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| **Scope of Services** | Logo  |
| **Title:** | Project Management Brooksby Building BACS additional works (phase 2) |
| **Project:** | The Brooksby Building BACS Alarm Categorisation and Integration, additional BACS Alarms and Uninterrupted Power Supply Requirements |   |
| **Date:** | 5-11-2024 |  |
| **Author:** | Ben Williams |  |
| **Owner:** | David Shadwell |  |
| **Client:** | The Pirbright Institute |
| **Version No:** | 1 |  |

# Scope of Services History

## Document Location

N:\E&M Dept\private\-8-COMMERCIAL\Procurement\Project Management BACS project for Brooksby

## Revision History

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## Approvals

This document requires the following approvals.

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| **Name** | **Title** | **Signature** | **Date** | **Version** |
| Ben Williams | EMS Programme Manager |  | 5-11-24 | 1 |

## Issue History

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# Introduction

## Document Purpose

The primary purpose of this version of the document is intended to:

* Give details of works required to potential suppliers so they can submit quotation and programme of works.
* Fulfil the client brief and pre-construction information aspects of construction design management (CDM) regulations 2015.

This document details the envisaged requirements of the works but should not been seen as restrictive. All parties should advise if:

* Appropriate alternatives are available.
* There are additional requirements needed.
* Envisaged requirements are required.

## Summary Description of works

The Brooksby Building at The Pirbright Institute (Pirbright) will be a high containment large animal facility for work on high consequence pathogens such as foot-and-mouth diseases virus (FMDV), when fully operational in 2026.

As part of the post-construction ‘Day 2’ works there is a requirement to carry out additional works to the Building Automation and Control System (BACS) within the Brooksby Building to ensure it is fully aligned with the primary system used across the rest of the Pirbright site.

The following packages of work have been funded and will be procured by Pirbright, with technical support from the Project Manager, and will require on-site project management to ensure all interdependencies, risks and issues are managed appropriately for the duration of the project:

* Recategorisation of BACS alarms to align with Pirbright site standard and integration to Pirbright Alarm Management System (AMS) of all BACS alarms within Brooksby (Work Package 1)
* Provision, installation, testing and commissioning of an additional 140 no. (approx.) BACS Input/Output Alarm Points (Work Package 2)

The Scope of Services for this contract is as follows:

* **Full Project Management to include:**
* Management of programme for packages of work listed above
* Management of sub-contractors, these will be appointed directly by The Pirbright Institute
* Management of interdependencies
* Principal point of contact for the project, liaising with internal and external stakeholders as required
* Reporting: Production of Project Highlight Report on a monthly basis, on Pirbright template document
* Responsible for ensuring project benefits are realised
* Management of project budget
* Responsible for monthly cashflow forecast reporting
* Proactive management of project risks and issues, owner of Project Risk Register and Issues Register
* Regular site attendance to ensure project is progressing as per programme
* Quality Assurance
* Site attendance at monthly Project Board meetings
* Handover of all documentation in line with Pirbright Project Information File (PIF) structure. A Sample PIF is attached in Appendix E1B.

## Contact Details

John Nixon

* Role: Procurement Buyer
* John.Nixon@pirbright.ac.uk
* 01483 232441
* Normal working hours: 08:30h to 17:00h, Monday to Friday

Maz Al-Zobaidy

* Role: The Pirbright Institute Project Business Sponsor
* maz.al-zobaidy@pirbright.ac.uk
* 01483 231 044

Ben Williams

* Role: The Pirbright Institute Project Business Sponsor
* ben.williams@pirbright.ac.uk
* 01483 231 290

## Location of Works

These works will take place at the following addresses: The Pirbright Institute

Ash Road, Pirbright, Woking, GU24 0NF

# Site Information

This section contains information related to delivering these works at The Pirbright Site.

## Health & Safety Requirements

All works related to this specification should be performed in line with site Health & Safety (H&S) rules and the Health and Safety at Work Act 1974.

