

# SERVICE REQUEST FORM

This is a Service Request as defined in the Framework Agreement made between Scape Procure Limited (1) and the Perfect Circle JV Ltd (2) dated 29<sup>th</sup> January 2021 (the 'Agreement'). Except where the context otherwise requires, all terms defined in the Agreement shall have the same meaning in this Service Request.

## GUIDANCE

The Service Request is used to identify the service(s) the Client requires. This form is only contractually binding once the Delivery Agreement has been executed and therefore does not require a signature but acknowledgment only at this stage.

The Service Request should be completed **at the earliest opportunity during pre-engagement activity**, and through one or more discussions between the Client and the Partner **together**.

At the end of pre-engagement activities, the Partner is required to issue a proposal to the Client setting out how they intend to deliver the service required. This will form the basis of the Delivery Agreement (call off contract).

Scape supports digitisation and lean working practices. As such Scape welcomes the use of Partner's systems to produce the attached Service Request Proposal.

The Service Request Proposal includes the following:

- The service needed by the Client and their desired approach to delivery;
- Any further pre-engagement activity required to be undertaken (by each party) to enable the Partner to put forward their proposal and price (Tendered Total);
- Identifies the Client's key value drivers, (including social value and value for money priorities) combined with a comprehensive delivery proposal;
- Sets out the outputs that should have been achieved by the conclusion of the pre-engagement stage.



# SERVICE REQUEST FORM

This Service Request was Acknowledged on: 15/2/2023

## THE PARTIES

The Client

Intellectual Property Office

Address

Concept House,  
Cardiff Road,  
Newport,  
South Wales,  
NP10 8QQ

The Partner

Perfect Circle JV Limited

Address

Halford House  
Charles Street  
Leicester  
LE1 1HA

Client contact name

[Redacted]

Address for electronic communications

[Redacted]

Telephone

[Redacted]

## COMMISSION SUMMARY

Commission Number/Reference 4661-003

Commission Name

Conference Room Refurbishment

Client estimated budget for Commission £66,293.39 + VAT

Client anticipated start for Commission Client anticipated end for Commission

17/02/2023

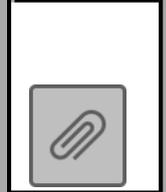
22/12/2023

## COMMISSION DETAILS

*Supplied using the Partner's information systems*

The Service Request is attached here.

Attach



## SUPPORTING INFORMATION

Please upload and append any additional supporting information about the commission here.

| Ref | Item Description                | Attach  |
|-----|---------------------------------|---|
| 002 | IPO Conference room brief Rev 2 |   |
| 003 | Scope of Services               |  |
|     |                                 |   |
|     |                                 |   |
|     |                                 |   |
|     |                                 |   |
|     |                                 |   |
|     |                                 |   |
|     |                                 |   |
|     |                                 |   |



Please select the Approve button below to acknowledge that this Service Request represents an accurate record of pre-engagement discussions, and that you would like the Consultant to proceed with producing a Delivery Agreement based on the proposals contain herein.

Approved by

Client name

[Redacted]

Address for electronic communications

[Redacted]

The Approve button is a DocuSign field that won't show on the completed form however the date field on the first page will show the date the form was acknowledged once the approve button has been selected. You can view the full audit history in the summary sheet within DocuSign.

## Service Request Proposal

Further to recent discussions, please find below a Service Request as defined in the Framework Agreement made between Scape Procure Limited and Perfect Circle JV Ltd dated 29th January 2021.

This Service Request Proposal is formed of 4 parts:

Part A: Outline Service Requirements, which captures your service needs and desired approach,  
Part B: Pre-Engagement Activity Checklist, identifying any activities required to enable our proposal and price to be presented,  
Part C: Detailed Service Requirements, identifying your key value drivers, inc. Social Value and measures of VfM captured within our comprehensive service delivery proposal,  
Part D: Statement of Key Outputs, setting out the deliverables from the pre-engagement stage.

If you are satisfied that this Service Request represents an accurate record of our pre-engagement discussions, and you would like Perfect Circle to proceed with producing a Delivery Agreement based on this proposal, we should be grateful if you would provide your confirmation.

