



# Professional Service Contract

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## Contract Data Forms

June 2017

(with amendments January 2019)

**Contract Execution**

This agreement is made between the *Client*, the *Consultant*, and the Named Suppliers.

Terms in this agreement have the meanings given to them in the contract between the Environment Agency and Faithful & Gould for Site Supervisor services for the Trash Screen Replacement scheme (the *service*).

The Consultant offers to Provide the Services in accordance with these conditions of contract for an amount to be determined in accordance with these conditions of contract.

The Consultant was appointed to the framework and executed the framework agreement (with reference number RM6165).

**Executed under hand** .....

[Redacted signature block]

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.....  
.....

(Named Suppliers)

# Contract Data

## PART ONE – DATA PROVIDED BY THE CLIENT

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

### 1 General

The *conditions of contract* are the core clauses and the clauses for the following main Option, the Option for resolving and avoiding disputes and secondary Options of the NEC4 Professional Service Contract June 2017 (with amendments January 2019)

Main Option  Option for resolving and avoiding disputes

Secondary Options

The *service* is

The *Client* is

Name

Address for communications

Address for electronic communications

The *Service Manager* is

Name

Address for communications

Address for electronic communications

The *Scope* is in

The *language of the contract* is

The *law of the contract* is the law of

The *period for reply* is  except that

• The *period for reply* for  is

• The *period for reply* for  is

The *period for retention* is  year(s) following Completion or earlier termination

The following matters will be included in the Early Warning Register

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

## 2 The Consultant's main responsibilities

If the *Client* has identified work which is set to meet a stated *condition* by a *key date*

The *key dates* and *conditions* to be met are

	<i>condition</i> to be met	<i>key date</i>
(1)	<input type="text"/>	<input type="text"/>
(2)	<input type="text"/>	<input type="text"/>
(3)	<input type="text"/>	<input type="text"/>

If Option A is used

The *Consultant* prepares forecasts of the total *expenses* at intervals no longer than

If Option C or E is used

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

## 3 Time

The *starting date* is

The *Client* provides access to the following persons, places and things

	access	access date
(1)	Fastdraft	12/2/24 onwards
(2)	EA authorised individuals to confirm people rates	12/2/24 onwards
(3)		

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

4 weeks

If the *Client* has decided the *completion date* for the whole of the *service*

The *completion date* for the whole of the *service* is

28/02/2026

If no programme is identified in part two of the Contract Data

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

2 weeks

#### 4 Quality management

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

4 weeks, if not previously provided by the *Consultant*

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

26 weeks

#### 5 Payment

The *currency of the contract* is the

£ sterling

The *assessment interval* is

Monthly

If the *Client* states any *expenses*

The *expenses* stated by the *Client* are

item	amount

The *interest rate* is 2 % per annum (not less than 2) above the

Base rate of the Bank of England bank

If the period in which payments are made is not three weeks and Y(UK)2 is not used

The period within which payments are made is

1 Month

If Option C or E is used and the *Client* states any locations

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

All UK offices

If Option C is used

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

<i>share range</i>	<i>Consultant's share percentage</i>
less than <input type="text"/> %	<input type="text"/> %
from <input type="text"/> % to <input type="text"/> %	<input type="text"/> %
from <input type="text"/> % to <input type="text"/> %	<input type="text"/> %
greater than <input type="text"/> %	0 <input type="text"/> %

### 6 Compensation events

If there are additional

These are additional compensation events

### 8 Liabilities and insurance

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

EVENT	MINIMUM AMOUNT OF COVER	PERIOD FOLLOWING COMPLETION OF THE WHOLE OF THE SERVICE OR TERMINATION
The <i>Consultant's</i> failure to use the skill and care normally used by professionals providing services similar to the <i>service</i>	<input type="text"/>	<input type="text"/>
Loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the <i>Consultant</i> ) arising from or in connection with the <i>Consultant</i> Providing the Service	<input type="text"/>	<input type="text"/>
Death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with the contract	<input type="text"/>	<input type="text"/>

