**Dated 2015**

**(1) THE HALL FOR CORNWALL TRUST**

**and**

**(2) [CONSULTANT]**

**Appointment of Consultant**

**to provide Project Management services**

**in relation to the Hall for Cornwall, Capital Redevelopment Project**



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**THIS APPOINTMENT** is dated 2015

**BETWEEN**

(1) **THE** **HALL FOR CORNWALL TRUST** (a company limited by guarantee registered number 03101443) of Hall for Cornwall, Back Quay, Truro, TR1 2LL (the “**Client**")

(2) **[CONSULTANT]** (registered in England and Wales under company number [ ]) whose registered office is at [ ] (the “**Consultant**")

**NOW IT IS AGREED** as follows:-

1. DEFINITIONS AND INTERPRETATION
   1. **Definitions**

In this appointment unless the context otherwise requires, the following expressions shall have the following meanings:-

**"Additional Fee"**

means any fee agreed to be payable to the Consultant in respect of the performance of any Additional Services in accordance with clause 4.3;

**"Additional Services"**

means any services, additional to the Services, that the Consultant is reqested to carry out in accordance with clause 11;

**"Building Contract"**

means the building contract entered into, or to be entered into, between the Contractor and the Client for the construction of the Works;

**"Business Day"**

means a day other than a Saturday, Sunday or a Bank Holiday in England;

**"Contractor"**

means the contractor appointed or to be appointed by the Client to design and construct the Works in accordance with the Building Contract;

**"CDM Regulations"**

means the Construction (Design and Management) Regulations 2015;

**"Documents"**

means any drawings, details, plans, reports, models, specifications, bills of quantities, calculations, and any other documents of any nature whatsoever which have been or are hereafter provided by the Consultant in the course of performing its obligations under this appointment;

**"Fee"**

means the sum or sums referred to in Part 1 of Appendix 1 subject to any adjustment in accordance with this appointment;

**"Key Personnel"**

means the persons listed in Appendix 2;

**"Professional Indemnity Insurance"**

means professional indemnity insurance with insurers of repute in an amount of not less than £10 million in respect of any occurrence or series of occurrences arising out of the same originating cause save in respect of claims arising from contamination or pollution in respect of which such insurance shall be the aggregate;

**"Project"**

means the Client’s project in relation to which the Services are to be provided, namely the refurbishment and expansion of the theatre facilities in the existing Grade II\* listed building at Back Quay, Truro Cornwall. The project will include creating a new front of house, back of house and auditorium with new culture sector facilities;

**"Services"**

means the services to be provided by the Consultant as set out, or referred to, in Appendix 3 and any services necessarily or reasonably incidental to such services;

**"Works"**

means the Works, services, goods, materials and equipment to be provided by the Contractor in accordance with the Building Contract.

* 1. **Successors**

References to the “Client" shall include the person or persons for the time being entitled to the benefit of this appointment.

* 1. **Joint liability**

Where the Consultant comprises more than one person, references to "Consultant" shall include all persons comprising the Consultant and all obligations on the part of the Consultant under this appointment shall be deemed to be made and undertaken by such persons jointly and severally.

* 1. **Headings**

The headings in this appointment are inserted for convenience only and shall not affect the interpretation of this appointment.

* 1. **Notices**

All notices under this appointment shall be in writing and shall be delivered personally or addressed to the respective address of the parties set out in this appointment or to the registered office or principal business address of either party for the time being, and, if sent by post shall be deemed to have been received on the second Business Day after the same shall have been posted. Where the Consultant is a partnership (other than a limited liability partnership), any notice given under or in connection with this appointment to an individual partner shall be deemed to have been served on the partnership.

* 1. **References to statutes etc.**

Any reference to any statute or any section of any statute includes any statutory extension, amendment, modification, consultation or re-enactment and any statutory instrument, order or regulation made under any statute for the time being in force.

* 1. **Genders and numbers**

Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

1. WORKING TOGETHER
   1. The Client and the Consultant agree to work with each other in good faith and in a spirit of mutual trust and respect. To this end they will each give to, and welcome from, the other and from all others involved with the Project, feedback on performance and will draw each other’s attention to any difficulties and will share information openly, at the earliest practicable time.
   2. In the event of any dispute between the parties, any court or adjudicator or other forum to which the dispute is referred may take into account the parties’ compliance with clause 2.1.
   3. The Consultant shall communicate, co-ordinate and co-operate with all others involved in relation to the Project with the aims of providing the Client with:-
      1. a Project that meets its needs; and
      2. an up to date understanding of the progress being made with the Project and of any anticipated or actual problems and their proposed solutions.
2. DUTIES OF THE CONSULTANT
   1. The Consultant shall, in the performance of the Services (and any Additional Services), exercise the degree of skill, care and diligence reasonably to be expected from an appropriately qualified and competent professional person holding himself out as competent to perform those services in relation to projects of a similar size, scope and nature to the Project and shall:-
      1. supply the Contractor (and, through it, any relevant subcontractor) with such information as it may reasonably require;
      2. use the Key Personnel in the performance of the Services and shall not make any changes to the Key Personnel without the prior written consent of the Client (which shall not be unreasonably withheld, provided that any replacements for any Key Personnel shall be no less qualified to perform the relevant role than the person replaced);
      3. ensure that all persons concerned in the performance of the Services and any Additional Services are suitably qualified, experienced and competent having regard to the tasks and functions expected from them and shall use reasonable endeavours to ensure that they liaise as necessary between themselves.
   2. Without prejudice to the generality of clause 3.1, the Consultant shall keep the Client regularly and reliably informed of the progress of the Services.
   3. The terms and conditions of this appointment and the warranties and undertakings which it contains are deemed to apply to all services performed and to be performed by the Consultant in relation to the Project both before and after the date of this appointment.
3. THE FEE AND EXPENSES
   1. On or before 5 Business Days prior to the end of each calendar month the Consultant may apply for payment in respect of the Services and any Additional Services properly carried out prior to the end of the previous payment period including any reasonable expenses incurred by the Consultant at the Client's specific request. For the avoidance of doubt the Consultant shall not be entitled to apply for payment in respect of:

* work covered in previous applications;
* any Services which the Consultant has been requested to omit in accordance with clause 11;
* the correction of errors or defects in Services previously carried out; or
* payment in excess of the Fee and any agreed Additional Fee (subject to any agreed amendments to the Fee and/or Additional Fee in accordance with this appointment).
  1. The Consultant shall provide such evidence as the Client may reasonably request to demonstrate that the amount claimed in accordance with clause 4.1 represents payment for Services and/or Additional Services properly carried out together with any order number provided by the Client.
  2. If the Client, by express written request, requires the Consultant to perform any Additional Services in accordance with clause 11, the Client shall pay to the Consultant an Additional Fee as agreed between the Client and the Consultant or (in the absence of agreement to the contrary) calculated by reference to the hourly rates set out Part II of Appendix 1.
  3. Payment of the Consultant's applications for payment in accordance with clause 4.1 shall become due for payment 14 days after the later of, the first day of the calendar month after the month in respect of which the application for payment is made or the date of the Client’s receipt of a valid Value Added Tax invoice in respect of the payment due (the “**payment due date**”). The final date for payment of such instalments shall be 14 days after the payment due date (the “**final date for payment**”).
  4. Not later than 5 days after the payment due date the Client shall give notice to the Consultant setting out the sum that the Client considers to be, or have been, due at the payment due date and the basis on which that sum is calculated. For the avoidance of doubt, a notice shall be served in accordance with this clause even if the sum due is zero but if the Consultant has not made any application for payment within the period set out in clause 4.1, subject to the Consultant serving a default payment notice in accordance with clause 4.6, no payment will be due to the Consultant.
  5. Where notice is not given in accordance with clause 4.5, the Consultant’s application for payment will be treated as the relevant notice, otherwise, the Consultant may give notice (a “**default payment notice**”) specifying the sum the Consultant considers to be, or have been, due at the payment due date and the basis on which the sum is calculated in accordance with this clause 4.6 at any time after the date on which the Client was to give notice under clause 4.5. Where the Consultant has given a default payment notice, the final date for payment shall be postponed by the same number of days as the number of days after the date referred to in clause 4.5 that the default payment notice is given.
  6. The Client shall pay simple interest on any payments that have not been made to the Consultant by the final date for their payment at the rate at the rate of 4% above the base rate for lending of [Barclays] Bank plc from time to time in force for the period from the final date for their payment until the date of actual payment.
  7. The Client shall pay the sum notified in accordance with clause 4.5 or the sum notified in accordance with clause 4.6, if applicable, by the relevant final date for payment unless the Client has given notice to the Consultant of its intention to pay a lesser sum complying with the following requirements:
     1. the notice is given not less than 5 days before the final date for payment, provided that where a default payment notice has been given, notice under this clause 4.8 may not be given before the default payment notice; and
     2. it specifies the sum that the Client considers to be due on the date the notice is served under this clause 4.8 and the basis on which that sum is calculated;

in which case the Client shall pay the lesser sum referred to above.

