

Summary

Instruction to Bidders

This document is for the purpose of describing the services to be performed by a Multi-Disciplinary Team. The MoJ, to the best of its knowledge, has provided the full range of services required. It is the duty of the Bidder to interpret the requirements and submit their proposal using Appendix 2 Commercial Workbook. If a Bidder believes that an activity is not required or is duplicated elsewhere in the document, the Bidder must capture these decisions in the comments section of Appendix 2. If a line is not completed, the MoJ shall assume that the activity will be carried out as part of the Bidders undertaking and that no claim for extra expense will be made.

Key Terms	Description
BEP	BIM Execution Plan.
Client Advisor	This role is intended to be Client Advisor/Programme Director.
Communication Strategy	As developed in the lifetime of the Project.
Design Team	The design team is the combination of the remaining design disciplines within the CCS Framework....MEP / Structural / Architect / etc.
Early Warning System	Anticipated that the agreed software will be CEMAR which will be free for the MDT to access.
GSL	Government Soft Landing.
Handover Programme	The Handover Programme developed by the incumbent and to be undertaken by the awarded supplier.

Lead Designer	Naming convention to maintain integrity with the CCS Framework. The 'Lead Designer' will be the Contractor. For the purpose of these activities. This discipline is more of a technical assessor.
MDT	Multi-Disciplinary Team.
MoJ	Ministry of Justice.
Planning Advisor	Cushman and Wakefield.
Project	Category D Modular Accommodation.
Project Manager	Expected, but not limited to, 1 NEC PM Role plus any additional support staff.
Project Programme	The contractual NEC4 Programme.
Project Team	Consisting of the different organisations, workstreams, and team members allocated to the Project.
Sustainability Strategy	As developed in the lifetime of the Project, in conjunction with MoJ Sustainability Policy.



Ministry
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Category D Modular Accommodation

Multi-Disciplinary Team

Jaggaer Project Code: prj 5447

CUA: PMFDTS-0983-2020

Appendix 1: Scope of Service

Ref.	Project Manager
General services	
1.1	Provide the services for all workplan stages unless instructed otherwise by the MoJ.
1.2	In consultation with the MoJ, prepare the Schedule of services for all suppliers to be appointed by the MoJ.
1.3	Facilitate regular meetings in order to progress design and pricing information, consult and liaise with the Lead Designer, Cost Consultant and Principal Designer in the preparation of the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme. Identify activities to be undertaken and responsibility for the activities in accordance with the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme. Undertake and take responsibility for actions to be undertaken by the Project Lead.
1.4	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers and in accordance with the Schedule of services for each, the Project Roles Table, the design responsibility matrix and the Technology Strategy.
1.5	Where there is duplication between the services provided by the MDT and the services of another Project Team member, the PM shall resolve the service duplication by agreement with the team members concerned. The PM shall confirm the actions agreed in writing with the members concerned and copy to the MoJ.

1.6	Manage, co-ordinate and participate in the operation of an Early Warning System.
1.7	Organise workshops and exercises and manage contributions of other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Provide recommendations for MoJ approval based on the results of these exercises to deliver the best overall value for money.
1.8	Organise meetings with the MoJ, Project Lead, Lead Designer, other suppliers and the Contractor as necessary.
1.9	In conjunction with planning agents and with the other members of the Project Team, make all necessary arrangements with planning, local and other statutory bodies to enable the Project to proceed to completion and handover. Arrange for the coordination and pursuit of all necessary applications required in connection with relevant statutory or regulatory bodies, highway authorities and (if applicable) river and waterway authorities.
1.10	Assist with the submission of documentation to landlords and/or funding bodies and/or any third parties, or relevant stakeholders who have an interest in the project.
1.11	Establish and maintain project management procedures, hierarchy of responsibility, the Communication Strategy and the exchange of information both informally and formally at information exchanges.
1.12	Manage the agreed change control procedures and monitor design and cost information development against the site information, project information, Project Budget, Design Programme, Project Programme and the risk register. Ensure that any difficulties are rectified and the approved Project Budget and Project Programme are not adversely impacted.

1.13	Work closely with the MoJ, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the project brief, Project Budget and the Project Programme.
1.14	Check and authorise applications for payment from the project design team; maintain a fee drawdown register.
RIBA Stage 3 - Developed Design	
2.1	Handover process undertaken from current incumbent to the new provider, as per the Handover Programme developed by incumbent.
2.2	Review and comment on the development and progress of the developed design, site information, project information and cost information to ensure it is developed in accordance with the project strategies, design responsibility matrix, information exchanges and the Design Programme and Project Budget.
2.3	Review and update the Sustainability Strategy and the Maintenance and Operational Strategy and lead and manage the sustainability checkpoint.
2.4	Review and update the Handover Strategy and Risk Assessments.
2.5	Review and update the Construction Strategy and Health and Safety Strategy
2.6	Review and update the Project Execution Plan.
2.7	Review and update the Project Programme and the Project Budget.
2.8	Agree with the Lead Designer the design responsibility matrix, Information Exchange and Technology Strategy, all prepared by the Lead Designer. Agree the cost information, prepared by the Cost Consultant.
2.9	Manage the agreed change control procedures.
2.10	Monitor and review the performance of the Project Team.
2.11	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.

2.12	Semi-formal Gate Review of activities completed in Stage 3. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 4 - Technical Design	
3.1	Review and comment on the preparation and progress of the Technical Design, site information, Project Information and cost information to ensure it is developed in accordance with the project strategies, design responsibility matrix, information exchanges and the Design Programme and Project Budget.
3.2	Review and update the Sustainability Strategy and the Maintenance and Operational Strategy and lead and manage the sustainability checkpoint.
3.3	Review and update the Handover Strategy and Risk Assessments.
3.4	Review and update the Construction Strategy and the Health and Safety Strategy.
3.5	Review and update the Project Execution Plan.
3.6	Review and update the Project Programme and the Project Budget.
3.7	Agree with the Lead Designer the design responsibility matrix, Information Exchange and Technology Strategy, all prepared by the Lead Designer. Agree the cost information, prepared by the Cost Consultant.
3.8	Manage the agreed change control procedures.
3.9	Review Employers Requirements to ensure integrity with initial design.
3.10	Agree the detailed content and assist with the finalisation of the contract documentation.
3.11	Verify that the Contractor has all required insurances, collateral warranties, bonds etc in place.