The *Consultant* provides these additional insurances

(1) Insurance against	<input type="text"/>
Minimum amount of cover is	<input type="text"/>
The deductibles are	<input type="text"/>
(2) Insurance against	<input type="text"/>
Minimum amount of cover is	<input type="text"/>
The deductibles are	<input type="text"/>
(3) Insurance against	<input type="text"/>
Minimum amount of cover is	<input type="text"/>

The deductibles are

n/a

The *Consultant's* total liability to the *Client* for all matters arising under or in connection with the contract, other than the excluded matters is limited to

[REDACTED]

## Resolving and avoiding disputes

The *tribunal* is

If the *tribunal* is arbitration The *arbitration procedure* is

The place where arbitration is to be held is

The person or organisation who will choose an arbitrator if the Parties cannot agree a choice or if the *arbitration procedure* does not state who selects an arbitrator is

The *Senior Representatives* of the *Client* are

Name (1)

Address for communications

Address for electronic communications

Name (2)

Address for communications

Address for electronic communications

The *Adjudicator* is

Name

Address for communications

Address for electronic communications

The *Adjudicator nominating body* is

## X2: Changes in the law

If Option X2 is used The *law of the project* is

## X9: Transfer of Intellectual Property Rights

## X10: Information modelling

The period after the Contract Date within which the Consultant is to submit a first Information Execution Plan for acceptance is:

Normally 2 weeks

## X11: Termination by the Client

## X18: Limitation of liability

If Option X18 is used

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

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

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

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

If Option Y(UK)2 is used and the final date for payment is not fourteen days after the date on which payment becomes due

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

## Z: Additional conditions of contract

If Option Z is used

The *additional conditions of contract* are

### Z1 Disputes:

Option W2 subclause W2.1(4) is deleted. The Parties agree that adjudication under Clause option W2 should only commence if the dispute resolution procedure has been exhausted and that the dispute resolution procedure in the Scope, takes precedence over Option W2.

### Z2 Prevention

The text of clause 18 Prevention is deleted.

Delete the text of clause 60.1(12) and replace with:

The service is affected by any of the following events

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

### Z3 Disallowed Costs

In second bullet of 11.2 (18) add:

(including compensation events with the Subcontractor, i.e. payment for work that should not have been undertaken).

Add the following additional bullets after 'and the cost of ' :

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

### Z8 Requirement for Invoice

Insert the following sentence at the end of clause 51.1:

The Party to which payment is due submits an invoice to the other Party for the amount to be paid within one week of the Service Manager's certificate.

Delete existing clause 51.2 and insert the following:

51.2 Each certified payment is made by the later of

- one week after the paying Party receives an invoice from the other Party and
  - three weeks after the assessment date, or, if a different period is stated in the Contract Data, within the period stated.
- If a certified payment is late, or if a payment is late because the Service Manager has not issued a certificate which should be issued, interest is paid on the late payment. Interest is assessed from the date by which the late payment should have been made until the date when the late payment is made, and is included in the first assessment after the late payment is made.

### Z9 Conflict of Interest

The Consultant immediately notifies the Client of any circumstances giving rise to or potentially giving rise to conflicts of interest relating to the Consultant (including without limitation its reputation and standing) and/or the Client of which it is aware or which it anticipates may justify the Client taking action to protect its interests. Should the Parties be unable to remove the conflict of interest to the satisfaction of the Client, the Client, in its sole discretion, may terminate this Contract.

### Z12 Waiver

No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party by the Service Manager in writing in accordance with the Contract, and with express reference to Clause Z12. The failure of either party to insist upon strict performance of the Contract, or any failure or delay in exercising any right or remedy shall not constitute a waiver or diminution of the obligations established by the Contract.

**Z125 Limitation of Liability**

Under clause 87.1; after the fourth bullet point; insert the additional bullet points:

- loss of or damage to the Client's property, to the sum of £5,000,000.00
- death of or bodily injury to employees of the Consultant arising out of and in the course of their employment in connection with the contract, to the sum that the Consultant is required to insure under the contract in respect of such death or bodily injury.

**Z 130 Rate adjustment**

Z130.1 The Defined Cost for People Rates shall be increased by the same proportion and on the same date as the appropriate Framework Prices.