* 1. All costs fees and disbursements expressed to be payable or reimbursable by the Client are exclusive of Value Added Tax unless otherwise stated. Value Added Tax shall be payable by the Client on the submission by the Consultant of a valid Value Added Tax invoice.

1. OBLIGATIONS OF THE CLIENT

Throughout the period of this appointment during normal business hours the Consultant shall be entitled to reasonable access to the proposed site of the Works and the Client shall supply any relevant information and other written material in the possession of the Client as the Consultant shall reasonably require to perform the Services.

1. TERMINATION
   1. The Client may terminate the Consultant’s Services under this appointment at any time by serving not less than 20 Business Days’ written notice to this effect.
   2. Upon the happening of one or more of the following events, namely if the Consultant:-
      1. without reasonable cause fails to proceed regularly and diligently with the performance of the Services and/or any Additional Services;
      2. without reasonable cause suspends the performance of the whole or part of the Services and/or any Additional Services before completion of the same;
      3. without reasonable cause refuses or neglects to comply with any instruction which the Client is empowered by this appointment to give; or
      4. is otherwise in breach of this appointment;

the Client may serve notice in writing on the Consultant specifying the event and requiring its remedy and if the Consultant fails to remedy the same within 10 Business Days of service of such notice or commits any further similar breach of this appointment, the Client may by further notice in writing forthwith terminate the employment of the Consultant under this appointment.

* 1. Upon the happening of one or more of the following events, namely if the Client:
     1. fails to pay to the Consultant any amount properly due and payable under this appointment (subject to any deductions which the Client may be entitled to make); or
     2. is otherwise in breach of this appointment and such breach has prevented the Consultant from carrying out its obligations for a continuous period of one month or more;

the Consultant may, without prejudice to any other right or remedy, serve notice in writing on the Client specifying the event and requiring its remedy and, if the Client fails to remedy the same within 10 Business Days of service of such notice, the Consultant may by further notice in writing forthwith terminate this appointment.

* 1. Either party may forthwith terminate this appointment by notice in writing to the other if the other ceases for any reason to carry on its business or is unable to pay its debts, or if any distress or execution shall be levied upon such other party's property or assets, or if such other party shall make or offer to make any arrangement or composition with its creditors, or commit any act of bankruptcy, or if any petition or receiving order in bankruptcy shall be presented or made against it, or (if it is a limited company) any resolution or petition to wind up such company's business (other than for the purpose of a bona fide reconstruction or amalgamation without insolvency) shall be passed or presented, or if a receiver or administrator of such company's undertaking property or assets or any part of them shall be appointed.
  2. If the Consultant's employment under this appointment is terminated by the Client under clause 6.2, the Client shall not be bound to make any further payment to the Consultant until the amount of all loss and/or expense suffered or incurred by the Client by reason of the grounds for termination and any breaches of this appointment by the Consultant (including the full and final cost of completion of the Services by others) has been ascertained and notified in writing by the Client. If such amount, when added to the monies paid to the Consultant before the date of termination, exceeds the total value of work properly executed together with any adjustments to the Fee ascertained in accordance with this appointment up to the date of termination, the difference shall be a debt payable to the Client by the Consultant.
  3. If this appointment is terminated by the Client pursuant to clause 6.1 or by the Consultant pursuant to clauses 6.3 or 6.4 (by reason of the Client suffering any of the events set out), as soon as is reasonably practical the Client shall ascertain and pay to the Consultant the total amount properly due to the Consultant up to the date of termination, but shall not under any circumstances be responsible for any loss of profit suffered by the Consultant as a result of such termination.
  4. Termination or suspension of this appointment or the Consultant’s employment under it shall not prejudice the accrued rights and remedies of either party at the date of termination.
  5. The Client shall not be liable to the Consultant or any of its employees, agents, or subcontractors as a result of the termination or suspension by the Client of this appointment, and shall not otherwise have any obligation (statutory or otherwise) to compensate or reimburse the Consultant or any of its employees, agents, or subcontractors for any claims or damages whatsoever (including but not limited to termination indemnities, loss of revenues or profits, expenditure, investments, or other obligations or commitments of any of them).

1. LICENCE TO USE DOCUMENTS
   1. In relation to any Documents the Consultant hereby grants or agrees to grant to the Client a royalty-free non-exclusive licence to use and to reproduce all Documents for any purpose whatsoever connected with the Project and such other purposes as are reasonably foreseeable including, but without limitation, the carrying out, completion, maintenance, letting, advertisement, modification, extension, reinstatement, reconstruction and repair of the Project. Such licence will carry the right to grant sub-licences and will be transferable to third parties but will not entitle the owner of such licence or any sub-licences to reproduce the designs contained in the Documents. Such licence shall take effect from the date of this appointment or (in relation to Documents not yet in existence) from the date of the creation of the relevant Document and shall continue notwithstanding any termination of this appointment. Neither the Client nor any recipient of any sub-licence under this clause shall hold the Consultant liable for any use it may make of the Documents for any purpose other than that for which they were originally provided by it.
   2. The Consultant agrees on reasonable request at any time and following reasonable written prior notice to give the Client, or those authorised by it, access to the Documents and to provide copies (including electronic copies) at the Client’s expense.
   3. The Consultant warrants to the Client that it has used the standard of skill, care and diligence as set out in clause 3.1 to see that the Documents (save to the extent duly appointed sub-consultants have been used to prepare the same) are its own original work and that in any event their use in connection with the Project will not infringe the rights of any third party.
2. ASSIGNMENT AND SUBCONTRACTING BY THE CONSULTANT

The Consultant shall not assign, or charge any right or obligation under this appointment to any other person or subcontract the whole of the Services or any Additional Services. The Consultant shall not subcontract any part or parts of the Services or any Additional Services without the prior written consent of the Client. Any consent to subcontract any part or parts of the Services or any Additional Services shall not affect or reduce the scope of the Consultant’s obligations under this appointment.