Perfect Circle is a company jointly owned by Pick Everard, Gleeds and AECOM. Our offer is unique in framework experience, with an unrivalled record of teams providing excellence through collaboration. We deliver with an extensive national supply chain formed of SMEs, micro businesses and larger consultancies, ensuring we provide performance managed services through local businesses. Forming an integrated team across Perfect Circle and our approved suppliers allows the broadest project scope to be offered with value for money through one simple and effective contract, providing maximum efficiencies and contributions to economic, environmental and social benefits to achieve the greatest levels of social value.

## Part A - Outline Service Requirements

|   |   |   |  |
|---|---|---|--|
| Client Name   | Intellectual Property Office  |   |  |
| Commission No.  | 4661-003  | Commission Name (Title)                     | Conference Room Refurbishment                          |
| Commission Description                                | The main objective of this scheme is to update their current conference rooms within the Newport office. Currently there are two conference rooms, each of which can be divided. The client wishes the option to be divided remove, AV upgraded and complete new finishes | Commission Postcode                         | NP10 8YJ   |
| Client Contact Name                                   | [Redacted]  | Client Contact Email                        | [Redacted]   |
| Client Contact Position                               |   | Client Contact Telephone Number             | [Redacted]   |
| Lead Partner - CompanyName Pick Everard               |   | Commission Lead Contact Name                | [Redacted]   |
| Commission Lead Contact Email                         | [Redacted]  | Commission Lead Contact Mobile              | [Redacted]   |
| Main Contract Type                                    | Option G (NEC3 Professional Service Contract) - Task Order  | Region                                      | South Wales  |
| Procurement Method                                    | Lump Sum  | Lead Partner's Service Manager (or NEC3 PM) | [Redacted]   |
| Client estimated budget for Commission £              | 66,293.39   | Client anticipated end date                 | 22 Dec 2023  |
| Client anticipated start date                         | 17 Feb 2023   |   |  |
| Has a Client's draft/outline programme been appended? | No  |   |  |
| Other Document Upload 1                               |   |   |  |
| Other Document Upload 2                               |   |   | <a href="#">IPOConferceroombriefRev2.docx (1.3 MB)</a> |
| Other Document Upload 3                               |   | If yes, upload document                     |  |
| Has a Client's Project Brief been appended?           | Yes   |   |  |
| If yes, please provide commentary                     |   |   |  |
| Has a Scheme Layout been appended?                    | No  |   |  |
| Are there Client Proposed Organisations?              | No  |   |  |

Are Pre-Engagement Matters required?

No

## Part C - Detailed Service Requirements

|  |   |
|--|---|
| 1.1 Project Overview/Background  | The Intellectual Property Office (IPO) is the official UK government body responsible for intellectual property (IP) rights including patents, designs, trademarks, and copyright.<br>They have numerous offices around the UK. This scheme is in relation to their Newport office.<br>The client wishes to refurbish their Conference rooms.   |
| 1.2 Objectives/Outcomes  | The scheme objectives are: <ul style="list-style-type: none"> <li>• Comply with Government Workspace Design Guide Rev.3.0,</li> <li>• Provide a space that is flexible for Conferences, Meetings, Learning, Department gatherings, All staff large seminars, Exhibition.</li> <li>• Upgrade AV capabilities,</li> <li>• Make each room one conference room maximizing occupation,</li> <li>• Align the aesthetics from the recent refurbished areas in the IPO building.</li> </ul> |
| 2.0 Health, Welfare, Safety, Environment and Sustainability Considerations | As IPO is a government body any information relating to the building is to be treated sensitively.<br>The elements of work will be occurring within an existing live building.<br>Pick Everard will continue to review Health, welfare, safety, Environment and Sustainability considerations through out the project lifecycle.  |
| 3.0 Value for Money Statement  |   |

The client has selected the following Value Drivers that best match its organisation's key objectives for the successful delivery of the commission. These should be referenced by the Client during any subsequent feedback to gauge whether Value for Money has been achieved.

|                            |   |
|----------------------------|---|
| Value for Money Driver (1) | 1) Speed of appointment and delivery          |
| Value for Money Driver (2) | 2) Access to specialist / local supply chains |
| Value for Money Driver (3) |   |

|                              |  |
|------------------------------|--|
| 4.0 Project Success Criteria | In addition to the Value Drivers identified in section 3.0 above, we also monitor the following Performance Indicators as standard for each commission: <ul style="list-style-type: none"> <li>• Time Predictability</li> <li>• Cost Predictability</li> <li>• Local Spend – Percentage of total spend within 20 miles of Client office/site</li> <li>• SME Engagement - Percentage of appointments with SME's compared with total number of Supply Chain appointments</li> <li>• SME Spend - Percentage spend with SME's compared with total spend with Supply Chain</li> <li>• Fair Payment - Payment of Supply Chain within Government Fair Payment guidelines</li> <li>• Client Satisfaction</li> <li>• Supply Chain Satisfaction</li> </ul> |
|------------------------------|--|

