

**Framework:** Collaborative Delivery Framework  
**Supplier:** [Redacted]  
**Company Number:** [Redacted]

**Geographical Area:**  
**Project Name:** River Severn Partnership Adaptive Pathway Preparatory Plan  
**Project Number:** ENV0002841C

**Contract Type:** Professional Service Contract  
**Option:** Option C

**Contract Number:** project\_31632

Revision	Status	Originator	Reviewer	Date

**PROFESSIONAL SERVICE CONTRACT under the Collaborative Delivery Framework  
CONTRACT DATA**

**Project Name** River Severn Partnership Adaptive Pathway Preparatory Plan

**Project Number** ENV0002841C

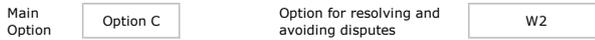
This contract is made on 17 December 2020 between the *Client* and the *Consultant*

- This contract is made pursuant to the Framework Agreement (the "Agreement") dated 01st day of April 2019 between the *Client* and the *Consultant* in relation to the Collaborative Delivery Framework. The entire agreement and the following Schedules are incorporated into this Contract by reference
- Schedules 1 to 22 inclusive of the Framework schedules are relied upon within this contract.
- The following documents are incorporated into this contract by reference

**Part One - Data provided by the Client**

**Statements given in all Contracts**

**1 General** The *conditions of contract* are the core clauses and the clauses for the following main Option, the Option for resolving and avoiding disputes and secondary Options of the NEC4 Professional Service Contract June 2017.



Secondary Options

- X2: Changes in the law
- X9: Transfer of rights
- X11: Termination by the *Client*
- X18: Limitation of liability
- X20: Key Performance Indicators
- Y(UK)2: The Housing Grants, Construction and Regeneration Act 1996
- Y(UK)3: The Contracts (Rights of Third Parties) Act 1999
- Z: *Additional conditions of contract*

The *service* is Outline an approach that defines targets and success factors, agree methodology, identify data and data management systems for the River Severn Adaptive Pathway.

The *Client* is

Address for communications

Address for electronic communications

The *Service Manager* is  
Address for communications

Address for electronic communications

The *Scope* is in  
412\_13\_SD02 PSC Scope RSP Preparatory work on Adaptive Pathway Plan v3.1

The *partner contract* is

The *language of the contract* is English

The *law of the contract* is  
the law of England and Wales, subject to the jurisdiction of the courts of England and Wales

The period for reply is 2 weeks

The *period for retention* is 6 years following Completion or earlier termination

The following matters will be included in the Early Warning Register

Early warning meetings are to be held at intervals no longer than 2 weeks

**2 The Consultant's main responsibilities**

The *key dates* and *conditions* to be met are  
*conditions* to be met 'none set' *key date* 'none set'  
 'none set' 'none set' 'none set'  
 'none set' 'none set' 'none set'

The *Consultant* prepares forecasts of the total Defined Cost plus Fee and *expenses* at intervals no longer than 4 weeks

**3 Time**

The *starting date* is 17th December 2020

The *Client* provides access to the following persons, places and things  
 access *access date*  
 PDF: Unlocking the River Severn Regional Growth Zone 17th December 2020  
 PDF: Adaption Pathways Guidance 17th December 2020  
 PDF: Adaptive Pathway Approaches in FCERM 17th December 2020

The *Consultant* submits revised programmes at intervals no longer than 4 weeks

The *completion date* for the whole of the *service* is 31st March 2021

The period after the Contract Date within which the *Consultant* is to submit a first programme for acceptance is 4 weeks

**4 Quality management**

The period after the Contract Date within which the *Consultant* is to submit a quality policy statement and quality plan is 4 weeks

The period between Completion of the whole of the *service* and the *defects date* is 26 weeks

**5 Payment**

The *currency of the contract* is the £ sterling

The *assessment interval* is Monthly

The *Client* set total of the *Prices* is [REDACTED]

The *expenses* stated by the *Client* are as stated in Schedule 9

The *interest rate* is 2.00% per annum (not less than 2) above the Base rate of the Bank of England

The locations for which the *Consultant* provides a charge for the cost of support people and office overhead are All UK Offices

If Option C is used



**6 Compensation events**

These are additional compensation events

- Managing and mitigating the impact of Covid 19 and working in accordance with Public Health England guidance, as may vary from time to time, between 1st November 2020 and 31st March 2021.
- 1.
  2. 'not used'
  3. 'not used'
  4. 'not used'

5. 'not used'

## 8 Liabilities and insurance

These are additional *Client's* liabilities

1. 'not used'
2. 'not used'
3. 'not used'

The minimum amount of cover and the periods for which the *Consultant* maintains insurance are

EVENT	MINIMUM AMOUNT OF COVER	PERIOD FOLLOWING COMPLETION OF THE WHOLE OF THE <i>SERVICE</i> OR TERMINATION
The <i>Consultant's</i> failure to use the skill and care normally used by professionals providing services similar to the <i>service</i>	<b>£5,000,000</b> in respect of each claim, without limit to the number of claims	12 years after Completion
Loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the <i>Consultant</i> ) arising from or in connection with the <i>Consultant</i> Providing the <i>Service</i>	<b>£15,000,000</b> in respect of each claim, without limit to the number of claims	12 years after Completion
Death of or bodily injury to the employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with the contract	<i>Legal minimum</i> in respect of each claim, without limit to the number of claims	<i>For the period required by law</i>
The <i>Consultant's</i> total liability to the <i>Client</i> for all matters arising under or in connection with the contract, other than the excluded matters is limited to	<b>£5,000,000</b>	

## Resolving and avoiding disputes

The *tribunal* is litigation in the courts

The *Adjudicator* is  
Address for communications 'to be confirmed'

Address for electronic communications ['to be confirmed'](#)

The *Adjudicator nominating body* is The Institution of Civil Engineers

## Z Clauses

### Z1 Disputes

Delete existing clause W2.1

### Z2 Prevention

The text of clause 18 Prevention is deleted.

