Brief for investigation of work

Contract Area:	Orakei and Howick Local Boards	**AT Road Safety engineer:**	Andrew Garratt
Consultant:	AECOM	**Telephone:**	P: 09 447 5029 M: 021 893 745
		Date brief issued:	19/06/2018
Project Name:	Central-East Town Centre Speed Management		
Location:	Mission Bay, St Heliers and Howick town centres		

Objectives:

1. Improve transport safety of town centres for all road users
2. Reduce operating speeds through town centres in accordance with the Speed Management Guide
3. Assist in providing more attractive town centres for local communities

Background:

As part of the Speed Management Programme, Auckland Transport is looking to reduce the operating speeds in town centres across Auckland to 30 km/hr. In Auckland, the number of Death and Serious Injury (DSI) crashes is trending upwards, especially for vulnerable road users. Speed Management is considered an effective treatment to reduce the number of DSI crashes. This brief outlines the scope of work for the Mission Bay, St Heliers and Howick town centres in Central and East Auckland.

Crash Data:

Crash data was extracted from the NZTA Crash Analysis System (CAS) for the 5-year period of 2013-2017 in each of the town centres (the crash data was extracted within the extents provided below):

- Mission Bay:
  - 48 crashes (2 serious and 10 minor), involving 17 vulnerable road users (1 serious and 8 minor injuries)
- St Heliers:
  - 36 crashes (2 serious and 4 minor), involving 11 vulnerable road users (3 serious and 4 minor injuries)
- Howick:
  - 23 crashes (1 serious and 6 minor), involving 7 vulnerable road users (1 serious and 5 minor injuries)

Scope of work required:

Develop a concept design for consultation to lower operating speeds (speed management devices, speed limit change and gateway treatments) for each of the three town centres (Mission Bay, St Heliers and Howick).

- Topographic Survey to be carried out for the extent shown below **(Provisional Sum)**
- Organise site meeting with AT Road Safety Engineer to discuss project and direction
- Develop a concept plan (based on the recent corridor studies for Mission Bay and St Heliers) of the proposed speed management devices and their locations (such as speed tables, side islands, speed cushions, etc.)
- Develop a plan showing the existing speed limit and the extent of the proposed speed limit change (to 30 km/hr). The extent of the proposed speed limit change should consider the feasibility of a gateway/signage installation at a given location, the principles outlined in the Speed Management Guide (e.g. improving credibility of speed limits), and any developments in the area that may affect future land use. Refer to the suggested extents for the speed limit changes below. The proposed extents are to be agreed with AT.

- Note the following points when undertaking the concept design:
    - Vehicle tracking to be carried out to ensure proposal does not negatively affect access to side roads and vehicle crossings
    - Check for utility services impacts of the proposal (both underground and overhead) and obtain cost estimate if necessary
    - Review drainage to ensure proposal will not create ponding issues
    - Consider existing/future bus routes, cyclist demand and pedestrian demand
    - Ensure proposal meets ATCOP and Austroads standards, and that it follows the Safe System approach
    - AT to review the concept design before developing consultation drawings
- Develop consultation drawings on agreed design for AT internal and external consultation
- Assessment of existing street lighting facilities
- Concept Cost Estimate
- Risk Register

Proposed extent of speed limit change and topographical survey in Mission Bay:

Proposed extent of speed limit change and topographical survey in St Heliers:

Proposed extent of speed limit change and topographical survey in Howick:

Delivery Target Dates:

- Project start date: 19 June 2018
- Concept Design to be completed: 20 July 2018
- Consultation Plans to be completed: 27 July 2018

Issues and risks Identified: • Please identify any risks that may affect the proposal
Options to mitigate risks: • Please identify options to mitigate the risks identified
Liaise with ward engineer to eliminate / minimise / isolate the identified risks (both parties to agree to a preferred option) Required
Prepare concept plan and liaise with AT engineer with the agreed option that mitigates issues and risks identified : Required