Z130.2 (Option C ONLY) The Prices are adjusted for the outstanding portion of the Prices for the amendment to rates in Z130.1.

**Z 131 Change to the Schedule of Cost Components**

Add clause 11.2(19) The People Rates are the people rates unless later changed in accordance with the contract and provided that at all times and under any circumstance howsoever arising the People Rates do not exceed the equivalent and directly comparable Framework Price as set out in Crown Commercial Services (CCS) Construction Professional Services Framework RM6165.

In the Schedule of Cost Components delete the section titled People and replace with:

**People**

1 The following components of the cost of people.

11 Amounts calculated by multiplying each of the People Rates by the total time appropriate to that rate properly spent on work on the contract.

**PART TWO – DATA PROVIDED BY THE CONSULTANT**

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

**1 General**

The *Consultant* is

Name

Address for communications

Address for electronic communications

The *fee percentage* is  %

The *key persons* are

Name (1)

Job

Responsibilities

Qualifications

Experience

Name (2)

Job

Responsibilities

Qualifications

Experience

The following matters will be included in the Early Warning Register

## 2 The Consultant's main responsibilities

If the *Consultant* is to provide Scope

The Scope provided by the *Consultant* is in

Refer to: 'NEC4 Professional Services Contract (PSC) Scope'

## 3 Time

If a programme is to be identified in the Contract Data

The programme identified in the Contract Data is

12/02/2024 - 28/02/2026

If the *Consultant* is to decide the *completion date* for the whole of the *service*

The *completion date* for the whole of the *service* is

28/02/2026

## 5 Payment

If the *Consultant* states expenses

The *expenses* stated by the *Consultant* are any

■	■
■	■

If Option A or C is used

The *activity schedule* is

If Option E is used

The forecast of the prices is

## Resolving and avoiding disputes

The *Senior Representatives* of the *Consultant* are

Name (1)

Address for communications

Address for electronic communications

Name (2)

Address for communications

Address for electronic communications

**Y(UK)1: Project Bank Account**

If Option Y(UK)1 is used

The *project bank* is

*named suppliers* are

**Data for the Schedule of Cost Components (used only with Options C or E)**

The *overhead percentages* for the cost of support people and office overhead

are location

*overhead percentage*

N/A		%
		%
		%

**Data for the Short Schedule of Cost Components (used only with Option A)**

The *people rates* are

category of person

unit

rate


# Environment Agency NEC4 Professional Services Contract (PSC) Scope

## Project / contract information

Project name	Programme and Contract Management (PCM) North-East Hub: ECC Supervisor Services – Trash Screen Replacement
Project SOP code	█
Contract number	█
Contract reference	ECC Supervisor Services Trash Screen Replacement PCM NE (September 23)
Date	6 <sup>th</sup> September 2023

## Assurance:

Author	█	█ █ █
Reviewed	█	█ █ █
Consulted	█	█
Consulted	█	█
Checked prior to issue	█	█

## Revision history

Revision date	Summary of changes	Version number
█	█	█

This Scope should be read in conjunction with the version of the Minimum Technical Requirements current at the Contract Date.

In the event of conflict, this Scope shall prevail. The *services* are to be compliant with the version of the Minimum Technical Requirements.

## 1.0 Overview

This commission is for **Engineering and Construction Contract Supervisor (ECC Supervisor) services** to support and work on the Programme and Contract Management (PCM) North-East Hub Flood and Coastal Risk Management (FCRM) programme and projects within.

## 2.0 Background and Objectives

The Programme and Contract Management (PCM) function fulfil a key role within the Environment Agency (EA) in managing and undertaking a £5.2 billion programme of works to deliver flood risk and environmental projects within England.

Within the EA, there are six distinct geographically located hub areas.

The North-East hub region covers a distinct geographical area across two principal operational boundaries referred to as:

- Yorkshire
- North East

The primary objective of this commission is for the provision of **ECC Supervisor services** to the *Client* and associated project teams to undertake ECC Supervisor services across a range of NEC3 and NEC4 Early Supplier Engagement (ESE) and Engineering and Construction Contracts (ECC).