Delete the text of clause 60.1(12) and replaced by:

The *service* is affected by any of the following events

- War, civil war, rebellion, revolution, insurrection, military or usurped power;
- Strikes, riots and civil commotion not confined to the employees of the *Consultant* and sub consultants,
- Ionising radiation or radioactive contamination from nuclear fuel or nuclear waste resulting from the combustion of nuclear fuel,
- Radioactive, toxic, explosive or other hazardous properties of an explosive nuclear device,
- Natural disaster,
- Fire and explosion,
- Impact by aircraft or other aerial device or thing dropped from them.

**Z3 Disallowed Costs**

Add the following in second bullet of 11.2 (18) add:  
(including compensation events with the Subcontractor, i.e. payment for work that should not have been undertaken).  
Add the following additional bullets after 'and the cost of':

- Mistakes or delays caused by the *Consultant's* failure to follow standards in Scopes/quality plans
- Reorganisation of the *Consultant's* project team
- Additional costs or delays incurred due to *Consultant's* failure to comply with published and known guidance or document formats
- Exceeding the Scope without prior instruction that leads to abortive cost
- Re-working of documents due to inadequate QA prior to submission, i.e. grammatical, factual arithmetical or design errors
- Production or preparation of self-promotional material
- Excessive charges for project management time on a commission for secondments or full time appointments (greater than 5% of commission value)
- Any hours exceeding 8 per day unless with prior written agreement of the *Service Manager*
- Any hours for travel beyond the location of the nearest consultant office to the project unless previously agreed with the *Service Manager*
- Attendance of additional individuals to meetings/ workshops etc who have not been previously invited by the *Service Manager*
- Costs associated with the attendance at additional meetings after programmed Completion, if delay is due to *Consultant* performance
- Costs associated with rectifications that are due to *Consultant* error or omission
- Costs associated with the identification of opportunities to improve our processes and procedures for project delivery through the *Consultant's* involvement
- Was incurred due to a breach of safety requirements, or due additional work to comply with safety requirements
- Was incurred as a result of the *Client* issuing a Yellow or Red Card to prepare a Performance Improvement Plan
- Was incurred as a result of rectifying a non-compliance with the Framework Agreement and/or any call off contracts following an audit

**Z4 Share on termination**

Delete existing clause 93.3 and 93.4 and replace with:  
93.3 In the event of termination in respect of a contract relating to services there is no *Consultant's* share'

**Z6 The Schedule of Cost Components**

The Schedule of Cost Components are as detailed in the Framework Schedule 9.

**Z7 Aggregated Consultant's share**

Delete existing clauses 54 and 93.3 and replace with:  
54.1 The *Service Manager* assess the *Consultant's* share of the difference between the Aggregated Total of the Prices and the Aggregated Price for Service Provided to Date.

The difference is divided into increments falling within each of the *share ranges*. The limits of a share range are the Aggregated Price for Service Provided to Date divided by the Aggregated Total of the Prices, expressed as a percentage. The *Consultant's* share equals the sum of the products of the increment within each share range and the corresponding *Consultant's* share percentage.

54.2 If the Aggregated Price for Service Provided to Date is less than the Aggregated Total of the Prices, the *Consultant* is paid its share of the saving. If the Aggregated Price for Service Provided to Date is greater than the Aggregated Total of the Prices, the *Consultant* pays its share of the excess.

54.3 If, prior to the Completion Date, the Price for Service Provided to Date exceeds 110% of the total of the Prices, the amount in excess of 110% of the total of the Prices is retained from the *Consultant*.

54.4 The *Service Manager* makes a preliminary assessment of the *Consultant's* share at Completion of the Whole of the service using forecasts of the final Aggregated Price for Service Provided to Date and the final Aggregated Total of Prices. This share is included in the amount due following Completion of the whole of the services.

54.5 The *Service Manager* makes a final assessment of the *Consultant's* share, using the final Aggregated Price for Service Provided to Date and the final Aggregated Total of the Prices. This share is included in the final amount due.

93.3 If there is a termination except if Z4 applies, the *Service Manager* assesses the *Consultant's* share after certifying termination. The assessment uses as the Aggregated Price for Service Provided to Date the sum of

- the total of
    - the Defined Cost which the *Consultant* has paid and
    - which it is committed to pay for work done before termination
 and
  - the total of
    - the Defined Cost which the *Consultant* or *Contractor* has paid and
    - which it is committed to pay
 in the *partner contract* before the date the termination certificate is issued under this contract.
- The assessment uses as the Aggregated Total of the Prices the sum of
- the total of
    - the lump sum price for each activity which has been completed and
    - a proportion of the lump sum price for each incomplete activity which is the proportion of the work in the activity which has been completed
 and
  - the total of
    - the lump sum price for each activity which has been completed and
    - a proportion of the lump sum price for each incomplete activity which is the proportion of the work in the activity which has been completed
 in the *partner contract* before the date the termination certificate is issued under this contract.

Add:

11.2(25) The Aggregated Total of the Prices is sum of

- the total of the Prices and
- the total of the Prices in the partner contract

11.2(26) The Aggregated Price for Service Provided to Date is the sum of

- the Price for Service Provided to Date and
- the Price for Service Provided to Date or the Price for Work Done to Date in the partner contract.

**Z23 Linked contracts**

Issues requiring redesign or rework on this contract due to a fault or error of the *Consultant* will neither be an allowable cost under this contract or any subsequent contract, nor will it be a Compensation event under this contract or any subsequent contract under this project or programme.

