



National Highways Limited

REGIONAL DELIVERY PARTNERSHIP

Delivery Integration Partner (DIP) (February 2022)

Scheme Contract - Part Two ECC Scope
Scheme specific Scope

M621 Junctions 1-7

Version. No.	Issue Date	Amendments	Initials	Date
1.0	23/04/18	Tender issue		23/04/18
1.1	02/10/18	Consolidated PM/PL version issued to Transition Lead with comments	LP	02/10/18
1.2	03/10/18	Final version agreed with PL and Transition Lead and issued to JS for legal and commercial review	PM	03/10/18
1.3		JG amends for DD & BS	JG	28/03/19
1.4	25/07/19	CW/LP amends	CW	25/07/19
1.5	26/07/19	Part 2 B minor amendments	EL	26/07/19
1.6	13/09/19	Part 2 A inserted [draft]	SB	13/09/19
1.7	06/11/19	CW review with queries	CW	06/11/19

March 2022

PART 2A SCOPE

Client's High-Level Requirements for the purpose of X22.6

Name of Scheme: M621 J1-7 Improvements

As background and relevant to the obligation of single point design responsibility, the Scheme is necessary to address the following issue(s):

- High levels of delay and congestion during the peak AM and PM periods.
- Poor journey time reliability.
- Poor junction standards / layout.
- Provide better and real-time information for road users.
- Residential and development areas along the M621 corridor experience noise and air quality issues and is constrained by Noise Important Areas (NIA) and an Air Quality Management Area (AQMA).
- Support Leeds City Councils (LCCs) development plans included in the Core4 traffic model dated 16 March 2021, which includes updates to the Leeds transport network.

The High-Level Requirements:

Options have been considered for the M621 Junctions 1-7 Improvements (the Scheme) and a preferred route decision has been made, approved and announced. The High-Level Requirements describe the performance and purpose of the Scheme you are to develop, design, construct and handover to the Network Owner.

The Scheme shall meet or exceed the described requirements and characteristics and as set out in the preferred route documentation.

The Scheme shall comply with any constraints set out in the High-Level Requirements and preferred route documentation. The preferred route documentation can be found in:

'M621 Preferred Route Announcement Leaflet' pdf [copy attached]. The attached 'New Scheme Layout' pdf [copy attached] sets out works between junction 2-1 westbound.

The scheme extents are set out in the Contract Data Part 1.

The Target Outturn Cost (TOC) is £XXXX and the Budget for this Scheme must not exceed this sum.

The purpose of the Scheme is to:

Alleviate current and forecast congestion and safety issues, improve journey time reliability, and reduce noise by:

Supporting Economic Growth: to improve capacity sufficient to support a one-way Annual Average Daily Traffic (AADT) flow of 46,426 Eastbound and 43045 vehicles Westbound in design year.

Create a Safe and Serviceable Network: the constructed solution makes the specified network study area safer by demonstrating that the Stage 3 COBALT assessment (for 60 years after becoming fully operational) predicts

- A reduction in casualties' equivalent to or better than 2 fatal, 18 serious and 182 slight.

Create a free-flowing network: the constructed solution provides for journey times no greater or better than:

- 11m05s weekday day time average eastbound from M62 Junction 27 on slip to M621 Junction 7 on slip.
- 10m05s weekday day time average westbound from M621 Junction 7 off slip to M62 Junction 27 off slip.

Improved Environment:

There should be no increase in road traffic noise within Noise Important Areas of more than 1db in the opening year or more than 3db in the design year (15 years from opening) as a result of the Scheme. The Noise Important Areas are identified in paragraphs 8.6.3 and 8.6.4 of the Environmental Assessment Report HE551464-ATK-EGN-XX-RP-LP-000003 dated 12/11/21.

- No new exceedances of the UK **NO₂** AQ Objectives as a direct result of the M621scheme related traffic changes on the ARN in the opening year.

Demonstration of High-Level Requirements

The *Supplier*, within one year of the *open for traffic date*, demonstrates the performance of the constructed asset against an independently assured *Supplier* procured model (assured by the Technical Adviser). (NB. The total performance tolerance is -5%)

The Suppliers constructed asset will be assured against the 'Core 4' Traffic Model produced by Atkins in PCF Stage 4. This model was approved by SES Transport Performance Group (TPG) in March 2021. The HLR's set out above were produced using forecasts from the 'Core 4' model.

The traffic modelling in PCF Stage 5 will not be used in the demonstration of the High-Level Requirements.

Provided that the above requirements do not require the *Supplier* to adopt practices outside those required by the contract at the time of execution of the *works*, and where in relation to pollution, ground conditions and/or process engineering (where process engineering relates to the performance integrity of the *works*) such requirements are only in connection to the *works*.

In designing the Scheme within the High-Level Requirements, the *Supplier* complies with any constraints set out in the preferred route documentation:

The Preferred Route Announcement stated:

- Introduction of free-flowing connections between the M621 and the A643 at junction 2.
- Addition of an extra lane at junction 2 roundabout.
- Additional capacity at junction 3 westbound, by adding two lanes.
- Improvements to junction 3 westbound, to give priority to the main M621 traffic and reducing the on-slip to one lane.
- Addition of a third lane between junction 2 and 3 westbound by converting the existing hard should and auxiliary lanes.
- Closure of junction 2a westbound.
- Improved motorway technology between junctions 1 and 7.

Subsequent to the Preferred Route Announcement, critical analysis of revised traffic forecasts have confirmed that Junction 2 of the M621 would be over capacity leading to operational and safety concerns. As a result the project will now include three lanes instead of two between junctions 2 and 1 westbound to accommodate the extra traffic passing through junction 2. This will alleviate safety concerns, and is needed to support the submission

of necessary departures from standard. The free-flowing link from the M621 to the A643 has been retained.

In delivering the Scheme within the High-Level Requirements, the Supplier complies with following constraints:

- The entirety of the scheme and existing road surface (within the scheme extents) will be resurfaced with a low noise surface
- Provision of Stopped Vehicle Detection and Above Lane Signals between J3 and J1 westbound

PART 2B SCOPE

Document Structure

Section	Scope (<i>Client's</i>)
S100	Description of the <i>works</i>
S200	General constraints on how the <i>Supplier</i> Provides the Works
S300	<i>Supplier's</i> design
S400	Completion
S500	Programme
S600	Quality management
S700	Tests and inspections
S800	Management of the <i>works</i>
S900	Working with the <i>Client</i> and Others
S1000	Services and other things to be provided
S1100	Health and safety
S1200	Subcontracting
S1300	Title
S1400	Acceptance or procurement procedure
S1500	Accounts and records
S1600	Ultimate holding company guarantee (Option X4) – NOT USED
S1700	Undertakings to the <i>Client</i> or Others (Option X8)
S1800	Intellectual Property Rights
S1900	Information Modelling (Option X10)
S2000	Performance bond (Option X13) – NOT USED
S2100	Advanced payment to the <i>Supplier</i> (Option X14) – NOT USED
S2200	The <i>Supplier's</i> design (Option X15)
S2300	Retention (Option X16) – NOT USED
S2400	Low performance damages (Option X17) – NOT USED
S2450	Key Performance Indicators (Option X20)
S2500	Early <i>Supplier</i> Involvement (Option X22)
S2600	Project Bank Account (Option Y(UK)1)
S2700	<i>Client's</i> work specifications and drawings

Contents

100 Description of the works

S105 Project objectives

- Making the Network Safer:

The proposed rationalisation of junction layouts and closure of J2a serve to reduce the collision risk on the network.

The project has considered the update to GD301 Smart Motorway Standards. The M621 J1-7 Improvement is not a Smart Motorway. However, the design of All Lane Running sections between J3-1 has been developed in alignment with the amended standard. The project position on this is set out in the attached pdf document HE551464-BWB-GEN-XX-RP-CH-0005 dated 12 May 2021.

As a minimum the *Supplier* will deliver the following technology proposal pdf document HE551464-BWB-GEN-XX-RP-CH-001 dated 1 October 2020.

In summary, the following technology for the scheme will help improve the safety performance:

- MIDAS queue protection
- Overhead signs and signals to increase information for road users
- Increased provision of CCTV enabling a quicker response to incidents
- Stop Vehicle Detection (SVD) following review of Smart Motorway Design Standard update and NSCRG endorsement on X February 2022.

The M621 Safety Plan states a safety objective of reducing the rate of weighted personal injury collisions by at least 10% over a 3-year period.

The Scheme is also committed to managing road worker safety risk So Far as is Reasonably Practicable.

- Supporting the smooth flow of traffic:
 - Increasing the capacity of the M621 will reduce congestion and improve journey time reliability.
 - A new free flow link at J2 increases the potential for free-flowing traffic.
 - Increased surveillance and detection on the network will also improve the management of traffic and enable quicker response to incidents.
- Economy:

It is expected that the Scheme will reduce both existing and future congestion and as a result will reduce journey times. In addition, increasing the capacity of the M621 will support the planned housing and job creation in the area and therefore will support economic growth.

- **Environment:**
 - Noise Important Areas and one Air Quality Management Area have been identified in the PCF Stage 3 Environmental Assessment Report (EAR) along the M621 scheme corridor. The scheme will seek opportunities to mitigate and improve, where possible, to achieve a neutral net effect on the environment.
 - No designated statutory nature sites are within the scheme corridor or immediately adjacent to it.
- Helping cyclists, walkers and other vulnerable users:

The existing M621 has minimal interaction with cyclists, walkers and vulnerable users. Existing facilities impacted by the scheme will be brought up to current standard and there may be opportunities to improve existing facilities at junction 2. The most recent Walking, Horse Riding and Cyclists (WHCR) is included in the Site Information.

