

Project Mandate

The Project Mandate is the first document to be produced in the life of a project. The Mandate is designed to (a) provide a very brief outline of what the project is and what it is looking to achieve and (b) aid in prioritising the project. Every new project mandate will be reviewed and assessed by CMG on a weekly basis. A mandate should take no longer than 1 hour to complete.

Prepared by:	David Loveless	Project Name:	Heathside Crescent Multi-Storey Car Park – Refurbishment and Extension
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1. What is the project?

- Redevelopment of Heathside Crescent multi-storey car park increasing the total parking provision from 479 to 793 spaces resulting in a net additional 314 car parking spaces;
- Formation of vehicle entrance route off White Rose Lane with the exit route remaining on Heathside Crescent;
- Improvement works to internal circulation routes and ramps.

2. What are the objectives of the project?

- To generate income from the Council from additional parking provision;
- To maintain a healthy and buoyant local economy;
- To provide additional parking south of the railway line resulting in a reduction in the traffic burden on Victoria Way;
- To ensure a key council asset is redeveloped;
- To update and modernise the architectural appearance of the car park;
- Improvements to lighting systems resulting in possible reduction in energy consumption;
- Improve facilities for people with disabilities;
- Promote sustainable vehicles with the provision of bays with electric charging points;
- To improve security measures to reduce antisocial behaviour in the car park.

3. Who will be involved in the project?

This should include the anticipated **Project Manager** and **Project Sponsor** as a minimum.

Person:	Role within project:	W.T Access:
Douglas Spinks	Project Sponsor	YES
David Loveless	Project Manager	YES

4. What is the proposed timetable for this project?

Planning Application Period	(July – September 2017)
Contractor Selections & Appointment (Framework)	(August – September 2017)
Detailed Design Period / Negotiate Contract Sum	(October – December 2017)
Lead in Period – 2 months	(January – February 2018)
Works – 12 months	(March 2018 to February 2019)
Snagging Period	(March 2019)
Defects Period (12 Months)	(March 2019 to February 2020)

5. Estimate of project cost

Budget Estimate:

• Building Works	£ 6,500,000.00
• Contractors Preliminaries, Profit & Overheads	£ 1,700,000.00
• Professional & Statutory Fees	£ 625,000.00
• Contingency Allowance	£ 660,000.00
• Inflation Allowance	£ 515,000.00
• Total	£10,000,000.00

6. Funding?

Investment Programme 2017 / 18 - £5 million
Investment Programme 2018 / 19 - £5 million

7. Strategic Assessment Score?

Strategic Assessment Score 18.

8. Any other comments?

None.

9. Has the mandate been agreed with the Sponsor?

Mandate has been viewed and agreed with the Sponsor prior to submission.