The ECC Supervisor(s) will work in co-located teams from the Client, Consultant and Contractor project teams on FCRM programme of works within PCM North-East hub area in accordance with the *Clients'* requirements and ways of working. It is imperative that the *Consultant* can demonstrate their proposed resources can work with project teams in a collaborative manner. In addition, the *Consultant* resource(s) need to be flexible in working in a hybrid manner being able to work from *Client*, Consultant and Contractor office(s) and home. A key requirement of the ECC Supervisor(s) is to work, predominantly, from construction site(s) and to fit business needs.

The *Consultant* needs to ensure that proposed resource(s) put forward for *Client* consideration have all required qualifications and suitable experience to satisfy the requirements of the role. Further details of experience and qualifications for this role(s) is provided in Appendix 3 of this Scope document.

PCM North-East team currently have ECC Supervisor resource(s) assigned to functional project teams by use of *Consultant* support to fulfil this key role. Following the closure of the CSF (Client Support Framework) an interim measure is required to enable us to resource the programme and assist in the delivery of FCRM works within North-East hub.

Within PCM North-East team, ECC Supervisor resource(s) work on a broad range of projects with differing levels of complexity.

High-complexity projects are typically new-build major flood risk management schemes involving large, multi-discipline teams working on multiple contracts (PSC, ESE and ECC) within the "master" project in a phased manner.

Some high-complexity projects being undertaken currently in the PCM North-East team in both Yorkshire and North East areas include:

- Hebden Bridge
- Tadcaster
- Skeffling

Lower-complexity projects are typically high volume (numbers of projects) in nature covering (for example) recon and recovery works including (but not limited to) debris screens, culvert refurbishment etc. These types of projects are currently being undertaken in both Yorkshire and North East areas.

Further projects may be added to the sub-programme as opportunities are developed through the pipeline. As such, the *Consultant* needs to provide resource(s) with sufficient flexibility to work on a number of projects within the PCM programme within different teams and in different geographical areas within the North-East hub area.

Ideally, wherever possible, the resource(s) shall be based within the North-East of England and have prior experience of working with the EA on FRM schemes.

The primary objective of the *service* requested from the *Consultant* is the provision of **ECC Supervisor services** to support delivery of a series of PCM North-East hub Early Supplier Engagement Contracts (ESE) and Engineering and Construction Contracts (ECC). This support will enable the *Client's* Project Managers to focus on effective project delivery utilising the supporting information and the service provided by the *Consultant*.

In delivering the *service* the *Consultant* will be required to use the *Clients* contract management system (Fast Draft) as required.

### 3.0 Project team

3.1 The *Client* is **The Environment Agency**.

3.2 The Designer is **Arup** (for Collaborative Delivery Framework – CDF projects).  
Note: the *Client* also has other supplier(s) available for Design services.

3.3 The Contractor is **BAM** (for Collaborative Delivery Framework – CDF projects).  
Note: the *Client* also has other supplier(s) available for Contractor (Construction) services.

3.4 The Principal Designer under the Construction Design and Management (CDM) 2015 regulations is Jacobs.

The terms **Contractor**, **Service Manager** and **Project Manager** are used throughout this Scope document and represent the same terms identified in the *Client's* Professional Services Contracts (PSC) /) for *Consultant* works and the *Client's* Engineering and Construction Contract (ECC) for construction works.

### 4.0 *Consultant* provides the services

#### 4.1 Outcome Specification

The *Consultant* shall deliver the *services* such that it meets the outcomes listed in this section.

The *Consultant* will carry out the duties of the Supervisor as required by the *Client's* NEC4 Engineering and Construction Contract and, where specifically requested by the *Client*, the *Client's* NEC4 Professional Services Contracts (as applicable to the project(s) that are assigned).

The Supervisor is to maintain close contact with the *Client* to clearly understand the *Client's* objectives for the projects.

The *Consultant* is to provide *services* to support the delivery of the PCM North-East FCRM programme.

This will include, but is not limited to:

- **Consultant Contract Management**

The ECC Supervisor is to carry out their duties strictly in accordance with the *Client's* requirements and to support the *Client* in dealing with Early Warnings and Compensation Events.