Designated funds add-ons are subject to a separate scope and funding once fully approved.

- User Satisfaction:

Reduced queuing and improved journey times will improve road user satisfaction. New motorway technology will be used to smooth the flow of traffic, detect incidents and provide enhanced driver information.

Phasing, buildability assessments and early contractor advice has taken place to ensure a realistic construction programme. Existing lane provision will be maintained where possible during construction to minimise disruption to the road user.

The *Supplier* will liaise has taken place with LCC and West Yorkshire Combined Authority and where appropriate the DBFO to agree suitable diversion routes using innovation where appropriate.

- Keeping the Network in Good Condition:

The scheme will provide low noise carriageway resurfacing with a 40-year design life over the full sections where the hard shoulder is converted.

These areas of pavement are assumed to not require resurfacing for 7 years after the scheme opens.

In both instances the scheme should seek to comply with DMRB in relation to existing pavements as well as new pavements.

The scheme will provide new drainage along sections of new widening. In addition, existing manhole covers will be repositioned.

The scheme will also include the replacement of existing gantry superstructures, where hard shoulder conversion is proposed, reducing the number of gantries needing immediate maintenance.

During the works there may be opportunity for OD to resurface sections of the existing carriageway to minimise long term disruption. The Supplier will coordinate works with OD and allow OD access providing M621 project milestones such as OfT are unaffected.

Public Accounts

- To be affordable and represent Value for Money according to DfT appraisal criteria.
- To complement transport proposals contained in the Regional and Local Transport Authority development plans.
- To take account of and complement improvements to the local network of highways.

S110 Description of the works

The scheme is made up of improvement works to key junctions on the M621 in central Leeds. The main elements are:

- Provision of a free-flow link between the M621 eastbound and A643 to the north at Junction 2 and widening of the circulatory carriageway to facilitate the forecast increase in traffic flows
- Junction 3 westbound merge layout change to provide two lanes through the junction from the M621 westbound mainline with an offside lane gain from the slip-road. The M621 westbound would subsequently become two lanes as a minimum throughout
- Closure of the Junction 2a westbound diverge
- Conversion of the hard shoulder into a running lane to create three lanes between Junction 3 and Junction 2 westbound
- Conversion of the hard shoulder into a running lane to create three lanes between Junction 2 and Junction 1 westbound
- Provision of technology including:
 - Variable Message Signs (VMS) so information can be given to customers to inform better route choices,
 - Stop Vehicle Detection (SVD)
 - Motorway Incident Detection & Automatic Signalling (MIDAS) to give automated queue warning messages so motorists have fewer collisions, *
 - Closed Circuit Television (CCTV) to improve the incident detection and response capabilities by the Regional Operations Centre,

- Advanced Motorway Indicators to provide the driver with advanced notification of congestion and/or lane closures, and;
- Average speed cameras to improve compliance between junctions 1 and 5 in both directions

The *works* include all associated highways infrastructure required to deliver the work above.

The *works* will mostly be completed within the highway boundary **The Client has obtained land at junction 2 using the Highways Act 1980.**

The *works* will require a Section 18 Special Road Order for the closure of Junction 2A westbound diverge. The order was obtained in December 2020.

The *Supplier* executes a Detailed Local Operating Agreement (DLOA) which clearly defines the roles and responsibilities of the Parties and Others.

The *Supplier* will be responsible for identifying a suitable site for the site compound including all associated planning procedures. The standards to be applied are those which are current at **contract date**, which is the date the scheme budget was agreed by the *Supplier*, therefore any new standards beyond this date will not be forced upon the *Supplier* unless deemed to be health and safety critical.

The *Supplier* will be responsible for undertaking PCF Stages 5, 6 and 7. As Stages 4 and 5 will run concurrently the *Supplier* will be required to collaborate with the incumbent consultant around decision making process in Stage 4.

S200 General constraints on how the Supplier Provides the Works

S205 General Constraints

In delivering the *works* the *Supplier* must work within the below constraints;

The *Supplier* must complete the *works* to increase capacity of Junction 2 before the *works* can begin on the closure of the Junction 2a westbound diverge.

Existing road capacity will be maintained at all times unless agreed by the Client. Any lane closures that reduce existing road capacity will be agreed with the **Client** and key stakeholders. Any night time working will be carried out to minimise disruption to local residents.

The *Supplier* must work within any constraints set by Network Rail.

S206 Energy Efficiency Directive

No additional requirements or constraints for Energy Efficiency Directive other than those stated in Scope Part 1.

S207 Environmental requirements

Environmental actions and commitments are provided in *Site Information* within the Outline Environmental Management Plan.

Ecology surveys are identified in the Site Information.

The *Supplier* prepares a Handover Environmental Management Plan (HEMP) 6 months prior to Completion of the *works* for ease of handover with The *Client* and Leeds City Council.

S208 Site waste management plan

- The Supplier complies with all current Interim Advice Notes, including the provision for CEMP and HEMP reports, and also with the Code of Construction Practice (CoCP).

S209 Sustainable development requirements

The *Supplier* shall work in collaboration with other schemes within the region to assess the opportunity for re-use of materials, having regard for implications on Statutory Processes, and a proposal be submitted to the *Project Manager* for acceptance.

S210 Confidentiality

No additional requirements or constraints for confidentiality other than those stated in Scope Part 1.

S211 Insurance

Class of insurance	Levels of insurance	Period of insurance
Contractors "All Risks" Insurance	Minimum amount of insurance set out in the Contract will be the replacement cost of the relevant insured property.	From the date of commencement of any relevant works until the completion of the relevant works and thereafter in respect of defects liability until expiry of the defects liability period specified in any relevant building contract
Third Party Public (Network Rail as a co insured) & Products Liability Insurance	Limit of indemnity one hundred and fifty five million pounds (£155,000,000) in respect of any one occurrence without limit to the number of occurrences in any annual policy period, but fifteen million pounds	From the date of the Contract for the duration of the Contract and renewable on an annual basis unless agreed otherwise with the <i>Client</i> .

Class of insurance	Levels of insurance	Period of insurance
	(£15,000,000) any one occurrence and in the aggregate per annum in respect of liability arising out of products and pollution or contamination liability (to the extent insured by the relevant policy).	
Professional Indemnity Insurance	Professional Indemnity Insurance = Limit of indemnity ten million pounds (£10,000,000) in respect of any one claim without limit to the number of claims in any annual policy period, but five million pounds (£5,000,000) in respect of any one claim and in the annual aggregate per annum for liability arising out of pollution or contamination (to the extent insured by the relevant policy) and five million pounds (£5,000,000) in respect of any one claim and in the annual aggregate per annum for liability arising out of asbestos (to the extent insured by the relevant policy).	From the date of the Contract for the duration of the Contract and renewable on an annual basis unless otherwise agreed with the <i>Client</i> and a period of twelve (12) years following the expiry date or the termination date of the Contract, whichever occurs earlier.
Insurances required by law in the United Kingdom	Limit of indemnity as required by relevant legislation.	From the date of the Contract for the duration of the Contract and renewable on an annual

Class of insurance	Levels of insurance	Period of insurance
		basis unless agreed otherwise with the <i>Client</i> .

S212 Transparency

No additional requirements or constraints for transparency other than those stated in Scope Part 1

S213 Conflict of interest

No additional requirements or constraints for conflict of interest other than those stated in Scope Part 1.

S214 Anti Bribery and Anti Fraud

No additional requirements or constraints for anti bribery or anti fraud other than those stated in Scope Part 1.

S215 Security and protection of the Site

No additional requirements or constraints for security and protection of the Site other than those stated in Scope Part 1.

S216 Air quality strategy

The *Supplier* must consider the Air Quality Management Area and endeavor to minimize the impact of diversion routes.

S220 Security and identification of people

No additional requirements or constraints security and identification of people other than those stated in Scope Part 1.

S225 Protection of existing structures and services

The existing potentially affected services identified as part of the C2 and C3 request processes are listed below:

- Yorkshire Water;
- Northern Powergrid; and
- BT
- Network Rail

Further information on proposed existing services diversions are contained in Statutory Undertakers Estimate report updated during PCF Stage 4 reference HE551464-ATK-VUT-XX-PC-CU-000001, in Annex 7.

Care will be taken when working on the following;

- Existing Highway Structures - The stability and/or integrity of existing structures shall not be compromised by any proposed ground treatment, treatment of mine workings and shaft stabilisation works.
- Existing Shafts - The stability of existing shaft structures shall not be compromised by any proposed works.
- Existing Ground treatment - Existing mine treatments or mitigation (grouting, shaft caps etc.) shall not be adversely impacted by new treatments or construction of new structures / earthworks.
- Existing electrical and communication assets including ducts - Existing electrical and communication assets including ducts shall be identified, protected and not adversely impacted by the works and appropriate precautions should be taken to maintain serviceability.
- Drainage assets - Drainage assets shall not be adversely impacted by new ground treatments or construction of new structures / earthworks.

Particular care will be taken when driving in the hard shoulder under Network Rail Bridge (chainage 6400), Woodhouse Hill Footbridge (chainage 11265) and Westbury Place footbridge (chainage 11540) which have substandard headroom.

Any identified maintenance works by others on bridges, gantries and retaining walls are expected to be carried out alongside the main works under traffic management. The *Supplier* will coordinate works with OD and allow OD access providing M621 project milestones such as OfT are unaffected.

S226 Official Secrets Act

No additional requirements or constraints for Official Secrets Act other than those stated in Scope Part 1.