3.12	Lead the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes and method statements etc to ensure alignment with the contract documentation (for pre-construction activities) and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer. The Supplier shall lead the evaluation and review of the programmes and method statements and submit recommendation to the MoJ.
3.13	Monitor and review the performance of the Project Team.
3.14	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
3.15	Semi-formal Gate Review of activities completed in Stage 4. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 5 - Construction	
4.1	Manage the review of construction standards to verify conformance with the contract documentation Health and Safety strategies, Design Programme and Construction Programme and that all site queries are resolved in accordance with the foregoing.
4.2	Manage the review of the development of the design to verify conformance with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all Design Queries are resolved in accordance with the foregoing.
4.3	Manage the provision of information to the Contract Administrator to assist administration of the Building Contract.
4.4	Review and update the Sustainability Strategy and lead the sustainability checkpoint.
4.5	Manage the implementation of the Handover Strategy
4.6	Review and update the Construction Strategy and the Health and Safety Strategy.

4.7	Review and update the Project Programme and the Project Budget.
4.8	Monitor the compilation of the 'As Constructed' Information is provided in accordance with the Construction Programme.
4.9	Agree with the Lead Designer the Information Exchange, prepared by the Lead Designer.
4.10	Prepare a planned maintenance programme for the project, post handover, and provide recommendations for the procurement of the planned maintenance.
4.11	Monitor and review the performance of the Project Team.
4.12	Manage the review of proposals for the testing, setting to operation and commissioning and the witnessing of all testing and commissioning and that all testing and commissioning records are present and accurate and reflect the required performance. Independent review of testing for all site and manufacturing items.
4.13	Review, comment and provide recommendations to the MoJ arising from the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes and method statements etc to ensure alignment with the contract documentation.
4.14	In co-operation with the other members of the Project Team concerned, evaluate claims and make and provide recommendations to the MoJ.
4.15	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
4.16	Semi-formal Gate Review of activities completed in Stage 5. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 6 - Handover & Close-Out	

5.1	Manage the handover of the building in accordance with the Handover Strategy and manage and prepare the sustainability checkpoint.
5.2	Manage the provision of information to the Contract Administrator to assist administration of the Building Contract.
5.3	Manage the update of the Project Information.
5.4	Manage the update of the As Constructed Information.
5.5	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
5.6	Semi-formal Gate Review of activities completed in Stage 6. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 7 - In-Use	
6.1	Manage the completion of the tasks in the Handover Strategy.
6.2	Manage and prepare the Post Occupancy Evaluation
6.3	Manage the update of As Constructed information in accordance with MoJ Feedback
6.4	Manage the update of Project Information in response to ongoing MoJ Feedback.
6.5	Manage the post completion defect rectification process in accordance with GSL requirements.
6.6	Manage the post completion monitoring process in accordance with GSL requirements.
6.7	Manage and prepare the review of Project Performance, Project Outcomes, the sustainability checkpoint and the outcome of any research and development aspects
6.8	Present for joint site review with FM and Contractor at the end of defects correction period.
6.9	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
6.10	Ensure Full Gate review and all items completed.



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Multi-Disciplinary Team

Jaggaer Project Code: prj 5447

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Appendix 1: Scope of Service

Ref.	Client Advisor
General services	
1.1	Provide the services for all workplan stages unless instructed otherwise by the MoJ
1.2	Attend meetings with the MoJ, Project Lead, other suppliers and Contractor as necessary.
1.3	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers.
1.4	Participate in the operation of an Early Warning System.
1.5	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Provide recommendations to the MoJ.
1.6	Attend meetings with the MoJ, Project Lead, other suppliers and the Contractor as necessary.
1.7	Ensure the Project Team work to reduce risks, coordinate information, and generate solutions for construction, maintenance and operation that are as risk free as possible, whilst demonstrating latest industry innovations, as applicable.
1.8	Participate in the agreed agreed Change control Procedure and monitor Design and cost information development against the Project Budget, Design Programme and Project Programme.

1.9	Work closely with the MoJ, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.
1.10	Provide recommendations to the the MoJ for the assembly and on-going structure/management of the Project Team.
RIBA Stage 3 - Developed Design	
2.1	Handover process undertaken from current incumbent to the new provider, as per the Handover Programme developed by incumbent.
2.2	Review and comment on the preparation and progress of the Developed Design, site information, Project Information, cost information and project strategies and provide updates and recommendations to the MoJ.
2.3	Review and comment on the Sustainability Strategy, the Maintenance and Operational Strategy and the sustainability checkpoint and provide recommendations to the MoJ.
2.4	Review and comment on the Handover Strategy and Risk Assessments and provide recommendations to the MoJ.
2.5	Review and comment on the Construction Strategy and the Health and Safety Strategy and provide recommendations to the MoJ
2.6	Review and comment on the Project Execution Plan and provide recommendations to the MoJ.
2.7	Review and comment on the Project Programme and the Project Budget and provide recommendations to the MoJ.
2.8	Review and comment on the Information Exchange and provide recommendations to the MoJ.
2.9	Review and comment on the performance of the Project Team and provide recommendations to the MoJ.

2.10	Review, comment and provide recommendations to the MoJ arising from the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes and method statements etc. (for pre-construction activities).
2.11	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
2.12	Semi-formal Gate Review of activities completed in Stage 3. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 4 - Technical Design	
3.1	Review and comment on the preparation and progress of the Technical Design, site information, Project Information and cost information and provide updates and recommendations to the MoJ.
3.2	Review and comment on the Sustainability Strategy, the Maintenance and Operational Strategy and the sustainability checkpoint and provide recommendations to the MoJ.
3.3	Review and comment on the Handover Strategy and Risk Assessments and provide recommendations to the MoJ.
3.4	Review and comment on the Construction Strategy and the Health and Safety Strategy and provide recommendations to the MoJ
3.5	Review and comment on the Project Execution Plan and provide recommendations to the MoJ.
3.6	Review and comment on the Project Programme and the Project Budget and provide recommendations to the MoJ.
3.7	Review and comment on the Information Exchange and provide recommendations to the MoJ.
3.8	Review, comment and provide recommendations to the MoJ on conformance to Scope as per Stage 1 Tender.
3.9	Review, comment and provide recommendations to the MoJ in respect of the contract documentation.

