



Appointment of a project manager

The Golden Lane Bike Project aims to increase cycling by residents and visitors through the provision of safe, secure cycle parking with training to increase knowledge, skills, and confidence in cycling. The project has received funding from the City of London Community Infrastructure Levy Fund to implement a project of refurbishment and installation. The project is managed by the Golden Lane Estate Residents Association. The Project is seeking to appoint a project manager on a consultancy basis.

Background

In response to the pandemic, 2020 saw a major move towards encouraging cycling and walking in the City of London and across the capital. Golden Lane residents created an initiative to encourage increased cycling and walking. A report *Healthy and Safe* summarised an initiative to encourage cycling on Golden Lane Estate. The publication brought together a survey of residents; an overview of current storage on the Estate; an analysis of places to build new cycle storage; and suggestions for improved ways of creating safe and secure bicycle storage.

Following publication of the report, a City of London Community Infrastructure Levy Neighbourhood Grant application was made for funding to encourage cycling; refurbish existing bike sheds; add new public bicycle racks and create a set of safe and secure places for cycle storage.

Detailed activities outlined in the grant application

1. The refurbishment of the 52 current cycle stands and their environment to ensure that they are safe, secure, dry, clean and in as well-lit locations as is possible
2. Following further engagement with residents and consultation with Housing and Planning officers, additional parking spaces will be installed, providing a range of secure options in accessible locations encouraging residents to park bikes knowing that theft and damage will not occur. Specific attention will be paid to the needs of people with disabilities.
3. Providing training, confidence and upskilling for residents who don't cycle or are nervous to do so with help and advice as to how to maintain their bikes.

Funding

The grant is £50,000. There is no other budget, and the project must be delivered for this sum. A basic cost plan was submitted in the grant application which includes the project management fees. The contractor ISG has offered some in kind services.

Cost plan

		£	spaces
Consultation + service + planning	Planning application, Consultation and communications, Architect/Project manager, Security advice		
	consultation/services/planning costs	£9,750.00	
Equipment + installation	short stay cycle parking	£3,200.00	32
	secure cycle parking	£14,400.00	54
	preparation and redecoration existing storage facilities**	£4,000.00	
	locker installation	£1,600.00	
	lighting/ CCTV/ power	£7,000.00	
	Total installation cost	£30,200.00	
	VAT	£6,040.00	
	contingency	£4,000.00	
	Estimated project cost	£49,990.00	

additional cycle parking spaces

86

** Hatfield, Baterfield, Bayer/Stanley Cohen, Crescent, Cuthbert Harrowing, Bowater.

Governance

The grant application was submitted by Golden Lane Residents Association on behalf of the resident group. A project board is being set up to oversee the project. The project board reports to Golden Lane Residents Association. Members of the board include the Chair and Treasurer of the Residents Association as well as Common Councillor Susan Pearson.

Research and consultation

Four research activities took place in advance of making the funding application. The outcomes are set out in the report *Healthy and Safe*.

Following award of the grant, an estate-wide consultation has taken place. This was led by STBY, experts on public consultation whose directors are also resident on the estate. This has provided the opportunity for residents to explain how they currently tackle the problem and to influence the location and type of further provision.

Duties

Reporting to the project board the project manager will be responsible for the delivery of the project from the time of their appointment to handover of the refurbished and new facilities. Overall their objectives are as follows:

- Achieve planning approval for new cycle locations
- Specify, tender and deliver the refurbishment of existing cycle sheds
- Specify, tender and deliver the new cycle storage facilities

Key Tasks

Planning application and approval

Meet with planning department and agree location options and types of equipment, negotiate fee and understand timescales

Installation

Ensure installation in the most appropriate manner bearing in mind planning regulations, the requirement of an estate whose buildings are Grade II and II* listed and whose landscape is on the Historic England Register

City of London Estate team

Discuss with City of London maintenance contractor about possibility of them carrying out the work

Training days

Organise a series of cycling training days and bike repair and maintenance workshops to cater for residents needs

Police Secure by Design

Where possible ensure that the cycle provision meets Police Secure by Design standards.

ISG

Discuss with ISG where they can assist on procurement advice and supplier details

Cost plan and consultation

Based on the original cost plan, revise in order to provide the maximum benefit to residents and agree with project board. The budget of £50k cannot be exceeded and risk should be factored in.

Create programme

Create detailed design and delivery programme based on conversations and get approval of project board

Delivery

Specify and procure the refurbishment and new installations ensuring value for money and good practice in procurement

Reporting

Provide updates to the project board on a monthly basis with ad hoc meetings with the Project sponsor and sponsoring councillors as required. Assistance in preparing any grant monitoring reports.

Person Specification

- Experience as a project manager focusing on built environment projects
- Experience of local authority planning systems
- Track record of successful project management including programme management and cost control
- Ability to organise and manage the design and implementation phases of a project
- Able to collate information to prepare and present the project report
- A good organiser
- Be able to effectively identify and manage risk

Fee proposal

This role will be offered on a freelance consultant basis with the consultant responsible for HMRC and related issues. It is anticipated that fifteen days will be required. We envisage the costs allocated to the project manager fees would be around £6000.

Relevant documents

- *Healthy and Safe Improving Golden Lane Estate for Pedestrians and Cyclists*, February 2021
<https://imaginegoldenlane.uk/cycling-and-walking/>
- *Bike Parking Consultation*, May 2022
<https://imaginegoldenlane.uk/cycling-and-walking/>
- Secure by Design:
<https://www.securedbydesign.com/images/05132-Cycle-Parking-and-Security-Standards-June-2021-REV-6.pdf>

Submission of application

Please submit the following information to: imaginegoldenlane@gmail.com.

- A statement in support of the application outlining relevant experience, proposed methodology and programme based on the information provided, anticipated days/hours required to deliver the project as described
- Fee proposal
- Two referees
- Declaration of interest indicating any relationship that you may have with the City of London Corporation or with Golden Lane Estate

22 August 2022

Revised