S227 Information Systems

No additional requirements for Information System or constraints other than those stated in Scope Part 1. The Contractor is to use the following Client Information systems for the identified purpose:

- Xactium: Risk Management
- CRM: ??? – is this different to MS Dynamics 365
- CEMAR: All communications and notifications required under this contract
- Business Collaborator: Publication of PCF Products
- Primavera P6 – Programmes

- PowerBI??
- Oracle??
- MS Dynamics 365 - Customer Relationship Management – managing all stakeholder and customer correspondence as per Scope Part 1 S840
- Oracle Fusion??
- AIRSWeb – Withdrawn from use
- HART: Wellbeing, Health and Safety Reporting
- PRISM: Earned Value Measurement

S228 Discrimination, bullying and harassment

No additional discrimination, bullying and harassment requirements or constraints other than those stated in Scope Part 1.

S230 Protection of the works

The Contractor shall be responsible for protecting the works against damage arising from weather conditions, construction activities, distortion, humidity or other environmental conditions, which could have an adverse impact upon the works. The Contractor shall anticipate all possible damage and take all necessary steps to protect the site and works, including altering the protection as necessary.

S235 Cleanliness of roads

The *Supplier* will be responsible for maintaining the cleanliness of all roads, private accesses and public rights of way affected by the *works*. The *Supplier* will submit a proposal for acceptance by the *Project Manager* 6 weeks prior to Stage 2 commencing. A reason for non-acceptance is that it does not comply with either the Scope or the applicable law.

S240 Temporary Traffic management

The *Supplier* is responsible for providing all traffic management required for the construction of the project and for obtaining written approval for all Traffic Safety and Management proposals from the Local Authority such as it relates to their network, the *Client's* Area Maintenance Team and acceptance from the *Project Manager*.

The *Supplier* produces all proposals for lane restrictions, temporary diversions or restrictions of traffic and traffic management after discussion with National England's Area Maintenance Team, the Highways England Traffic Officer Service, the relevant highway authorities and the local traffic police and any other relevant stakeholders, and acceptance by the *Project Manager*. The

Supplier informs any business that is likely to be impacted by the proposed traffic management of the arrangements to be made.

The *Supplier* submits proposals to the *Project Manager* regarding the need for temporary CCTV coverage of the work site and fixed site speed enforcement cameras for the periods of the *works*.

Road space bookings

The *Supplier* books road space for activities which require the control of traffic with the *Client*. Bookings should be made as early as possible to avoid potential conflicts and confirmed as a minimum of twelve weeks (60 working days) in advance and are made using the *Client's* procedures. The *Supplier* submits proposals for road space for agreement by the *Project Manager* prior to submitting a booking to the Area 12 road space booking team.

Within 12 weeks (60 working days) of the start of the contract the *Supplier* confirms this booking and provides evidence to the *Project Manager*. The *Supplier* amends, or cancels and resubmits, this Road Space Booking as necessary to undertake the *works*.

Where the *Supplier* proposes authorisation to leave traffic management measures in place during a bank holiday period such authorisation is requested not less than 90 working days before the bank holiday period. The *Supplier* sets out his reasons for seeking such authorisation and submits to the *Project Manager* and Area 12 Operations Team. If authorisation is not granted the *Project Manager* communicates the reasons.

Local Requirements:

Traffic Management proposals are to take full account of local activities.

Particular restrictions on lane closures will be in place so that existing capacity is maintained during bank holidays, events at Elland Road Football Stadium and any other large events that may take place within the vicinity of the scheme. Liaison with Leeds City Council and other key stakeholders and adherence to the Communications Plan will be required to establish the restrictions on lane closures.

Diversion Routes

The *Supplier* shall agree all required diversion routes to undertake the *works* and any required surveys. Agreed diversion routes and evidence of agreement is to be submitted to the *Project Manager* at least 8 weeks (40 working days) in advance of any works been undertaken.

The *Supplier* takes account of all potential environmental, noise and vibration impacts, and proposes mitigation measures for diversion routes for agreement with the *Project Manager*.

All diversion routes will be physically checked by the *Supplier* for adequacy.

The *Supplier* shall inform residents of any temporary diversion routes that may cause disturbance and impact the enjoyment of their property at least four weeks (20 working days) in advance of them being implemented, and shall agree with the *Project Manager* any mitigation to reduce this impact.

The *Supplier* shall comply with the **NH** Crisis Management Manual and inform the Emergency Planning Team **NH** and the Duty Operations Manager of any incident that occurs during construction that will impact on the free running of the network and any significant Health and Safety incidents or injuries sustained within the works areas.

All temporary diversion routes will be agreed in advance with the Area 12 Maintaining Agent, Leeds City Council and the Emergency Services. Where the diversion routes cross other infrastructure (for example at rail crossings) the relevant infrastructure owner shall also be consulted.

Temporary Traffic Regulation Orders

Where the *Supplier's* proposals require the use of Temporary Traffic Regulation Orders the *Supplier* consults with all relevant stakeholders in their preparation and submits completed orders to the *Project Manager* for review, prior to submission to area 12 a minimum of twelve weeks (60 working days) in advance of them being required. If the orders are not granted the *Project Manager* communicates the reasons.

Authorisation of Non-Prescribed Signs

Where the *Supplier's* proposals require the use of a Non-Prescribed Sign the *Supplier* submits an application to the *Project Manager* setting out the details of the Non-Prescribed Sign and its location a minimum of eight weeks (40 working days) in advance of its being required. If the authorisation is not granted the *Project Manager* communicates the reasons.

S245 Condition survey

The *Supplier* will liaise with Area Operations Team to understand the *Client's* maintenance plans and requirements for any condition surveys within the area of the *works*.

Conditions surveys shall extend to include surveys of existing known mine shaft structures where shafts are located in the influencing distance of proposed works.

Where shafts (known or unknown) are uncovered during construction works they shall be surveyed prior to any additional treatment or significant construction works within the influencing distance.

The Supplier is responsible for providing the required condition surveys and will submit a proposal to the *Project Manager* for acceptance. A reason for non-acceptance is that it does not comply with either the *Scope* or the applicable law.

S250 Consideration of Others

No additional requirements for consideration of others.

S251 Customer Service

No additional requirements or constraints for Customer Service other than those stated in Scope Part 1.

S252 Customer Focus

No additional requirements or constraints for Customer Focus other than those stated in Scope Part 1.

S254 Equality, diversity and inclusion with employment and skills

No additional equality, diversity and inclusion requirements or constraints other than those stated in Scope Part 1.

S256 Project Control Framework

All Project Control Framework deliverables set out in **Annex 1** will be shown on a Project Control Framework tracker which will be managed by the *Supplier* and submitted to the *Project Manager* at intervals to be agreed with the *Project Manager*. The tracker will as a minimum detail: start date, finish date, and percentage complete against each Project Control Framework Stage.

The Project is currently in PCF Stage 4, which is being managed by the *Client* through the Stage 4 supplier, Atkins. The *Client* will complete the necessary products to a level appropriate for PCF Stages 4.

The *Supplier* will be required to review all PCF Stage 4 products produced during the period of this contract.

The *Supplier* will produce, update and refine the PCF products from the start of Stage 5. The *Supplier* notes the *Client's* intention to commence Stage 5 to run concurrently with Stage 4. The *Supplier* collaborates with the *Client* and incumbent supplier to ensure smooth overlapping of the PCF stages. The *Supplier* shall attend any necessary handover workshops with the incumbent supplier.

The Supplier notes that Stage 6 of the project will run in parallel to Stage 5.

Annex 1 identifies all Stage 5, 6 and 7 PCF products to be produced and whether by the *Supplier* or *Client*. *Supplier* involvement in *Client* produced products is also identified in **Annex 1** and may include attendance at meetings, technical advice, and review of products or provision of data.

A PCF Stage Management planning workshop will be organised by the *Supplier* and held at least 2 months before Commencement of PCF stage 6.

The *Supplier* must adhere to any instructed changes made to the PCF matrix and ensure that they are working to the latest version of this. Any changes to PCF matrix version 51 will be notified by a *Project Manager* Instruction.

All PCF deliverables set out in **Annex A** shall be shown on a PCF tracker which will be managed by the *Supplier* and submitted weekly to Highways England a minimum of one day before the weekly PCF tracker call. This tracker needs to, as a minimum, detail start date, finish date, percentage complete, tracking progress against

- Product drafted
- Product submitted to the *Project Manager*
- *Project Manager's* Comments – 1 week (5 working days)
- The *Supplier* addresses comments – 1 week (5 working days)
- Product submission to *Client* PCF Consultees
- *Client* PCF Consultees comments – 3 weeks (15 working days)
- The *Supplier* addresses comments – 1 week (5 working days)
- *Client* PCF Consultees review response – 1 week (5 working days)
- *Client* product sign-off – 1 week (5 working days)

The format and structure of the PCF Tracker shall be agreed with the *Project Manager* 1 week (5 working days) after the PCF Strategy workshop. A reason for non-acceptance is that it does not comply with either the *Scope* or the PCF guidelines.

Except where agreed otherwise, PCF documents for approval by the *Client* shall be submitted in draft format by the *Supplier* no later than 8 weeks (40 working days), (unless otherwise agreed with the *Project Manager*, before the date of submission for final sign off prior to the SGAR).

A Product Checklist will be produced by the *Client* in advance of SGAR. In order for the Product Checklist to be produced, the *Supplier* shall provide to the *Client* no later than 2 weeks (10 working days) before SGAR, all PCF product deliverables required, and agreed, for the relevant Stage 5/6/7 and that all of these products have been appropriately signed off.

All PCF deliverables shall be developed in accordance with the PCF product description as shown on the supply chain portal as at the Contract Date, and the *Supplier* will focus its attention on ensuring that the product meets the content and quality criteria specified in the PCF product description before it is issued in draft format to the *Project Manager* / *Client* Consultee(s). Prior to submission, the *Supplier* shall engage with the appropriate product owners/specialists in line with the PCF guidance.