3.10	Review proposals for the selection of one or more specialists, to provide input into the Technical Design and provide recommendations to the MoJ in consultation with the MoJ.
3.11	Review and comment on the performance of the Project Team and provide recommendations to the MoJ.
3.12	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
3.13	Semi-formal Gate Review of activities completed in Stage 4. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 5 - Construction	
4.1	Review construction conformance with the contract documentation and Construction Programme and provide updates and recommendations to the MoJ.
4.2	Review design development, health and safety performance, cash-flow and progress of the project and provide updates and recommendations to the MoJ.
4.3	Review and comment on the Sustainability Strategy and the sustainability checkpoint and provide recommendations to the MoJ.
4.4	Review and comment and monitor preparation and progress of the implementation of the Handover Strategy and provide recommendations to the MoJ.
4.5	Review and comment on the Construction Strategy and the Health and Safety Strategy and provide recommendations to the MoJ
4.6	Review and comment on the Project Programme and the Project Budget and provide recommendations to the MoJ.
4.7	Review and comment and monitor preparation and progress of the Project Information and the As Constructed Information and provide recommendations to the MoJ.
4.8	Review and comment on the Information Exchange and provide recommendations to the MoJ.

4.9	Review and comment on the planned maintenance programme and the recommendation on the procurement of the planned maintenance and make recommendations to the MoJ.
4.10	Review and comment on the performance of the Project Team and provide recommendations to the MoJ.
4.11	Review and comment on activities in connection with the adjudication of disputes between the MoJ and the Contractor and provide recommendations to the MoJ.
4.12	In co-operation with the other members of the Project Team concerned, evaluate claims and make and provide recommendations to the MoJ.
4.13	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
4.14	Semi-formal Gate Review of activities completed in Stage 5. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 6 - Handover & Close-Out	
5.1	Review, comment and provide updates and recommendations to the MoJ in respect of the handover of the building in accordance with the Handover Strategy and contribute to the sustainability checkpoint.
5.2	Review and comment on the defects list and provide updates and recommendations to the MoJ.
5.3	Review and comment on the progress of completion of tasks in accordance with the Handover Strategy and provide updates and recommendations to the MoJ.
5.4	Review and comment on the progress of completion of the update of the Project Information and provide updates and recommendations to the MoJ.
5.5	Review and comment on the progress of completion of the update of the 'As Constructed' Information and provide updates and recommendations to the MoJ.

5.6	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
5.7	Semi-formal Gate Review of activities completed in Stage 6. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 7 - In-Use	
6.1	Review and comment on the completion of the tasks in the Handover Strategy and provide updates and recommendations to the MoJ.
6.2	Review and comment on the Post Occupancy Evaluation and provide recommendations to the MoJ
6.3	Review and comment on the update of 'As Constructed' information in accordance with MoJ feedback and provide updates and recommendations to the MoJ
6.4	Review and comment on the update of the Project information in accordance with MoJ feedback and provide updates and recommendations to the MoJ
6.5	Review and comment on the post completion defect rectification process in accordance with GSL requirements and provide updates and recommendations to the MoJ.
6.6	Review and comment on the post completion monitoring process in accordance with GSL requirements and provide recommendations to the MoJ.
6.7	Review and comment on the review of Project Performance, Project Outcomes, the sustainability checkpoint and the outcome of any research and development aspects and provide recommendations to the MoJ.
6.8	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
6.9	Formal Gate review and all items completed and received.



Ref.	Lead Designer
General services	
1.1	Provide the services for all workplan stages unless instructed otherwise by the MoJ.
1.2	Facilitate regular meetings in order to progress Design, consult and liaise with the Project Lead in the preparation of the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme. Identify activities to be undertaken and responsibility for the activities in accordance with the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme. Undertake and take responsibility for actions to be undertaken by the Lead Designer.
1.3	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers. To work closely with the Principal Designer.
1.4	Where there is duplication between the services provided by the Supplier under the term and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.
1.5	Participate in the operation of an Early Warning System.
1.6	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for MoJ approval based on the results of these exercises to deliver the best overall value for money.
1.7	Attend meetings with the MoJ, Project Lead, other suppliers and the Contractor as necessary.
1.8	In conjunction with planning agents and with the other members of the Project Team, make all necessary arrangements with planning, local and other statutory bodies to enable the Project to proceed to completion and handover. Assist the Project Lead to arrange for the coordination and pursuit of all necessary applications required in connection with relevant statutory or regulatory bodies, highway authorities and (if applicable) river and waterway authorities.
1.9	Co-operate at all times with the Principal Designer in respect of the provision of Design Information and Risk Assessments.
1.10	Assist the Project Lead with the submission of documentation to landlords and/or funding bodies and/or any third parties who have an interest in the Project.

1.11	Comply with the project management procedures, hierarchy of responsibility, the Communication Strategy and the exchange of information both informally and formally at information exchanges.
1.12	Participate in the agreed change control procedures and monitor and validate Design development against the site information, Project Information, Project Budget, Design Programme and Project Programme.
1.13	Work closely with the MoJ, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.
1.14	Monitor and expedite the activities of those undertaking Design to maintain progress in accordance with the Design Programme and the Project Programme. Review, develop and update the Design Programme for the Project Lead's approval.
1.15	Establish rigorous design management procedures to monitor the production of Design information in order that any shortcomings and/or queries are immediately highlighted and rectified in accordance with the Project Roles Table, design responsibility matrix, Technology Strategy, Design Programme and the Project Programme.
1.16	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers and in accordance with the Schedule of services for each, the Project Roles Table, the design responsibility matrix and the Technology Strategy.
1.17	Liaise with MoJs Planning Advisor as necessary.
RIBA Stage 3 - Developed Design	
2.1	Handover process undertaken from current incumbent to the new provider, as per the Handover Programme developed by incumbent.
2.2	Manage the incorporation and co-ordination of agreed changes to the Developed Design, site information and Project Information in compliance with the agreed change control procedures, project strategies, design responsibility matrix, information exchanges and the Design Programme.
2.3	Lead and manage the review and update of the Developed Design in accordance with the Design Programme. Contribute to the development of project strategies.
2.4	Lead and manage the contribution for design in the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and lead and manage the contribution for design for the sustainability checkpoint.
2.5	Lead and manage the contribution in respect of design in the review and update of the Handover Strategy and Risk Assessments.
2.6	Lead and manage the contribution in respect of design in the review and update of the Construction Strategy and contribute to the review and update of the Health and Safety Strategy.
2.7	Lead and manage the contribution in respect of design in the review and update of the Project Execution Plan.