1. ASSIGNMENT OR NOVATION BY THE CLIENT
   1. The Client may assign by way of absolute legal assignment any of its rights under this appointment on one occasion without the Consultant’s consent provided that it gives notice in writing of such assignment within a reasonable period thereafter. Any further assignment shall require the prior written consent of the Consultant (such consent not to be unreasonably withheld).
   2. The Consultant acknowledges that the assignee may rely upon the Consultant's performance of its obligations under this appointment prior to and following the date of any permitted assignment of this appointment in accordance with clause 9.1. The Consultant further acknowledges that it may be liable to the assignee for all losses suffered by the assignee as a result of any breaches of such obligations irrespective of whether any such breach occurred or any such losses were suffered prior to or following the date of such assignment and provided that the Client's appointments with the other consultants are similarly and contemporaneously assigned.
   3. If requested at any time by the Client, the Consultant shall enter into a Deed of Novation with the Client and Cornwall Council in the form of the Deed of Novation attached at Appendix 5 within 10 Business Days of such request. The Consultant shall at the same time enter into the form of collateral warranty set out in the Deed of Novation in favour of the Client.
2. PROFESSIONAL INDEMNITY INSURANCE
   1. The Consultant shall take out and maintain for a period of not less than 12 years from the date of completion of the Works in accordance with the Building Contract, Professional Indemnity Insurance provided that such insurance is, and remains, available at reasonable commercial rates.
   2. Any increased or additional premium required by insurers by reason of the Consultant’s own claim record or other act or omissions particular to the Consultant shall be deemed to be within reasonable commercial rates.
   3. Upon reasonable request, the Consultant shall produce written confirmation from its insurers or insurance brokers to the Client that such Professional Indemnity Insurance is being maintained.
   4. The Consultant shall immediately inform the Client if the Professional Indemnity Insurance ceases to be available at reasonable commercial rates in order that the Consultant and the Client can discuss means of best protecting their respective positions in the absence of such Professional Indemnity Insurance.
3. PUBLIC LIABILITY AND EMPLOYER’S LIABILITY INSURANCE
   1. The Consultant shall maintain, and shall ensure that its sub-consultants or contractors carrying out any works in connection with the provision of the Services maintain, public liability insurance in a sum not less than £5 million in respect of damage to any property of the Client or any property of any third party and any death or personal injury to any person caused by the carrying out of such works and the Consultant shall make good any damage or loss so caused or suffered.
   2. The Consultant shall maintain, and shall ensure that its sub-consultants or contractors carrying out any works in connection with the provision of the Services maintain, employer’s liability insurance in a sum not less than £5 million for any occurrence or series of occurrences arising out of the any one event.
   3. The Consultant shall produce documentary evidence to the Client upon reasonable request that the public and employer’s liability insurance is being maintained in accordance with clauses 12.1 and 12.2.
4. CHANGES TO THE SERVICES
   1. In addition to the Services the Consultant shall perform such other reasonable Additional Services in relation to the Project as the Client may from time to time request in writing. The Client shall pay to the Consultant in respect of such Additional Services an Additional Fee in accordance with clause 4.3.
   2. If requested by the Client in writing the Consultant will omit or reduce the Services, and the parties will use their respective reasonable endeavours to agree a reasonable reduction in the Fee to reflect the reduced scope of the Services. The reduction in the Fee shall be calculated by reference to the estimated cost of the omitted or reduced Services relative to the Fee for the performance of the original Services.
   3. Any failure to reach agreement on any matters in clauses 12.1 or 12.2 shall be resolved in accordance with clause 16.
5. WARRANTIES
   1. Within 14 days of receipt of a written request from time to time from the Client, the Consultant shall execute as a deed one or more deeds of warranty in the form set out in Appendix 4 in favour of any beneficiary having a bona fide actual or prospective legal or commercial interest in the Project.
   2. Within 14 days of receipt of a written request from the Client the Consultant shall use all reasonable endeavours to procure that any sub-consultants shall execute as a deed one or more deeds of warranty in the form set out in Appendix 4 in favour of any beneficiary having a bona fide actual or prospective legal or commercial interest in the Project.
6. CONFIDENTIALITY
   1. The Consultant shall not disclose any information in relation to this appointment or this Project to any person (other than to employees in the proper course of their employment) other than where disclosure is approved in writing by the Client or where such information is:
      1. required to be disclosed by law or by a competent regulatory authority;
      2. required to be disclosed to the Consultant's professional advisers;
      3. already in the public domain otherwise than as a result of a breach of this clause 14 by the Consultant.
   2. The Consultant shall not use, or authorise the use of, any information relating to the Project for any publicity or marketing materials and shall not take photographs, or allow photographs to be taken by others, for the purposes of publicity or marketing materials without the express prior written consent of the Client.
   3. The Consultant shall ensure that all of its personnel and any subconsultants or subcontractors shall comply with the provisions of this clause 14.
   4. The obligations on the Consultant pursuant to this clause 14 shall survive termination.
7. ENTIRE AGREEMENT
   1. This appointment sets out the entire agreement and understanding of the parties and supersedes all prior oral or written agreements understandings or arrangements relating to the subject matter of this appointment. Neither party shall be entitled to rely on anything which is not stated in this appointment or which cannot be implied as being reasonably required to give it business efficacy and is not otherwise inconsistent herewith provided that the rights and remedies provided in this appointment are cumulative and are not exclusive of any rights and remedies provided at common law.
   2. This appointment shall not be amended, modified, varied or supplemented except in writing by duly authorised representatives of both parties.
   3. Neither any failure or delay on the part of either party to exercise any right or remedy under this appointment nor any single or partial exercise of any right or remedy shall be construed or operate as a waiver of any such right or remedy.
   4. In the event that any term, condition, or provision contained in this appointment shall be held to be invalid, unlawful or unenforceable, such term, clause, or provision shall to that extent be omitted from this appointment and the rest of this appointment shall stand, without affecting the remaining clauses.
8. DISPUTE RESOLUTION
   1. Both parties shall endeavour to notify each other of any anticipated dispute so that any potential dispute can be avoided by negotiation between them.
   2. Both parties shall endeavour to resolve any disputes which arise by direct negotiations in good faith between senior executives of their respective organisations and shall give serious consideration to any request by either of them to refer the dispute to mediation.
   3. Any disputes arising under or in connection with this appointment may be referred by either party to adjudication in accordance with the Scheme for Construction Contracts. In the absence of agreement between the parties as to the choice of adjudicator, the adjudicator shall be appointed by the Chairman for the time being of the Technology and the Construction Solicitors Association or his nominated representative.
   4. The decision of any adjudicator shall be binding on, and implemented by, both parties pending final determination of the relevant dispute by the English courts.
9. THIRD PARTY RIGHTS

Save in accordance with clauses 9 (Assignment by the Client) or 13 (Warranties), nothing in this appointment confers or purports to confer on any third party any benefit or any right to enforce any term of this appointment pursuant to the Contracts (Right of Third Parties) Act 1999.

1. LIMITATION OF LIABILITY
   1. No action or proceedings under or in respect of this appointment, whether in contract or in tort, in negligence or for breach of statutory duty or otherwise shall be commenced against the Consultant after the expiry of 12 years from the date of the performance by the Consultant of the last professional service to be carried out under the terms of this appointment.
   2. The Consultant's total liability to the Client for all matters arising under or in connection with this appointment is limited to the minimum amount of the professional indemnity insurance to be maintained by the Consultant in accordance with clause 10.
2. INDEMNITY

The Consultant shall indemnify and keep indemnified the Client against all actions, claims, demands, proceedings, damages, costs, charges and expenses arising in respect of, or in any way arising out of, the provision of the Services, in relation to the injury to, or death of, any person, and the loss of, or damage to, any property including property belonging to the Client except and to the extent that it may arise out of the act, default or negligence of the Client, its employees or agents.

1. GOVERNING LAW

This appointment shall be governed by and shall be construed in accordance with English Law.

**IN WITNESS** whereof this appointment has been executed as a deed and delivered on the date stated above.

**EXECUTED AS A DEED** by

**THE HALL FOR CORNWALL TRUST** by

the signatures of:

Director:

Director/Company Secretary:

**EXECUTED AS A DEED** by the **CONSULTANT**

acting by a Director and the Company Secretary

or by two Directors whose signatures appear below:

Director:

Director/Secretary:

1. - Fee
   1. – The Fee

The Fee for the Services is £[ ].

* 1. - Payment for Additional Services

[*Insert time charge rates for the performance of Services for any Additional Services under clause 4.3 in table below*]

|  |  |
| --- | --- |
| Grade | Rate (£/hour) |
| [Director] [Partner] |  |
| [Associate] |  |
| [Senior Grade] |  |
| [Project Grade] |  |
| [Assistant Grade] |  |

1. - Key Personnel

|  |  |
| --- | --- |
| **Relevant Key Personnel** | **Job title** |
|  |  |
|  |  |
|  |  |
|  |  |

1. - Services to be provided by the Consultant

The Consultant will provide all necessary project management services in relation to the Project including the following:

1. **INTRODUCTION**
   1. The primary role of the Consultant is to take responsibility for the project management of the Project. The Consultant will be instructed on a stage by stage basis subject to funding and satisfactory performance of the preceding stage.
   2. The Consultant’s role, in cost managing the Project, shall accord with the reasonable time, cost and quality constraints set by the Client and the relevant funding partners.
   3. The Consultant will undertake the procurement and management of the Project (on behalf of the Client) in full compliance with the Public Contracts Regulations 2015 and as required to meet European funding requirements and to allow for the potential novation of contracts to Cornwall Council at a later date.
   4. The Project Initiation and Feasibility (RIBA Stage 0/1) has already been undertaken in preparation of the Round 1 Arts Council England and Heritage Lottery Fund bid submissions. As part of this, a feasibility study was undertaken and it is expected that this will be reviewed by the appointed team but should form the basis of developing the Project which has been negotiated with funders.
   5. Tenders for a quantity surveyor, a laser survey of the existing building and an architect led multidisciplinary design team have also been progressed in advance of this appointment. The Consultant, although not involved in the commissioning of these services, will be responsible for managing the successful tenderers from the point at which the Consultant is appointed. The remaining appointments currently anticipated are as follows:

* investigative surveys (if required)
* access audit (design and post-construction stages)
* conservation management plan
* archaeologist (if required by the scheme involving excavations)
* ecologist (if required e.g. bats)
* party wall surveyor
* rights of light surveyor (if required by scheme e.g. new rooftop plant enclosures)
* approved inspector (if required)
* minor works contractor(s) for investigative survey work

1. **PROVISION OF THE RICS STANDARD PROJECT MANAGEMENT SERVICES**

Notwithstanding the detailed services set out below, the Consultant is deemed to be providing all services included within the Royal Institution of Chartered Surveyors – “Core and Supplementary Services for Project Management services”. If there is any discrepancy between these general services and the detailed services set out in this appointment, they shall be notified to the Client and the Client shall instruct the Consultant resolving the discrepancy at the Client’s discretion. The Client’s decision shall be final.

