**SERVICE REQUEST FORM**

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

**GUIDANCE**

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

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

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

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

The Service Request Proposal includes the following:

• The service needed by the Client and their desired approach to delivery;

• Any further pre-engagement activity required to be undertaken (by each party) to enable the Partner to put forward their proposal and price (Tendered Total);

• Identifies the Client’s key value drivers, (including social value and value for money priorities) combined with a comprehensive delivery proposal;

• Sets out the outputs that should have been achieved by the conclusion of the pre-engagement stage.

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| **SERVICE REQUEST FORM**  This Service Request was Acknowledged on:: 16/2/2024  **THE PARTIES**  The Client  Intellectual Property Office  Address Concept House Cardiff Road Newport  South Wales  NP10 8QQ  The Partner  Perfect Circle JV Limited  Address Halford House Charles Street  Leicester  LE1 1HA  Client contact name  Phil Evans  Address for electronic communications  [phil.evans@ipo.gov.uk](mailto:evans@ipo.gov.uk)  Telephone  01633 811411  **COMMISSION SUMMARY**  Commission Number/Reference 4661-009  Commission Name  CCTV Drainage survey  Client estimated budget for Commission 10916.64  Client anticipated start for Commission Client anticipated end for Commission | | | | |
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|  | 12/02/2024 |  | 22/03/2024 |  |

| 2 | SCAPE Consultancy framework Service Request Form (Truncated) Rev 9 03-10-2022



**COMMISSION DETAILS**

*Supplied using the Partner’s information systems* **Attach**

The Service Request is attached here.

**SUPPORTING INFORMATION**

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

**Ref Item Description Attach**

|  |  |  |
| --- | --- | --- |
| 02 | Scope of Services |  |
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Please select the Approve button below to acknowledge that this Service Request represents an accurate record of pre-engagement discussions, and that you would like the Consultant to proceed with producing a Delivery Agreement based on the proposals contain herein.

Approved by

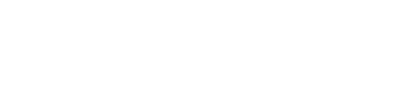
Client name

Phil Evans

Address for electronic communications

[Phil.Evans@ipo.gov.uk](mailto:Evans@ipo.gov.uk)

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



|  |
| --- |
| Service Request Proposal |
| Further to recent discussions, please f ind below a Service Request as def ined in the Framework Agreement made between Scape Procure Limited and Perf ect Circle JV Ltd dated 29th January 2021.  This Service Request Proposal is f ormed of 4 parts:  Part A: Outline Service Requirements, which captures your service needs and desired approach,  Part B: Pre-Engagement Activity Checklist, identif ying any activities required to enable our proposal and price to be presented,  Part C: Detailed Service Requirements, identif ying your key value drivers, inc. Social Value and measures of Vf M captured within our comprehensive service delivery proposal,  Part D: Statement of Key Outputs, setting out the deliverables f rom the pre-engagement stage.  If you are satisfied that this Service Request represents an accurate record of our pre-engagement discussions, and you would like Perfect Circle to proceed with producing a Delivery Agreement based on this proposal, we should be grateful if you would provide your confirmation.  Perf ect Circle is a company jointly owned by Pick Everard, Gleeds and AECOM. Our of f er is unique in f ramework experience, with an unrivalled record of teams providing excellence through collaboration. We deliver with an extensive national supply chain f ormed of SMEs, micro businesses and larger consultancies, ensuring we provide perf ormance managed services through local businesses. Forming an integrated team across Perf ect Circle and our approved suppliers allows the broadest project scope to be of f ered with value f or money through one simple and ef f ective contract, providing maximum ef f iciencies and contributions to economic, environmental and social benef its to achieve the greatest levels of social value. |
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| Part A - Outline Service Requirements |
| Client Name Intellectual Property Of f ice  Commission No. 4661-009 Commission Name (Title) CCTV Drainage survey  Commission Description CCTV Drainage survey of IPO's Foul and Surf ace Water Commission Postcode NP10 8YJ Drainage  Client Contact Name Phil Evans Client Contact Email phil[.evans@ipo.gov.uk](mailto:evans@ipo.gov.uk)  Client Contact Position Client Contact Telephone Number 01633 811411  Lead Partner - Company Name Pick Everard Commission Lead Contact Name Lucy Stephens  Commission Lead Contact Email [lucystephens@pickeverard.co.uk](mailto:lucystephens@pickeverard.co.uk) Commission Lead Contact Mobile 07393012573  Region South Wales  Main Contract Type Option G (NEC3 Prof essional Services Contract) - Task Order Lead Partner’s Service Manager (or Lucy Stephens  NEC3 PM)  Procurement Method Lump Sum Client anticipated end date 22 Mar 2024 |
| Client estimated budget f or Commission 10,916.64  £  Client anticipated start date 12 Feb 2024  Has a Client’s draf t/outline programme No been appended?  Other Document Upload 1  Other Document Upload 2  Other Document Upload 3  Has a Client’s Project Brief been No appended? |
| Has a Scheme Layout been appended? Yes If yes, upload document 23340-JUBB-XX-ZZ-SK-C-001-P01.pdf (810 KB) If yes, please provide commentary IPO Drainage Layout |
| Are there Client Proposed Organisations? No |
| Part B - Pre-Engagement Activity Checklist |