During construction phase, the ECC Supervisor is to attend all monthly project progress meetings and commercial meetings as requested by the *Client*.

In addition during the construction period, the Supervisor will produce a weekly report on the construction works using the *Client's* standard report proforma (refer to Appendix 2). Post-construction this report should be updated when changes (eg: to defect corrections etc) occur.

The ECC Supervisor will support the *Client's* project team (in particular the ECC Project Manager) in reviews of contract Clause 31.2 programme(s) and the latest Accepted version and any reasons for not accepting any programmes submitted.

The ECC Supervisor will discharge the duties they have under the modifications made by the *Client* to the NEC3 / NEC4 PSC / ECC (as applicable) including their additional conditions of contract (Z clauses).

Some examples are:

- Completion certification of the ECC cannot be awarded until the Contractor has provided the *Client* with two copies of the H&S File and O&M Manual, population of the *Client's* latest version of the Contract Cost Tool (CCT), Carbon Tool and BIM information has been uploaded onto the *Client's* data storage system. These are an absolute requirement of Completion.

Where requested by the *Client*, the ECC Supervisor shall support in drafting and reviewing NEC4 PSC and ECC contracts that they will be administering before their award and supply the *Client* with advice on the Scope, Contract data and Works Information.

Where requested by the *Client*, the ECC Supervisor shall make the relevant *Client* Project Manager and support staff aware should there be any disputes that arise from the NEC4 PSC and ECC Contract for the service and works.

- **PSC / ECC Supervisor duties**

The assigned ECC Supervisor will:

- Contribute monthly to the updates to the project risk register and support the EA project team in the valuation of risks to be fed into the quantitative risk assessment and Monte Carlo analysis at each gateway.
- Work with the EA project team to provide input to project efficiency form.
- Attend progress meetings and project board meetings as required by the *Client* PM.
- At the direction of the *Client* PM, host meetings and workshops when required.

- Deliver a weekly progress report for this contract in the *Client's* standard template giving progress against programme, deliverables received and expected against programme.
- Ensure quarterly input into framework performance assessment / environmental performance measures.
- Working with the assigned Cost Manager (and other project team representatives as applicable) review applications for payment, compensation events and quotations from the *Consultant / Contractor*.
- Provide support to lessons learnt meetings & report to the *Client* after key project stage development.
- Assist *Client* PMs with production of file notes to document key project decisions, assume one per month.
- Where requested by the *Client*, provide support on completion of business cases.
- Co-ordination of project performance assessment / KPIs and reporting quarterly
- Provide commercial support/advice/guidance throughout the project to support procurement decisions and minimise cost and scope changes throughout the project life cycle.

- **Project Controls & Programme Support**

In delivering the *service*, the ECC Supervisor will be responsible for the following duties:

- Monthly reporting on the tasks they have undertaken and time to be charged to each project for the provision of the *service* that month.
- Monthly provision of forecast final cost for the *service*
- Support the *Client* in maintaining ECC Supervision communities within the PCM North-East programme. Some specific outcomes include:
  - Provision of professional support – advice – peer review and resilience/ continuity of ECC Supervisor *service* in the event of staff sickness / leave within the PCM North-East Programme
  - Effective and swift lesson learnt dissemination for improvement or best practice adoption
  - Swift identification, resolution or escalation of any commercial issues affecting Project and Programme Delivery.

## 5.0 *Client's* Advisors

The *Client* for the contract is represented by the Programme & Contract Management (PCM) team, primarily the *Client* Project Manager and, in their absence, the Project Executive.

The *Client* has a number of advisory departments. Instructions will only be deemed enacted from them when they are confirmed by an instruction from the *Service Manager*. These departments include (but are not limited to): Asset Performance, Partnership & Strategic Overview, NEAS and others.

The *Client's* organisation has a regulatory function. Communications from the Environment Agency in its capacity as a regulator are not to be confused with communications as the *Client* or the *Service Manager*.

## 6.0 Definition of Completion

Completion for this commission will be 28<sup>th</sup> February 2026, unless an instruction is issued by the *Client* to extend the contract duration.