2.8	Lead and manage the contribution in respect of design in the review and update of the Project Programme and the Project Budget.
2.9	Agree with the Project Lead then prepare and manage the design responsibility matrix, Information Exchange and Technology Strategy.
2.10	Lead the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc. from the tenderer.
2.11	Lead and manage the production of the Design Programme.
2.12	Monitor and review the performance of the suppliers undertaking design.
2.13	Manage the identification of the requirement for specialist designers.
2.14	Undertake third party consultations as required.
2.15	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
2.16	Semi-formal Gate Review of activities completed in Stage 3. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 4 - Technical Design	
3.1	Manage the incorporation and co-ordination of agreed changes to the Technical Design, site information and Project Information in compliance with the agreed change control procedures, design responsibility matrix, information exchanges and the Design Programme.
3.2	Lead and manage the contribution for design in the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and lead and manage the contribution for design for the sustainability checkpoint.
3.3	Lead and manage the contribution in respect of design in the review and update of the Handover Strategy and Risk Assessments.
3.4	Lead and manage the contribution in respect of design in the review and update of the Construction Strategy and contribute to the review and update of the Health and Safety Strategy.
3.5	Lead and manage the contribution in respect of design in the review and update the Project Execution Plan.
3.6	Lead and manage the contribution in respect of design in the review and update the Project Programme and the Project Budget.
3.7	Agree with the Project Lead and Manage the Information Exchange .
3.8	Incorporate agreed changes to the Technical Design, site information and Project Information in compliance with the agreed Change control Procedure, design responsibility matrix, information exchanges and the Design Programme.
3.9	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for pre-construction activities).

3.10	Lead the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.
3.11	Monitor and review the performance of the suppliers undertaking design.
3.12	Lead and manage the production of the Design Programme.
3.13	Liase with specialist sub-contractors as necessary.
3.14	Manage the identification of the requirement for specialist designers.
3.15	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
3.16	Semi-formal Gate Review of activities completed in Stage 4. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 5 - Construction	
4.1	Lead and manage the review of standards of construction to verify conformance with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all site queries are resolved in accordance with the foregoing.
4.2	Lead and manage the review of the development of the design to verify conformance with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all Design Queries are resolved in accordance with the foregoing.
4.3	Lead and manage the contribution in respect of design, as necessary, for the provision of information to the Contract Administrator to assist contract administration.
4.4	Lead and manage the contribution in respect of design to the review and update of the Sustainability Strategy and lead the contribution in respect of design for the sustainability checkpoint.
4.5	Lead and manage the contribution in respect of design to the implementation of the Handover Strategy
4.6	Lead and manage the contribution in respect of design to the review and update of the Construction Strategy and the Health and Safety Strategy.
4.7	Lead and manage the contribution in respect of design to the review and update of the Project Programme and the Project Budget.
4.8	Monitor the compilation of the 'As Constructed' Information is provided in accordance with the Construction Programme.
4.9	Manage the Information Exchange requirements.
4.10	Contribute to the preparation of a planned maintenance programme for the project, post handover, and contribute to recommendations for the procurement of the planned maintenance.
4.11	Manage and co-ordinate witnessing of the testing and commissioning.
4.12	Visit the sites of fabrication and assembly to inspect and test such materials, fabrication or workmanship before delivery to site as applicable.

4.13	Verify that recommendations for sample-taking and the carrying out of specialist inspection tests of materials and workmanship are completed to standards agreed. Following approval of recommendations for testing, arrange for the inspections and tests to be undertaken and examine the results of such tests whether on or off site. Liaise with Design Team and take any necessary action to ensure that any deficiencies are rectified.
4.14	Assist in the agreement of the detailed content and the finalisation of the contract documentation.
4.15	Lead and manage the contribution in respect of design to monitor and verify that agreed changes to the Design during Construction are implemented in compliance with the agreed Change control Procedure, design responsibility matrix, Information Exchange, Technology Strategy and Design Programme.
4.16	Liaise with specialist suppliers as necessary.
4.17	Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the MoJ and the Contractor.
4.18	In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.
4.19	Confirm/Accept Design Teams recommendations for the opening of work to determine that it is generally in accordance with the contract documentation.
4.20	Monitor and review the performance of the suppliers undertaking design.
4.21	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
4.22	Semi-formal Gate Review of activities completed in Stage 5. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 6 - Handover & Close-Out	
5.1	Manage the tasks in respect of the design in accordance with the Handover Strategy and lead the contribution in respect of design for the sustainability checkpoint.
5.2	Manage the provision of information from the designers to the Contract Administrator to assist administration of the contract.
5.3	Manage the update from the designers of the Project Information.
5.4	Manage the update from the designers of the 'As Constructed' Information.
5.5	Provide the Contract Administrator and Project Lead with the aggregated defects list.
5.6	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
5.7	Semi-formal Gate Review of activities completed in Stage 6. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 7 - In-Use	
6.1	Manage the tasks in respect of design listed in the Handover Strategy.
6.2	Manage the contribution in respect of design to the Post Occupancy Evaluation.

6.3	Manage the contribution in respect of design to the update of 'As Constructed' information in accordance with MoJ Feedback.
6.4	Manage the contribution in respect of design to the update of Project Information in response to ongoing MoJ Feedback.
6.5	Manage the contribution in respect of design to the post completion defect rectification process in accordance with GSL requirements.
6.6	Manage the contribution in respect of design to the post completion monitoring process in accordance with GSL requirements.
6.7	Manage the contribution in respect of design to the review of Project Performance, Project Outcomes, the sustainability checkpoint and the outcome of any research and development aspects.
6.8	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
6.9	Formal Gate review and all items completed and received.



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Category D Modular Accommodation

Multi-Disciplinary Team

Jaggaer Project Code: prj 5447

CUA: PMFDTS-0983-2020

Appendix 1: Scope of Service

Ref.	Design Team
General services	
1.1	Provide the services for all workplan stages unless instructed otherwise by the MoJ.
1.2	Attend regular meetings in order to progress Design, consult and liaise with the Lead Designer in the preparation and development of the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme. Undertake the required activities and take responsibility for the activities in accordance with the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme.
1.3	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers.
1.4	Where there is duplication between the services provided by the Supplier and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.
1.5	Participate in the operation of an Early Warning System.
1.6	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for MoJ approval based on the results of these exercises to deliver the best overall value for money.
1.7	Attend meetings with the MoJ, Project Lead, Lead Designer, other suppliers and the Contractor as necessary.