**Z24 Requirement for Invoice**

Add the following sentence to the end of clause 51.1:  
The Party to which payment is due submits an invoice to the other Party for the amount to be paid within one week of the *Service Manager's* certificate.

Delete existing clause 51.2 and replace with:

51.2 Each certified payment is made by the later of

- one week after the paying Party receives an invoice from the other Party and
- three weeks after the assessment date, or, if a different period is stated in the Contract Data, within the period stated.

If a certified payment is late, or if a payment is late because the *Service Manager* has not issued a certificate which should be issued, interest is paid on the late payment. Interest is assessed from the date by which the late payment should have been made until the date when the late payment is made, and is included in the first assessment after the late payment is made

**Z25 Risks and insurance**

The *Consultant* is required to submit insurances annually as Clause Z4 of the Framework Agreement

## Secondary Options

### OPTION X2: Changes in the law

The *law of the project* is the law of England and Wales, subject to the jurisdiction of the courts of England and Wales

### OPTION X18: Limitation of liability

The *Consultant's* liability to the *Client* for indirect or consequential loss is limited to

£1,000,000.00

The *Consultant's* liability to the *Client* for Defects that are not found until after the *defects date* is limited to

£5,000,000

The *end of liability date* is 6 years after the  
Completion of the whole of the *service*

### OPTION X20: Key Performance Indicators (not used with Option X12)

The *incentive schedule* for Key Performance Indicators is in Schedule 17

A report of performance against each Key Performance Indicator is provided at intervals of

3 months

### Y(UK)2: The Housing Grants, Construction and Regeneration Act 1996

The period for payment is 14 days after the date on which payment becomes due

### Y(UK)3: The Contracts (Rights of Third Parties Act) 1999

term *beneficiary*

not used

**Part Two - Data provided by the Consultant**

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

**1 General**

The *Consultant* is  
Name

Address for communications

Address for electronic communication

The *fee percentage* is



The *key persons* are

Name (1)  
Job  
Responsibilities  
Qualifications  
Experience

Name (2)  
Job  
Responsibilities  
Qualifications  
Experience

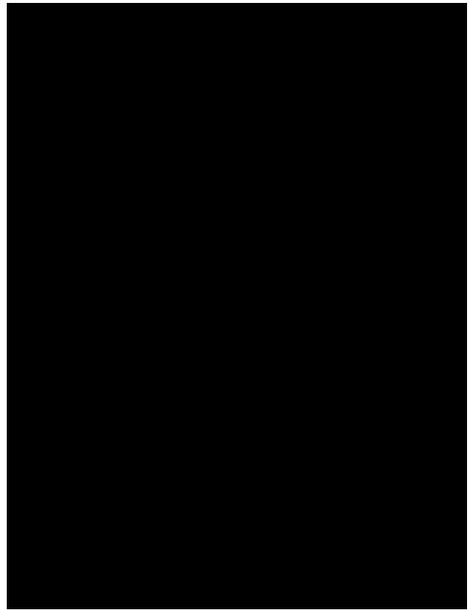
Name (3)  
Job  
Responsibilities  
Qualifications  
Experience

Name (4)  
Job  
Responsibilities  
Qualifications  
Experience

Name (5)  
Job  
Responsibilities  
Qualifications  
Experience

Name (6)  
Job  
Responsibilities  
Qualifications  
Experience

Name (7)  
Job



Responsibilities  
Qualifications  
Experience

The following matters will be included in the Early Warning Register  
Stakeholders not being available in new year could provide program

**3 Time**

The programme identified in the Contract Data is

**5 Payment**



The *activity schedule* is  
River Severn Cost Assessment v1.1 - Prepared by Client CCE