### 5.0 Social Value

The Public Services (Social Value) Act 2012 for England and Wales requires all public bodies to consider how the services they commission and procure might improve the economic, social and environmental wellbeing of the area for which they are responsible.

We recognise that we have a responsibility to the environment, the communities within which we work, our own people, our supply chain and society. Perfect Circle's business management systems are fully compliant with the Public Sector (Social Value) Act 2012 and social value is an integral part of Perfect Circle's approach and operations. Perfect Circle collect data in the following areas as part of our business-as-usual activities.

- Local spend on projects, reporting on spend within 20 miles of commissions - our target is 45% of the commission value to be within that 20 miles
- Small and Medium (SME) spend, targeting greater engagement of SME's in our supply chain - our target is 85% of spend with our supplier chain to be SME suppliers
- Fair payment, ensuring we pay our supply chain within 19 days of receipt of invoices - our target is 100% of our invoices to be paid within 19 days

Is the Client interested in setting TOMS targets?      No

TOMS Outcome No      Having discussed with the client whether they wish us to augment our Social Value offering by setting up to 5 additional metrics against the National Data Set of TOMs (Themes, Opportunities, Measures), we confirm that additional measures are not required on this commission.

## TOMS Measures

|            |   |              |        |   |                          |                               |
|------------|---|--------------|--------|---|--------------------------|-------------------------------|
| NT Ref (1) | NT18 - Total amount (£) spent in LOCAL supply chain through the contract                              | Comments (1) | Unit £ | SV [Redacted]<br>Prox<br>y<br>Valu      | Target [Redacted]<br>(1) | SV [Redacted]<br>Add £<br>(1) |
| NT Ref (2) | NT19 - Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs) | Comments (2) | Unit £ | SV [Redacted]<br>Prox<br>y<br>Valu<br>e | Target [Redacted]<br>(2) | SV [Redacted]<br>Add £<br>(2) |
| NT Ref (3) | NT61 - Fair Payment - Percentage of invoices on the contract paid within 30 days                      | Comments (3) | Unit % | SV 0.00<br>Prox<br>y<br>Valu<br>e       | Target 0<br>(3)          | SV 0.00<br>Add £<br>(3)       |
| NT Ref (4) |   | Comments (4) | Unit   | SV<br>Prox<br>y<br>...                  | Target<br>(4)            | SV 0.00<br>Add £<br>(4)       |
| NT Ref (5) |   | Comments (5) | Unit   | SV<br>Prox<br>y<br>...                  | Target<br>(5)            | SV 0.00<br>Add £<br>(5)       |
| NT Ref (6) |   | Comments (6) | Unit   | SV<br>Prox<br>y<br>...                  | Target<br>(6)            | SV 0.00<br>Add £<br>(6)       |
| NT Ref (7) |   | Comments (7) | Unit   | SV<br>Prox<br>y<br>...                  | Target<br>(7)            | SV 0.00<br>Add £<br>(7)       |
| NT Ref (8) |   | Comments (8) | Unit   | SV<br>Prox<br>y<br>...                  | Target<br>(8)            | SV 0.00<br>Add £<br>(8)       |
|            |   |              |        |   |                          | SV (£) [Redacted]<br>Total    |

## 6.0 Detailed Scope of Services

6.1 Description of the Services to be Provided Team to produce design to refurbish existing conference rooms within IPO Newport office. Full scope of service detailed in appendix A.

6.2 Service / Price Exclusions Design team to produce design to refurbish existing conference rooms within IPO Newport office. Full scope of service detailed in appendix A.

Scheme involves existing conferences rooms and immediate lobbies to conference rooms only.

Price only includes for one number measured building survey of conference rooms.

Excludes any costs associated with Building Control.