1.8	In conjunction with planning agents and with the other members of the Project Team, make all necessary arrangements with planning, local and other statutory bodies to enable the Project to proceed to completion and handover. Assist the Project Lead to arrange for the coordination and pursuit of all necessary applications required in connection with relevant statutory or regulatory bodies, highway authorities and (if applicable) river and waterway authorities.
1.9	Co-operate at all times with the Principal Designer and provide Design Information and Risk Assessments.
1.10	Assist the Project Lead with the submission of documentation to landlords and/or funding bodies and/or any third parties who have an interest in the project.
1.11	Participate in the agreed change control procedures and monitor Design development against the site information, Project Information, Project Budget, Design Programme and Project Programme.
1.12	Work closely with the MoJ, other suppliers, and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.
RIBA Stage 3 - Developed Design	
2.1	Handover process undertaken from current incumbent to the new provider, as per the Handover Programme developed by incumbent.
2.2	Incorporate agreed changes to the Developed Design, site information and Project Information in compliance with the agreed change control procedures, design responsibility matrix, information exchanges and the Design Programme.
2.3	Contribute to the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and contribute to the sustainability checkpoint.
2.4	Contribute to the review and update of the Handover Strategy and review and update Risk Assessments.

2.5	Contribute to the review and update of the Construction Strategy and the Health and Safety Strategy
2.6	Contribute to the review and update of the Project Execution Plan.
2.7	Contribute to the review and update of the Design Programme, Project Programme and the Project Budget.
2.8	Comply and contribute to the Information Exchange requirements.
2.9	Contribute to the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation (for pre-construction activities) and the further review and evaluation of responses to any Design Queries, clarifications etc from the tenderer.
2.10	Assist the Lead Designer with preparation of the Design Programme.
2.11	Carry out a full site inspection/site survey of any existing fabric, finishings, fittings etc, and make recommendations for, any specialist investigations or surveys which may be necessary.
2.12	Review outputs of any and all technical surveys undertaken by the Contractor.
2.13	Support and assist other PSPs providing Planning support, building control authorities, fire authorities, environmental health authorities and public utility authorities as required.
2.14	Assist the Contract with any necessary negotiations with the public utility authorities relating to services connections, substations, existing services, services diversions and similar matters.
2.15	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
2.16	Semi-formal Gate Review of activities completed in Stage 3. Report noting what completed and what remains outstanding as a minimum.

RIBA Stage 4 - Technical Design

3.1	Incorporate agreed changes to the Technical Design, site information and Project Information in compliance with the agreed Change control Procedure, design responsibility matrix, information exchanges and the Design Programme.
3.2	Contribute to the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and contribute to the sustainability checkpoint.
3.3	Contribute to the review and update of the Handover Strategy and Risk Assessments.
3.4	Contribute to the review and update of the Construction Strategy and the Health and Safety Strategy
3.5	Contribute to the review and update of the Project Execution Plan.
3.6	Contribute to the review and update of the Design Programme, Project Programme and the Project Budget.
3.7	Contribute and comply with the Information Exchange requirements.
3.8	Assist in the agreement of the detailed content and the finalisation of the contract documentation.
3.9	Contribute to the assessment of the submission from the selected tenderer of designs and specifications, to ensure alignment with the contract documentation (for pre-construction activities) and the further review and evaluation of responses to any clarifications from the tenderer.
3.10	Assist with the submission of the Building Regulations application.
3.11	Assist the Lead Designer with reviewing of the Design Programme.
3.12	Liaise with specialist suppliers as necessary.
3.13	Undertake third party consultations as required.
3.14	Assist the Contractor with any necessary negotiations with the public utility authorities relating to services connections, substations, existing services, services diversions and similar matters.

3.15	Incorporate agreed changes to the Technical Design, site information and Project Information in compliance with the agreed Change control Procedure, design responsibility matrix, information exchanges and the Design Programme.
3.16	Review the civil and structural engineering Technical Design in accordance with the project strategies, design responsibility matrix, Information Exchange and the Design Programme.
3.17	Review the building services engineering Technical Design in accordance with the project strategies, design responsibility matrix, Information Exchange and the Design Programme.
3.18	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
3.19	Semi-formal Gate Review of activities completed in Stage 4. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 5 - Construction	
4.1	Review standards of construction to verify conformance with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all site queries are resolved in accordance with the foregoing.
4.2	Review development of the design to verify conformance with the contract documentation, Health and Safety strategies, Design Programme, information exchanges and the Construction Programme and that all Design Queries are resolved in accordance with the foregoing.
4.3	Contribute, as necessary, to the provision of information to the Contract Administrator to assist contract administration.
4.4	Contribute to the review and update of the Sustainability Strategy and contribute to the sustainability checkpoint.
4.5	Contribute to the implementation of the Handover Strategy
4.6	Contribute to the review and update of the Construction Strategy and the Health and Safety Strategy.

4.7	Contribute to the review and update of the Project Programme and the Project Budget.
4.8	Monitor the compilation of the 'As Constructed' Information is provided in accordance with the Construction Programme.
4.9	Comply with the Information Exchange requirements.
4.10	In consultation with the MoJ and the Project Team, contribute to the preparation of a planned maintenance programme for the project, post handover, and contribute to recommendations for the procurement of the planned maintenance.
4.11	Review proposals for the testing, setting to operation and commissioning of all building engineering services plant and equipment etc. Witness all testing and commissioning and check that all testing and commissioning records are present and accurate and reflect the required performance. Identify to the Lead Designer incomplete and/or inaccurate information and/or testing and commissioning that evidences the required performance is not being achieved.
4.12	Visit the sites of fabrication and assembly to inspect such materials or workmanship before delivery to site.
4.13	Make recommendations for sample-taking and the carrying out of specialist inspection tests of materials and workmanship. Following approval of recommendations for testing, arrange for the inspections and tests to be undertaken and examine the results of such tests whether on or off site. In liaison with the Lead Designer follow up take any necessary action to ensure that any deficiencies are rectified.
4.14	Review, comment and provide recommendations to the MoJ arising from the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes and method statements etc to ensure alignment with the contract documentation.