**Resolving and avoiding disputes**



Name (2)  
Address for communications

Address for electronic communications

## Contract Execution

### *Client execution*

Signed under hand by

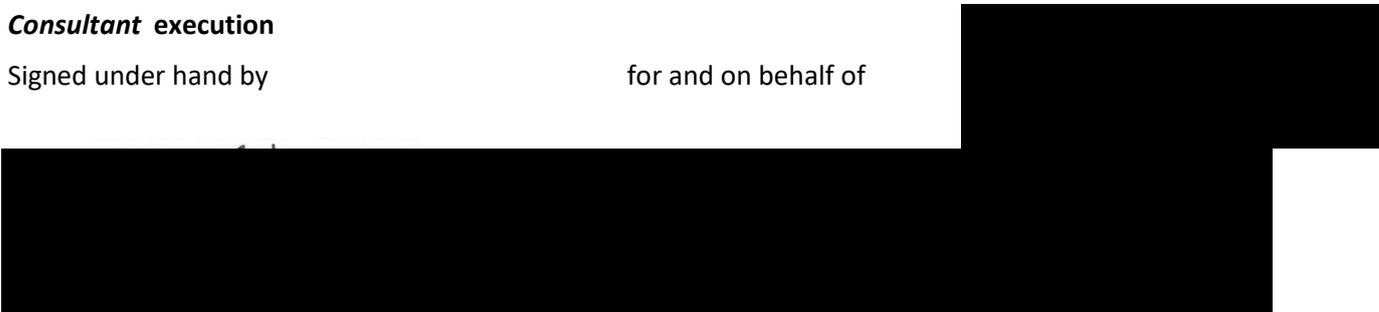


### *Consultant execution*

### *Consultant execution*

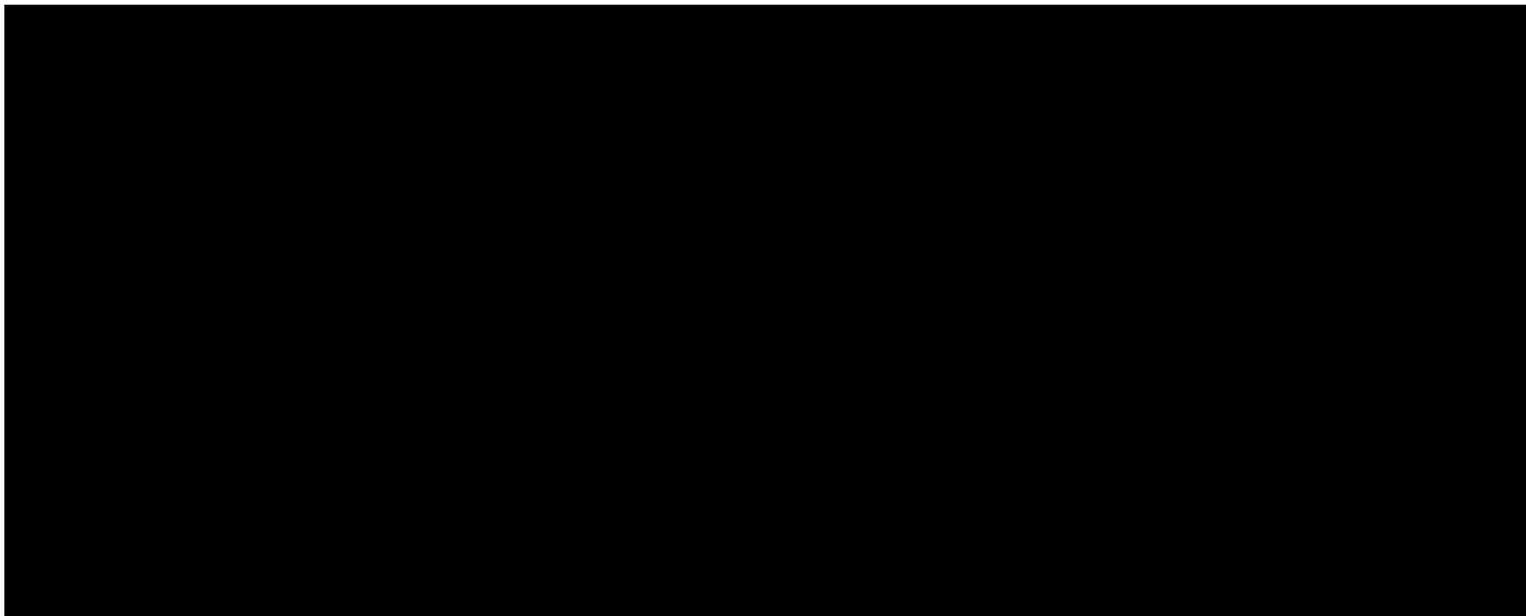
Signed under hand by

for and on behalf of



# PSC Scope template

NEC4 professional services contract (



# NEC4 professional services contract (PSC)

## Scope

### Project / contract Information

Project name	River Severn Partnership Adaptive Pathway Preparatory Plan
Project SOP reference	ENV0002841C
Contract reference	project_31632
Date	30 November 2020
Version number	V3.1
Author	

### Revision history

Revision date	Summary of changes	Version number
27/10/20	First issue	01
06/11/20	Clarity added to text and structure	2
30/11/20	Minor numbering and formatting corrections	3.1

This Scope should be read in conjunction with the version of the Minimum Technical Requirements current at the Contract Date. In the event of conflict, this Scope shall prevail. The *services* are to be compliant with the version of the Minimum Technical Requirements.

Document	Document Title	Version No	Issue date
412_13_SD01	Minimum Technical Requirements	 LIT 13258 - Minimum technical requirement	18/03/2020

## Details of the Scope

Details of the Scope are as follows.

### 1. Description of the work:

#### 1.1. Objective

The objective of this commission is to produce a concise report that outlines the methodology of delivering an Adaptive Pathway Plan for the River Severn Partnership. The service required through this commission, is to undertake preparatory work for an Adaptive Pathway Plan for the River Severn Partnership Area. This initial work will assist with the production of the business case, and development of an Adaptive Pathway Plan to be put in place from 2021.

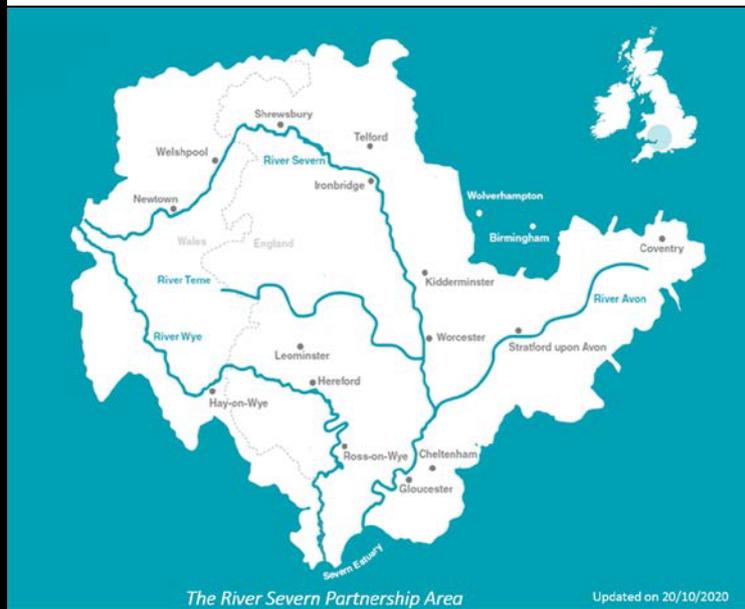
This engagement is to deliver the Partnership's shared ambition:

*"To make the Severn Catchment Britain's most vibrant and resilient river network; where an exceptional quality of life, prosperous local economies and an outstanding natural environment is driven by a programme of innovation to reduce flood risk, secure future water resources and improve and deliver shared natural assets."*

As part of enabling this ambition, in July 2020 the Severn Partnership was one of four areas chosen by Defra Ministers to trial and develop adaptive pathways, and the scope of this commission is to deliver the enabling and planning works required to put an adaptive pathway into action for the area during 2021-26.