To assist the Consultant, set out in the table below is an overview of the primary disciplines that the Client expects the Consultant to provide. Under each discipline is a very brief summary of their duties.

|  |  |
| --- | --- |
| Project Manager | This includes programming and contract administration and it is generally required to be undertaken in accordance with the current RICS Core and Supplementary Project Management services and including the additional responsibilities, services and duties set out in this document. |
| Site Quality Control | This is effectively the clerk of works role and generally requires the persons to monitor, report, solve problems and take action in relation to any elements of the project that do not conform to the specified standards. |
| Primary Health and Safety | Site inspections, overall compliance and monitoring of contractors and consultants during the construction process, reviewing method statements, risk assessments and COSHH data and overall compliance with the CDM Regulations. |
| Procurement | (In consultation with the Client’s legal advisers) the procurement of consultants and contractors in accordance with the conditions applicable to public authorities, advice and recommendations relating to the overall procurement strategy). |
| Audit | This generally requires the Consultant to undertake audits of the projects records and processes; ensure documents are appropriately retained and stored for future use and generally ensure that the document and project management systems are effective and fit for purpose. |

1. **THE BREAKDOWN OF THE DETAILED ELEMENTS OF THE CONSULTANT’S SERVICES**

The Consultant’s services below have been split into 4 sections which identify:

* General requirements for all stages of the Project;
* Requirements for the pre-construction stage;
* Requirements for the construction stage; and
* Requirements for the post-construction stage.

The reference to “general requirements for all stages of the Project” requires the Consultant to carry out and complete the duties at all times and in accordance with the requirements of the specific duty, in addition carrying out and completing the specific requirements of each particular stage.

1. **GENERAL DUTIES (RELEVANT TO “ALL STAGES OF THE PROJECT”)**

This paragraph sets out the general requirements that the Consultant shall comply.

* 1. **Visiting the site or any other property relevant to the performance of the Services**

The Consultant shall:

* observe, perform and obey all of the rules put in place by the Client, the Contractor and/or the person that has control of the Project when visiting the site or other relevant premises. This is to include attendance at any inductions, health and safety or other related meetings that are required to enable the Consultant to access the site or other relevant premises safely.
* not access or make use of any plant, materials, equipment, access equipment or other elements of the Project without first obtaining the permission of the Contractor’s or the person in control of the Project.
* provide, and wear as required all protective clothing, headwear and footwear as necessary to safely carry out the Services.
* observe, obey and perform in accordance with all the rules and procedures that apply to the site or other relevant premises. Such compliance with the site or other rules may require the Consultant to:
* obtain a security pass;
* park off-site;
* complete an induction;
* register and sign-in
* wear specific items of clothing, headwear or footwear;
* comply with certain opening hours;
* be accompanied by another person; or
* comply with such other requirements as are put in place for the site or other relevant premises which the Consultant requires access to.
  1. **Policies**

The Consultant shall:

* at all times comply with the Client’s policies, where provided, or otherwise the requirements of Cornwall Council’s policies, procedures and design standards that are published on the following internet page: [www.cornwall.gov.uk/default.aspx?page=9885](http://www.cornwall.gov.uk/default.aspx?page=9885)
* where there are no appropriate policies, procedures and standards noted, the Consultant shall comply with relevant national standards, guidance and best practice.
* comply with any policies that are specific to the Project and/or Works. This may, without limitation, include specific:
* safeguarding requirements;
* health and safety requirements;
* parking requirements;
* opening hours;
* restrictions on visiting times;
* clothing or other attire;
* confidentiality agreements; or
* telecommunications or data restrictions.
  1. **Health and safety**

The Consultant shall:

* at all times observe, perform and obey the health and safety requirements relating to the site or other relevant premises;
* ensure their employees (and anybody under their control) have been provided with suitable health and safety training and guidance prior to allowing them to carry out any activities relating to this appointment which require access to the site. The minimum standard for this training shall be certified to CSCS Construction Site Visitor level;
* act as the primary health and safety monitor for the Client seeking to ensure overall compliance and monitoring of the Contractor and consultants during the construction process.
  1. **Documents, records and retention**

To retain all records in electronic and hard copy formats for the duration of the Project (including defects period). To ensure that the Client can access its documents at any time during normal working hours. The electronic storage system must enable the Client to download any document into PDF or Microsoft Office applications.

To retain hard copies of the all Project documentation in the original, which shall include, but not be limited to:

* this appointment
* the contracts arranged, managed and/or procured by the Consultant as well as those already procured by the Client (to include all tenders, evidence of receipt, signed scoring sheets and so forth to accord with European funding audit requirements);
* the appendices and enclosures forming part of any contract;
* copies of correspondence with the funding bodies and documents that the funding bodies require to be kept in hard copy;
* documents which this appointment or the contracts arranged, managed and/or procured by the Consultant specifically require to be in writing (i.e. notices);
* all certificates;
* other documents that are deemed by the Consultant to require a hard copy to be retained, all in accordance with the funders’ requirements.
  1. **Communications**

The Consultant shall:

* comply with the requirements of the Client’s communications strategy when communicating with any member of the general public. Obtain the contact details of the relevant communications officer within the Client and obtain his/her approval to any proposed communications with parties outside of the Client and the project team; and
* comply with the Client’s communications strategy throughout the Project.
  1. **Data and IT Access**

The Consultant shall be solely responsible for providing it own data source to access the internet, emails and such similar data that is necessary to carry out the Services. To be responsible for all mobile and fixed devices that are necessary for the carrying out and completion of the Services and such devices which may include, but are not limited to:

* mobile phones;
* landlines;
* tablet devices;
* laptops;
* computers;
* PDAs;
* 3G/4G data devices.
  1. **Audit**

The Consultant shall:

* comply with any recommendations forming part of an audit carried out on any Project or any other activity carried out under or connected to this appointment;
* where the Client is the subject of any request pursuant to the Freedom of Information Act or the Environmental Information Regulations to provide such assistance as is necessary to ensure either does not breach its requirements under such regulations;
* ensure all access is granted to the required documents and provide the Client with suitable accommodation at the site where the documents are located to be able to review them;
* Create and manage the Project audit files including but not limited to the following key Project documents. These files should be held electronically, with scanned original copies of all signed documents, as well as in hard copy (funding bodies require retention of all key audit documentation as originals or signed and verified as true copies). These documents should be gathered for all procurement related to the Project and the hard copy files, as well as the full electronic copy, must be issued to the Client at the completion of the Project commission (following issue of the certificate of making good defects):
* contract documents including specifications and drawings
* all project reports
* tender briefs
* contract notices adverts and press releases
* consultations (e.g. public exhibition material)
* all correspondence with tenderers, including the tender clarification log
* tender opening sheet
* memorandums of agreement
* tender cost and quality assessment
* final tender report
* planning approval and conditions
* all returned tender documents, including all successful and unsuccessful applications for both PQQ and ITT
* Building Contract documentation including valuations, project manager instructions, extensions of time, completion certificates
* As built drawings, health and safety file and operation and maintenance manuals
* post project review report
* BIM and environmental models
* signed key registers and training records
  1. **Working Hours**

Normal working hours will be based on an 8 hour day excluding any travel that may be required. The Client will define normal working hours as a Business Day between the hours of 7am and 7pm.

* 1. **Facilities**

The Consultant will arrange all the necessary facilities to carry out the Services and the payment of any charges necessary to rent or purchase space or facilities for the completion of the Services shall be the Consultant’s responsibility. The Client will not provide any physical or electronic storage space for the storage of Consultant’s documents.