4.15	Monitor and verify that agreed changes to the Design during Construction are implemented in compliance with the agreed Change control Procedure, design responsibility matrix, information exchanges and the Design Programme.
4.16	Liase with specialist suppliers as necessary.
4.17	Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the MoJ and the Contractor.
4.18	In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.
4.19	Make recommendations for the opening of work to determine that it is generally in accordance with the contract documentation.
4.20	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
4.21	Semi-formal Gate Review of activities completed in Stage 5. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 6 - Handover & Close-Out	
5.1	Undertake the tasks in accordance with the Handover Strategy and contribute to the sustainability checkpoint.
5.2	Contribute to the provision of information to the Contract Administrator to assist administration of the contract.
5.3	Contribute to the update of the Project Information.
5.4	Contribute to the update of the 'As Constructed' Information.
5.5	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
5.6	Semi-formal Gate Review of activities completed in Stage 6. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 7 - In-Use	
6.1	Undertake the tasks listed in the Handover Strategy.
6.2	Contribute to the Post Occupancy Evaluation.

6.3	Contribute to the update of 'As Constructed' information in accordance with MoJ Feedback.
6.4	Contribute to the update of Project Information in response to ongoing MoJ Feedback.
6.5	Contribute to the post completion defect rectification process in accordance with GSL requirements. Identify all outstanding defects and notify the Lead Designer.
6.6	Contribute to the post completion monitoring process in accordance with GSL requirements.
6.7	Contribute to the review of Project Performance, Project Outcomes, the sustainability checkpoint and the outcome of any research and development aspects.
6.8	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
6.9	Formal Gate review and all items completed and received.



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Category D Modular Accommodation

Multi-Disciplinary Team

Jaggaer Project Code: prj 5447

CUA: PMFDTS-0983-2020

Appendix 1: Scope of Service

Ref. Cost Consultant	
General services	
1.1	Provide the services for all workplan stages unless instructed otherwise by the MoJ
1.2	Attend regular meetings in order to progress the cost information, consult and liaise with the Project Lead in the preparation and development of the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme. Identify activities to be undertaken and responsibility for the activities in accordance with the Project Roles Table, design responsibility matrix, Technology Strategy and Design Programme. Undertake and take responsibility for actions to be undertaken by the Project Lead.
1.3	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers.
1.4	Where there is duplication between the services provided by the Supplier and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.
1.5	Participate in the operation of an Early Warning System.
1.6	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for MoJ approval based on the results of these exercises to deliver the best overall value for money.

1.7	Attend meetings with the MoJ, Project Lead, Lead Designer, other suppliers and the Contractor as necessary.
1.8	Co-operate at all times with the Principal Designer and provide information and Risk Assessments as required.
1.9	Participate in the agreed Change control Procedure and monitor development of the cost information against the Project Budget and Project Programme.
1.10	Work closely with the MoJ, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.
RIBA Stage 3 - Developed Design	
2.1	Handover process undertaken from current incumbent to the new provider, as per the Handover Programme developed by incumbent.
2.2	Contribute to the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and contribute to the sustainability checkpoint.
2.3	Contribute to the review and update of the Handover Strategy and review and update Risk Assessments.
2.4	Contribute to the review and update of the Construction Strategy and the Health and Safety Strategy.
2.5	Contribute to the review and update of the Project Execution Plan.
2.6	Contribute to the review and update of the Design Programme and Project Programme.
2.7	Comply with the Information Exchange requirements.
2.8	Update the preliminary cost information and the Project Budget for the agreed changes to the Developed Design, site information and Project Information in compliance with the agreed agreed change control procedures and the information exchanges and contribute to the production of the Final Project Brief.
2.9	Contribute to the development of the project strategies.

2.10	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
2.11	Semi-formal Gate Review of activities completed in Stage 3. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 4 - Technical Design	
3.1	Update the cost information and the Project Budget for the agreed changes to the Technical Design, site information and Project Information in compliance with the agreed change control procedures and the information exchanges and contribute to the production of the Final Project Brief.
3.2	Contribute to the review and update of the Sustainability Strategy and the Maintenance and Operational Strategy and contribute to the sustainability checkpoint.
3.3	Contribute to the review and update of the Handover Strategy and review and update Risk Assessments.
3.4	Contribute to the review and update of the Construction Strategy and the Health and Safety Strategy
3.5	Contribute to the review and update of the Project Execution Plan.
3.6	Contribute to the review and update of the Design Programme and Project Programme.
3.7	Comply with the Information Exchange requirements.
3.8	Lead the assessment of the submission from the selected tenderer of pricing information and cash-flows, to ensure alignment with the contract documentation (for pre-construction activities) and the further review and evaluation of responses to any clarifications from the tenderer.
3.9	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
3.10	Semi-formal Gate Review of activities completed in Stage 4. Report noting what completed and what remains outstanding as a minimum.

RIBA Stage 5 - Construction	
4.1	Contribute to the review and update of the Sustainability Strategy and contribute to the sustainability checkpoint.
4.2	Contribute to the implementation of the Handover Strategy
4.3	Contribute to the review and update of the Construction Strategy and the Health and Safety Strategy.
4.4	Contribute to the review and update of the Project Programme.
4.5	Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the MoJ and the Contractor.
4.6	In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.
4.7	In consultation with the MoJ and the Project Team, contribute to the preparation of a planned maintenance programme for the project, post handover, and contribute to recommendations for the procurement of the planned maintenance.
4.8	Visit the site at such intervals as are necessary in order to be fully aware of all matters which could affect the cost of the project.
4.9	Attend regular progress meetings with the Contractor and other members of the Project Team and provide ongoing advice on the overall cost of the project in relation to the Project Budget and recommend any corrective action that may be necessary. Undertake valuations of the works in accordance with the provisions of the Building Contract and provide cashflow updates to the Project Lead and the MoJ.
4.10	Produce financial statements at monthly intervals, or at such other intervals as shall be agreed with the MoJ that demonstrate the current financial position of the project and a forecast of the cost at completion and submit to the Project Lead and the MoJ.
4.11	Contribute, as necessary, to the provision of information to the Contract Administrator to assist contract administration.

4.12	In consultation with the MoJ and the Project Team, ensure that rigorous cost control is undertaken in accordance with agreed change control procedures and provide estimates of cost in connection therewith and negotiate the costs of approved changes with the Contractor.
4.13	Monitor the compilation of the 'As Constructed' Information is provided in accordance with the Construction Programme.
4.14	Check, agree and approve as appropriate the expenditure of provisional sums and the Contractor's applications for interim payment.
4.15	Comply with the Information Exchange requirements.
4.16	Alert the the Project Lead, the Contract Administrator and the MoJ other members of the Project Team to the possibility of receiving claims from the Contractor. If such claims are submitted, advise the Project Lead and the MoJ.
4.17	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
4.18	Semi-formal Gate Review of activities completed in Stage 5. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 6 - Handover & Close-Out	
5.1	Undertake tasks listed in Handover Strategy and contribute to the sustainability checkpoint.
5.2	Contribute to the provision of information to the Contract Administrator to assist administration of the contract.
5.3	Contribute to the update of the Project Information.
5.4	Provide a detailed statement of final cost to the MoJ, Project Lead and Contract Administrator.
5.5	Agree the final account, or equivalent, in accordance with the Building Contract.
5.6	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.