The Partnership is taking a system thinking 'source to sea' approach which recognises the unique role of the Severn, Wye, Teme and Warwickshire Avon as Britain's longest river network and the opportunity to drive a long term programme of innovation in environmental infrastructure which will not only support resilience but drive capacity and delivery across wider social and economic objectives.

The delivery of an Adaptive Pathway Plan will require the *Consultant* to use the high level investment plan produced by the Partnership, 'Unlocking opportunities for the Severn Regional Growth Zone'. This recognises the unique role of this river network in driving a unique unifying geography which is shaped by this natural asset and it's role as a foundation and catalyst for resilience, economic prosperity and social wellbeing. The Severn Regional Growth Zone is as shown in the following diagram:



and engagement groups associated with The River Severn

Key themes that will need to be considered by the *Consultant* as a part of this commission are:

- People i.e. improved health and wellbeing.
- Using the river i.e. energy production, land for growth, increased visitor numbers.
- Flooding and Drought
- Housing
- Environment
- Agriculture
- Economy

The preparation of the work for the Adaptive Plan as required by this commission will need to align with the new FCERM strategy the Partnership's work is focused on:

- Delivering a shared holistic approach to water and environmental management, recognising the catchment as a 'system' to underpin existing economic growth work, ensuring it: is sustainable and deliverable, resilient and adaptive to climate change impacts, maximises benefits to enhance the natural environment and helps drive a green recovery
- Driving place based resilience by making the right decisions for sustainable growth, ensuring we move to ways of working: from site-based environmental mitigation to catchment-wide betterment, to a long-term programme of environmental infrastructure which takes into account and underpins wider growth ambitions and to shaping future decision making around growth and development.
- Developing a long-term programme that adapts to the uncertainties around a changing climate and future growth and development by: delivering integrated and multiple benefits across flood risk management, water security, natural capital, carbon offsetting and sequestration, providing a collective infrastructure programme that harnesses opportunities for water and environmental management to drive wider benefits.
- Driving efficiencies by moving from reactive risk management to proactive asset management and reducing pressure on the public purse through piloting new fiscal

models including capturing uplift from an adaptive management approach.

The work will provide the preparatory development stage for a River Severn Partnership Adaptive Pathway Plan. This will provide the planning process to support development of a Business Case in early 2021 in readiness to commence the Adaptive Pathway Plan in April 2021. For the avoidance of doubt, preparation of the business case is outside of the scope of this commission.

This preparatory work must assist with defining the scope and governance for the Adaptive Pathway Plan based on the ambitions of the River Severn Partnership. The Adaptive Pathway Plan for the Severn Regional Growth Zone is seen as a pilot, taking a unique approach, placing resilient growth at the forefront. It will be developed on behalf of the River Severn Partnership, addressing their collective ambitions to deliver environmental, social and economic benefits shared between the partner organisations. Rather than analysing how an acceptable level of risk can be maintained under different growth scenarios, the Plan will identify which enabling water management infrastructure and other consequential development projects unlocked can generate sustainable growth and create climate resilient places. Importantly, the plan will also consider all water infrastructure, not just FCERM infrastructure, taking a system based approach to understand how flood, water supply and water quality influence performance and productivity across the Severn region.

This work would represent key learning towards extending the approaches to developing adaptive pathways in other catchment areas and represent a major contribution to the new FCERM Strategy 2020.

To deliver the plan, work needs to commence now to understand success criteria, processes for analysing different pathways, the necessary data required, and how that data will be managed. This preparatory phase of work will run from December 2020 to the end of March 2021.

This preparatory phase will be an iterative process managed by the *Consultant* and developed with the River Severn Partnership members and wider stakeholders. The number of stakeholders and input of these third parties will be identified by the *Consultant* through this commission. It is acknowledged that the identification of these stakeholders and the input required will evolve throughout this commission and it is for the *Consultant* to manage.

It will provide the robust foundations for delivery of the future Adaptive Pathways Plan between 2021-2027, with the tasks during that time to include reporting and sharing information to strengthen the innovative resilience programme and future thinking around policy and investment programmes.

This preparatory phase will focus on development work which will identify the required engagement, strengthening partnerships, modelling, economic assessments and sources of match funding to contribute to the development of the complete Adaptive Pathway Plan.

The *Consultant* must ensure that this preparatory work supports the Adaptive Pathway Plan for the River Severn Partnership by:

- encompassing the FCERM strategy described above,
- looking to 2100 and focusing on strategic scale investment and approaches to integrated flood, water resource and natural capital management,
- assessing the optimal scenarios and fiscal models for investment for a range of climate and growth scenarios.
- considering a whole catchment approach through including cross border working with Wales.

The management of the commission will be led by the *Consultant*, reporting to the *Client's*

project manager. The *Consultant* is to organise project review meetings for the *Client's* participation and record minutes during the meeting, distributing these meeting minutes to the attendees. The *Consultant* is to attend and participate through presentation (PowerPoint or similar) the River Severn Partnership Board.

## 1.2. Outcome Specification

The Outcome required from this service is for the *Consultant* to undertake the following five tasks, and summarise the resulting information in a report.