If the Consultant requires the use of meeting rooms, office space or other areas within any Client buildings to obtain permission of the Client before approaching any party responsible for managing such space. If such space requires the Consultant to pay any fees or charges for the use of such space, the Consultant shall be liable for such costs. Electricity, water, gas, etc. when using Client buildings – will be free of charge, subject to reasonable use.

* 1. **Travel and parking**

The Consultant shall:

* be responsible for travel unless agreed otherwise with the Client. The Consultant is also liable for all parking costs and fees they incur as a result of delivering the Services; and
* comply with the requirements of any parking policies published by the Client, and any policies that are relevant to the location that the Consultant is actually parked or proposing to park at.
  1. **Insurance**

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, to immediately give notice to the Client, the project manager and ensure that the party that is potentially liable for the loss contacts their Insurers and puts them on notice of a potential claim. The Consultant shall be liable for any loss caused by failure to give such notice.

* 1. **Payment**

No less than 14 days before the required payment date advise the Client of all statutory approval costs, in terms of the value, date for payment and to whom the payment is to be made and accompanying justification. This is to include but not be limited to the following:-

* utilities (water, gas, electricity, telecommunications, metering)
* statutory planning development fees
* building regulations application and inspection fees
* statutory listed building consent fees
* other licences, fees, agreements and permissions as required by the Project
  1. **Management and coordination**

The Consultant shall:

* act as project co-ordinator and project manager for the Project, taking responsibility for the management of the Project to ensure compliance with the Project brief, cost, time and quality requirements of the Client and ensure the design and the Works are completed on or before the date established by the Client for completion.; and
* provide leadership for the Project and proactively manage the activities of the quantity surveyor, design consultants, Contractor and others. In carrying out this duty, provide a dedicated person to act as the project lead that is the focus point to co-ordinate the activities of the Client, quantity surveyor, design consultants, Contractor and others;
* liaise and co-ordinate with the Client, stakeholders, end users and others to ensure the factors critical to the success of the Project are fully established and understood. Work proactively with such groups to ensure their expectations are effectively managed and that cost effective efficient solutions are sought;
* co-ordinate and communicate with the funding bodies to ensure their requirements are complied with throughout the course of the Project; and
* act as the client’s agent for the purposes of administering the design consultants’ and quantity surveyor’s appointments as limited by the terms of this appointment.
  1. **Project Management Progress Report**

To produce the project management progress report and issue this to the Client at minimum monthly intervals throughout the Project in electronic format by email in pdf format.

The project management progress report is to include but not be limited to the following key headings:

* Project overall dashboard with a management summary of key Project information and status
* programme and progress update – to include key milestones completed/missed, 4 week look-ahead and anticipated completion date
* risk update – summary of highest category risks and proposed mitigations
* cost estimate in accordance with RICS New Rules of Measurement– to include:
* at feasibility review – formal elemental cost plan 1
* design – formal elemental cost plan 2
* pre-tender estimate – formal elemental cost plan 3
* cash flow update and forecast outturn total project cost
* funding grant claims update and expenditure profile for the respective funding bodies
* key issues – description, proposed mitigation and timescale for resolution
* decisions required – description, by whom and by when
* change log update – summary table of changes and new additions
* surveys and investigations update – investigations commissioned, carried out and summary of results
* health and safety report – schedule of incidents and near- misses within the period, CDM activity summary
* change tolerance update
* progress photographs
* construction progress report (during construction phase).
  1. **Meetings**

To manage, attend, chair and produce the minutes for project meetings, including but not limited to:

* capital project working group (monthly attending, reporting and minuting only)
* Hall for Cornwall board of trustees meetings, as required
* capital project sub-committee meetings – as required
* funder liaison meetings – as required
* stakeholder liaison meeting – as required
* design team meetings (as required, minimum monthly)
* stage review meetings
* statutory authority (as required)
* public meetings (as required)
* members (as required)
* construction progress (as required, minimum monthly)
* risk meetings (as required, minimum monthly)
* change control (as required minimum monthly)
* post project review meetings.
  1. **Reports**

The Consultant shall produce Project reports as detailed in this appointment, including undertaking the co-ordination with the quantity surveyor/designers/Contractor where required.

* 1. **Project stage approvals**

The Consultant shall be responsible for obtaining all project stage approvals, advising the Client of any decisions required and obtaining authorisation from the Client as required for the following:

* feasibility study review report approval
* planning report approval
* pre-tender report approval
* procurement strategy report (Contractor) approval
* form of enquiry (Contractor) approval
* confirmation of funding approval
* approval to proceed to appoint the Contractor
* change/exception form approval
* construction sign-off from and final account approval.
  1. **Client interfaces**

As required, to coordinate and liaise with Client interfaces including:

* legal services, whether internal to the Client or external, for the purposes of ensuring the Building Contracts is complete, signed and properly executed; and
* the Client’s maintenance and facilities management team and their suppliers to ensure the fabric and engineering maintenance implications of the Project are fully realised and addressed.
  1. **Change Control**

To manage the change control process including:

* upon receipt of a change/exception request from the Client/design consultants, the Consultant shall document the proposed change in a change/exception approval form, and undertake an initial assessment of the time, quality, cost and risk implications of the change (to be carried out within a maximum of 5 days from receipt of the request). The Consultant shall report findings to the Client and obtain approval/rejection as required.
* Following approval, instigate the proposed change/exception and issue the appropriate Building Contract documents. Manage the process through to completion.
* Maintain and update contemporaneously change/exception log, recording description of the change, approver, cost/time/quality/risk and final decision status.
  1. **Programme**

The Consultant shall produce a Project programme (initial and each subsequent revision) for acceptance by the Client that is realistic, practical and shows the coordination and management of the order and timing of all operations of the design consultants, Contractor and others.

Each programme should include the current actual progress against planned progress at the date of submission, stating any delay in weeks and include the effects and mitigation of any delays and/or implemented extensions of time and their effect on the timing of the remaining Works.

Each programme shall be submitted in GANTT chart format compatible with Microsoft Project as well as pdf format and is to include:

* overall programme for each section of the Works, with progress dropline
* phasing plans; and
* critical path analysis

Unless otherwise instructed the Consultant shall submit a revised programme within each project management progress report for acceptance by the Client on a monthly basis.

* 1. **Cost management**

The Consultant shall:

* support the quantity surveyor and manage the project to ensure that it is aligned with the project budget at all times, advising the quantity surveyor in a timely fashion of any issues likely to affect the total Project budget.
* coordinate the provision of information in accordance with the programme and as requested by the quantity surveyor to allow the production of the project pricing document in accordance with the Royal Institution of Chartered Surveyors (RICS) New Rules of Measurement (second edition or the latest edition).
* attend meetings as requested by the quantity surveyor and/or the Client, with the quantity surveyor and Contractor’s cost managers, to agree valuations, to negotiate values of Project changes and to make financial assessments of existing and emerging risks, at all times acting in the Client’s best interest.
  1. **Funding applications**

The Consultant shall support the Client with the management, co-ordination and administration of all Project grant applications:-

* initial funding applications
* respond to funder queries during application appraisal
* support to the quantity surveyor with drafting of interim claims
* support those attending meetings with funders
* close-out documentation.
  1. **Risk**

The Consultant shall:

* produce and take responsibility for the Project risk register, with a quantitative (calculation of risk score and cost) analysis determined with the quantity surveyor;
* proactively manage the project risk with regular dialogue with the design consultants, quantity surveyor and Contractor to minimise the Project risk exposure to the Client; and
* establish and maintain the Project risk log in accordance with Prince 2 methodology, updating it contemporaneously with any changes that may affect such documents and, as a minimum, submit monthly updates to the Client and report at the capital working group.
  1. **Project quality plan**

The Consultant shall produce and continually update the project quality plan, which shall, as a minimum, establish and specify:

* a definition of the quality techniques and standards to be applied and confirmation of the responsibilities for achieving the required quality levels;
* the project controls, design and construction standards to be adopted on the Project;
* the Client’s quality criteria and measurements for success;
* the quality criteria required by the funders particularly in relation to the Arts Council, England artistic and creative outcomes, ERDF cross cutting themes, BREEAM, HLF heritage conservation and management, planning and listed building consent requirements.
* the frequency and type of site quality inspections required during the construction period.
* the cost, quality and time parameters/tolerances.
* a schedule of material samples, mock ups, mood boards and illustrations required by the Client for approval.

1. **PRE-CONSTRUCTION DUTIES AND OUTPUTS**

This paragraph sets out the requirements that the Consultant shall comply with during the pre-construction stage (and associated sub-stages).