5.7	Semi-formal Gate Review of activities completed in Stage 6. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 7 - In-Use	
6.1	Undertake the tasks listed in the Handover Strategy.
6.2	Contribute to the Post Occupancy Evaluation.
6.3	Contribute to the update of Project Information in response to ongoing MoJ Feedback
6.4	Contribute to the post completion defect rectification process in accordance with GSL requirements.
6.5	Contribute to the post completion monitoring process in accordance with GSL requirements.
6.6	Contribute to the review of Project Performance, Project Outcomes, the sustainability checkpoint and the outcome of any research and development aspects.
6.7	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
6.8	Formal Gate review and all items completed and received.



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Category D Modular Accommodation

Multi-Disciplinary Team

Jaggaer Project Code: prj 5447

CUA: PMFDTS-0983-2020

Appendix 1: Scope of Service

Ref. Contract Administration	
General services	
1.1	Provide the services for all workplan stages unless instructed otherwise by the MoJ
1.2	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers.
1.3	Where there is duplication between the services provided by the Supplier and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.
1.4	Participate in the operation of an Early Warning System.
1.5	Attend meetings with the MoJ, Project Lead, other suppliers and the Contractor as necessary.
1.6	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for MoJ approval based on the results of these exercises to deliver the best overall value for money.
1.7	Co-operate at all times with the Principal Designer in respect of the provision of information and Risk Assessments.
1.8	Participate in the agreed change control procedures and monitor Design and cost information development against the Project Budget, Design Programme and Project Programme.

1.9	Work closely with the MoJ, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.
1.10	Establish and maintain contract administration procedures, hierarchy of responsibility and the Communication Strategy.
RIBA Stage 3 - Developed Design	
2.1	Handover process undertaken from current incumbent to the new provider, as per the Handover Programme developed by incumbent.
2.2	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
2.3	Semi-formal Gate Review of activities completed in Stage 3. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 4 - Technical Design	
3.1	Support the agreement of the detailed content and finalise the contract documentation (for construction activities).
3.2	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
3.3	Semi-formal Gate Review of activities completed in Stage 4. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 5 - Construction	
4.1	Monitor the submission and approval of designs, specifications testing and commissioning by the Contractor and its supply chain.
4.2	Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the MoJ and the Contractor.
4.3	In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.

4.4	Visit the site as appropriate to inspect the progress of the project and the quality of materials, goods, equipment and workmanship in consultation with the Project Team to ascertain compliance with the contract documentation, Design Programme, Construction Programme and Project Budget.
4.5	Co-ordinate, arrange and chair meetings on site, as may be necessary, with the Project Team to establish progress of the project and compliance of the project with the contract documentation and all relevant Programmes and Budgets.
4.6	Provide monthly progress reports to the MoJ in respect of the above and provide early warning of any decisions by the MoJ which may be required in the following eight weeks.
4.7	Administer the contract in accordance with the Building Contract.
4.8	In collaboration with the other suppliers, assess any compensation events/ financial claims/ applications for extension of the completion date and the effects on the programme of any proposed variations, and monitor the cost and programme effects of any variations for which instructions are issued to the Contractor.
4.9	Provide opinion, instructions and certifications for the proper execution of the Project in accordance with the contract documentation.
4.10	Co-ordinate, arrange and chair meetings on site, as may be necessary, with the Project Team to establish progress of the project and compliance of the project with the contract documentation and all relevant Programmes and Budgets.
4.11	Monitor and record the activities, labour levels, productivity, plant and equipment deployed and use thereof by the Contractor and its supply chain and the effect of any matters that are, or maybe, affecting the foregoing.
4.12	Manage the agreed change control procedures.

4.13	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
4.14	Semi-formal Gate Review of activities completed in Stage 5. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 6 - Handover & Close-Out	
5.1	At Practical Completion, co-ordinate handover and see that all appropriate commissioning inspections and tests are complete and contribute to the sustainability checkpoint.
5.2	Advise on the resolution of defects.
5.3	Organise, attend the site and record all matters relating to handover of the project, and each and any section and part thereof, in accordance with the Handover Strategy, in accordance with the Building Contract including:- - Arranging and co-ordinating pre-handover inspections by other suppliers and carrying out handover inspections and reporting to the parties to the building contract in writing as to defects requiring rectification before handover; - Carrying out further handover inspections as required and certifying to the MoJ in writing as soon as the project, and/or each and any section and part thereof, has reached completion and is ready for handover.
5.4	Oversee the compilation of handover documentation in accordance with the Handover Strategy including 'As Constructed' Information.
5.5	Issue the final statement, or equivalent, on conclusion of the agreement of the final account, or equivalent, and the rectification of all defects in accordance with the the Building Contract.
5.6	Conclude administration of the Building Contract.
5.7	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.

5.8	Semi-formal Gate Review of activities completed in Stage 6. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 7 - In-Use	
6.1	Undertake the tasks listed in the Handover Strategy.
6.2	Contribute to the Post Occupancy Evaluation
6.3	Contribute to the update of 'As Constructed' information in accordance with MoJ Feedback
6.4	Contribute to the update of Project Information in response to ongoing MoJ Feedback
6.5	Contribute to the post completion defect rectification process in accordance with GSL requirements.
6.6	Contribute to the post completion monitoring process in accordance with GSL requirements.
6.7	Contribute to the review of Project Performance, Project Outcomes, the sustainability checkpoint and the outcome of any research and development aspects
6.8	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
6.9	Formal Gate review and all items completed and received.