### **1. Outline a targeted framework approach with an overarching ambition that defines targets and success factors**

The *Consultant* shall:

- identify the aims of adaptive pathways in relation to the overarching ambition of strong regional economic performance for the Severn Regional Growth Zone.
- develop the targeted framework approach through the development of targets and success factors for an Adaptive Pathway Plan, including for the enabling water and flood risk management infrastructure which will unlock the aims of the adaptive pathways.
- analyse different projects both individually and collectively to understand how effectively they contribute towards the targets, and under what future conditions they should be implemented.
- identify the required engagement, strengthening partnerships, modelling, economic assessments and sources of match funding.
- work alongside the *Client* and partners with academic / research expertise, for example at the Water, Environment and Communities Research Centre at Birmingham City University, where there will also be opportunities for developing learning from this work.
- support the *Client* in stakeholder engagement and analysis to facilitate this task.

### **2. Generating and agreeing the methodology for how the River Severn Partnership will define the adaptive pathways**

The *Consultant* shall:

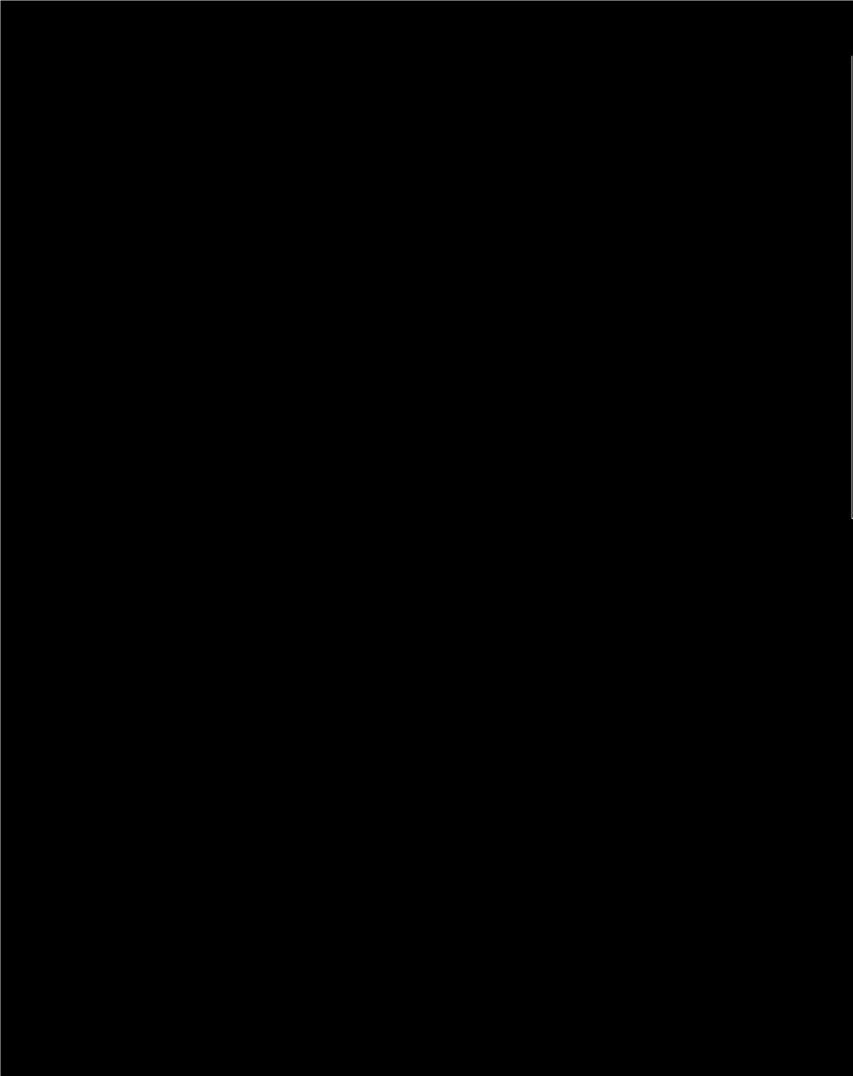
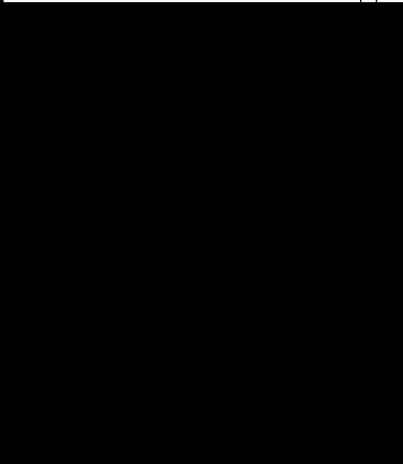
- generate, agree and document the methodology and decision making protocols that will enable adaptive pathways to be developed and defined.
- consider international best practice to ensure these decision making processes draw on leading thinking.
- produce the following outputs:
  - i. A Scope of Work for an Adaptive Pathway Plan
  - ii. A Governance structure for an Adaptive Pathway Plan
  - iii. A strategic delivery programme including the software to be used and the level of detail to be included, in a format to be agreed with the *Client*
  - iv. An outline resource schedule to deliver the targeted framework proposed.
  - v. A clear methodology for the delivery of an Adaptive Pathways Plan.
  - vi. The methodology by which the adaptive plan can produce the data required for future Business Cases.