The following documents are attached in Appendix E1 C and detail the site rules to be considered when tendering and when works are performed on site:

* RISK-SOP-7: Management of Contractors
* R&A-COP-3: Contractor Site Handbook
* R&A-FORM-4: Pirbright Site Rules Overview
* EMS-WI-085: Permit to work
* EMS-FORM-100: Point of Work Risk Assessment (POWRA)
* EMS-FORM-098: Permit to Work Part A, Part B & Part C
* EMS-WI-87: EMS Lockout/Tagout Work Instruction

If required, further training on the procedures detailed in the above documents can be given on site.

The above documents detail Pirbright’s management of H&S for construction works, the following sections highlight aspects requiring particular attention.

### Risk Assessments & Method Statements

Any works on the site must be preceded by a risk assessment and method statement (RAMS). These must be submitted to the Pirbright responsible person at least 5 days in advance of the works.

RAMS must be specific to the task and date of the works and should include a detailed step by step method.

RAMS are never “approved” but will be “reviewed” by Pirbright personnel, and feedback will be given. A permit to work will not be issued if the RAMS are deemed to be inappropriate.

Where appropriate, RAMS should be accompanied by drawings to help explain their context.

Details of the competent person performing works and their relevant training records should be included and/or referenced in the RAMS.

### Tools and Equipment

Contractors should always provide their own tools and equipment they require to complete their works. Pirbright will not issue equipment to contractors.

Equipment which must be supplied by the contractor is as follows. The equipment must be suitable for fumigation or can be disposed of. All items of test equipment must have a current calibration certificate.

Equipment used by contractors should be in good working order and comply with all relevant legislation. Electrical equipment should be PAT tested.

Equipment brought into Pirbright’s restricted areas will need to be suitable for fumigation or disposal.

Where appropriate calibration, inspection and testing certificates of equipment being used should be issued to the responsible person before work commences.

### PPE

Contractors should provide their own personal protective equipment (PPE). PPE used should be suitable for the works and specific type/specification of PPE should be detailed in the RAMS.

### Barriers and Warning Signs.

Area of works must be cordoned off with suitable barriers and warning signs to prevent unauthorised pedestrian access during work activities.

Contractors must provide their own barriers and warning signs.

### Scaffolding and Access Equipment

Contractors should arrange scaffolding required to facilitate their works, Pirbright preferred suppliers can be utilised. Contractors should ensure that scaffolding is inspected and tagged on a weekly basis once erected.

Contractors should provide all temporary access equipment such as ladders and mobile platforms. These should be class 1 (industrial) certification standard. Pirbright will not issue access equipment to contractors.

All access equipment should be in good working order (visual check before use) and have been inspected in the last 6 months.

### Equipment Certification

Where appropriate, evidence of inspection / testing / commissioning of equipment supplied or used for installation works should be provided.

### Permits

All construction works performed by contractors require a permit to work. See EMS-WI-085: Permit to work (Appendix E1 C) for further details.

Note: The application of the safe system of work and permits to the construction works with relevant members of Capability EMS as advised by the project sponsor in advance of works commencing.

### Isolations

Isolation of Pirbright site energy sources must be performed under permit by Pirbright maintenance technicians and should be witnessed by the contractor performing the work.

These isolations should then be secured with padlocks of contractors working downstream of the isolation. See EMS-WI-87: EMS Lockout/Tagout Work Instruction (Appendix E1 C) for further details.

### Asbestos

There is no asbestos risk associated with this construction work, the site asbestos register is available on request.

If any suspected asbestos is identified during the works, then works in the area should be stopped and it should be highlighted to the site contact, who will arrange sampling to take place.

### Emergency Procedures

If an emergency event is discovered, such as a fire or medical emergency, the site gatehouse should be contacted for assistance on the emergency extension number 1000 or on radio channel 1.

On discovering a fire, the area should be evacuated, and all personnel should go to the fire assembly point. If safe to do so, fire alarm call points should be activated on the way out of the area.

In the event of a fire alarm, works should cease, and contractors should make their way to their fire assembly point (to be given by the project manager).

## Security and Site Access Requirements

RISK-COP-3 and RISK-FORM-4 (Appendix E1 C) details site access requirements. The following sections highlight aspects to be considered.

### Photos

Photos can only be taken with prior agreement from the project manager. Any photos taken should not include any faces or vehicle number plates.

### Site Access

To gain access to site, all contractors must have visitor forms raised for them by their site host before arrival on site, therefore a full names and dates of all personnel attending site must be provided at least 24h in advance.