To ensure consistency in content and document format of PCF deliverables across other schemes within the Regional Programme the *Supplier* shall only use the prescribed document templates provided by the *Project Manager* which are available on the *Supplier's* Portal unless agreed otherwise and recorded in the Stage Management plan.

The *Supplier* shall ensure that anyone associated with the production of PCF products has received PCF training, in line with MPI 50-05 2016.

The format of the documents shall follow the PCF product description unless otherwise agreed with the *Project Manager*. Following the review of the documents by the *Project Manager* / Consultee(s), the products will either be approved or returned with comments. Where there are comments, the *Supplier* shall take appropriate action and re-submit the documents within 5 working days to the *Project Manager* / Consultee(s). Following the *Project Manager* / Consultees' approval, the *Supplier* shall provide copies of the final documents in the format requested by the *Project Manager*.

S260 Control of works

The Supplier is required to operate a permit to dig system to mitigate the striking services.

The Supplier is to comply with any permitting required by Network Rail

The Supplier is to obtain appropriate permits associated with working on Motorway Communications Systems

S265 Site cleanliness

No additional requirements or constraints for site cleanliness other than those stated in Scope Part 1.

S270 Waste materials

All materials arising from site clearance and demolition which are not required or unacceptable for use in the Works shall be disposed of by the supplier. Asphalt planings and crushed hard

material (including concrete), which can be recycled into works with the acceptance of the Supervisor, may be stored in appropriate locations. All other unsuitable or contaminated materials and excess asphalt planings and crushed concrete shall be taken off site. The Supplier is responsible for obtaining the appropriate licences for the transfer, storage and transport of waste and recycled materials from the appropriate statutory authorities.

S271 Equipment, Plant and Materials

No additional requirements or constraints for equipment, plant and materials other than those stated in Scope Part 1.

S285 Continual improvement / lean

No additional requirements or constraints for continual improvement and lean other than those stated in Scope Part 1.

S290 Category management

No additional requirements or constraints for category management other than those stated in Scope Part 1.

S295 Recovery services

No additional requirements or constraints for recovery services other than those stated in Scope Part 1.

S298 Behavioural attributes

No additional requirements or constraints for behavioural attributes other than those stated in Scope Part 1.

S299 Strategic Alignment Review Tool (StART)

No additional requirements or constraints for strategic alignment review tool other than those stated in Scope Part 1.

S300 Supplier's design

The *Supplier* ensures that the requirements for this project are delivered in accordance with the Scope and in full consideration regarding the future maintenance and operation of all infrastructure together with the associated whole life costs at every step in the design process.

Safety Audits

If the *Supplier* proposes to employ Interim Road Safety Audits during the design stages, it will submit details of its proposals for acceptance by the *Project Manager*. Interim Road Safety Audits will only be employed with the prior approval of the *Project Manager*.

The *Supplier* will be responsible for carrying out Stages 2 and 3 road safety audits. The incumbent consultant is responsible for the Stage 1 road safety audit. Stage 4 will be carried out by the *Client*. *The Client authority will approve the audit team and issue the RSA briefs. The Supplier will assist the Client in preparing the RSA4 brief.*

S305 Design work by Supplier

The *Supplier* undertakes the design, construction, testing and commissioning of the whole of the *works* in accordance with the Design Manual for Roads and Bridges current at the **Contract Date**. The *Supplier* produces, updates and refines the products required under the Project Control Framework (PCF) as described in this Scope.

The *Supplier* develops the design from the illustrative design proposals developed by the *Client* and contained in **Annex 3**. The *Supplier* satisfies themselves as to the accuracy, completeness, constructability, and compliance with this contract of the illustrative design and confirms this in writing to the *Project Manager* following completion of the Due Diligence Early Order. No warranty, express or implicit, as to the compliance of the illustrated design is offered by the *Client*.

Work to highways which are or will become the responsibility of a Local Authority must comply with the requirements and standards of the responsible Local Highway Authority, or, where there are no such standards, the *Client's* Work Specification. Initial contact with the Local Authority is made through the *Project Manager*.

Unless the *Project Manager* agrees otherwise the design complies with;

- previous agreements entered into with interested parties
- the Preferred Route Announcement made by the Secretary of State
- the Highways Act 1980 Order, once made
- any other permission, authorisation, agreement or similar made in connection with the project

The *Supplier* maintains a procedure within their Quality Plan which records the development of the design of the *works* using the illustrative design as the baseline. The record includes:

- details of changes to the design
- the impact of *works* added to the Scope by the *Project Manager*
- elements of the design where the *Supplier* and the *Project Manager* have agreed to deviate from agreements previously made and the Preferred Route Announcement
- details of permissions, authorisations, agreements and similar made in connection with the project

The record provides a full audit trail of the development of the design of the *works* and includes any impact on the programme, the Risk Register and the forecast total of the Prices. The *Supplier* reports these developments at the monthly progress meetings.

S310 Design submission procedures and acceptance criteria

The *Supplier* submits each element of their design to the *Project Manager* for acceptance at least 21 calendar days before they propose to carry out the work relating to the submitted design element. The submission is made in accordance with clause 21 of the contract and the Scope.

Separate submissions are made for each element of the design described in the PCF product 'Pre-construction design', unless the *Supplier* proposes and the *Project Manager* accepts an alternative breakdown of the design elements. Where a design element has been accepted but subsequently changed, the design is to be re-submitted for acceptance unless otherwise agreed by the *Project Manager*.

The *Supplier* provides a submission certificate with each submission. The format of the submission certificate must be agreed with the *Project Manager*.

The *Project Manager* returns the certificate within 21 calendar days. Prior to returning the certificate the *Project Manager* may seek clarifications from the *Supplier*. Clarifications may take the form of revised designs. Should a revised design be required, the *Supplier* will agree with the *Project Manager* the procedure for any re-submission, re-submission certificate and associated timescales.

The certificate will be returned endorsed either:

- "Accepted"
- "Accepted with comments", or
- "Not accepted".

Where the submission is "Accepted" the *Supplier* may proceed.

Where the submission is "Accepted with comments" the *Supplier* may proceed once agreed with the *Project Manager*.

Where the submission is "Not accepted" the *Project Manager* considers that there are areas where the submission fails to meet the requirements of the contract and the Scope. The *Project Manager* describes the areas of concern and gives reasons for not accepting.

S315 Design approvals from Others

The *Supplier* shall be responsible for obtaining design approval from all relevant external bodies where required. These external bodies include but not limited to:

- Leeds City Council design approvals and consents including Departures from Standards.
- Producing an agreed Memorandum of Understanding with Leeds City Council to record agreements reached on design parameters / standards for the construction of new build affecting Leeds City Council's network.
 - Obtaining approval by the Environment Agency (EA) for drainage design which incorporates discharge to watercourses.
 - Temporary Works AIPs will require compilation by the *Supplier* and approval by the *Client* TAA.
 - Design approval from Network Rail

- Statutory Undertakers
-

S320 Not used

S325 Design co-ordination

The *Supplier* liaises with Leeds City Council and the *Project Manager* regarding the protocol for design checks and acceptance of designs on Leeds City Councils network. The *Supplier* submits proposals to the *Project Manager* for acceptance.

S330 Requirements of Others

A Coal Authority (CA) permit shall be obtained ahead of any works which impact the Coal Measures Strata and/or disturb or change the condition of mine workings or shafts, or other mining related structures overseen by the Coal Authority.

All required Coal Authority permits shall be in place at Stage 5 and prior to the start of any construction works on site.

All required Statutory Instruments shall be in place at Stage 5 and prior to the start of any constructions works on site.

The *Supplier* reviews the data on Statutory Undertakers obtained to date, which is presented in the Scope and Site Information. The *Supplier* satisfies themselves that all Statutory Undertakers equipment impacted by the works is identified, and that any other services or supplies which are impacted by the works are similarly identified. No guarantee is given regarding the accuracy or completeness of the information supplied and the *Supplier* confirms the location and extent of existing equipment directly with the relevant Statutory Undertaker or owner, and obtains all further special requirements.

The *Supplier* obtains estimates for diversion works necessary for the construction of the works in accordance with the Highways England's Advice Manual for the New Roads and Street Works Act – Diversionary Works (SA10/05) or its successor.

The *Supplier* takes account of all potential environmental and archaeological impacts, landscape planting and other mitigation measures in the development of their proposals for diversion works.

The *Supplier* coordinates and programmes diversionary work in liaison with the *Client's* Statutory Undertakers team. The *Supplier* is responsible for determining the levels required for the diversion, site clearance, setting out and access arrangements.

The *Supplier* provides services and supplies for the Scheme where the services and supplies are not part of any diversion works and where they do not fall within the remit of the New Road and Street Works Act 1991 or its successor.

S335 Using the *Supplier's* design

No additional requirements or constraints for using the *Supplier's* design other than those stated in Scope Part 1.

S345 Access to information following Completion

The *Supplier* agrees with the *Project Manager* prior to the Start of Works, all data to be transferred to the *Client* following Completion including format, media and timescales. This must be within 3 months of PCF Stage 6 commencing.

S400 Completion

S405 Completion definition

Traffic management measures that could cause traffic flows to be impeded or restricted are to be removed before Completion for the whole of the *works*. The project will not include PCF Stage 7 when defining Completion.

All training and familiarisation of assets and systems installed under the works is to be completed.

Landscape and ecology

Landscape and ecological works may be carried out after Completion Date if the seasonal window to carry out these works does not coincide with the Completion Date. Refer to S207 Environmental Requirements.

The *Supplier* shall undertake 5 years of landscape aftercare, which will include but is not limited to the maintenance activity deemed necessary in accordance with the Handover Environmental Management Plan and the relevant Numbered Specification Appendices.