Are Pre-Engagement Matters required? No

Part C - Detailed Service Requirements

1.1 Project Overview/Background

1.2 Objectives/Outcomes

2.0 Health, Welf are, Saf ety, Environment and Sustainability Considerations

3.0 Value f or Money Statement

The client, IPO requires a CCTV Drainage survey completed on their storm and f oul drainage. CCTV Drainage and Jetting.

The site is a live site. Work is to be coordinated with IPO to limit impact on the building users and ensure saf ety f or the team completing the survey.

The client is keen to undertake this as quickly as possible with known trusted supply chain.

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

Value f or Money Driver (1) Value f or Money Driver (2) Value f or Money Driver (3)

1) Speed of appointment and delivery

5) Best practice and knowledge transf er

4.0 Project Success Criteria

5.0 Social Value

In addition to the Value Drivers identif ied in section 3.0 above, we also monitor the f ollowing Perf ormance Indicators as standard f or each commission:

• Time Predictability

• Cost Predictability

• Local Spend – Percentage of total spend within 20 miles of Client of f ice/site

• SME Engagement - Percentage of appointments with SME’s compared with total number of Supply Chain appointments

• SME Spend - Percentage spend with SME’s compared with total spend with Supply Chain

• Fair Payment - Payment of Supply Chain within Government Fair Payment guidelines

• Client Satisf action

• Supply Chain Satisf action

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

We recognise that we have a responsibility to the environment, the communities within which we work, our own people, our supply chain and society. Perfect Circle’s business management systems are fully compliant with the

Public Sector (Social Value) Act 2012 and social value is an integral part of Perfect Circle’s approach and operations. Perfect Circle collect data in the following areas as part of our business-as-usual activities.

• Local spend on projects, reporting on spend within 20 miles of commissions - our target is 45% of the commission value to be within that 20 miles

• Small and Medium (SME) spend, targeting greater engagement of SME’s in our supply chain - our target is 85% of spend with our supplier chain to be SME suppliers

• Fair payment, ensuring we pay our supply chain within 30 days of receipt of invoices - our target is 100% of our invoices to be paid within 30 days

Is the Client interested in setting TOMS No targets?

TOMS Outcome No

Having discussed with the client whether they wish us to augment our Social Value of f ering by setting up to 5 additional metrics against the National Data Set of TOMs

(Themes, Opportunities, Measures), we conf irm that additional measures are not required on this commission.

TOMS Measures

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NT Ref (1) | NT18 - Total amount (£) spent in LOCAL supply chain through the contract | Comments (1) | Unit | £ | SV Proxy Value | 0.91 | Target (1) 4,912.49 | SV Add £ 4,470.37 (1) |
| NT Ref (2) | NT19 - Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs) | Comments (2) | Unit | £ | SV Proxy Value | 0.91 | Target (2) 0.00 | SV Add £ 0.00 (2) |
| NT Ref (3) | NT61 - Fair Payment - Percentage of invoices on the contract paid within 30 days | Comments (3) | Unit | % | SV Proxy Value | 0.00 | Target (3) 0 | SV Add £ 0.00 (3) |
| NT Ref (4) |  | Comments (4) | Unit |  | SV Proxy Value |  | Target (4) | SV Add £ 0.00 (4) |
| NT Ref (5) |  | Comments (5) | Unit |  | SV Proxy Value |  | Target (5) | SV Add £ 0.00 (5) |
| NT Ref (6) |  | Comments (6) | Unit |  | SV Proxy Value |  | Target (6) | SV Add £ 0.00 (6) |
| NT Ref (7) |  | Comments (7) | Unit |  | SV Proxy Value |  | Target (7) | SV Add £ 0.00 (7) |
| NT Ref (8) |  | Comments (8) | Unit |  | SV Proxy Value |  | Target (8) | SV Add £ 0.00 (8) |
|  |  |  |  |  |  |  |  | SV (£) 4,470.37  Total |

6.0 Detailed Scope of Services

6.1 Description of the Services to be

Provided

6.2 Service / Price Exclusions

CCTV Drainage survey in line with the attached Drainage Layout drawing ref 2330-JUBB-XX-ZZ-SK-C-001.

