

# Contingency Response Programme

## Schedule 1 – Objectives

## SCHEDULE 1

### OBJECTIVES

#### 1 The FAC-1 Programme Charter

The charter for the *FAC-1 Programme* confirms His Majesty's Prison and Probation Service's and His Majesty's Courts and Tribunals Service vision statement in connection with the design and construction of new prisons.

**Vision Statement:** Restructuring the prison and courts estate to provide prisoners with the right conditions to help them change their lives and improving access to justice for victims and the public. The *FAC-1 Programme* aims to deliver an expanded and modernised buildings that will enable improved staff wellbeing, prisoner rehabilitation, and improve the operations and efficiency of the courts. This includes major prison construction projects through expanding and refurbishing buildings, as well as the maintenance of the prison and courts estate.

To support this vision the *FAC-1 Programme* will improve safety, security, decency, and access to services in the criminal justice system. We will deliver modern buildings that will create the physical conditions for prison governors and operational managers and their staff to achieve better outcomes.

**Mission Statement:** To establish a *FAC-1 Programme* delivery team that will work collaboratively, effectively and efficiently in the delivery of "Programme Vision and Objectives". The team will do this by ensuring that, at every challenge and at every key milestone, every decision is robust and remains true to the following key principles:

- 1 We will safely deliver fully operational and maintained estate - both functional courts and new prison places – ready for operation, on time.
- 2 The designs will support sustainable transformation of courts, new accommodation in existing prisons, and refurbished prison buildings. This will provide a safe, secure environment that reduces reoffending, self-harm, and violence.
- 3 We will deliver best value for money both in the build and in the operation of our prison and courts estates.
- 4 We will support the Government's wider industry commitments.

We commit to placing collaboration, trust and working together at the heart of our working relationship. We know that with a strong sense of trust and teamwork, we can:

1. Share in a common vision, mission and objectives.
2. Create new opportunities where none may have existed before.
3. Be bolder in our delivery, pushing harder for the right balance of efficiency and effectiveness in pursuit of new and better ways of working.

Create a culture that improves the experience of working together, build working relationships on common behaviours, and be prepared to challenge each other to demonstrate these

behaviours throughout the relationship:

1. **Diligence** – Commitment to delivering what we say, "Resilience" and holding each other to account, "Positivity", "Comfortable" about being "Uncomfortable", and "Confident" to challenge.
2. **Respect** – Listen, Accepting and receptive to all ideas and opinions through constructive challenge and support.
3. **Integrity** – Honest, responsible, truthful and open communications, sharing what we know and feel, consistently.
4. **Value** – Act without bias or discrimination, best for the team, capture and share the learning for the future.
5. **Explore** – Always looking for opportunities to create additional value, share problems and bring solutions.