Conversely, the *Client* also reserves the right to terminate this commission earlier than the stated completion date of 28<sup>th</sup> February 2026.

The *Client* accepts that not all the *service* detailed above will be able to be completed for all projects by the stated Completion Date.

Such examples of incomplete *service* is referred in section 4.0: 4.1 Outcome Specification “*Consultant* Contract Management” (Completion Certificate).

## 7.0 Constraints on how the *Consultant* provides the *service*

The ECC Supervisor is not to delegate their contractual duties or powers under this contract without prior written agreement from the *Client*.

Access to the *Client*'s IT servers will not be possible, the *service* is to be performed using the *Consultant*'s own IT including email address and hardware. Access to the relevant systems will be provided as stated in section 8 below.

All “work in progress” documents are to be kept on the relevant project's Sharepoint site and not on individuals' hard drives or ECC Supervisor servers.

## 8.0 Standards to be achieved

### 8.1 Health, safety and wellbeing

Health, safety and wellbeing is of paramount importance to the *Client* and one of the objectives for the projects is that the works should be undertaken in a manner that achieves highest possible standards. Health, safety and wellbeing provisions must be seen as integral parts of carrying out the works and not as stand-alone considerations. The *Consultant* shall support the *Client* and project team in achieving these standards.

Health, safety and wellbeing provisions must be seen as integral parts of carrying out the works and not as stand-alone considerations. The ECC Supervisor will take reasonable steps, when considering documents supplied to him/her by the Contractor, that the management arrangements adopted by the Contractor for health, safety and wellbeing are suitable.

The contract requires the Contractor to produce a schedule of activities for which risk assessments and method statements must be prepared. The schedule and method statements will meet the dual requirements of the Construction Design and Management (CDM) Regulations 2015 and the requirements of sub-clause 31.2 of the contract.

The Contractor will be free to add to the schedule as the work progresses. Prior to the start of construction work, and again after any revisions prior to implementation of the revisions, the Contractor must forward the schedule to the ECC Project Manager, along with the programme for acceptance. The ECC Supervisor will support the ECC Project Manager in reviewing such information.

The level of detail required will depend on the activity. As a minimum the Contractor must ensure that risk assessments and method statements are prepared and submitted for review in accordance with the Works Information covering:

- Full, timing and sequence of construction including the use and design of temporary works, materials, plant and equipment proposed by the Contractor.
- Indication of activities that represent a higher-than-normal level of health and safety risk.

The ECC Supervisor will be required to support the ECC Project Manager in:

- Before the start of construction work, or thereafter in the case of a proposal for a revision, receive from the Contractor and ECC Project Manager the schedule of risk assessments and method statements for acceptance;
- Take reasonable steps to ensure that the persons carrying out risk assessment on behalf of the Contractor are competent for the type of risks, and have adequate resources including time, to properly consider, in an appropriate time, risks identified in the schedule.
- Take reasonable steps, for ensuring the effectiveness of method statements as regards language, appropriate detail and quality of briefing arrangements for example by review at progress meetings of risk assessments and method statements to be employed for higher risk or unusual tasks in the coming period.
- Seek a more specialised opinion, about the content of a submission from the Principal Designer, *Client* Project Manager and/or *Client* safety advisor or safety, health and environment manager as appropriate.
- Ensure that the Contractor completes, updates and holds on behalf of the *Client*, the schedule of risk assessments and method statements.

## **8.2 Co-operation with the Principal Designer**

For all the projects assigned to the ECC Supervisor, there will be a Principal Designer appointed. The Principal Designer duties will include for a review of any site-based works and notifying the HSE of these, as well as a review of the design. The Principal Designer will comment and include for any work required following review.

The ECC Supervisor shall co-operate with the Principal Designer. and need to ensure that any instructions from the Principal Designer are properly administered through supporting members of the *Client's* project team.

## **8.3 Specifications or standards to be used**

In supporting and managing delivery of the Professional Services and Engineering Construction Contract, the ECC Supervisor, in collaboration with the *Consultant* and Contractor, should make full use of the *Client* PSC and ECC standard commercial and contract forms that have been developed for this purpose.