Other requirements: (PLEASE CHECK RELEVANT BOXES) ☑	
☑	Complete site walkover checklist (as per example in Appendix E of TEPs contract)
☑	Identify any risks that may affect design including trees, resource consent, potential for service relocation, accessibility of the driveway, tracking issue etc.
	Traffic and pedestrian survey.
☑	Prepare rough cost estimates (with 30% contingency)
	Cost benefit analysis
☑	Review existing street lighting
	Plans to show where the pedestrians are crossing points and directions (on an aerial) (please refer to the attached example)
☑	Provide plans to show tracking and visibility measurements
	Scheme plan to be provided with key dimensions

Budget entered:	**Date for delivery:** Refer to 'Delivery Target Date' in scope of work above.	**Agreed hour / Agreed cost:** Consultant to provide OOS
Approved : team leader signature: ..... **Date:**.....		

Consultant representative signature: ……..…… Date:…… **(consultant to sign and returned signed brief to AT Engineer)**		
Revised budget entered:	**Revised date for delivery:**	**Revised hour / Revised agreed cost:**
Approved : team leader signature: …… Date:……		
Consultant representative signature: …….. Date:…… **(consultant to sign and returned signed brief to AT Ward Engineer)**		

- **Any change in hours or delivery time requires approval by AT**
- **PLEASE NOTE: Negotiation of additional fee must be completed and agreed by both parties prior to any additional work is to be undertaken by the consultants. Revised hours and scope must be detailed and signed off by both parties prior to the commencement of work.**

General requirement for consultants: (PLEASE CHECK RELEVANT BOXES) ☑			
☑	Arrange initial site meeting with AT Engineer to discuss the scope of work and provide fee offer		Provide hand sketch plan with key dimensions for AT Engineer's consideration prior to the preparation of CAD scheme plan.
	Arrange initial meeting / site meeting with AT Engineer prior to the commencement of work	☑	Liaise with AT representative throughout the project.
☑	Provide brief weekly email to AT engineer on progressive	☑	All documentation is to be submitted electronically (including files for drawings) and hard copy, unless otherwise specified
☑	Contact AT engineer if the location or option not feasible	☑	**PLEASE NOTE TWO COPIES OF THE REPORTS WILL BE REQUIRED**

DRAFT REPORT BACK TO AT IN RESPONSE TO BRIEF: *(To be completed by consultants)*

Project Name:
Site location:
Road hierarchy / Bus Route / AADT:
Background / Objective
Nature of problem:

Crash investigation results: (Crash diagram and English listing to be attached)

Issues and risks identified:
Options : preferred option progressed after liaison with ward engineer:
Proposed solution and expected benefit:
Key Recommendations:
Quality control: (PLEASE CHECK RELEVANT BOXES) ☑

	Tracking / Access checked		Traffic / pedestrian counts
	Sight visibility checked to be adequate		LATM Criteria
	Tree Issues (notify if proposed work is within the dripline of tree)		Benefit cost enclosed (*Using LTNZ Project Evaluation Manual Simplified Version)*
	Over-dimension route		Changes to bus stop/parking restriction
	Walking school bus route		Street lighting
	Cycle route		Pedestrian Warrant enclosed
	Bus route		Resolution enclosed (Must be electronic format)
	Services identified/addressed		On site measurements undertaken
	Visually/mobility/hearing impaired incorporated		Scheme plan enclosed
	Photographs		Soft copy of report email to Ward Engineer
	Other:		

We have undertaken due consideration and identified risks and believe this project is

Feasible / not feasible for the following reasons:

Author of report: …… (Design team to sign)
Reviewed by: ……. (Design team to sign)
Acceptance of report / scheme: …….. **(Engineer to sign within 4 weeks of the receipt of the report)**
Acceptance of report / scheme – Reviewed by STP business owner: …… **(Business owner to sign within 4 weeks of the receipt of the report)**