S410 Sectional Completion definition

No additional requirements or constraints for Sectional Completion definition other than those stated in Scope Part 1.. **Sectional Completion is not applicable to the contract.**

S415 Training

The *Supplier* submits proposals for any training requirements in relation to the *Suppliers* systems to be used by the *Client* for acceptance by the *Project Manager*. The *Supplier* provides the training following acceptance by the *Project Manager*.

The Supplier is to identify and deliver the training and familiarisation of operational staff for systems installed under the works

S420 Final clean

No additional requirements or constraints for final clean other than those stated in Scope Part 1.

S425 Security

No additional requirements or constraints for security arrangements other than those stated in Scope Part 1.

S430 Correcting Defects

The *Supplier* shall rectify any defects prior to Completion. No additional requirements or constraints for Correcting Defects other than those stated in Scope Part 1.

S435 Pre-Completion arrangements

The *Supplier* submits the Commissioning and Handover Plan to the *Project Manager* for acceptance in line with timescales set out in the Handover Schedule.

The *Supplier* co-ordinates and agrees with the *Client's* Area Team and Leeds City Council their requirements for handover.

S440 Use of the works

No additional requirements or constraints for use of the *works* other than those stated in Scope Part 1.

S445 Documents

The asset inventory and as-built data is provided in accordance with the ADMM and Information Model Requirements.

The *Supplier* submits documents relating to handover in line with the Project Control Framework.

The *Supplier* agrees with the *Client* and key stakeholders their requirements for handover documentation including format, medium and timescales.

S450 Handover between suppliers

The incumbent consultant submits all PCF products under its contract to the Data room. The *Supplier* thereafter manages and delivers any requirements of the products including those required by the relevant Statutory Processes.

The *Supplier* is to prepare, issue and agree a Handover and Gap Analysis statement in accordance with the requirements of the due diligence *Early Order*.

S500 Programme

S505 Programme requirements

All programmes are to be accompanied by a programme narrative covering a commentary on the areas of risks associated with the programme and how risk is accommodated. This describes, as a minimum, change since the last accepted programme: commentary on dates/milestones changes, reasons for the changes and mitigation measures taken; key areas where logic changes have been made; commentary on the critical path; Compensation Events added with reference to the CE number; and commentary on risks considered with reference to the Risk Register.

The draft programme submission date is agreed with the *Project Manager* via CEMAR. Following submission the *Supplier* incorporates comments from the *Client* before final submission. The *Project Manager* will only accept programmes incorporating and reflecting the *Client's* comments.

The Programme, and revision of it, shall include all key milestones outlined in **Annex 4**, all the PCF deliverables for the current Stage and the critical path.

The programme shall be P6 compliant.

S510 Methodology statement

No additional requirements or constraints for methodology statement other than those stated in Scope Part 1.

S515 Work of the *Client* and Others

The incumbent consultant will collaborate with the *Supplier* and work flexibly to ensure they do not delay the agreed programme.

All PCF products to be produced by the *Client*, as listed in **Annex A**, should be included in the programme and dates agreed with the *Project Manager*.

The Supplier is to include all review activities of the Client and the Client's Technical Advisor within the Programme.

S520 Information required

The *Supplier* provides regular updates to Leeds City Council and other key stakeholders as agreed with the *Project Manager*.

The *Supplier* provides information requested by Leeds City Council in relation to the *works* on their network.

The *Supplier* provides information requested by key stakeholders in relation to the *works* on or adjacent to their network.

The *Client* will make available all finalised existing project information held by the incumbent consultant to the *Supplier* via Business Collaborator.

S525 Revised programme

No additional requirements or constraints for revised programme other than those stated in Scope Part 1.

S600 Quality management

S605 Quality management system

No additional requirements or constraints for quality management system other than those stated in Scope Part 1.

S610 Quality policy statement and quality plan

No additional requirements or constraints for quality policy statement and quality plan other than those stated in Scope Part 1.

S615 Samples

The *Supplier* agrees with key stakeholders in relation to *works* carried out on Leeds City Council's network or intended to be handed over to Leeds City Council.

S660 Audit, nonconformities and quality management points

No additional requirements or constraints for audit, nonconformities and quality management points other than those stated in Scope Part 1.

S700 Tests and inspection

S705 Tests and inspections

Tests and inspections should be in accordance with the *Supplier's* approved quality plan based on a quality management system complying with BS EN 9001 as specified in volume 1 series 100 of the specification for highway works.

The *Supplier* is responsible for all on-site and off-site testing. The *Supplier* prepares all testing requirements for the *works* in the form of a completed numbered appendix 1/5. Numbered appendix 1/5 is to include all required on-site and off-site testing, indicating clearly where testing is to be carried out off-site. All tests are performed in a laboratory accredited by UKAS or its European equivalent, and the *Supplier* complies in all respects with UKAS standards, publications and guidance notes. The *Supplier's* testing proposals are included in the construction quality plan which forms part of the *Supplier's* proposals.

The *Supplier's* testing proposals are viewed as a working document throughout the duration of the contract and are reviewed and updated at regular intervals to ensure the *Supplier* is fulfilling its obligations under the contract. During construction, the *Supplier* submits all testing proposals to the *Project Manager* as design data at monthly intervals or whenever it is updated, whichever is the sooner.

Prior to issue of the Completion Certificate the *Supplier* submits to the *Project Manager* a report giving a summary of all testing and commissioning

undertaken during construction and commissioning of the *works*. The report is to include certificates of compliance **and is part of the Health and Safety File**

S710 Samples

No additional requirements or constraints for samples other than those stated in Scope Part 1.

S715 Management of tests and inspections and provision of samples

No additional requirements or constraints for the management of tests and inspections and provision of samples other than those stated in Scope Part 1.

S720 Covering up completed work

No additional requirements or constraints for covering up completed work other than those stated in Scope Part 1.

S725 Supervisor's procedures for inspection and watching tests

No additional requirements or constraints for the *Supervisor's* procedures for inspection and watching tests other than those stated in Scope Part 1.

S730 Performance measurement

No additional requirements or constraints for performance measurement other than those stated in Scope Part 1.

S735 Defects

No additional requirements or constraints for Defects other than those stated in Scope Part 1.

S800 Management of the works

Programme Management

The *Supplier* coordinates with other projects in construction on the surrounding highway network to ensure disruption to customers is minimised.

S805 Project team - Others

The *Project Manager* will confirm delegated duties within 2 weeks of the start of Stage 2.

S810 Communication system

The *Supplier* shall upload all required deliverables onto *Client's* Business Collaborator in order for them to be reviewed by Highways England project management teams. All supply chain information should be uploaded with document naming conventions in line with Highways England's IAN184-16 standard and supporting the *Client's* adoption of the UK Government Construction Strategy which requires fully collaborative 3D BIM.

For the avoidance of doubt the Communication System for the contract is CEMAR.

S815 Management procedures

The *Supplier* shall organise, attend and take minutes or actions for all meetings unless otherwise agreed with or instructed by the *Client*.

S820 Supplier's application for payment

No additional requirements or constraints for *Supplier's* application for payment other than those stated in Scope Part 1.

S825 Commissioning report

No additional requirements or constraints for commissioning report

Acceptance of the commissioning report does not change the requirements for submission and acceptance under the conditions of Contract.

S831 Provision of cost information

Cost information may require costs contributed by key stakeholders to be identified and presented in a Stakeholder Cost Report.

S832 Provision of Price information

No additional requirements or constraints for the provision of Price information other than those stated in Scope Part 1.

S833 Invoicing

The *Supplier* shall provide invoices with detailed back up sheets (diaries, timesheets etc.) of the works undertaken so that payments are reported and processed within the *Client's* prompt payment initiative timescales. This will include receipts for any expenses incurred. The format of the invoices and back up evidence required will be defined by the *Project Manager* within 2 weeks (10 working days) of the *starting date*.

The *Supplier* will fully comply with all reasonable requests from the *Client* to audit the *Supplier's* accounts to ascertain the legitimacy of all hours/costs invoiced in the delivery of the services.

S835 Data collection system

No additional requirements or constraints for data collection system other than those stated in Scope Part 1.

S836 Provision of electronic documents and data

No additional requirements or constraints for communications other than those stated in Scope Part 1.

S837 Disclosure of information

No additional requirements or constraints for disclosure of information other than those stated in Scope Part 1.

S838 Information security

No additional requirements or constraints for information security for information security other than those stated in Scope Part 1.

S839 Data handling requirements

No additional requirements or constraints for data handling requirements other than those stated in Scope Part 1.

S840 Customer Relationship Management

No additional requirements or constraints for Customer Relationship Management other than those stated in Scope Part 1.

S843 Training

No additional requirements or constraints for Training other than those stated in Scope Part 1.

S845 Meetings

The *Supplier* provides a schedule of proposed meetings and workshops within 5 days of the starting date for acceptance by the *Project Manager*. The schedule outlines:

- meeting/workshop purpose, why it is required to meet the Scope
- frequency
- Proposed agenda
- proposed location.

During Stage 5, these should assume HE Leeds or Wakefield office unless the meeting is with a third party and alternative location is more efficient. In later stages, meetings may be located on site.

The *Supplier* is to organise, issue the agenda and minute the meeting unless otherwise agreed with the *Project Manager*. The agenda is to be issued 3 working days before the meeting and the minutes are to be issued 3 working days after the meeting.

S851 Records: Small and Medium Enterprises

No additional requirements or constraints for Records: Small and Medium Enterprises other than those stated in Scope Part 1.

S855 Personnel

Following acceptance by the *Client*, the personnel identified in **Annex 5** are required to be appointed under this contract, in addition to those key people identified in Contract Data part two.

S860 Communications

No additional requirements or constraints for communications other than those stated in Scope Part 1.