Contractors must report to the gatehouse and present photo ID each time they access site.

### Site Inductions

There are no works within restricted area, therefore no site induction over and above the contractor handbook is required for these works.

Construction site specific inductions should be created and delivered to all personnel visiting or working within the construction site.

### Approved Contractors and Escort Requirements

Contractors must be fully escorted by Pirbright personnel unless there are approved contractors within the team.

An appropriate number of contractors in each team should complete an institute security check (performed by Agenda). The cost of this is covered by the institute. This process can take up to 2 weeks to complete. In order to do initiate this process, provide full names and an email address specific to the person to the site contact.

1 approved contractor can escort up to 3 unapproved contractors.

Even approved contractors may require an escort in certain restricted areas of site, however none of the works are envisaged to take place within restricted areas.

### Vehicle Movements

Vehicle movements on site roads is subject to a speed limit of 10 mph, which must be always obeyed. Extra caution should be taken by drivers on site roads due to shared use of roads by pedestrians, bicycles and vehicles.

Vehicle access to the site is through the main entrance at the north boundary of the site.

### Welfare Facilities

Welfare facilities are available next to the site office.

### Working Hours

Contractors will be able to access site from 0700h – 1600h Monday to Friday, works outside of these hours need to be arranged with the project sponsor.

### Construction site management

The construction site is a CDM Site and is managed by Pirbright’s Clerk of Works.

## Bio Safety Quarantine and Decontamination Requirements

There aren’t expected to be any such requirements, however further details will be given on site if this changes.

## Design Requirements

### Design Responsibility

Detailed design work should be carried out for all works by the individual contractors and agreed with The Pirbright Institute via the Project Sponsor.

### Standards and Specifications

All equipment supplied and installed should be manufactured, installed, tested and commissioned in accordance with all applicable national and international standards and manufacturer’s instructions. These should be referenced in any quotation documentation and RAMS documents.

### Design Review

The proposed design should be reviewed with appropriate Capability EMS personnel.

The Principal Designer and any appropriate sub designers must provide any information requested in advance.

### Documentation

The following documentation should be issued before works commence:

* + - * Design Drawings
			* Control Philosophies
			* Design calculations, or statements confirming they are not required.
			* Relevant safety certificates for equipment being used to perform the works.

## Completion of works

The following sections details what constitutes completion of the works.

### Inspection and Testing

Any records relating to the inspection, testing and commissioning of an installation should be provided to the project manager.

Where appropriate, witnessing of these by a member of the Pirbright engineering team may be required.

### Commissioning

Commissioning of equipment must take place to prove that requirements as detailed by this scope of works have been successfully met.

Commissioning requirements must be drafted during the Design development phase of the project and finalised during the detailed design phase of the project.

### End Users Training

Appropriate end users training must have taken place to a level that the end user feels they can successfully operate and maintain any equipment.

### Snagging Surveys

All works, they must be visually inspected by an appropriate member of the Pirbright engineering team. Any snags identified shall be listed on a project snagging schedule by the project manager and reviewed with the principal contractor and project sponsor to agree where responsibility for remedial works lies.

Performance and documentation defects/deficiencies can also be recorded and traced on this schedule.

### Project Information File (PIF)

Final handover to the Pirbright operations team includes the completion of a Project Information File (PIF). This includes information from the contractors. Details of what is to be included in the PIF are shown in the PIF check sheet included in Appendix E1 B.

All project documentation is to be handed overusing Pirbright’s document naming convention

A full list of assets disinvested, and new assets will be provided in accordance with Pirbright’s asset naming convention

### Operations Handover Workshops

Operational handover workshops should take place between once the activities in the sections above have been completed, this should be facilitated by the Project Manager and should involve the following people:

* + - * Capability EMS Leader Operations and Maintenance
			* Capability Operations Projects Manager
			* Appropriate Capability EMS Specialist Equipment Owners
			* Capability EMS BMS Owner
			* EMS Technical Coordinator
			* Maintenance Supervisor(s)
			* Science Users (if applicable)
			* IT representatives (if applicable)
			* HSBS representatives (if applicable).

All project and Handover documentation will be accessed on “Procore”, the cloud-based system which Pirbright use for their document and drawing management.