* 1. **RIBA Stage 2 - Concept Design Review**

The Consultant shall:

* manage the concept design review process, co-ordinating input from the design consultants, quantity surveyor, Client, end users and other stakeholders as required; the output is in the format of an updated concept design report, as defined below;
* manage the concept design review process:
* to challenge and verify the concept design and attend and provide input to a design review meeting;
* co-ordinate and manage the concept design review meeting with the design consultant, quantity surveyor and the Client;
* produce and issue to the Client the concept design report at least 7 days in advance of the scheduled review meeting;
* during the meeting, present the report and ensure the Client and the technical team are present to challenge, review and understand the proposals being put forward for the Project.
* accurately record the actions and manage the completion of such actions by the relevant parties. Make the necessary adjustments to the concept design report;
* evaluate the initial brief with the design consultants and quantity surveyor; consider programme, cost, risks, consultation requirements, structural, building engineering services and environmental issues;
* contribute to the design team review of the concept design and associated cost plan (by others), initial heritage statement, site surveys, condition survey and investigations and appraise constraints. Identify any additional information required and consequent programme implications. Ensure this is reported on promptly to ensure design development can continue within programme;
* collaborate with the architect and prepare a joint short report and presentation on the concept design review. Ensure that any risks or implications of recommendations in the review are fully stated. (e.g. to programme, cost, stakeholder concensus or funders outcomes.
  1. **RIBA Stage 2 – Concept Design Report**

Contribute to a Stage 2 Concept Design report and ensure all the key elements are included by relevant team members, to include (as appropriate) but not be limited to:

* executive summary
* project brief
* adopted standards and specifications
* site analysis
* site ownership plans
* design approach
* outline scope of works and specifications
* transportation assessments
* statutory services/utilities
* statutory planning commentary
* sketch designs appraisal
* access philosophy
* schedule of accommodation
* risk register
* elemental cost plan and cash flow forecast
* whole life cost in-use estimate
* mechanical and electrical/civil engineers report and drainage assessment
* site investigations report.
  1. **RIBA Stage 3 - Developed Design Review**

The Consultant shall manage the design review process up to the submission of a planning application:

* to challenge and verify the design and attend and provide input to design review meeting;
* co-ordinate and manage design review and peer review meetings with the Client;
* produce and issue to the Client the planning review report at least 7 days in advance of the scheduled meetings;
* during the meeting present the report and ensure the Client and the technical team are present to challenge, review and understand the proposals being put forward for the Project;
* accurately record the actions and manage the completion of such actions by the relevant parties and make the necessary adjustments to the planning review report.
* ensure the whole life cycle cost analysis is updated to reflect the proposed design solution being presented to the Client. Such document to be produced in accordance with BS ISO-15686-5 or such other standard as advised by the Client.

The Project is to be developed to the level of detail required to develop an elemental cost plan sufficiently detailed and market tested to manage key financial risks (e.g. utility costs) to be suitable for Round 2 Arts Council England, HLF and ERDF bid submissions.

A 10 year management and maintenance plan, compliant with Heritage Lottery Fund guidance will be required so that this can be included in the business plan for the Project

(www.hlf.org.uk/HowToApply/goodpractice/Pages/Management\_maintenance\_plan\_guidance.aspx).

The Consultant will co-ordinatate the input into the quantity surveyor final work including key discussions with the Client’s teams, and business planning to ensure the final report is robust and delivered on time.

A procurement strategy will also be required, including a brief/Client requirements for the Contractor and any other significant sub-contractors. The Consultant’s role will be to undertake relevant research, co-ordinate necessary meetings between the Client and partners and produce a final report with a justified preferred strategy for construction procurement.

Up to the end of this sub stage continuously monitor the production of the Project design by the design consultants to ensure that the requirements of the Client are achieved and to:

* establish with the design consultants a detailed design information production programme and/or activity schedule;
* ensure the design production is being rigorously managed and co-ordinated in accordance with this programme and undertake rigorous management and monitoring of the design progress;
* ensure that the design consultants develop a Project that can be constructed within the time and cost restraints for the Project;
* ensure that all design queries and design options are fully appraised, challenged, recorded and replied to in a timely manner; and
* ensure that the overall value of the Project is enhanced and unnecessary expenditure is eliminated, whether this is through alterations to the design or the construction methodology, at all times acting in the best interests of the Client.
  1. **Planning process**

As part of the planning process obtain all necessary statutory consents and approvals including:

* take responsibility for the management of the statutory planning and listed building approval process;
* this includes but is not limited to, the pre-application process leading to a planning performance agreement, the co-ordination of the necessary design and survey information and liaison with local residents and stakeholders;
* in co-ordination with the design consultants, ensure that the final collation of the planning package and the submission by the design team is in accordance with the project programme;
* managing and monitoring any planning queries and ensuring prompt responses;
* participation in public presentations and meetings;
* reviewing proposed conditions and advising the client on implications;
* ensuring any planning conditions are discharged, in accordance with the project programme and the requirements of the planning approval.

Produce and submit for approval by the Client a planning review report. This should include all documents that will be submitted for statutory planning approval, including:

* architectural scope of works and outline specification
* building services scope of works and outline specification
* structural/civil engineering scope of works and outline specification
* transportation and environmental impact scope of works
* building regulations and other statutory approval compliance
* elemental cost plan and cash flow forecast
* risk register
* programme and full whole life cycle cost analysis including year one maintenance plan and costings.
  1. **RIBA Stage 4 - Technical Design Development**

The Consultant shall:

* up to the end of this sub stage continuously monitor the production of the Project design by the design consultants to ensure that the requirements of the Client are achieved and to establish with the design consultants a detailed design information production programme and/or activity schedule and specifically ensure:
* the design production is being rigorously managed and co-ordinated in accordance with the above programme
* that the design consultants produce a project that can be constructed within the time and cost restraints of the Project;
* that all design queries and design options are fully appraised, challenged, recorded and replied to in a timely manner;
* that the overall value of the Project is enhanced and unnecessary expenditure is eliminated, whether this is through alterations to the design or the construction methodology, at all times acting in the best interests of the Client;
* undertake rigorous management and monitoring of the design process;
* carry out, facilitate, manage and co-ordinate two value management workshops where the Client is invited to attend. The Consultant may be required to attend such other value management meetings that are required to meet the requirements of the Project.
* The Consultant shall input to the action log to reflect:-
* the options considered, appraised and the decisions taken
* the full cost and risk analysis undertaken with each option; and
* record all actions and responsibilities in an action log and ensure that actions are completed on time and to the satisfaction of the Client;
  1. **Contractor Procurement Strategy**

The Consultant shall:

* produce and submit for approval by the Client a contractor pre tender report containing all the documents to be issued for tender, including the total project pre tender estimate and risk register and ensure the Client signs off the pre-tender report prior to issuing tender documentation;
* produce and submit for approval by the Client a procurement strategy report (contractor) including but not limited to:
* contractor’s scope of works
* options for procurement
* evaluation of options
* recommended form of contract
* risks and benefits appraisal
* recommendation and justification;
* manage and undertake the procurement (including the procurement strategy reports) of the Contractor to complete the Project. This will specifically require the Consultant to fully comply with the Public Contracts Regulations 2015 and ensure the procurement is undertaken fully in accordance with the agreed procurement strategy.
* produce, compile and co-ordinate the form of enquiry documentation for the procurement and ultimate appointment of the Contractor
* provide support to the Client and end user in the procurement of any ancillary services and direct contracts.
  1. **Procurement (Contractor)**

Manage, carry out and complete the entire procurement process for the services and works being procured including, but not limited to:

* pre-qualification process and selection
* invitation to tender documents
* answering, tracking and generally coordinating the tender queries and changes
* co-ordinating and managing tenderers site visits
* co-ordinating tender returns, evaluation and scoring
* tender report with recommendation
* feedback to all tenderers
* prepare and complete the form of appointment document and purchase order wording to appoint the Contractor
* complete and issue notices and documents required by any legislation, rules or law relating to the public procurement process.
* maintain audit files fully in accordance with funding requirements.
  1. **Contractor appointment**

Produce and submit for approval by the Client a Contractor procurement report including but not limited to:

* tender process adopted
* tender results
* cost and quality evaluation
* clarifications
* recommendation and justification.

Undertake all actions as required to ensure the Building Contract is entered into.