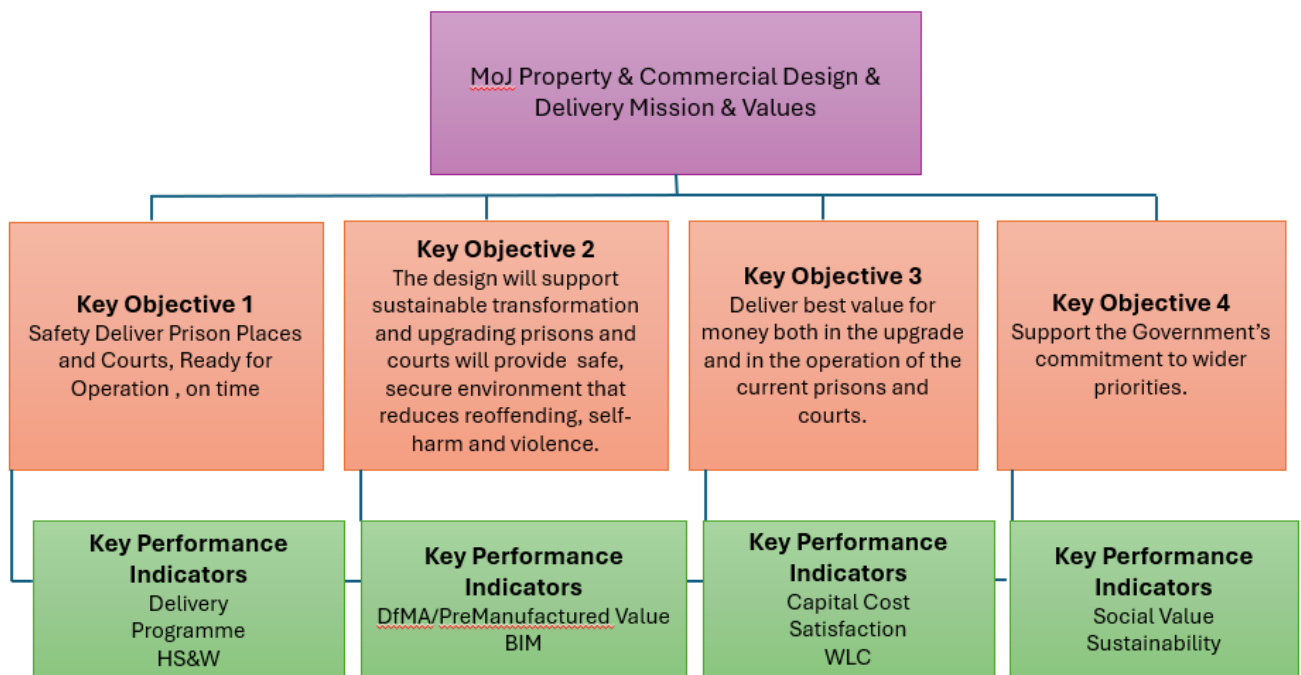
### **Values & Priority Themes**

These core values have been distilled into priority themes to ensure a united, consistent, and collaborative approach is in place to address the main environmental, social, and economic aspects of the *FAC-1 Programme* ensuring that the policy Objectives of the *Client* and the wider government "Construction 2025" agenda are met.

1. Health & Safety and Wellbeing
2. People & Skills
3. Sustainability
4. Government Soft Landings
5. BIM & Digital Construction
6. Collaboration
7. Supply Chain Development

## **2 FAC-1 Programme Key Objectives**

To achieve the objectives of the "Vision", "Mission" and "Values", the *Client* must establish objective key performance indicators, based on robust evidential information and data. The relationship between all aspects of this charter and the key performance indicators is captured in the diagram below:



The *Client's* specific objectives for the *FAC-1 Programme* are:

1. Delivering increases in prison capacity to meet the forecast population level
2. Enabling more prisoners to be in the right type of prisons
3. Improving outcomes and addressing broader challenges in the prison estate and courts environment
4. Maintaining or modernising the estate to deliver an estate that is more efficient to operate
5. Transitioning to a lower carbon, more environmentally sustainable state

The *FAC-1 Programme* will contribute to the following strategic objectives of the *Client*:

- Ensuring that prisons are decent, safe and productive places to live and work
- Protecting the public from harm caused by offenders
- Reducing rates of reoffending and improve life chances for offenders
- Improve public safety and reduce reoffending by reforming prisons, probation and youth justice
- Build a One Nation Justice system by making access to justice swifter and more certain for all citizens, whatever their background

- Uphold the rule of law, defend the independence of the judiciary, safeguard essential liberties and restore historic freedoms
- Ensure the best possible services for citizens by making our department more efficient and open, with policy being driven by evidence

### 3 Validation Stage Objectives

The objectives of the validation stage for category 2 and 3 projects are:

#### Category 2

##### **Outputs of the Validation Stage for each project:**

- Upon completion of the validation exercise, the Supplier Alliance Member will return:
  - a. design acceptance and all further design activities the Supplier Alliance Member is required to undertake, in order to complete the design to the end of RIBA Stage 4 and design responsibility.
  - b. a gap analysis to identify any re-work required ensure design is accepted before entering DPP/AMP.
  - c. a price for completing design and to take on Principal Designer and Principal Contractor
  - d. A proposal for taking on the responsibility of site management for the preliminary stages.
  - e. a proposed risk register, inclusive of risk owner allocation for future phases of the project.
  - f. a indicative price and cost plan for completing the construction of the project.