S861 Public consultation

The *Supplier* submits proposals for public consultations and information events deemed necessary to consult, inform and update stakeholders for acceptance by the *Project Manager*.

The *Supplier* discusses and seeks approval from the *Client* before any corporate communications or publicity activity is undertaken by the *Supplier* on behalf of the *Client*.

The *Supplier* keeps the *Client* informed of any significant community issues and any public meetings being held to discuss major projects issues.

The *Supplier* liaises with the *Client* before accepting any invitations to appear at public meetings or events related to work being undertaken on behalf of the *Client*.

S900 Working with the *Client* and Others

S905 Sharing the Working Areas with Others

The *Supplier* cooperates with, and shares the Working Areas with the following organisations;

- Any other organisations required for the delivery of the project.
- Any projects to be completed by OD
- Leeds City Council (e.g. Armley Gyratory)

S910 Co-operation and co-ordination

The *Supplier* cooperates with any other organisation required for the delivery of the project including but not limited to Statutory Undertakers and Statutory Bodies.

S920 Authorities and utilities providers

The *Supplier* reviews the data on Statutory Undertakers obtained to date, which is presented in the *Scope and Site Information*. The *Supplier* satisfies itself that all Statutory Undertakers equipment impacted by the *works* is identified, and that any other services or supplies which are impacted by the *works* are similarly identified. No guarantee is given regarding the accuracy or

completeness of the information supplied and the *Supplier* confirms the location and extent of existing equipment directly with the relevant Statutory Undertaker or owner, and obtains all further special requirements.

The *Supplier* obtains estimates for diversion works necessary for the construction of the *works* in accordance with the *Client's* Advice Manual for the New Roads and Streets Works Act – Diversionary Works (SA10/05) or its successor.

The *Supplier* takes account of all potential environmental and archaeological impacts, landscape planting and other mitigation measures in the development of its proposals for diversion works.

The *Supplier* coordinates and programmes diversionary work in consultation with the *Client's* Highways England Statutory Undertakers Team and the Statutory Undertakers. The *Supplier* is responsible for determining the levels required for the diversion, site clearance, setting out and access arrangements.

The *Supplier* provides services and supplies for the Scheme where the services and supplies are not part of any diversion works and where they do not fall within the remit of the New Road and Street Works Act 1991 or its successor

The *Supplier* will also be responsible to divert or protect any private services contained within the scheme

The *Supplier* complies with the special requirements of the relevant Statutory Bodies and local authorities

S925 Deed of Novation

No additional requirements or constraints for Deed of Novation other than those stated in Scope Part 1.

S1000 Services and other things to be provided

S1005 Services and other things provided by the *Supplier* for the use by the *Client*, *Project Manager*, *Supervisor* or Others

During the construction of the *works* the *Supplier* provides office accommodation for the staff of the *Client*, the *Project Manager* and the *Supervisor*, definition of accommodation is to be agreed with the *Project Manager*. The accommodation is of the same standard provided for the *Supplier's* own staff, to be open plan and co-located. The accommodation includes all necessary infrastructure to operate all the *Clients* data systems and obligations under the contract.

The *Client* has reasonable access to all sound proofed meeting rooms with facilities for video and audio conferencing as well as suitable projection or display equipment.

The *Supplier* provides access to vehicles for the *Project Manager*, the *Supervisor* and their staff to use whilst working from the site office. The vehicles

meet the requirements of Chapter 8 of the Traffic Signs Manual for use in highways maintenance which allow access to all parts of the site.

Personal Protective Equipment

The *Supplier* provides Personal Protective Equipment to persons who have a need for it in connection with this contract.

S1010 Services and other things provided by the *Client*

Plant and Materials made available by *Client*:

None

The *Client* makes available the following Plant and Materials for use by the *Supplier*.

None

S1100 Health and safety

S1105 Health and Safety Requirements

No additional requirements or constraints for health and safety requirements other than those stated in Scope Part 1.

S1106 Management of health and safety

The *Supplier* shall attend the Highways England Health and Safety Forum bi-monthly.

S1107 *Supplier's* health and safety management system

The Supplier is to comply with the Client's 'Raising the Bar' Standards.

S1108 Subcontractor's health and safety management system

No additional requirements or constraints for Subcontractor's health and safety management system other than those stated in Scope Part 1.

S1111 Action to rectify breaches

No additional requirements or constraints for action to rectify breaches other than those stated in Scope Part 1.

S1112 Health and safety culture

No additional requirements or constraints for health and safety culture other than those stated in Scope Part 1.

S1113 Health and safety – exchange of information

No additional requirements or constraints for health and safety – exchange of information other than those stated in Scope Part 1.

S1114 Asbestos

No additional requirements or constraints for asbestos other than those stated in Scope Part 1.

S1115 Health and safety advice

No additional requirements or constraints for health and safety advice other than those stated in Scope Part 1.

S1116 Health and safety inspections

No additional requirements or constraints for health and safety inspections other than those stated in Scope Part 1.

S1117 Health and safety in construction

No additional requirements or constraints for health and safety in construction other than those stated in Scope Part 1.

S1118 Incident investigation, reporting and follow-up

No additional requirements or constraints for incident investigation, reporting and follow up other than those stated in Scope Part 1.

S1119 Incident statistics

No additional requirements or constraints for incident statistics other than those stated in Scope Part 1.

S1121 Health and safety management audit

No additional requirements or constraints health and safety management audit other than those stated in Scope Part 1.

S1122 CDM compliance

No additional requirements or constraints for CDM compliance other than those stated in Scope Part 1.

S1123 Health and safety – charity-based incentive schemes

No additional requirements or constraints for health and safety – charity-based schemes other than those stated in Scope Part 1.

S1124 Particular requirements on Subcontractors

No additional requirements or constraints for particular requirements on Subcontractors other than those stated in Scope Part 1.

S1125 Management of road risk

No additional requirements or constraints for management of road risk other than those stated in Scope Part 1.

S1127 Substance abuse

No additional requirements or constraints for substance abuse other than those stated in Scope Part 1.

S1128 Security

No additional requirements or constraints for security other than those stated in Scope Part 1.

S1129 Employee safety

No additional requirements or constraints for employee safety other than those stated in Scope Part 1.

S1130 Method Statement

No additional requirements or constraints for method statement other than those stated in Scope Part 1.

S1132 Inspections

No additional requirements or constraints for inspections other than those stated in Scope Part 1.

S1133 Deleterious and hazardous materials

No additional requirements or constraints for deleterious and hazardous materials other than those stated in Scope Part 1.

S1134 Pre-Construction Information

- Pre-Construction information is provided in the existing PCI document which was updated during PCF Stage 3 reference HE551464-ATK-GHS-XXA-PC-ZS-000001. Key Hazards identified at this stage are:
- Works within the hard shoulder and carriageway with narrow cross section; this is a particular issue between junctions 2a and 2;
- Manholes in running lanes westbound between J2a and 2;
- Installation of drainage within close proximity of an existing retaining wall between J2a and 2;
- Lack of hard shoulder between J2a and 2;
- Sub-standard off-side merge layout westbound J3;
- Construction of new gantry bases and motorway comms technology in a limited footprint;
- Installing technology on the existing gantries;
- Works near to existing underground and overhead services; and
- Works near railway line.

S1200 Subcontracting

S1205 Restrictions or requirements for subcontracting

No additional requirements or constraints for restrictions or requirements for subcontracting other than those stated in Scope Part 1.

S1206 Fair payment

No additional requirements or constraints for fair payment other than those stated in Scope Part 1.

S1210 Acceptance procedures

No additional requirements or constraints for acceptance procedures other than those stated in Scope Part 1.

S1215 Contracts Finder

No other additional requirements or constraints for Contracts Finder other than those stated in Scope Part 1.

S1300 Title

S1305 Marking

No additional requirements or constraints for marking other than those stated in Scope Part 1.

S1310 Materials from excavation and demolition

No additional requirements or constraints for materials from excavation and demolition other than those stated in Scope Part 1.

S1400 Acceptance or procurement procedure

S1405 Procurement procedures

No additional requirements or constraints for procurement procedures other than those stated in Scope Part 1.

S1410 Submission and acceptance procedures

No additional requirements or constraints for submission and acceptance procedures other than those stated in Scope Part 1.

S1500 Accounts and records

S1505 Additional records

No additional requirements or constraints for additional records other than those stated in Scope Part 1.

S1510 Cost verification

No additional requirements or constraints for cost verification other than those stated in Scope Part 1.

S1515 Not used

S1520 Records and audit access

No additional requirements or constraints for records and audit access other than those stated in Scope Part 1.

S1600 Ultimate holding company guarantee (Option X4) – NOT USED

S1700 Undertakings to the *Client* or Others (Option X8)

No additional requirements or constraints for Undertakings to the *Client* or Others other than those stated in Scope Part 1.

S1800 Intellectual Property Rights

S1805 *Supplier's* rights over material prepared for the design of the works

No additional requirements or constraints *Supplier's* rights over material prepared for the design of the *works* other than those stated in Scope Part 1.

S1810 Other rights to be obtained by the *Supplier*

No additional requirements or constraints for other rights to be obtained by the *Supplier* other than those stated in Scope Part 1.

S1900 Information modelling (Option X10)

S1905 Information Model Requirements

The *Supplier* uses the verified Composite Graphical Model for the purposes of, but not limited to, delivery of Project Information and Asset Information Models (in accordance with Asset Data Management Manual and Information Model Requirements).

The *Supplier* develops its design(s) as a complete Project Information Model. The *Supplier* hosts the Project Information Model on the Common Data Environment (CDE).