1. **CONSTRUCTION DUTIES AND OUTPUTS**

This paragraph sets out the requirements that the Consultant shall comply with during the construction stage.

* 1. **RIBA Stage 5 - Construction**

The Consultant shall:

* carry out, facilitate, manage and co-ordinate two value management workshops where the Client is invited to attend. The Consultant may be required to carry out such other value management meetings that are required to meet the requirements of the Project;
* ensure that an action log is created, maintained and updated to reflect:
* the options considered, appraised and the decisions taken
* the full cost and risk analysis undertaken with each option
* record all actions and responsibilities in an action log and ensure that actions are completed on time and to the satisfaction of the Client;
* no less than 14 days before the required payment date advise the Client on all statutory approval costs, in terms of the value, date for payment and to whom the payment is to be made and accompanying justification.
* this is to include but not be limited to the following:-
* utilities (water, gas, electricity, telecommunications, metering)
* statutory planning development fees
* building regulations application and inspection fees
* statutory listed building consent fees
* other licences, fees, agreements and permissions as required by the Project;
* take the contractual roles of project manager, employer’s agent and/or contract administrator (as appropriate to the form of contract – anticipated to be the JCT standard form) in delivering the Project; these the roles shall be carried out in strict accordance with the Building Contract but subject to the limitations set out in this appointment;
* key roles include but are not limited to the following:
* carry out ongoing monitoring of the Contractor’s progress and programme, attending site weekly at a minimum or as appropriate to the scale of the Project;
* produce construction progress reports and issue to the Client in accordance with this appointment;
* carry out the sign-off and comment as required on the Contractor’s programme, proposals and technical submissions, in accordance with the parameters of the project tolerances;
* issue and respond to correspondence as required under the Building Contract, issuing copies of correspondence of a contractual and financial nature to the Client;
* liaison with the design consultants, ensuring that all technical queries and requests for information are dealt with in a timely manner and in accordance with the Project programme;
* undertake quality inspections as defined in this appointment;
* using the mechanisms within the Building Contract, manage the resolution of non-conformities and defects with the Contractor;
* ensure any funding conditions relating to the construction works are fully adhered to, this shall include but not be limited to signage, recording of materials and labour. Ensure this is undertaken and managed appropriately.
* obtain input from the principal designer and ensure that all duties are carried out in accordance with this appointment and the CDM Regulations;
* produce and issue project manager’s instructions within the agreed project tolerances;
* in accordance with the Building Contract, manage contractual claims for extensions of time and loss and expense and advise the Client on appropriate actions.
* manage the agreement of the project final account between the quantity surveyor and the Contractor, negotiating within the agreed Project tolerances;
* take responsibility for the management, co-ordination and implementation of ancillary Client direct contracts that may be necessary to enable full occupation of the Project, including but not limited to: ICT, furniture and final fittings installation, signage and artwork, decant and office moves, building decommissioning, landscaping and internal planting, post completion works during the defects liability period, maintenance contractor(s);
* receive, record, review and comment on Contractor’s risk assessments and method statements (RAMS) relating to the Works. When satisfied, provide approval and sign-off prior to works commencing on site. Carry out random inspections to ensure that the Works are being undertaken in accordance with the approved RAMS;
* act in the role of site quality inspector and supervisor to ensure the standard of all works are provided to the standards and specifications set out within the Building Contract;
* ensure appropriately skilled site quality inspectors undertake site inspections at a minimum weekly or as otherwise specified. These inspections shall review the quality of all areas of the Contractor’s activity at that time;
* when undertaking site inspections, carry out monitoring of site welfare facilities, including the cleanliness, reporting any deficiencies to the Contractor’s site manager;
* proactively engage with the Contractor and design consultants in the resolution of site quality related queries;
* in conjunction with the design consultants where required, provide approvals to the Contractor for samples and quality control works. These should be documented in writing after the approval has been given;
* produce site inspection reports in accordance with this appointment at a minimum monthly;
* record in writing all defects identified during the site inspections and issue appropriate notices to the Contractor in accordance with the Building Contract;
* take responsibility for managing and co-ordinating the handover of the Project from construction phase into post construction phase and its ultimate use and occupation by the Client, including but not limited to the following activities and functions:
* facilitate the Client’s maintenance supplier being granted early access to site during the commissioning and completion phase, to enable witnessing of plant and systems as required, asset surveys to be undertaken and future maintenance requirements to be established;
* no less than 4 weeks prior to the anticipated date of Project completion, produce and distribute the ‘construction nearing completion’ notification to the Client and other relevant stakeholders, including but not limited to facilities management, end users, and the Client’s maintenance supplier;
* facilitate, attend, chair and minute pre-handover meeting, inviting all necessary parties, including but not limited to:
  + end users
  + facilities management
  + estates management
  + maintenance supplier
  + the Client
  + design team;

(the objective of the meeting is to pre-empt the facilitation of a smooth handover of the Project to ensure its ongoing operation, its integration with the end user’s operational requirements, the arrangements for future maintenance, to agree the contents of the handover checklist and to ensure the necessary operational documentation and certification is provided in accordance with the Building Contract);

* take responsibility for ensuring that all the required training relating to the completed Project has been undertaken by the necessary parties and fully recorded and signed for;
* monitor and record defects in accordance with the Building Contract, maintaining a single consolidated list, to be updated contemporaneously and attached to the ‘certificate of completion’. Take all necessary steps under the Building Contract to ensure that all defects are rectified as expeditiously as possible;
* facilitate, attend, chair and minute project handover meeting, with all necessary parties, including but not limited to:
* end users
* facilities management
* estates management
* maintenance supplier(s)
* the Client
* design consultants

(the objective of the meeting is to facilitate the smooth handover of the Project to ensure its ongoing operation, its integration with the end user’s operational requirements, and the arrangements for future maintenance, to agree and sign-off the handover checklist and to ensure the verified operational documentation and certification is provided in accordance with the Building Contract);

* upon Project handover, produce and distribute the ‘certificate of completion’, with the list of defects and completed and signed handover checklist;
* produce and submit a report to the client for approval a monthly construction progress report including but not limited to:
* a statement of progress and programme status
* summary of work completed and work planned in next period
* programme with progress drop-line
* progress photographs
* information and instructions required schedule
* health and safety inspections, record of any accidents/near misses on site
* supply chain list and sub-contractor status
* schedule of valuation/payment dates
* schedule of instructions received;
* produce and submit a report to the Client for approval a monthly site quality inspectors report to include:
* record of labour on site
* weather record
* non-conformities
* samples approved
* design/construction issues/information required;
* continuously monitor the production of any project design by the Contractor to ensure that the requirements of the Client are achieved and to specifically ensure:
* the Contractor establishes a detailed design information production programme and/or activity schedule. Ensure the design production is being rigorously managed and coordinated in accordance with this programme. Undertake rigorous management and monitoring of the design progress;
* that the Contractor develops a Project that can be constructed within the time and cost restraints of the Project;
* that all design queries and design options are fully appraised, challenged, recorded and replied to in a timely manner and the overall value of the Project is enhanced and unnecessary expenditure is eliminated, whether this is through alterations to the design or the construction methodology, at all times acting in the best interests of the Client;
* review and comment on any Project design information produced by the Contractor to ensure that the requirements of the Client are achieved and specifically seek to ensure that:
* the Contractor produces a design that meets the quality, operational, durability and performance requirements as set out by the Client;
* all design queries and design options are fully appraised, challenged, recorded and replied to in a timely manner;
* the overall value of the Project is enhanced and unnecessary expenditure is eliminated, whether this is through alterations to the design or the construction methodology, at all times acting in the best interests of the Client.

1. **POST-CONSTRUCTION DUTIES AND OUTPUTS**

This paragraph sets out the requirements that the Consultant will comply with during the post construction stage.

* 1. **RIBA Stages 6 and 7 – Handover and Close Out and In Use**

In accordance with the Building Contract manage the defects rectification period and release of final retention as appropriate, liaising with the Contractor, end users, the Client, maintenance supplier(s) and facilities management as required.

At the end of the defects rectification period, instigate and manage the final inspection of the works by the design consultants and site quality inspector and close out of the recorded defects.

Liaise with the Client and end users to ensure that all defects have been fully rectified. Issue the ‘making good defects’ notice, in accordance with the requirements of the Building Contract.

For a period of 12 months after the issuing of the making good defects notice, provide support to the Client in resolving any latent defects identified in this period.