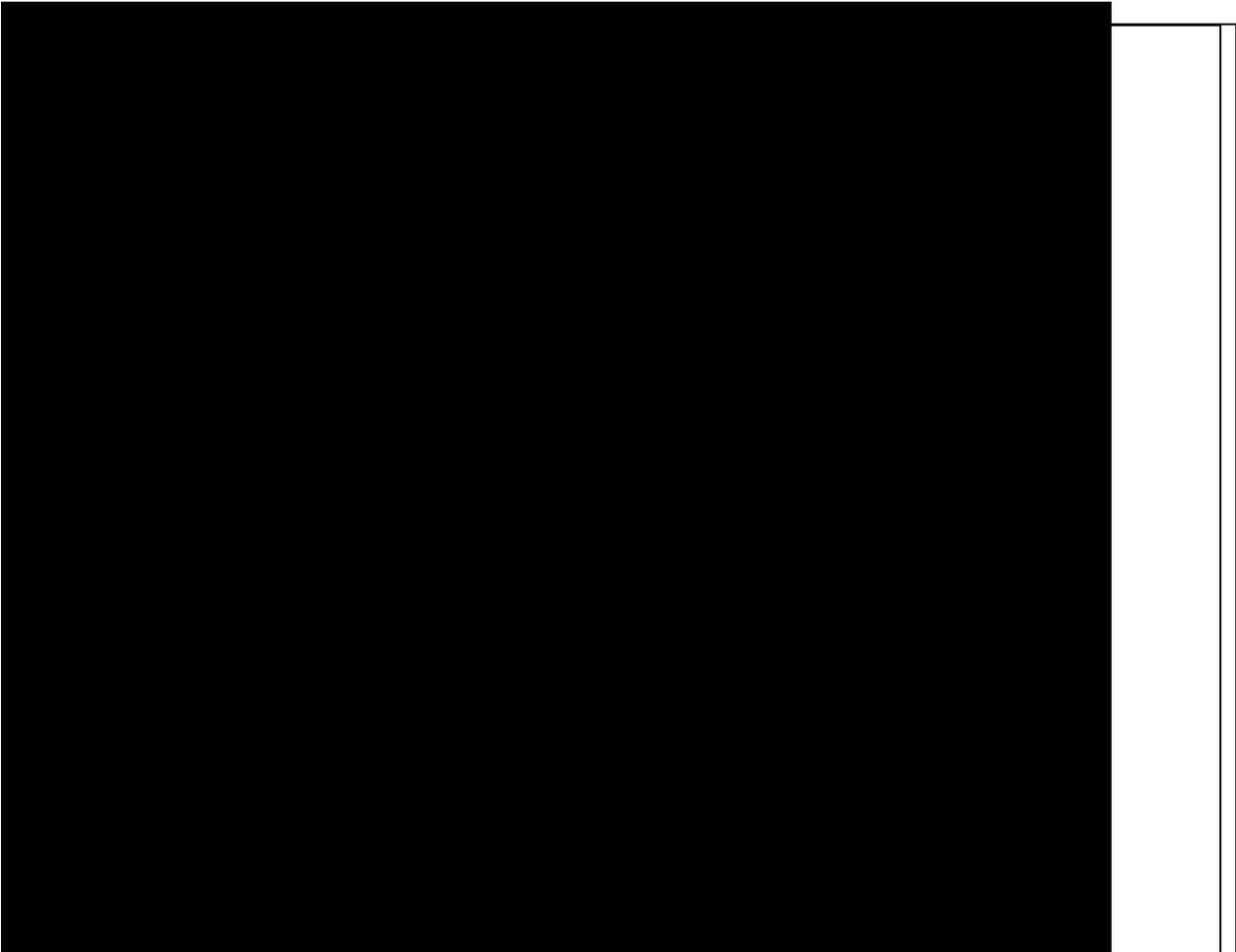
### 3. Defining the high level triggers

The *Consultant* shall:

- define the high level triggers to indicate when to change path in the future, and assist in decision making
- identify how the *Client* and Partnership should monitor progress and the triggers to be able to respond appropriately

### 4. Identifying the required data

- 
- identify and define the data requirements across time and into the future that are required to develop an Adaptive Pathways Plan. This may include identification of data not readily available.  
identify the source of the data required for an Adaptive Pathways Plan.
  - identify critical data gaps in the existing data held by the *Client* and other members of the River Severn Partnership for an Adaptive Pathways Plan
  - provide in the final report a proposed method, and accompanying schedule, professional fees and disbursements associated with addressing these critical data gaps.
  - identify and obtain available information, and provide suggestions for future useful sources or datasets. Some forms of the data to be considered may be provided by
- 
- 



## **5. Identifying the data management systems required**

The *Consultant* shall:

- set out the requirements and specification for a data management system, that enables data for the Adaptive Pathways Plan to be effectively managed, stored and manipulated.

2. Service required:

- a) The *Consultant* shall organise and chair project review meetings, record minutes during the meeting and distributing these meeting minutes to the attendees. The *Consultant* is to attend and participate through presentation (PowerPoint or similar) the River Severn Partnership Board. It is anticipated that these meetings will be two hour long, virtual meetings, which are to be arranged at a time and schedule agreed with the *Client*. These meetings shall include two River Severn Partnership Programme Boards for the purpose of reporting and updating to the Board progress of this commission, and five project meetings to discuss with the *Client* progress, future work, support required, and decisions to be made. These meetings are set out with an indicative programme in Table 1 below.

Date/ frequency	Activity	Description	<i>Consultant's</i> Role
[REDACTED]	[REDACTED]	Sharing initial thinking with River Severn Partnership Programme Board	Attendance and Presentation
		Draft outputs to River Severn Partnership Programme Board	Attendance and Presentation
Every 4 weeks (5 meetings total)	Project Review meeting	Update <i>Client</i> on progress, future work, support required, decisions, forecast costs and programme. To include the presentation of the draft and final reports.	Organise, Chair and record minutes, which are to be distributed by the <i>Consultant</i> .  Attendance and presentation

Table 1 – indicative programme for meetings.

- b) The *Consultant* is to take meeting minutes which are to be distributed to the *Client* and meeting attendees within 2 weeks of the meeting date.
- c) The *Consultant* shall propose for acceptance by the *Client* the outcomes specified in section 1.2, to be included in a report.
- d) The *Consultant* shall propose and gain acceptance from the *Client* for the form of the draft and final reports, identifying the form of mapping, diagrams and tables for delivery. This data must be presented in formats that are accessible to all members of the Partnership, and compatible with *Client* software.
- e) On achieving sub-clause 2(d), the *Consultant* shall provide one draft and one final report. The reports present the findings of the commission in a written report with mapping to illustrate data coverage and gaps, diagrams and tables to set out resourcing needs and the future programme of work, and a clear record of engagement and learning to date, for the delivery of an Adaptive Pathways Plan for the River Severn Partnership.