The *Supplier* uses the verified Composite Graphical Model for the purposes of, but not limited to:

- delivery of Asset Information Model (refer to the EIR & ADMM),
- Site utilisation planning,
- 3D co-ordination,
- design reviews,
- phase planning and programme management (4D),

- cost Interrogation and earned value analysis (5D),
- safety improvement and communications,
- risk management and
- sustainability.

On Completion, the *Supplier* submits a complete “as constructed” Composite Graphical Model, and “as built” drawing definitions and reports.

The *Supplier* records and reports all benefits of BIM to the *Project Manager*, through the approved *Client* efficiency process along with producing relevant case-studies as specified by the *Client*.

S2000 Performance bond (Option X13) – NOT USED

S2100 Advanced payment to the *Supplier* (Option X14) – NOT USED

S2200 The *Supplier*’s design (Options X15)

S2205 Constraints on use of material

No additional requirements or constraints for constraints on use of material other than those stated in Scope Part 1.

S2210 Form of documents to be retained

No additional requirements or constraints for form of documents to be retained other than those stated in Scope Part 1.

S2300 Retention (Option X16) – NOT USED

S2400 Low performance damages (Option X17) – NOT USED

S2450 Key Performance Indicators (Option X20)

S2405 Detailed metrics for Additional Opportunities

No additional requirements or constraints for detailed metrics for Additional Opportunities other than those stated in Scope Part 1.

S2500 Early *Supplier* Involvement (Option X22)

S2505 Stage One and Stage Two

No additional requirements or constraints for Stage One and Stage Two other than those stated in Scope Part 1.

S2510 Budget

All activities and allowances required for the delivery of the project are included in the budget including but not limited to: lands, statutory undertakings risk, *Client* costs and all *Supplier* costs for the development, design, delivery and handover of the *works*.

S2515 Forecasts

The *Supplier* shall provide the *Project Manager* with Budget completion estimates, monthly accruals, in-month forecasts, and annual forecasts for predicted expenditure using the *Client's* monthly Finance template. The timetable for the month-end financial reporting will be agreed with the *Project Manager*.

The *Supplier* shall deliver the Prices against the quoted Budget plus the value of implemented Compensation Events within +/- 2% tolerance. The *Supplier* shall provide the *Project Manager* with a commentary and explanation.

The *Supplier* shall provide explanations of the following variances.

- The forecast in-month charge compared to the previous month.
- The forecast annual charge compared to the previous month.
- The forecast Budget compared to the incentivised Budget.
- The forecast incentive baseline for the scheme compared to the Contract investment baseline

The *Supplier* shall attend mid-month and end-of-month finance meetings and report on:

- Spend-to-date
- Forecast out-turn for the stage
- Forecast outturn for the Scheme
- Performance of the shared risk provision
- Earned Value

The *Supplier* shall provide the financial information for review at least 2 working days before the mid-month and end-of-month finance meeting.

S2530 Agreement of the Budget and Prices

No additional requirements or constraints for Agreement of the Budget and Prices for Stage Two other than those stated in scope part 1.

S2535 Stage One design submission procedures and acceptance criteria

No additional requirements or constraints to the Stage One design submission procedures and acceptance other than those stated in Scope Part 1.

S2540 Stage One *Client* requirements

No additional requirements or constraints for Stage One *Client* requirements other than those stated in Scope Part 1.

S2545 Stage One design approvals from Others

The *Supplier* obtains approvals and consents from Others as stated in the Scope - ref S315, S325 and S330.

S2550 Stage One performance requirements

No additional requirements or constraints for Stage One performance requirements other than those stated in Scope Part 1.

S2560 BCR improvement

No additional requirements or constraints for BCR improvement other than those stated in Scope Part 1.

S2600 Project Bank Account (Option Y(UK)1)

S2605 Adding a supplier

No additional requirements or constraints for adding a supplier other than those stated in Scope Part 1.

S2610 PBA Tracker

No additional requirements or constraints for PBA Tracker other than those stated in Scope Part 1.

S2700 *Client's* work specifications and drawings

S2705 *Client's* work specification

No additional requirements or constraints for *Client's* work specifications other than those stated in Scope Part 1.

S2710 Drawings

The illustrative design drawings are listed in Annex 3.

Annex 1 PCF Deliverables

TRADITIONAL MATRIX VERSION 58 - 01ST SEPTEMBER 2021		Construction		
		5 Construction Preparation	6 Construction, Commissioning & Handover	7 Closeout
Scope	Client Scheme Requirements	Reviewed	Reviewed	
	Scope Book	Reviewed	Reviewed	
	Analytical Requirements Report			
	Appraisal Specification Report			
Business Case & Funding	Staged Overview of Assessment Report			
	Transport Data Package	Refined		
	Transport Model Package	Refined		
	Transport Forecasting Package	Refined		
	Economic Appraisal Package	Refined		
	Combined Modelling and Appraisal (ComMA) Report	Refined		
	Benefits Register	Refined	Reviewed	Reviewed
	Business Case	Refined	Reviewed	Reviewed
	Investment Submission	Produced		
Cost Estimating	Order of Magnitude Estimate			
	Options Estimate			
	Developing Estimate			
	Final Estimate	Produced		
Risk	Risk Management Plan	Updated	Updated	Updated
	Risk Register	Refined	Refined	Refined
Value Management	Value Management Delivery Plan	Updated	Updated	Updated
	Efficiency Register	Refined	Refined	Refined
	Value Management Workshop Report	Produced	Reviewed	Produced
Project Management	Benefits Realisation and Evaluation Plan	Produced	Refined	Reviewed
	End of Stage Report	Produced	Produced	
	Stage Management Plan	Produced	Produced	Reviewed
	Product Checklist	Produced	Produced	Produced
	Project Management Plan	Updated	Updated	Updated
	Project Schedule	Refined	Refined	Refined
	Regular Reporting	Produced	Produced	Produced
	Stage Gate Assessment Review Certificate	Produced	Produced	Produced
	Certificate of Compliance with the Operations Technical Leadership Group	Produced		Produced
	Project Closeout Report			Produced
	Lessons Learnt Log	Updated	Updated	Updated
	Lessons Learnt Report		Produced	Refined
	Equality Impact Assessment (EqIA) Screening, Analysis and Monitoring	Refined	Refined	Refined
	Integrated Assurance and Approvals Plan	Updated	Updated	Updated
	Supplier Quality Plan	Produced	Produced	Produced
	Change Request Form	Produced	Produced	Produced
Managing Change	Communication Planning for Major Projects	Updated	Updated	
Procurement	Project Level Procurement Strategy	Reviewed	Reviewed	
	Centralised procurement of Roadside Infrastructure	Refined	Refined	
Works Procurement	Contract Documents	Produced		
	Statutory Undertakers Diversions	Refined	Refined	Refined
Specification, Requirements and Design	Preliminary Design			
	Pre-construction Design	Produced	Updated	
	As-Built Documentation		Produced	Refined
	Safety Plan	Updated	Reviewed	Reviewed
	Combined Safety and Hazard Log Report	Updated	Updated	Updated
	Combined Operations	Refined	Refined	
	Telecommunications Requirements	Refined	Refined	Updated
	Regional Operational Control Centre (RCC or ROC) Technology and Capacity Implications Report	Refined	Updated	
	Site Data Change Request	Refined	Updated	Updated
	Code of Connection	Produced	Updated	
Standards & Specification	Applications for Roadside Electricity Connections (Exit Points)	Refined	Reviewed	
	Road Safety Audit	Produced	Produced	Produced
	Departures from Standards Checklist	Produced	Produced	
	Implementation Report For New Standards	Produced	Produced	
Health & Safety	Pre-construction Information	Reviewed		
	F10 Notification of Construction Project	Updated		
	Construction Phase Plan	Produced	Updated	
	Health & Safety File	Updated	Updated	Updated
	Maintenance and Repair Statement	Refined	Reviewed	
	Scheme Asbestos Management Plan	Refined	Reviewed	Reviewed
SES Approvals	Statement of Intent (Geotechnical)			
	Preliminary Sources Study Report			
	Ground Investigation Report			
	Geotechnical Design Report	Produced		
	Geotechnical Feedback Report			Produced
	Early Structures Notification Form Checklist			
	Structures Options Report Checklist	Reviewed		
	Approvals in Principle Checklist	Updated	Updated	
	Design & Check Certificates Checklist	Produced	Updated	
	Residual Non-conformance Schedule Checklist		Produced	
Environmental	Construction Compliance Certificate Checklist		Produced	
	EIA Screening (Determination)			
	Habitats Regulations Assessment			
	Environmental Scoping Report			
	Environmental Assessment Report / Environmental Statement			
	Preliminary Environmental Information			
	Environmental Management Plans	Refined	Refined	Refined
	Evaluation of Change Register	Refined	Refined	Refined
Public Consultation	Preliminary Environmental Risk Assessment			
	Project Design Report	Refined		
	Public Consultation Strategy			
	Public Consultation Brochure			
	Public Consultation Exhibition Checklist			
	Report on Public Consultation			
	Preferred Route Announcement Leaflet and Press Notice			
	Notification of Development	Reviewed		Reviewed
	Section 85 Notice			
	Consultation Document for the introduction of Variable Mandatory Speed Limits Statutory Instrument (SM Only)	Produced		

Annex 2 Programme

<u>Meta Data</u>	<u>BC Link</u>	<u>Description</u>

Annex 3 List of Surveys

Surveys and dates undertaken so far:

- Phase 1 habitat survey – July – August 2017
- Phase 1 habitat survey for compound – February 2019
- GCN eDNA – June 2017
- Bat activity surveys – April – October 2018
- Bat presence/likely absence (emergence/re-entry) surveys – May – August 2018
- Badger survey – 12th – 14th March 2018

Length of surveys are valid for:

- Bat surveys (activity and presence/absence) – valid for 18 months - until 2020. Reminder that no surveys are being undertaken on bridges within transect 2 (approx. chainage 6,200 to 9,400). It is therefore recommended that works to bridges (or within 20m of) within transect 2 are undertaken over winter when the likelihood that bats are present is low. Works to any structures within transect 2 with bat potential will need to be undertaken under a precautionary method of working (PMW) and pre-construction checks will be required.
- GCN surveys – valid for 3 years (assuming site is still in the same condition as when first assessed) - until 2019. As starting construction in 2020, eDNA are recommended in 2019 to reduce risk of delays. Doing eDNA surveys in 2020 runs the risk of causing delays to construction if GCN are found to be present.
- Badger survey – valid for 1 year - until 2019 – will need to undertake a pre-construction survey.