6.3 Key Stakeholders, Consultations and Interdependencies IPO Estates Office  
IPO Sustainability Office  
Building users (managed by estates)

## 6.4 Summary of Services at Each Project Stage

The services and suppliers proposed for this project are summarised below. In addition, we have indicated the procurement route that is intended to be adopted for each service.



| Non Core Services         |                                       |     |     |     |     |     |     |    |                            |
|---------------------------|---------------------------------------|-----|-----|-----|-----|-----|-----|----|----------------------------|
| Non Core Service ^        | Non Core Supplier                     | 0-1 | 2   | 3   | 4   | 5   | 6   | 7  | Non Core Procurement Route |
| <u>Principal Designer</u> | Sophem Limited T/A Inspire Architects | No  | Yes | Yes | Yes | Yes | Yes | No | SFR                        |

\* use RIBA stages 0-1 for non-construction projects

Supply Chain Procurement routes available through the framework:

|     |  |
|-----|--|
| SFR | Scape Framework Rates  |
| AFR | Alternative Framework Rates  |
| CPO | Client Proposed Organisation using rates agreed with the Client              |
| CT  | Competitive tender with 3 or more suppliers                                  |
| BM  | Negotiation with a single provider, using an alternative benchmark mechanism |
| OB  | Adopting an Open book arrangement with a single provider                     |
| CPS | Client determines that a Preferred Supplier's fee offers value for money     |

Clients should be aware that in order for Perfect Circle to engage Client Proposed Organisations you are acknowledging in approving this Service Request that;

- You requested that Perfect Circle appoint the proposed organisation(s).
- You are aware that the fees of the proposed organisation(s) are not in line with the Framework Agreement but nonetheless you are content that these offer value for money.
- You have undertaken your own technical, commercial, and legal due diligence for the appointment of the proposed organisation(s).
- The appointment of a Client Proposed Organisation(s) shall only be permitted when other Services are procured through the Partner and/or its Preferred Partner(s). Sole appointment of a Client Proposed Organisation shall not be permitted unless otherwise agreed by Scape.
- Perfect Circle's appointment of a Client Proposed Organisation(s) will be conditional on the supplier:
  - Meeting our approval criteria (insurances/ISOs/H&S etc).
  - Agreeing to the terms of the SCAPE Consultancy Framework Agreement in all other respects by way of a Consultancy Agreement with Perfect Circle that is back-to-back with the main contract with you.
  - Providing a Collateral Warranty to you.
- If the risks associated with the appointment of any such organisation(s) are considered unacceptable then Perfect Circle may refuse to appoint that organisation.

6.5 Sub-consultant Selection and Competitive Tender Award Criteria  
 Sophem Limited T/A Inspire Architects & McCann & Partners Ltd have been selected by both Perfect Circle and the Client to undertake their services on this Project, using Scape Framework Rates.

6.6 Appointment of Principal Designer  
 The role of Principal Designer will be undertaken by Inspire Architects as indicated in the table of non-core services above.

7.0 Delivery Team  
 [Redacted] - Pick Everard Project Manager  
 [Redacted] - Cost Management Director  
 [Redacted] - Inspire Architects  
 [Redacted] - McCanns MEP designer,

Delivery Team - document upload

## 8.0 Delivery Programme

Our proposed delivery programme is as follows:

Would you like to upload your own Project Programme  No

### Delivery Programme

There are no records to display.

9.0 Schedule of Deliverables Completion of Conference room refurbishment, including AV installation .

RIBA Stages 1 - 6, including:

- Brief creation,
- Initial Cost plan,
- Design Team Meetings,
- Progress Meetings,
- Cost Management through out scheme

10.0 Design Specifications and Comply with Government Workspace Design Guide Rev.3.0, which the Client has requested all parties to work to.  
Technical/Quality/Regulatory Standards

11.0 BIM Requirements and Document Control Standard level of BIM applies. All data and contract information will be held on Pick Everard's business management system.

12.0 Client Acceptance Criteria Two functional refurbished conference rooms.

13.0 Risks and Opportunities Risk:  
- Existing building with limited as built information.  
- Live Building.  
- Client's Budget.  
- Availability of Contractors.

14.0 Prerequisites, assumptions and constraints Information on the scheme is to be treated as confidential.  
There maybe overlap in IPO Decarbonation contract in regards to design works.  
It is assumed there will be no requirement for Planning approval for the required works.  
It is assumed the scheme will not require any Fire Stopping or Asbestos removal.

15.0 Requirements for Surveys, Investigations and Third-Party Historic Data Any available as built information relating to the area of works.