Contract administration must always be done with reference to the contract including the Standard PSC and ECC Scope

The ECC Supervisor is to make full use of the *Client's* web-based project collaboration tool. Whenever practical all contract records are to be distributed and stored using this project collaboration tool.

Many of the processes required are detailed and referenced in the *Client's* Project Manager's Handbook (LIT 14904). This document makes further reference to other processes and guides, some of which are listed below and shall be used to fulfil the *services*.

Other guides and process required to fulfil the *service* can be supplied on request.

- LIT 12280 - Lessons log template
- LIT 12295 - Highlight report template
- LIT 12566 - Efficiency reporting tool (CERT)
- LIT 14284 - Whole Life (Construction) Carbon Planning Tool
- LIT 14847 - Risk guidance for capital flood risk management projects
- LIT 18624 - Collaborative Delivery Framework Commercial EA staff User Guide
- LIT 56181 How to Contract with the Collaborative Delivery Framework (CDF) with *Client-Led Pricing*
- LIT 58180 - *Client* Support Framework User Guide
- LIT 57759 - Write a Business Case
- LIT 16559 – Constructing a better environment: Safety, Health, Environment and Wellbeing (SHEW) Code of Practice (CoP) - June 2022
- 300\_10 Safety, Health, Environment and Wellbeing (SHEW) Handbook for Managing Construction Projects
- BIM\_ECDE\_IDP\_User\_Guide – ASite BIM2 User Guide

## **9.0 Requirements of the programme**

### **9.1 Programme**

The *Consultant* shall support the *Client* in delivering all stated tasks in line with the relevant programme(s) associated with the services they are working on within the *Client* team.

## **10.0 Services and other things provided by the *Client***

### **10.1 Contracts to be administered**

The *Client* will provide a copy of any contract to the ECC Supervisor which the ECC Supervisor is required to work on.

This will include the Scope/Project Form and Site Information.

### **10.2 Training to be provided by the *Client***

The *Client* will provide access to and training on their web-based tools including but not limited to:

- ASite – the *Client's* BIM Collaborative Data Environment
- FastDraft – the *Client's* contract administration tool
- Collaborative Delivery Community SharePoint access

### **10.3 Information to be provided by the *Client***

The *Client* Project Manager(s) and Project Executive(s) will be ultimately responsible to provide all the information required to fulfil the *services*. The ECC Supervisor will work in partnership with the *Client* to mitigate any delays associated with the late supply of information to the ECC Supervisor.

### **10.4 Data and information management and intellectual property rights**

Requirements for the handling of project data are covered by the framework schedules. All the data listed as being supplied to the *Consultant* as part of this study remains the Intellectual Property of the *Client*.

### **10.5 Data custodianship**

The data custodian for project deliverables from this commission will be the *Client's* area PSO team.

## 10.6 Licensing information

Licences for LiDAR Data, Ordnance Survey mapping, model, survey, hydrometric and historical data will be provided to the *Consultant* when specifically required to fulfil the *services*.

## 10.7 Data security

Project deliverables such as model files, survey data, commercially sensitive data or anything of a personal nature such as questionnaires or address data must also be returned in an encrypted format using WinZip 128-bit encryption in accordance with the *Client's* data protection policy LIT 12085.

Further details regarding security measures will be discussed at the start-up meeting for this commission

## 10.8 Timesheets

Timesheets as normally utilised by the ECC Supervisor shall be submitted with applications for payment unless otherwise agreed with the *Client's Service Manager*. Electronic submissions would be acceptable.

## 10.9 Payment procedure

Payment is subject to the procedure agreed in or under the framework

## 10.10 Quality

The ECC Supervisor quality management system complies with the requirements of ISO9001 and ISO14001.

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## Appendices

- **Appendix 1 – BIM Protocol**

The *Consultant* shall adhere to the Environment Agency's Employers Information Requirements (EIR) framework level minimum technical requirements.

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

<https://www.asite.com/login-home>

The *Consultant* shall register for an Asite Account and request access to the project workspace to view the IDP.

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- **Appendix 2 – ECC Supervisor Duties and Weekly Progress Report proforma.**



- **Appendix 3 - Experience and Qualifications Requirements**