- Phase 1 habitat survey – valid for 1 year – until 2018. Survey will need updating unless previous data is still deemed valid based on a review of any changes to land management which invalidates previous survey.

Further surveys required:

- Invasive non-native species pre-construction survey – recommended for 2020
- Precautionary method of working- which includes pre-construction checks - for bats, reptiles and nesting birds.
- The landscape surveys will not need to be updated.

Annex 4 Illustrative Design

DF3.2 to be provided on BC

<https://hehim.withbc.com/bc/bc.cgi/d6774331/HE551464-ATK-HGN-XX-DR-CH.zip>

Annex 5 Key Persons List

Key Staff (*Client*)

Senior Responsible Owner (SRO) – David Haimes

Regional Director – Tim Gamon

Programme Leader – Jason Williams

Project Manager – James Finnigan

Assistant Project Manager – Chris Ward

Project Support – Sugar Parveen

Supplier's Key Persons (minimum) and indicative high-level responsibility:

Supplier Project Manager –

Responsible for the overall management and delivery of PCF Stages 5-7. To be the *Client's* main point of contact.

Supplier's Design Lead –

Responsible for the overall management and delivery of the detailed design.

Principal Designer Advisor –

Responsible for discharging the Principal Designer duties to CDM15

Stakeholder/Public Liaison Lead –

To actively support the *Client* in managing, maintaining and improving where required all stakeholder engagement, correspondence and relationships. To actively support the *Client's* District Valuers (DV) with their external engagement including provision of information to facilitate DV negotiations. To be the main point of contact with all potentially affected landowners and stakeholders.

Health and Safety Manager –

Responsible for dealing with health, safety and wellbeing issues, and all incident and accident prevention and reporting.

Annex 6 Reporting timetable

Due Date/ Working Day	Report	Details (i.e. who should be receiving the information)
WD -10	Draft Project Programme	Draft Programme to be submitted to <i>Project Manager</i> via CEMAR
WD -7	Cost Information	Cost information, including ACWP and EAC should be provided in the PRISM input template as per project control account level.
WD -2		Primevera P6 (xer file and pdf) to be submitted via CEMAR

	Monthly Project Programme	
WD 5	CPF	Quarterly submission to Commercial Services Division inbox: Commercialintelligence@highwaysengland.co.uk , Cc Performance Manager, HE PM and APM
WD 10	Quality	Monthly submission of the Quality Points register for the scheme via CEMAR
WD 10	Invoice	Draft invoice with backup information to be submitted via CEMAR
Weekly	Issues log	HE Project Team
No later than 3 working days after meeting	Minutes of meetings	Minutes to be submitted to HE Project Team
Quarterly	Quarterly	The <i>Supplier</i> is to issue quarterly monitoring report detailing the annual performance against the annual proposal in respect of each apprentice appointed.

Finance Tracker Template: <https://hebim.withbc.com/bc/bc.cgi/0/3607224?op=lp>

ACWP Template: <https://hebim.withbc.com/bc/bc.cgi/0/16903742?op=lp>

Annex 7 Key Meetings

Meeting Topic	Purpose	Frequency	Heads of Agenda	Attendees
Weekly checkpoint meeting	Action review	Weekly – date tbc.	Actions	Integrate
Risk Workshops		Every 6 months or as required.		Integrate Discipline Extended (e.g. SE3)
Monthly risk review	To review risk register and update mitigation actions	Monthly ½ day	Risk register	Integrate Discipline Extended (e.g. SE3)
Collaborative Planning Workshop	Review & develop scheme programme	1 day every quarter or as required.	3 month look ahead Critical path	Integrate Discipline Facilitator Extended (e.g. SE3)
Collaborative planning weekly call	Schedule Management	1-hour weekly call	2 week look ahead	Integrate Discipline
Project Delivery Meeting	Review Project progress, prepare for Project Committee	½ day every month	H&S performance Lessons and shared efficiencies Commercial & Procurement Performance Customer Satisfaction and Stakeholder Engagement	Integrate Project D

Meeting Topic	Purpose	Frequency	Heads of Agenda	Attendees
			Project (risk/schedule/financial/efficiency/levers) performance Specific scheme issue papers / presentations	
Public Information Events	Customer Engagement	As required		Integrate Disciplines
Stakeholder reference group	Keys stakeholder engagement and scheme update	As required		Integrate Disciplines
Supplier Start up meeting	To enable respective teams to address issues at the commencement of the works and services	Prior to contract start date – during DIP Mobilisation	Assessment date and transmission method for AFP. Proof of Insurances. Configuration and set up of CEMAR. Agree date for submission of Programme for Acceptance.	Project F Commer Planning Supplier
Subcontracts	To manage and expedite Subcontractor approvals	2 weekly or on request from <i>Client</i> or supplier.	Approval to subcontract. Approval of terms and conditions.	<i>Client</i> PM Procurement Supplier
Contract change	To manage change within the contract timescales.	Weekly	EW status review. CE status review including NCEs, CEs and quotations.	<i>Client</i> PM Commer represent above.
Risk Reduction	To mitigate risks derived from Early Warnings.	Weekly or on request from HE or supplier	Make and consider proposals for how risks can be avoided or reduced Seek solutions that will bring advantage to all those who will be affected Agree actions to be taken and appoint owners and when they should be completed by Agree Risk status	<i>Client</i> PM Commer Technical as per ab
Contract four-week progress review.	To review progress against the contract baseline.	Four weekly Working days -5.	Review of contract performance metrics (see performance section).	<i>Client</i> PM following planning
Programme review meeting.	To confirm receipt of programme for acceptance and to resolve any issues that may result in its resubmission.	Four weekly one week prior to due date for submission of the programme for acceptance.	Review of programme for acceptance. Confirm actions to address.	<i>Client</i> PM Commer roles as

Meeting Topic	Purpose	Frequency	Heads of Agenda	Attendees
Cost and value report meeting.	To manage and monitor that the contract is delivering the expected value.	Four weekly	Review of: Actual cost of Work performed. Payments. Contract EAC. General Communications.	<i>Client PM</i> Commer Supplier
Performance measures	To review and agree supplier self-assessment and 360 scores	To coincide with each performance measure submission	Review and agreed supplier self-assessment, evidence and 360 scores	<i>Client PM</i> roles

Annex 8 Programme Requirements

Phase	Stage	Milestone	P6 Activity Code	Description
Development	5	Commence Approvals in Principle	S5 AIP	Commence Approvals in Principle
Development	5	Commence Geotechnical Design Report	S5 GDR	Commence Geotechnical Design Report
Development	5	Commence Environmental Management Plans	S5 EMP	Commence Environmental Management Plans
Development	5	Early Land Access Agreement	S5 ELAA	Only required if access to land is to be made by agreement prior to statutory powers coming into force
Development	5	Public Information Exhibition	7	Public Information Exhibition held prior to commencement of main construction works
Development	5	Issue Notices (GVD or Treat & Enter)	S5 GVD	General Vesting Declaration
Development	5	Stage 5 - Construction Estimate	S5 CE	HE Construction Estimate complete & released to PM
Development	5	Issue Tender for Stage 6 Supplier	S5 IT	Invitation to Tender (ITT) for main construction contract issued
Development	5	Contract Award	S5 CA	Contract for main construction contract awarded, including Notice to Proceed
Development	5	Start Advanced Construction Works	S5 SACW	Enabling works directly facilitating the main construction contract commenced
Development	5	Start Statutory Undertaker Works	S5 SSUW	Statutory Undertaker works directly facilitating the main construction contract commenced
Development	5	SGAR5	8	PCF Stage Gate Review - Construction Preparation
Development	5	Start of Works	9	Main construction contract works commenced, note that phased delivery can be planned using the coding 9.1, 9.2, 9.3, etc.
Construction	6	Commence Commissioning	S6 CC	Commencement of commissioning activities on site, note that phased delivery can be planned using the coding x.1, x.2, x.3, etc.
Construction	6	Open for Traffic	10	Construction works largely complete & traffic free flowing, note that phased delivery can be planned using the coding 10.1, 10.2, 10.3, etc.
Construction	6	SGAR6	S6 SGAR	PCF Stage Gate Review - xxx
Construction	6	DP SOW	DP SOW	Delivery Plan Commitment

Annex 6 People/Contacts

In addition to the persons named in the contract data, the *Supplier* will also appoint the following roles and provide names to the *Client*.

Project Director

Project Manager (Supplier)

Project Manager (Supplier's Designer)

Stakeholder Lead/Public Liaison Officer

Programme Lead

Environment Lead

Statutory Undertakers Lead

Commercial Lead

Principal Designer PoC & Principal Contractor

Annex 7 Visual Identity Guidelines

Annex 8 Statutory Undertakers Report

Available in BC document reference: [HE551464-ATK-VUT-XX-PC-CU-000001](#)

Annex 9 Pre-Construction Information

Available in BC document reference: HE551464-ATK-GHS-XXA-PC-ZS-000001