### Time Charges

|           | Project Manager | Quantity Surveyor | Architect  | Building Surveyor | Electrical Engineer | Mechanical Engineer | Structural Engineer | Commercial Surveyor | Non Core   | Total Fee  |
|-----------|-----------------|-------------------|------------|-------------------|---------------------|---------------------|---------------------|---------------------|------------|------------|
| 0         | 0.00            | 0.00              | 0.00       | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00       | 0.00       |
| 1         | [Redacted]      | [Redacted]        | 0.00       | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | 0.00       | [Redacted] |
| 2         | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 3         | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 4         | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 5         | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 6         | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | 0.00       | [Redacted] |
| 7         | 0.00            | 0.00              | 0.00       | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00       | 0.00       |
| Sub Total | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | [Redacted] | [Redacted] |

### Total Charges

|       | Project Manager | Quantity Surveyor | Architect  | Building Surveyor | Electrical Engineer | Mechanical Engineer | Structural Engineer | Commercial Surveyor | Non Core   | Total Fee  |
|-------|-----------------|-------------------|------------|-------------------|---------------------|---------------------|---------------------|---------------------|------------|------------|
| 0     | 0.00            | 0.00              | 0.00       | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00       | 0.00       |
| 1     | [Redacted]      | [Redacted]        | 0.00       | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | 0.00       | [Redacted] |
| 2     | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 3     | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 4     | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 5     | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | [Redacted] | [Redacted] |
| 6     | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | 0.00       | [Redacted] |
| 7     | 0.00            | 0.00              | 0.00       | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00       | 0.00       |
| Total | [Redacted]      | [Redacted]        | [Redacted] | 0.00              | 0.00                | [Redacted]          | 0.00                | 0.00                | [Redacted] | [Redacted] |

### Escalators

|               | Project Manager | Quantity Surveyor | Architect | Building Surveyor | Electrical Engineer | Mechanical Engineer | Structural Engineer | Commercial Surveyor | Non Core | Total Fee |
|---------------|-----------------|-------------------|-----------|-------------------|---------------------|---------------------|---------------------|---------------------|----------|-----------|
| Contract Lead | 0.00            | 0.00              | 0.00      | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00     | 0.00      |
| Supervision   | 0.00            | 0.00              | 0.00      | 0.00              | 0.00                | 0.00                | 0.00                | 0.00                | 0.00     | 0.00      |

### Disbursements

There are no records to display.

## 16.2 Time Charge Schedule

The calculation of time charge fees is based on an hourly rate by grade and the number of hours allocated. As may be appropriate, in the description for each line we have provided a description as to how these two variables have been used.

| Time Charges       |   |                                   |            |                    |  |                             |                        |             |  |
|--------------------|---|-----------------------------------|------------|--------------------|--|-----------------------------|------------------------|-------------|--|
| Discipline ^       | Supplier                                      | If Non-Core, please state Service | RIBA Stage | Enter Task Details | Staff Grade  | Estimated Duration in Hours | Hourly Rate (ex VAT) £ | Total Fee £ |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 2          | Stage 2 duties     | Associate/Principal Consultant or 15yrs + experience           | 10.00                       | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 2          | Stage 2 duties     | Consultant or 5 - 10yrs experience                             | 12.00                       | [Redacted]             | [Redacted]  |  |
| > <u>Architect</u> | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 2          | Stage 2 duties     | Senior Technician - Technician qualified and < 5yrs experience | 9.50                        | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 2          | Stage 2 duties     | Technician - no qualification and < 5yrs experience            | 5.50                        | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 3          | Stage 3 duties     | Senior Consultant or 10 - 15yrs experience                     | 5.00                        | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 3          | Stage 3 duties     | Consultant or 5 - 10yrs experience                             | 6.50                        | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 3          | Stage 3 duties     | Senior Technician - Technician qualified and < 5yrs experience | 11.00                       | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 3          | Stage 3 duties     | Technician - no qualification and < 5yrs experience            | 15.00                       | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 4          | Stage 4 duties     | Senior Consultant or 10 - 15yrs experience                     | 5.00                        | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 4          | Stage 4 duties     | Senior Technician - Technician qualified and < 5yrs experience | 11.00                       | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 4          | Stage 4 duties     | Senior Technician - Technician qualified and < 5yrs experience | 11.00                       | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 4          | Stage 4 duties     | Technician - no qualification and < 5yrs experience            | 15.00                       | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 5          | Stage 5 duties     | Senior Consultant or 10 - 15yrs experience                     | 5.00                        | [Redacted]             | [Redacted]  |  |
| <u>Architect</u>   | Sophem Limited<br>T/A<br>Inspire<br>Architect |                                   | 5          | Stage 5 duties     | Consultant or 5 - 10yrs experience                             | 6.50                        | [Redacted]             | [Redacted]  |  |

