCRIM Survey) 	<p>Direct Staff & Subcontract Survey Team</p>	<p>Results are generally received in October when the following activities are then undertaken.</p> <ul style="list-style-type: none"> ▪ Review of results for patterns and trends. ▪ Initiate inspections in accordance with the process set out in Appendix 10 of the HMP. ▪ Review current signage deployment and implement any signage updates. <p>Prioritise schemes accordingly for the following AP. Identify any additional schemes in the Forward Programme as appropriate.</p>
<p>Software</p>	<ul style="list-style-type: none"> ▪ WDM : Scheme Builder and the UKPMS ▪ AMX To support Structures, Street Lighting, Traffic Signals and Lifecycle Planning. ▪ Vaisala Road AI Survey Equipment and Software Analysis Tools 	<p>Third Party Suppliers</p>	<p>On-going annually</p> <ul style="list-style-type: none"> ▪ Provision of asset management software tools

SERVICE SCOPE

SERVICE	SCOPE
<p>Transport Asset Management Planning</p>	<p>Service Scope</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>Service Scope</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 of inventory information for assets not installed by the activities of the Public Realm Contract.
<p>Network Hierarchies</p>	<p>Service Scope</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 update of all elements of the hierarchy ▪ 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

SERVICE	SCOPE
Life Cycle Plans	<p>Service Scope</p> <ul style="list-style-type: none"> ▪ Implement life cycle plans (LCPs) for all components of the Transport assets that are within the scope of this agreement (Service Information: Highways – Transport Asset Management Planning) ▪ Light versions of Lifecycle Plans for the non-major highway infrastructure asset groups. ▪ 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 LCPs 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"> ▪ Full Lifecycle Plans for non-major transport asset groups as defined by HMEP/DfT in 2015 are not required.
Forward Programme and Annual Plan	<p>Service Scope</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>Not commissioned</p> <p>The Forward Plan and Annual Plan development is limited to services to be delivered under and budgets allocated for delivery under the Public Realm Contract.</p>
Green Claims	<p>Service Scope</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>Notes</p> <ul style="list-style-type: none"> • Initial identification of damage / requirement for Green Claim process to be invoked – this is instigated by Locality Stewards 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.

SERVICE	SCOPE
Incentive Fund Self-assessment	<p>Service Scope</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. It should be noted that this scheme is under review by the DfT. <p>Notes</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 questions 15, 16, 17 and 22. ▪ This activity has not been required by the DfT in the most recent Financial Year (submission is generally in February). This item will remain until the future of the scheme is formally decided by the DfT.
Funding Opportunities and Bids	<p>Service Scope</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. <p>Notes</p> <ul style="list-style-type: none"> ▪ The development of schemes beyond preliminary identification is limited to those that are to be delivered through the Public Realm Contract.

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](#)

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

- Ongoing asset data collection and management.
- 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 data sets 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

For detailed breakdown refer to Budget Master document.

DESCRIPTION	TOTAL
Staff	£445,280
Software / Surveys	£189,562
Small van (inc. fuel)	£12,237
Miscellaneous Items	£1,153
Total	£648,233

APPENDIX D: RISKS

APPENDIX E: LIST OF NOMINATED SUBCONTRACTORS

- WDM Limited (Highway Network SCANNER Surveys (A, B and C Road Classifications)
- Vaisala Road AI (Unclassified Road Condition Surveys plus ad hoc inventory and condition surveys for a range of asset groups)
- Gaist (Footway Network Surveys)