All documentation for review will be uploaded to Procore and will be organised according to Pirbright’s stated document naming convention.

### Project Completion Sign Off

Once all the activities in the above sections have been completed, then a project completion sign off sheet should be signed by those that attended the handover workshops.

This marks the completion of the project and any new equipment installed is now managed by Capability EMS Operations and Maintenance.

### Waste Management

A project will not be signed off if waste from the works remains on site, contractors must dispose of waste from the works via appropriate means.

Pirbright waste streams must not be used without prior agreement.

It is envisaged that no Pirbright waste streams will be used for the delivery of these works.

All waste spoil created by the works must be removed from site by the contractor and disposed of in an appropriate manner. However, this must be confirmed in writing with the Pirbright Biosafety team as spoil from some areas of site must be stored and/or sampled on site before disposal.

Any waste skips/bins/collections must be arranged by the contractor.

## Commercial Requirements

Contractor capability should be reviewed before works are awarded. This may involve but is not limited to:

* Completion of Supplier Pre-Qualification Questionnaire
* Assessment of the quality of Request for a Quote submission via a scoring matrix
* Issuing of relevant company certification (such as ISO 9001, safe contractor etc.). Where certification is not present, documentation showing a satisfactory alternative system is in place should be issued.
* Visits by Pirbright personnel to supplier manufacturing facilities or reference sites
* Issuing relevant training records of all contractors and managers associated with the works Were appropriate, contracts will be administered under an NEC standard form of contract.

## Project Management Requirements

### Project Meetings.

Regular project progress meetings between the project manager will take place with the principal designers.

/ Contractors and any other relevant personnel required regularly. During construction this needs to be weekly.

### Project Risk Register

Not included

### Project Programme

An envisaged project delivery schedule is as follows:

* Project Manager appointment: October/November 2024
* Procurement of main contractors: September to December 2024
* Program of works: January to December 2025

A live project program will be agreed once contractors are procured.

Contractors should provide a delivery and installation program associated with any works they are quoting for.

The project manager should own and maintain the overarching project program and principal contractors/designers should provide information on their elements of works as required.

### Documentation Storage

Pirbright’s document management system is the cloud-based “Procore” system and this will be used for the sharing of all design information, handover, etc to ensure traceability.

### Project Co-Ordination

The following activities will ensure project co-ordination:

* + - * Regular project management meetings, primarily between the Pirbright client representative and the principal contractor/designer.
			* Regular site checks to see progress and ensure works are taking place in a safe manner.
			* Regular updates from the Pirbright engineer overseeing the works to the Pirbright Capability EMS Team.

### Client Representative

Pirbright Project Manager will be acting as the Client Representative in terms of CDM responsibilities.

### Responsibilities

The responsibilities of each party for these works are as follows:

Pirbright Project Sponsor.

* + - * Business Case Author
			* Budget Control
			* Benefit realisation
			* Escalation of issue to senior management when required.
			* Halting project if required.
			* Approving changes to project scope
			* Reviewing and agreeing detailed design before works commence.
			* Responding to contractor queries
			* Review and amending of Project Highlight reports.
			* Advising the Project Manager on the application of site processes and what personnel should be consulted for project queries.

Pirbright Project Manager & CDM Client Representative.

* + - * Drive day to day activities to delivery of the scope of works.
			* Preparation of monthly Project Highlight Reports on Pirbright template
			* Act as site host for principal contractors / designers.
			* Create and agree with principal contractors the content of the construction site induction.
			* Create and maintain scope of works document.
			* Create and maintain a project risk register.
			* Create and maintain project program.
			* Managing project documentation
			* Raise purchase orders if required.
			* Co-ordinate the contractor, designers and institute personnel to facilitate works.
			* Facilitate site access.
			* Reviewing and agreeing detailed design before work commences.
			* Arrange and chair project meetings and issuing notes of meeting.
			* Responding to contractor queries
			* Arrangement of permits and isolations
			* Ensuring works are performed in a safe manner.
			* Fulfil CDM Client Responsibilities including appointing principal contractors/designers and submission of F10 forms for notifiable projects.
			* Co-ordinating snagging surveys as required.
			* Handover to Pirbright Engineering Management
			* Arranging training where appropriate

# Works Information

This section describes the particular requirements of each works package of the scope of works.