|                            |  |                    |   |  |  |        |            |            |
|----------------------------|--|--------------------|---|--|--|--------|------------|------------|
| <u>Architect</u>           | Sophem Limited<br>T/A<br>Inspire Architect |                    | 5 | Stage 5 duties   | Senior Technician - Technician qualified and < 5yrs experience | 11.00  | [Redacted] | [Redacted] |
| <u>Architect</u>           | Sophem Limited<br>T/A<br>Inspire Architect |                    | 5 | Stage 5 duties   | Technician - no qualification and < 5yrs experience            | 15.00  | [Redacted] | [Redacted] |
| <u>Architect</u>           | Sophem Limited<br>T/A<br>Inspire Architect |                    | 6 | Stage 6 duties   | Senior Consultant or 10 - 15yrs experience                     | 3.00   | [Redacted] | [Redacted] |
| <u>Architect</u>           | Sophem Limited<br>T/A<br>Inspire Architect |                    | 6 | Stage 6 duties   | Technician - no qualification and < 5yrs experience            | 6.00   | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 1 | Riba stages 1-3  | Senior Consultant or 10 - 15yrs experience                     | 144.00 | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 1 | Stage 4 duties   | Senior Technician - Technician qualified and < 5yrs experience | 3.00   | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 4 | Stage 4 duties   | Senior Consultant or 10 - 15yrs experience                     | 54.00  | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 4 | Stage 4 duties   | Director/Partner   | 5.00   | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 4 | Stage 4 duties   | Technician - no qualification and < 5yrs experience            | 2.00   | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 5 | Stage 5 duties   | Director/Partner   | 5.00   | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 5 | Stage 5 duties   | Senior Consultant or 10 - 15yrs experience                     | 54.00  | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 5 | Stage 5 duties   | Technician - no qualification and < 5yrs experience            | 2.00   | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 6 | Stage 6 duties   | Director/Partner   | 1.00   | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 6 | Stage 6 duties   | Senior Consultant or 10 - 15yrs experience                     | 59.50  | [Redacted] | [Redacted] |
| <u>Mechanical Engineer</u> | McCann & Partners Ltd                      |                    | 6 | Stage 6 duties   | Senior Technician - Technician qualified and < 5yrs experience | 70.00  | [Redacted] | [Redacted] |
| <u>Non-Core</u>            | Sophem Limited<br>T/A<br>Inspire Architect | Principal Designer | 2 | Review and collate existing info & Identify Key project risks  | Director/Partner   | 3.00   | [Redacted] | [Redacted] |
| <u>Non-Core</u>            | Sophem Limited<br>T/A<br>Inspire Architect | Principal Designer | 3 | Develop draft health & safety plan and review other consultants information  | Director/Partner   | 2.50   | [Redacted] | [Redacted] |
| <u>Non-Core</u>            | Sophem Limited<br>T/A<br>Inspire Architect | Principal Designer | 4 | Prepare Precon information, Prepare access and Maintenance strategy  | Associate/Principal Consultant or 15yrs + experience           | 5.50   | [Redacted] | [Redacted] |
| <u>Non-Core</u>            | Sophem Limited<br>T/A<br>Inspire Architect | Principal Designer | 5 | • Review construction phase plan (prepared by the contractor) • Review implementation of H&S measures prescribed in the pre-construction information | Senior Consultant or 10 - 15yrs experience                     | 4.00   | [Redacted] | [Redacted] |

