



Operation Watershed: Applicants Project Delivery Guidance

This document sets out the **roles and responsibilities** for both the applicant and the contractor for community driven Operation Watershed schemes and links with the grants Terms and Conditions.

As Operation Watershed projects are unique to the local area, these are just guidance, and the successful applicant should make it clear when engaging with the contractor the terms including ongoing communication during the project delivery.

Successful Applicants: Project Owner

Operation Watershed does not require applicants to be drainage experts and is established in a way that project management should be considered as 'light touch' set out below:

- Once informed of successful application - Instruct the nominated successful contractor (contractor role & responsibilities detailed separately).
- Go through the contractor quote re-confirming scheme elements to be delivered.
- As the local community representatives engage with the local community around the project raising awareness of the work being undertaken to help alleviate the flooding issue etc
- Work with the contractor to engage the community around any impact/disruption the work will have during delivery (contractor role & responsibilities detailed separately).
- Recommended to keep in regular contact with the contractor whilst delivery the work e.g visit to site, phone, and email correspondence.
- Project Changes Mid Delivery - Due to the method used to develop Operation Watershed Technical Scope changes may be necessary during the delivery stage often subject to things like placement of existing utilities (gas/electric/water etc), structures not identified at technical scope stage or even available space.
 - The contractor needs to inform you/the applicant as these are identified before delivery.
 - It is the applicant's responsibility to then **inform Operation Watershed**.
 - If a major change work should stop until **Operation Watershed** makes a decision to proceed with any alterations proposed.
- On project completion if you are happy with what has been delivered, please pay the invoice in a timely manor as majority of the contractors are SME's with limited budget flow.



- Any outstanding issues post completion – hopefully issues would have been discussed and resolved during delivery. However, if any outstanding issues these need to be discussed with the contractor and if still can't be resolved contact Operation Watershed operation.watershed@westsussex.gov.uk
- On completion and payment submit the Completion Certificate and 278 Agreement Minor Highway Works Completion Notice (page 5) if applicable to Operation Watershed.

Successful Contractor: Project Delivery

For Operation Watershed funded projects, contractors are working for the applicant representing the community and not West Sussex County Council. As the successful contractor the support you provide is essential. The list is not exhaustive as projects vary but sets out some actions that would be required:

- The applicant will be in contact post award to start the delivery phase.
- Arrange to meet and discuss through with the applicant the project and how you plan to deliver the work.
- Road Space, Traffic Management and Diversion Routes Request
 - Contact WSCC Streetworks to discuss road space [Apply to work on the highway - West Sussex County Council](#) . Please state that the work is under Operation Watershed as this should waiver most/all changes.
 - If you need to discuss any questions directly with Streetworks please email taryn.henderson@westsussex.gov.uk
- Inform the applicant when you will be on site and due to finish.
- Work with the applicant to engage the community around any specifications of delivery if involving private land and impact/disruption the work will have during delivery.
- During delivery you will be the contact (in and out of business hours) in the event of any questions around the actual works (applicant's role & responsibilities detailed separately).
- Recommended to keep in regular contact with the applicant whilst delivery the work e.g visit to site, phone, and email correspondence.
- Project Changes Mid Delivery – We are aware that changes may be necessary during the delivery stage often subject to things like placement of existing utilities (gas/electric/water etc), structures not identified at technical scope stage or even available space.
 - You need to inform and discuss them with the applicant as **these are identified before delivery**.
 - It is the applicant's responsibility to then **inform Operation Watershed**.



- If a major change work should stop until **Operation Watershed** makes a decision to proceed with any alterations proposed.
- Relating highway drainage infrastructure, a WSCC Drainage Engineer may be in contact to discuss further.
- Inform the applicant you have completed the work.

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