3. Constraints on how the *Consultant* provides the *services*:

- a) The *Consultant* shall ensure that appropriate use is made of existing data provided by the *Client* or publicly available to avoid duplicating work already undertaken.
- b) The *Consultant* shall ensure the service is undertaken and completed by 31<sup>st</sup> March 2021.
- c) The *Consultant* is to provide the *Client* draft and final reports in a format accessible to all stakeholders and River Severn Partnership members including the ability to be presented on a project website.

4. Exclusions

The *Consultant* is not required to collect the data identified by the critical data gap analysis.

5. Specifications or standards to be used:

- a) WRMP24 SG – Adaptive Planning. External Guidance No.: 18645, published 02.09.20.
- b) The draft literature review of adaptive pathway approaches in FCERM conducted by Woods in early 2020.

6. Specific Project Requirements

- a) The *Consultant* is to provide a draft report for *Client* comment w/c 1<sup>st</sup> March 2021 and return to the *Consultant* by w/c 15<sup>th</sup> March, following which the *Consultant* is to provide a final report by 31<sup>st</sup> March 2021 – as set out for clarity in Table 2 below
- b) The *Consultant* will provide project outputs in a format as agreed in sub-clause 2(d).
- c) Reports and processes to be provided by the *Consultant* in Microsoft word, and PDF formats.
- d) All associated research and data gathered by the *Consultant* during the service is to be provided to the *Client* via SharePoint at the end of the contract.

Table 2 – Programme for deliverables

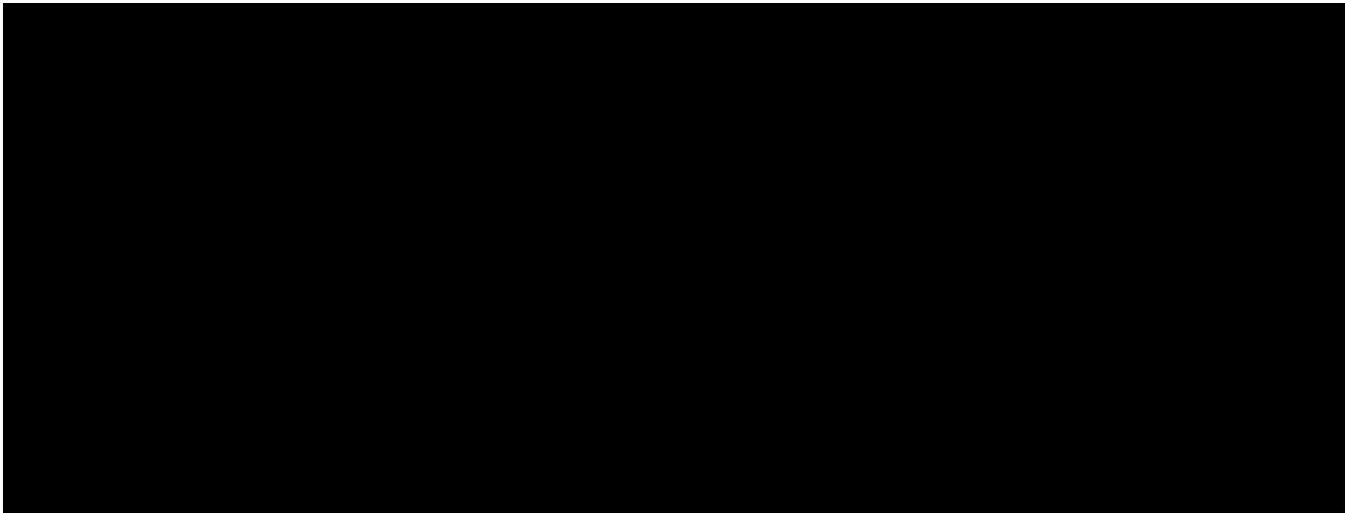
Date	Activity / Stage	Description	<i>Consultant's</i> Role
12/2020	Project Start	Formal project start	N/A
w/c 1 <sup>st</sup> March 2020	Provision of draft report to <i>Client</i>	Draft Report	Delivery of report.
w/c 15 <sup>th</sup> March 2020	Provision of <i>Client</i> comments to <i>Consultant</i> on draft report	Draft Report Comments	Acceptance of comments.
31 <sup>st</sup> March	Provision of final report to <i>Client</i> Project completion	Final Report	Delivery of report.

7. Services and other things provided by the *Client*

- a) As well as the information on data sources provided in 1.2 Outcome Specification, further background information as listed in Appendix A.

- b) During the commission the *Client* will provide the *Consultant* with copies of information exchanged between the River Severn Partnership members, for incorporation or consideration in the plan as necessary.
- c) During the commission the *Client* will provide the *Consultant* with copies of shared guidance and learning through attendance at national [REDACTED] [REDACTED] as a forum to identify common challenges, unlock barriers and offer a constructive forum for the development of pathways in various locations across the country [REDACTED] [REDACTED] [REDACTED] [REDACTED] to allow the *Consultant* to incorporate this thinking and innovation in this commission's report as relevant.

Appendix A Existing Information



## Appendix 1 BIM Protocol – Production and Delivery Table

All *Client* issued information referenced within the Information Delivery Plan requires verifying by the *Consultant* unless it is referenced elsewhere within the *Scope*.

[www.Pow.bim4.info](http://www.Pow.bim4.info)

**You need google chrome for this link to work. Once the table is completed it should be printed for issue in the tender document, so that the correct baseline position can be seen by tenderers and priced.**