|                            |              |   |                 |  |        |            |            |
|----------------------------|--------------|---|-----------------|--|--------|------------|------------|
| <u>Project Manager</u>     | Pick Everard | 1 | Stage 1 duties  | Consultant or 5 - 10yrs experience                             | 8.00   | [Redacted] | [Redacted] |
| <u>Project Manager</u>     | Pick Everard | 2 | Stage 2 duties  | Consultant or 5 - 10yrs experience                             | 24.00  | [Redacted] | [Redacted] |
| <u>Project Manager</u>     | Pick Everard | 3 | Stage 3 duties  | Consultant or 5 - 10yrs experience                             | 40.00  | [Redacted] | [Redacted] |
| <u>Project Manager</u>     | Pick Everard | 4 | stage 4 duties  | Consultant or 5 - 10yrs experience                             | 48.00  | [Redacted] | [Redacted] |
| <u>Project Manager</u>     | Pick Everard | 5 | Stage 5 duties  | Consultant or 5 - 10yrs experience                             | 128.00 | [Redacted] | [Redacted] |
| <u>Project Manager</u>     | Pick Everard | 6 | Stage 6 duties  | Consultant or 5 - 10yrs experience                             | 20.00  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 1 | Stage 1 duties  | Associate/Principal Consultant or 15yrs + experience           | 15.00  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 1 | Stage 1 duties  | Senior Technician - Technician qualified and < 5yrs experience | 22.50  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 2 | Stage 2 duties  | Associate/Principal Consultant or 15yrs + experience           | 10.00  | [Redacted] | [Redacted] |
| › <u>Quantity Surveyor</u> | Pick Everard | 2 | Stage 2 duties  | Consultant or 5 - 10yrs experience                             | 19.50  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 3 | Stage 3 duties  | Associate/Principal Consultant or 15yrs + experience           | 15.00  | [Redacted] | [Redacted] |
| › <u>Quantity Surveyor</u> | Pick Everard | 3 | Stage 3 duties  | Consultant or 5 - 10yrs experience                             | 34.00  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 4 | Stage 4 duties  | Associate/Principal Consultant or 15yrs + experience           | 20.00  | [Redacted] | [Redacted] |
| › <u>Quantity Surveyor</u> | Pick Everard | 4 | Stage 4 duties  | Consultant or 5 - 10yrs experience                             | 55.50  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 5 | Stage 5 duties  | Associate/Principal Consultant or 15yrs + experience           | 10.00  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 5 | Stage 5 duties  | Consultant or 5 - 10yrs experience                             | 36.50  | [Redacted] | [Redacted] |
| <u>Quantity Surveyor</u>   | Pick Everard | 6 | Stage 6 duties  | Associate/Principal Consultant or 15yrs + experience           | 5.00   | [Redacted] | [Redacted] |
| › <u>Quantity Surveyor</u> | Pick Everard | 6 | Stage 6 details | Consultant or 5 - 10yrs experience                             | 7.00   | [Redacted] | [Redacted] |

Where non-core services are provided by our Perfect Circle Partners and Suppliers that have been priced using the hourly rates from the Scape Framework Agreement, value for money is achieved as these rates have been the subject of a significant competitive tender process.

Use of teams from our JV and Preferred Partners, in favour of external suppliers, brings added value to projects in terms of a more efficient team engagement and briefing process, since the teams sit within the same organisations and they have experience of working together.

### 16.3 External Consultancy Costs

The below table provides a summary of those Suppliers who have been selected to undertake services that have been procured using 'external' non-framework rates, as referenced in section 6.4 above

#### External Consultancy

There are no records to display.

## 17 Delivery Agreement Professional Services Contract Model

17.0 Delivery Agreement Professional Service Contract Model. A description of the contracting options available to you can be found in Appendix B. We are proposing that this appointment is placed using the following:

### Appendix A

Scope of Services Lot 1

[IPOConfenceroomScopeofservices.docx \(27 KB\)](#)

### Appendix B

## NEC Professional Services Contract Options

### Introduction

Services provided by Perfect Circle JV Limited (the Consultant) to Clients using the Consultancy Framework shall (unless otherwise directed by Scape) be based on the terms of one of four Model Delivery agreements. Perfect Circle JV Ltd will in turn enter into an agreement with each Supplier providing the services, under which the delivery Agreement obligations are "stepped down".

The four Model Delivery Agreements available are:

- 1: NEC4 Professional Services Short Contract (PSSC)- Short Service Delivery Agreement
- 2: NEC4 Professional Services Contract (PSC) Option A - Priced Contract with Activity Schedule
- 3: NEC4 Professional Services Contract (PSC) Option C - Target Contract
- 4: NEC3 Professional Service Contract Option G - Term Service Delivery Agreement

A commission that does not have an engrossed Delivery Agreement between Perfect Circle JV Ltd and the Client is non-compliant.