Take responsibility for, arrange, chair and undertake two post Project reviews, to be undertaken within one month of completion and within one month of the end of the defects period. Attendees to include but not be limited to:

* end users
* the Client
* Contractor representative
* design consultants representatives
* maintenance representative

The output of these meetings shall be the post project review report, to include but not be limited to a scored evaluation of the relative successes of the Project, input from the key stakeholders and a record of the lessons learned. The purpose of the meeting is to record the relative successes and failures of the Project, together with any lessons learned for future projects and the report should be signed by all attendees.

1. - Draft form of collateral warranty

|  |
| --- |
| **Date**: |
| **Project:** |
| **Client: THE** **HALL FOR CORNWALL TRUST** (a company limited by guarantee registered number 03101443) of Hall for Cornwall, Back Quay, Truro, TR1 2LL |
| **Consultant:**  Company Registration Number:  of/whose registered office is at: |
| **Beneficiary:**  Company Registration Number:  of/whose registered office is at: |
| **Services**  (as more particularly described in the Appointment) |
| **Appointment** dated: |
| Professional Indemnity Insurance: £10 million (minimum cover) |

* + 1. **INFORMATION**

The information contained on page 1 of this agreement forms part of this agreement.

* + 1. **BACKGROUND**
       1. The Beneficiary has an actual or prospective interest in the Project.
       2. The Consultant is or has been appointed by the Client under the terms of the Appointment to provide the services briefly described on page 1 of this agreement and more particularly described in the Appointment.
    2. **CONSIDERATION**

This agreement is made on the above date between the Beneficiary and the Consultant and is made in consideration of the payment of £1 by the Beneficiary to the Consultant receipt of which the Consultant acknowledges.

* + 1. **WARRANTY AND LIABILITY**
       1. The Consultant warrants to the Beneficiary that it has complied and will at all times comply with the terms of the Appointment and any specifications or requirements included or referred to in the Appointment, and that, in the performance of the Services, it has exercised, and will continue to exercise, the degree of skill, care and diligence reasonably to be expected from an appropriately qualified and competent member of its profession experienced in carrying out duties such as those under the Appointment in relation to works of a similar size, scope, nature and complexity as the Project;
       2. The Consultant shall have no liability under this agreement which is greater or of longer duration than it would have had if the Beneficiary had been a party to the Appointment as joint employer and the Consultant shall be entitled in any action or proceedings by the Beneficiary under this agreement to rely on any limitation in the Appointment and to raise the equivalent rights in defence of liability (but excluding set-offs or counterclaims) as it would have had if the Beneficiary had been named as joint employer under the Appointment. However, it shall not be a defence to any action brought against the Consultant under this agreement that the Appointer has suffered no loss under the Appointment. Upon the expiration of 12 years from the date of completion of the Project in accordance with the Building Contract the liability of the Consultant under this agreement shall cease save in relation to any claims made by the Beneficiary against the Consultant and notified in writing by the Beneficiary to the Consultant before the expiration of this 12 year period.
    2. **INSURANCE**
       1. The Consultant covenants:-
          1. to take out and maintain professional indemnity insurance in an amount of not less than that stated on page 1 in respect of any occurrence or series of occurrences arising out of the same originating cause for a period of 12 years from the date of completion of the Project in accordance with the Building Contract, provided that such insurance is available in the UK insurance market to members of the Consultant’s profession at commercially reasonable rates. Any increased or additional premium required by insurers by reason of the Consultant’s own claims record or other acts or omissions, matters or things particular to the Consultant shall be deemed to be within commercially reasonable rates;
          2. to inform the Beneficiary or its assignees in writing immediately of any failure or inability to maintain such professional indemnity insurance cover in accordance with clause 6.1.1 in order that the Consultant and the Beneficiary can discuss means of best protecting their respective positions in the absence of such insurance; and
          3. when reasonably requested by the Beneficiary to produce for inspection documentary evidence that its professional indemnity insurance cover is being properly maintained and that payment has been made in respect of the last preceding premium.
    3. **USE OF DOCUMENTS**
       1. In relation to all drawings, details, plans, reports, models, specifications, bills of quantities, calculations, and other documents of any nature whatsoever which have been or are hereafter provided by the Consultant in the course of performing its obligations under the Appointment (“**Documents**”) the Consultant hereby grants or agrees to grant to the Beneficiary a royalty-free non-exclusive licence to use and reproduce all Documents for any purpose whatsoever connected with the Project and such other purposes as are reasonably foreseeable including, but without limitation, the carrying out, completion, maintenance, letting, advertisement, modification, extension, reinstatement, reconstruction and repair of the Project. Such licence will carry the right to grant sub-licences and will be transferable to third parties but shall not entitle the owner of such licence or any sub-licences to reproduce the designs contained in the Documents. Such licence shall take effect from the date of this agreement or (in relation to Documents not yet in existence) from the date of the creation of the relevant Document and shall continue notwithstanding any termination of this agreement. Neither the Beneficiary nor any recipient of any sub-licence under this clause, shall hold the Consultant liable for any use it may make of the Documents for any purpose other than that for which they were originally provided by it.
       2. The Consultant agrees on reasonable request at any time and following reasonable written prior notice to give the Beneficiary or those authorised by it access to the Documents and to provide copies (including electronic copies) thereof at the Beneficiary’s expense.
       3. The Consultant warrants to the Beneficiary that it has used the standard of skill, care and diligence as set out in clause 4.1 to see that the Documents (save to the extent duly appointed sub-consultants have been used to prepare the same) are its own original work and that in any event their use in connection with the Project will not infringe the rights of any third party.
    4. **ASSIGNMENT**
       1. The benefit of this agreement may be assigned by the Beneficiary to any beneficiary having a bona fide actual or prospective legal or commercial interest in the Project or any part twice only without the consent of the Consultant provided that the Consultant shall be entitled to receive notice of such an assignment in writing within a reasonable period of the assignment taking place. Such notice will specify the name and address of the assignee and the date of the assignment. The Consultant will not contend that any such assignee is precluded from recovering any loss resulting from any breach of this agreement (whatever the date of such breach) by reason only that the person is an assignee and not the original beneficiary hereunder or by reason that the original beneficiary or any intermediary beneficiary escaped any loss resulting from such breach by reason of the disposal of any interest in the property or that the original beneficiary or any intermediate beneficiary has not suffered any or as much loss.
       2. Notwithstanding clause 7.1, the Beneficiary may assign the benefit of this agreement without restriction to any company within the same “group” as the Beneficiary (as defined by Section 42 of the Landlord and Tenant Act 1954).
    5. **INSPECTION OF DOCUMENTS**

The Consultant’s liabilities under this agreement will not be in any way reduced or extinguished by reason of any inspection or approval of the Documents or attendance at site meetings or other enquiry or inspection which the Beneficiary may make or procure to be made for its benefit or on its behalf.

* + 1. **SUCCESSORS**

References to the Beneficiary shall include the person or persons from time to time entitled to the benefit of this agreement.

* + 1. **SUB-CONSULTANTS**

Following a written request from the Beneficiary, the Consultant will (unless it has already done so) use all reasonable endeavours to procure that its sub-consultants (if any) execute deeds of warranty in the same or equivalent terms as are set out in this agreement in favour of any person in whose favour the Appointment obliged the Consultant to give or procure the giving of such warranties.

* + 1. **NOTICES**

Any notice, request, demand, consent or approval given under or in connection with this agreement must be given or confirmed in writing. Any such notice, request, demand, consent or approval shall be delivered personally or addressed to the respective address of the parties set out in this agreement or to the registered office or the principal business address of either party for the time being and, if sent by post, shall be sent by first class pre-paid post or recorded delivery and shall be deemed to have been received on the second working day after the same shall have been posted.

* + 1. **APPLICABLE LAW AND JURISDICTION**

This agreement will be construed in accordance with English law and be in all respects subject to the jurisdiction of the English courts.

* + 1. **THIRD PARTY RIGHTS**

This agreement is enforceable by the original parties to it and their successors in title and permitted assignees. Any rights of any person to enforce the terms of this agreement pursuant to the Contracts (Rights of Third Parties) Act 1999 are excluded.

**IN WITNESS WHEREOF** this agreement has been executed as a deed on the date and year stated above.

**EXECUTED AS A DEED** by the **CONSULTANT**

acting by a Director and the Company Secretary

or by two Directors whose signatures appear below:

Director:

Director/Secretary:

1. - deed of novation