This is not restrictive or fully detailed and the principal contractors / designers should provide additional detail where required and suggest alternatives if appropriate.

## Work Package: Project Management

This work package is for the project management of the delivery of all works outlined in Section 3.2 and fulfilment of CDM client representative requirements for the project. Responsibilities of the role are outlined in section 4.7.8 and further details are provided below.

* Drive day to day activities to deliver the scope of works.
* Act as site host for principal contractors / designers.
	+ The Project Manager(s) are expected to be on site proactively as and when needed to be a site host.
* Create and maintain scope of works document.
* Create and maintain a project risk register.
* Create and maintain project programme.
* Create and maintain project resource plan, with an emphasis on any Pirbright staff support requirements.
* Attendance to monthly project boards as per project governance structure and production of Project Highlight Reports on Pirbright template with monthly cashflow forecast.
* Managing project documentation
* Request purchase orders as required.
* Co-ordinate the contractor, designers and institute personnel to facilitate works.
	+ As part of the work, the Project Manager will be the central point of contact for all involved parties.
* Facilitate site access in liaison with Site Manager
* Reviewing and agreeing detailed design before works commence.
	+ A requirement for these works is that the Project Manager/their company has the relevant technical expertise and qualifications to provide technical oversight for all parts of the project
* Arrange and chair project meetings and issuing notes of meeting.
* Responding to contractor queries
* Arrangement of permits to work and isolations.
* Ensuring works are performed in a safe manner.
* Co-ordinating snagging surveys as required.
* Handover to Pirbright Engineering Management ensuring all information required by the PIF is available for the Pirbright Institute

# CDM requirements

This section outlines the CDM specific requirements for the project.

## Client Brief

This scope document forms the client brief.

## Duty Holders

**Client**

The client is The Pirbright Institute; represented by the Pirbright project manager (TBC) and as such will:

* Assist with the appoint of the principal contractors as required, Pirbright will lead on the procurement.
* Take reasonable steps to satisfy themselves that appointees have H&S skills, knowledge, and experience.
* Complete HSE notification if required and display the notification at a location all contractors can see it.
* Update HSE notification if required.
* Provide Pre-Construction information as required.
* Ensure a construction phase plan is drawn up before works commence and ensure it is updated throughout the project.
* Ensure a health and safety file is drawn up before works commence and ensure it is updated throughout the project.
* Take reasonable steps to ensure the principal contractor and designer are fulfilling their responsibilities.

**Principal Designer**

The Principal Designer for each work package is to be confirmed. The principal designers will:

* Manage all sub-designers.
* Produce a health and safety file and update it throughout the project.
* Provide pre-construction information as required.

**Principal Contractor(s)**

The Principal contractor(s) will:

* Manage all sub-contractors.
* Produce a construction phase plan and update it throughout the project.
* Provide pre-construction information as required.

## Management Arrangements

Section 4 outlines the management arrangements for the project.

## Notification to HSE

If applicable, HSE notification will be done by the client representative.

## Construction Phase Plan

Separate construction phase plans for each work package will be written and issued by the relevant principal contractor. This must be reviewed with the client before any works can begin.

The construction phase plan should include the following sections (relevant sections of this document are also referenced):

* The health and safety aims for the project:
* The site rules:
* Arrangements to ensure co-operation between project team members:
* Co-ordination of their work, such as regular site meetings:
* Arrangements for involving workers
* Site induction.
* Welfare facilities.
* Emergency procedures, such as fire and first aid.
* The control of any of the specific site risks relevant to the.

## Health and Safety File

Each work package should have a health and safety file maintained by the relevant principal designer throughout the project and issued to the client as a standalone document on the completion of works.

It should include the following information:

* Brief Description of the work being carried out.
* Project Risk Assessment.
* Key structural principles.
* Hazardous materials used.
* Information on the future removal of installed plant.
* H&S information about equipment provided for cleaning or maintaining installed plant.
* The nature, location and markings of significant services.
* Information and as built drawings of buildings, plant and equipment.

## Application of CDM to this project

The Brooksby Building is a CDM site managed by the Site Manager; Pirbright’s Clerk of Works. These works will form part of the wider project of ‘Day 2’ Works.