### 1: NEC4 Professional Services Short Contract (PSSC)

The PSSC is simplified version of the Professional Services Contract which is suitable for less complex appointments.

The PSSC is for use on commissions that impose only low risks on both the client and the Consultant.

### 2: NEC4 Professional Services Contract (PSC) - Option A

#### Priced Contract with Activity Schedule

A lump sum priced contract, in which the risks of being able to provide the service at the agreed prices in the Activity Schedule are largely borne by the Consultant.

The Client carries some risk through the compensation event procedures.

This contract is only used when the scope of work at tender stage is fully known and capable of being priced and programmed.

This option should also be used where the prices are based on the cost of construction (percentage fee). Please note the consultant fees vary in accordance with the construction cost.

### 3: NEC4 Professional Services Contract (PSC) - Option C

#### Target Contract

A target fee contract in which the financial risks (savings or over-spend) are shared by the Client and the Consultant.

The Consultant's share percentages and the share ranges are:

| Share range      | Consultant's Share Percentage |
|------------------|-------------------------------|
| Less than 95%    | 10%                           |
| From 95% to 100% | 40%                           |

|                     |      |
|---------------------|------|
| From 100% to 102.5% | 40%  |
| Greater than 102.5% | 100% |

This contract can only be used when good estimates of scope and price can be made at tender stage or where the cost of construction (percentage fee) is used to set the target.

Also used when the scope of work is finalised after some initial work is undertaken under through a PSSC time charge arrangement, or similar. The target is adjusted for compensation events other than changes in Scope approved by the Client which are proposed by the Consultant which reduce the total Time Charge. This provides an incentive to Consultants to propose changes to reduce costs.

## 4: NEC3 Professional Service Contract Option G

### Term Contract

Provides the ability to agree a long-term call-off arrangement using Task Orders.

Option G contains options for time charge and lump sum fee arrangements. The tasks must be defined in the Task Schedule and Delivery Agreement.

This type of contract lends itself to a programme of works where the same contract terms apply for all orders. The Task Schedule should define the projects, the anticipated services required and an outline budget and programme

### Summary

For each of the above model contracts, Scape has prescribed through the Framework Agreement several Optional clauses, the inclusion or otherwise is at the discretion of Clients. Other than the above, no other variation to the terms of the Model Delivery Agreements shall be made without the agreement of Scape.

In accordance with the Access Agreement, Client's are entitled to obtain and review a copy of the Framework Agreement to assist them in understanding a Delivery Agreement. The Client should advise the Consultant of the Options that are at the Client's discretion prior to preparation of the Delivery Agreement.

## Appendix D - CVs for Key Staff

- CV Document Upload (1)
- CV Document Upload (2)
- CV Document Upload (3)
- CV Document Upload (4)
- CV Document Upload (5)

## Part D - Statement of Key Outputs

The Client and Perfect Circle have used all reasonable endeavours to capture the following requirements in Part C of the document:

A summary of the Commission including the extent of the Commission with, a statement of values, performance measures/targets and, as appropriate a sketch layout(s), outline budget(s) and programme for the Commission and any subsequent project(s) which includes estimate for the works or services etc.

Where the execution of an element of the Commission is not a settled matter, the strategy for taking the matter forward, including details of client approval processes.

The Partner's resourcing proposals and supply-chain Procurement Schedule for provision of most economically advantageous service.

On approval of this Service Request, Perfect Circle will draft a Delivery Agreement ready for execution which includes the following where appropriate to the commission:

- The agreed Scope which shall detail the requirements for the carrying out of the Service including agreed outcomes/deliverables, resources, Quality Policy Statement and Quality Plan requirements including roles and responsibilities for the whole team and covering the whole service.
- A programme for the Delivery Agreement.
- An activity schedule, Price List or task schedule, as appropriate to the proposed form of contract and the pricing processes of the Agreement.
- A fully completed Tendered Total Model as required by the Framework Agreement including justification and details of any derogations from the Framework Commercial Model.
- The initial NEC3 PSC Risk Register or NEC4 PSC Early Warning Register.
- Any other documents required by the Delivery Agreement, Collateral Warranties etc
- A completed and agreed Value for Money Statement (must be offered on projects > £20k, but mandatory over £500)