#### Category 3

##### **Outputs of the Validation Stage for each project:**

###### **Phase 1 (first 6 weeks):**

- Upon completion of the Validation Stage Phase 1, the Supplier Alliance Member must confirm:
  - a. what on-site activities can be completed while any re-design activities are taking place.
  - b. Physical inspections of construction work undertaken and adherence of construction to the approved design.
  - c. a proposed risk register, inclusive of risk owner allocation for future phases of the project.
  - d. Health and Safety issues log.
  - e. a price for completing design and to take on Principal Designer and Principal Contractor.
  - f. a high-level independent design review, including a gap analysis on any further design required and price for handover of design and transfer of design responsibility.
  - g. identification of any early works packages, inclusive of asset protection activities.
  - h. a supply chain engagement summary and procurement strategy.
  - i. a vetting strategy for staff and sub-contractors.

###### **Phase 2 (Following 6 weeks) :**

- Upon completion of the Validation Stage Phase 2, the Supplier Alliance Member must confirm:

- a. the full price to complete the project and a supporting resource activity schedule.
- b. the take-over of existing leases for site infrastructure, for example cabins and generators.
- c. the design to the agreed RIBA Stage for any design gaps identified in Phase 1, where the Client instruction has been received.
- d. the gap analysis on outstanding construction work.
- e. any necessary re-work to existing physical works delivered onsite, inclusive of a cost estimate.
- f. the construction stage programme.

## Pre- Construction Phase Objectives

### Pre-Construction phase

The Client will require the Contractor during the Pre-Construction phase to undertake design development up to and including RIBA 4 / BSRIA 4. The scope of works during Pre-Construction also includes surveys, pricing, supply chain development and potential early works. The submissions shall facilitate and shall include, but not necessarily be limited to:

- The Contractor will produce the full RIBA Stage 3 & 4 / BSRIA 4 Site-Specific Building Design and Stage 3 & 4 / BSRIA 4 Site-Specific Site Design during the Pre-Construction phase.

Refer to **section 6** of The Design Brief - Design Development - for project specific requirements.

- Provide detailed Delivery Programme for Client acceptance.
- Provide detailed cost information and agree AMP (Agreed Maximum Price) with Client.

### Construction Phase Objectives

The Client will require the Contractor during construction phase to progress the design development from RIBA 4 / BSRIA 4 on to Construction; to carry forward the Improved Value achieved in Pre-Construction stage and implement and deliver the Works on site.

The submissions shall facilitate and shall include, but not necessarily be limited to:

- **The Contractor will produce the Construction Phase Design RIBA Stage 5 to 7 / BSRIA 4c during construction stage as required and in line with the agreed fixed price.**
- Health and Safety methodology reflective of the Client's requirements to comply with and complete all necessary activities under the current CDM Regulations and The Health & Safety at Work Act.
- Logistics plans, offsite manufacturing production plans and construction methodology as required.
- Staff breakdown including organograms and CVs.
- Package breakdown including a core package common Supply Chain reflective of the Objectives and Improved Value achieved in the Pre-Construction phase, if applicable.

- Participate in risk management process and prepare Risk Register. The current risk registers will be shared at the beginning of the validation period.
- The Contractor will be responsible for identifying who will be creating, providing, and uploading (projects) relevant Handover documents in line with the MoJ handover requirements available on Viewpoint **REDACTED**. They can subcontract this out, however they remain responsible for ensuring that all information is compliant and provided in a timely manner. The Contractor is responsible for uploading the necessary information to the Client's data management systems (i.e., Viewpoint, 4Projects, Planet FM, CAIP, etc).
- In assessing any remaining Technical Submittals (**ref also section 2.4.2.1 of the Design Brief**), decisions will require feedback and input from all Stakeholders. Critical areas to be covered, if applicable:
  - It is the responsibility of the Contractor to co-ordinate the submission and review of the relevant samples by each establishment for acceptance in conjunction with assistance from the Project Team.
  - Samples for each establishment can be presented at Site for acceptance and should be submitted in a timely manner for comment and review in accordance with the Contractor's programme.