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Project Briefing

Project identifier			
[1a] Unique Project Identifier	<A unique project number will travel with the project, and will incorporate a Department lead, within. Will be generated via Project Vision by CPO after CPB>	[1b] Departmental Reference Number	<An internal department reference (if applicable)>
[2] Core Project Name	Denton Pier and Pontoon Overhaul Works		
[3] Programme Affiliation (if applicable)	<Can this activity be considered as part of a wider programme of similar work?>		

Ownership	
[4] Chief Officer has signed off on this document	Paul Wilkinson – City Surveyor
[5] Senior Responsible Officer	Alison Bunn – Assistant Director, Head of Facilities Management
[6] Project Manager	Gateway 1 Samantha Williams – Property Facilities Manager Gateway 3 onwards – Paul Tetu ?

Description and purpose	
[7] Project Description	Specialist Marine Engineers carried out a condition survey in 2015 to identify the condition of the pier and pontoon due to there being no record of any inspection or survey being carried out over the past 25 years. The report identified no major concerns or issues but recommended further investigation regarding the condition of the Brow Pins. A survey/inspection of the Brow Pins was carried out in 2018 and was found to be satisfactory. Due to its age the pier and pontoon requires a major refurbishment including remedial works to 2 No. Dolphin structures located to 2 No. corners of the pontoon. The recommendation is for an extensive refurbishment of the pier/pontoon structure and dolphins, including lifting part of the structure from the river to a dry dock location for works and thorough inspection to be undertaken. To date all surveys, urgent immediate remedial works and the replacement of the anti-slip walkway have been carried out using cyclical works money.
[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?	<p>The project will enable the pier and pontoon to be fully refurbished to prolong its life for a further 25 plus years and will address any remedial works that are found to be necessary when the pontoon is inspected in dry dock.</p> <p>It will also ensure the pier and pontoon are stable and demonstrate the structure will not break from its moorings in the event of a storm. This is a concern due to a pontoon structure (not CoL responsibility) of a similar construction to the Denton structure (but not as old) broke free from its mooring during a storm and floated up river resulting in a collision with 2 ships and causing significant damage.</p> <p>Going forward, maintenance regimes and regular inspection programmes can be ascertained and finalised to ensure ongoing works and costs are known and can be provided for.</p>

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[9] What is the link to the City of London Corporate plan outcomes?					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [5] Businesses are trusted and socially and environmentally responsible. [9] Our spaces are secure, resilient and well-maintained.					
[10] What is the link to the departmental business plan objectives?					
City Surveyors Business Plan 2019-2024 Strategic Asset Management, Property Assets and Facilities Management. <ul style="list-style-type: none"> Carrying out this work will ensure the pier and pontoon are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs. Completing these works will enable an ongoing maintenance regime through the forward maintenance plans and cyclical works programme. 					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory: Compliance with legislation, policy and audit	N	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	N

Project Benchmarking:					
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?					
<These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>					
1) Maintain stability of the structure to achieve safety.					
2) Implement a maintenance regime going forward.					
3) Positive reputational impact of maintaining an essential asset.					
[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)					
Maintain stability of the structure can be measured by implementing regular inspection programme into the Forward Maintenance Plan.					
Implement a maintenance regime will reduce future BRM costs and ensure ongoing maintenance costs can be programmed and bid for through the CWP process.					
Positive reputational impact of maintaining an essential asset can be measured by feedback from users of the pier and pontoon, the public and local press.					
[14] What is the expected delivery cost of this project (range values)[£]?					
Lower Range estimate: £500,000 Upper Range estimate: £1,000,000					

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[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
Cost of inspection regime to be ascertain once works have been carried out.
[16] What are the expected sources of funding for this project?
This is a new request for funds from City Fund. No other funding source have been identified.
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?
Lower Range estimate: start – June 2021 to August 2021 Upper Range estimate: start – June 2021 to October 2021 Works should be carried out during the summer months

Project Impact:	
[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?	
The project is unlikely to have any significant media impact.	
[19] Who has been actively consulted to develop this project to this stage?	
<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name:
Chamberlains: Procurement	Officer Name:
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
Corporate Property	Officer Name:
External	Jon Averbs/Gavin Stedman – Port Health
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:	
Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>