

Project Documentation - Initial Project Proposal Document

Project: CCS Vehicle Wash Project

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1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

To install a vehicle wash facility at the Westhampnett depot to provide the facility to wash all Council commercial vehicles on site, saving time and cost sending vehicles to Havant Borough Council wash facility.

In scope:

- Consultancy appointment for a new topographical survey of the west elevation of the vehicle park following the demolition of adjacent structures and industrial buildings.
- Consultancy appointment for the design of the vehicle wash facility.
- Pre planning advice on the location and height in use of the vehicle wash facility located on the proposed west site boundary.
- Structural design of a prepared reinforced concrete base (approx. 22m x7m) and a steel fabricated wash ramp rising to a min. height of 1.5m above base.
- Design and installation of a semi-automated vehicle wash facility including silt collection, automated filtering and water recycling and foul water drainage connection to the site drainage system.
- Installation of a foul water pumping chamber and drainage system for trade effluent disposal.
- Electrical connections from the main building switch room including provision of local electrical isolation.
- Mains water supply connection.
- Tarmacadam reinstatement following excavations and trenching works.
- Obtain a trade effluent licence and Section 106 approvals with Southern Water for revised drainage discharge to main sewer.

Out of scope:

- Reconstruction and full resurfacing of the west elevation vehicle park extending east-west from the vehicle workshop concrete apron to the west boundary and north south from Stane Street to the boundary with the WSCC waste transfer site.
- All oil separation and surface water systems to the in scope works above and a foul water drainage installation and connection from the Gypsy Traveller Transit site. (The drainage for the in-scope works will be designed to enable connection to the GTTS in the future if required. A future project may be to connect the GTTS to remove the need for cesspits and associated emptying costs from the site. WSCC would be required to fund the capital cost but CDC may have opportunity to have a contribution from WSCC towards CDC Southern Water utility costs).

- New vehicle park lighting installation and signage.

3. Background

All the commercial vehicles operated by CCS need to be cleaned regularly

- prior to servicing
- to maintain satisfactory appearance of Council vehicles
- to thoroughly clean freighters when changing from weekly waste to recycling collections.

Currently HGV vehicles are taken off site for a pre MOT service wash. The operation takes one driver 2/3 hours and the fees paid to an external organisation have recently increased.

The installation of an automatic vehicle wash facility was planned previously as part of the depot refurbishment scheme to accommodate an authorised test facility. Although this project is no longer proceeding, there remains the need for some form of flexible wash facility and the proposed solution will provide an option that is effective but at a reduced cost to that previously proposed.

Without an on-site facility, the Council remain reliant on an expensive third party provider.

A very limited level of vehicle washing takes place at the depot. However, since the current drainage is via a soakaway system, this precludes the use of detergents and is therefore not totally effective. There is also the potential risk that hazardous materials may find their way into the water course with the current facility which requires all of the HGV's with associated contamination to be sent off-site at a cost.

The Driver & Vehicles Standards Agency (DVSA) strongly recommend an on-site vehicle wash facility, to provide an efficient preventative maintenance programme.

4. Outcomes to be Achieved

- Improved effectiveness of vehicle cleaning.
- Reduced revenue costs
- Reduction in staff time
- Secure drainage system
- Introducing mains drainage provides potential significant savings for the traveller site operation (future project).
- Facility will provide opportunity to clean commercial vehicles more regularly, presenting a more professional appearance of the Council's fleet and reducing maintenance costs.
- Potential opportunity to obtain an additional income stream by providing the vehicle wash to external organisations.

5. Timescales

The project will initially proceed in conjunction with the commissioning of Consultants to undertake a topographical survey of the site and subsequent design of the ramp, vehicle wash installation and services infrastructure.

Subject to an agreed programme with CCS for the implementation of the scheme a Cabinet report and PID will include details of the final scheme.

The duration of the site works are expected to be 10/12 weeks following a 6 week tender and evaluation process followed by a 6 week lead in required by the main contractor and suppliers.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£86,000	Design, construction and commissioning of the new facility.
	£30,000	Purchase and installation of ramp and screening
	£10,000	Contingency
Revenue	TBC as part of the study	
Savings	See S.7	
Services to be involved in the project delivery	CCS, Building Services team, procurement team, legal Services(contracts)	

7. Benefits vs. Cost

Current cost of pre MOT wash (freighters only)	£4,726 pa
Potential cost of pre service wash (freighters only)	£33,082 pa*

* Note that CDC do not currently carry out full pre service washes and therefore this figure does not represent a saving to our existing revenue budget.

Other required vehicle washing i.e. external cab and panels of freighters and smaller vehicles carried out at depot using mains water only. A vehicle wash with recycled water system would permit the use of detergents and therefore be far more effective.

8. Identify Risks

- (a) Ground contamination identified e.g. asbestos. Soil test will be undertaken. Contingency to fund.
- (b) Underground structures identified. Trial pit will be dug. Contingency to fund.
- (c) Planning restrictions. Pre-planning advice will be sought.