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Category D Modular Accommodation

Multi-Disciplinary Team

Jaggaer Project Code: prj 5447

CUA: PMFDTS-0983-2020

Appendix 1: Scope of Service

Ref. BIM Information Manager & BIM Co-Ordinator	
General services	
1.1	Work with the MoJ on general BIM developments and process improvements
1.2	Provide the services for all workplan stages unless instructed otherwise by the MoJ.
1.3	Attend regular meetings in respect of Design, consult and liaise with the Lead Designer in the preparation of the Project Roles Table, design responsibility matrix, BEP and Design Programme. Identify activities to be undertaken and responsibility for the activities in accordance with the Project Roles Table, design responsibility matrix, BEP and Design Programme. Undertake and take responsibility for actions to be undertaken by the BIM Information Manager.
1.4	Where there is duplication between the services provided by the Supplier under the term and the services of another supplier(s), the Supplier shall assist the Project Lead to resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall implement the actions the Project Lead confirms in writing.
1.5	Participate in the operation of an Early Warning System.
1.6	Attend and contribute to workshops and exercises with other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Contribute to recommendations for MoJ approval based on the results of these exercises to deliver the best overall value for money.

1.7	Attend meetings with the MoJ, Project Lead, other suppliers and the Contractor as necessary.
1.8	Co-operate at all times with the Principal Designer in respect of the provision of Risk Assessments.
1.9	Participate in the agreed change control procedures. Including Early Warnings?
1.10	Work closely with the MoJ, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project to the Project Brief, Project Budget and the Project Programme.
1.11	Monitor that Design is in accordance with the BEP. Review, develop and update the BEP as required.
1.12	Implement and maintain the BIM Protocol for the project and establish and implement robust quality control and collaboration procedures to ensure that all models and datasets are accurate and that the level of information is fit for purpose.
1.13	Establish rigorous procedures to monitor the production of Design information is in accordance with the BEP in order that any shortcomings and/or queries are immediately highlighted and rectified in accordance with the Project Roles Table, design responsibility matrix, BEP, Design Programme and the Project Programme.
1.14	Ensure that all stakeholders understand the BIM process and their role within it including BIM development, standards, data requirements etc.
1.15	Manage Common Data Environment processes and procedures, validate compliance with them and advise on non-compliance.
1.16	Co-ordinate the data modelling and management process including liason with all Project Team Members and the MoJ.

1.17	Consult and liaise with other suppliers on the Project Team to ensure that the services provided by the Supplier are fully coordinated with the services provided by those suppliers and in accordance with the Master Information Delivery Plan MIDP for each, the Project Roles Table, the design responsibility matrix and the BEP. The MDT is to create the MDIP and the contractor to complete it.
1.18	Ensure information is received into the Information Model in compliance with agreed processes and procedures. Validate compliance with information requirements and advise on non-compliance.
1.19	Maintain the Information Model to meet integrity and security standards in compliance with the employer's information requirements.
1.20	Initiate, agree and implement the Project Information Model and Asset Information Model covering: <ul style="list-style-type: none"> - information structure across roles e.g. software platforms (all levels of supply chain) appropriate to meet the Employer requirements and Project Team resources - responsibility for provision of information at each Stage - level of detail of information required for specific Project Outputs e.g. planning, procurement, FM procurement - the process for incorporating As Constructed, testing, validation and commissioning information to enable integration of information within the Project Team and co-ordination of information by the Lead Designer
1.21	Agree the formats for Project Outputs, e.g. native models, IFC models, and PDF cuts, and Cobie
1.22	Support the implementation of the Project BIM protocol and the Appendices
1.23	To manage exchange information processes, including the definition and agreement of procedures for convening, chairing, attendance and responsibility for recording "Information Exchange process meetings"
1.24	Manage the record keeping, archiving and audit trail for the Information Model

RIBA Stage 3 - Developed Design	
2.1	Handover process undertaken from current incumbent to the new provider, as per the Handover Programme developed by incumbent.
2.2	Review and contribute to the update of the BEP.
2.3	Contribute to the review and update of the design responsibility matrix, Information Exchange and BEP.
2.4	Assist Project Team Members to assemble information for Project Outputs
2.5	Monitor and review conformance of Project Outputs with the BEP. AND the BIM Protocol and the quality control and collaboration procedures.
2.6	Continue to support the implementation of the Project BIM protocol.
2.7	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
2.8	Semi-formal Gate Review of activities completed in Stage 3. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 4 - Technical Design	
3.1	Contribute to the preparation of the design responsibility matrix, Information Exchange and BEP.
3.2	Review and contribute to the update of the BEP.
3.3	Assist in the agreement of the detailed content and the finalisation of the contract documentation (for construction activities).
3.4	Monitor and review conformance of Project Outputs with the BEP. AND with the BIM Protocol and the quality control and collaboration procedures.

3.5	Assist Project Team Members to assemble information for Project Outputs
3.6	Continue to support the implementation of the Project BIM protocol.
3.7	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
3.8	Semi-formal Gate Review of activities completed in Stage 4. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 5 - Construction	
4.1	Contribute to the preparation of a planned maintenance programme for the project, post handover, and contribute to recommendations for the procurement of the planned maintenance.
4.2	Assist the Contract Administrator with all activities in connection with the adjudication of disputes between the MoJ and the Contractor.
4.3	In co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.
4.4	Review and contribute to the update of the BEP.
4.5	Contribute to the review and update of the design responsibility matrix, Information Exchange and BEP.
4.6	Assist Project Team Members to assemble information for Project Outputs
4.7	Continue to support the implementation of the Project BIM protocol.
4.8	Monitor and review conformance of Project Outputs with the BEP.
4.9	Monitor and review conformance of Project Outputs with the BIM Protocol and the quality control and collaboration procedures.
4.10	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.

4.11	Semi-formal Gate Review of activities completed in Stage 5. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 6 - Handover & Close-Out	
5.1	Assist Project Team Members to assemble information for Project Outputs
5.2	Monitor and review conformance of Project Outputs with the BEP.
5.3	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
5.4	Semi-formal Gate Review of activities completed in Stage 6. Report noting what completed and what remains outstanding as a minimum.
RIBA Stage 7 - In-Use	
6.1	Undertake the tasks listed in the Handover Strategy.
6.2	Contribute to the Post Occupancy Evaluation.
6.3	Contribute to the update of As Constructed information in accordance with MoJ Feedback.
6.4	Contribute to the update of Project Information in response to ongoing MoJ Feedback.
6.5	Contribute to the post completion defect rectification process in accordance with GSL requirements.
6.6	Manage the contribution in respect of design to the post completion monitoring process in accordance with GSL requirements.
6.7	Contribute to the review of Project Performance, Project Outcomes, the sustainability checkpoint and the outcome of any research and development aspects.
6.8	Lessons learned from each site to be brought forward to be implemented on the next site to ensure continued learning and sharing with wider MoJ colleagues.
6.9	Formal Gate review and all items completed and received.