Time allowed f or completing survey over f our days.

The CCTV survey may require disposal of material removed f rom the sewer as part of the jetting process. The quantity is unknown however if removal is required it is charge additionally at £165.00 per ton .

6.3 Key Stakeholders, Consultations and Head of Estates, IPO. Interdependencies

6.4 Summary of Services at Each Project Stage

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Prime Core - | RIBAStages (✔ ) |  | 0-1\* |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | Procurement Route |
| Project  Management | Pick Everard |  | Yes |  | No |  | No |  | No |  | No |  | No |  | No |  | SFR |
| Quantity  Surveying |  |  | No |  | No |  | No |  | No |  | No |  | No |  | No |  |  |

Core - RIBAStages (✔ )

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Building  Surveying |  | No | No | No | No | No | No | No |  |
| Architectural  Design |  | No | No | No | No | No | No | No |
| Mechanical  Engineering |  | No | No | No | No | No | No | No |
| Electrical  Engineering |  | No | No | No | No | No | No | No |
| Structural  Engineering | Jubb Consulting  Engineers Limited | Yes | No | No | No | No | No | No | SFR |
| Commercial  Surveying |  | No | No | No | No | No | No | No |  |

Non Core Services

There are no records to display.

\* use RIBA stages 0-1 for non-construction projects where only time charges are applicable

Supply Chain Procurement routes available through the framework:

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

Clients should be aware that in order f or Perf ect Circle to engage Client Proposed Organisations you are acknowledging in approving this Service Request that;

You requested that Perf ect Circle appoint the proposed organisation(s).

You are aware that the f ees of the proposed organisation(s) are not in line with the Framework Agreement but nonetheless you are content that these of f er value f or money.

You have undertaken your own technical, commercial, and legal due diligence f or the appointment of the proposed organisation(s).

The appointment of a Client Proposed Organisation(s) shall only be permitted when other Services are procured through the Partner and/or its Pref erred Partner(s). Sole appointment of a Client Proposed

Organisation shall not be permitted unless otherwise agreed by Scape.

Perf ect Circle’s appointment of a Client Proposed Organisation(s) will be conditional on the supplier:

Meeting our approval criteria (insurances/ISOs/H&S etc).

Agreeing to the terms of the SCAPE Consultancy Framework Agreement in all other respects by way of a Consultancy Agreement with Perf ect Circle that is back-to-back with the main contract with you.

Providing a Collateral Warranty to you.

If the risks associated with the appointment of any such organisation(s) are considered unacceptable then Perf ect Circle may ref use to appoint that organisation.

6.5 Sub-consultant Selection and

Competitive Tender Award Criteria

6.6 Appointment of Principal Designer

7.0 Delivery Team

Delivery Team - document upload

Jubb has been selected by both Perf ect Circle and the client to undertake their services on this project, using Scape Framework Rates.

The CCTV drainage survey will be carried out by Lanes f or Drains and supervised and managed by Jubb. Lanes f or Drains were chosen due to their experience in the area. We await conf irmation f rom the Client of their appointment of the Principal Designer.

Lucy Stephens: Project Manager, Pick Everard, Graeme Smith: Associate Director, Jubb

8.0 Delivery Programme

Our proposed delivery programme is as f ollows:

Would you like to upload your own No

Project Programme

Delivery Programme

There are no records to display.

9.0 Schedule of Deliverables



10.0 Design Specif ications and

Technical/Quality/Regulatory Standards

11.0 BIM Requirements and Document

Control

12.0 Client Acceptance Criteria

13.0 Risks and Opportunities

14.0 Prerequisites, assumptions and constraints

15.0 Requirements f or Surveys, Investigations and Third-Party Historic Data

Survey to be completed by 1st March 2023.

Results and f inding issued to client by 22nd March 2023. Not applicable as no design will be undertaken at this stage.

Standard BIM applies. Documents are controlled under the Pick Everard Business Management System.

Survey outlining Drainage condition. Risks -

Unable to get access to required areas.

Drainage blockage or damages which prevents the survey f rom being completed. Assumed the drainage is as per locations indicated on attached drawing.

Access will be granted f or surveyors.

Drainage outlets and manholes are accessible and not blocked be vehicles.

16.1 Overview Fee

Our total fee is summarised as follows

A - Charges f or Prime Core Services RIBA Workstages 2-7 £ 0.00

B - Charges f or Core Services RIBA Workstages 2-7 £ C - Time Charges £

D - Sub Total: Charges f or Prime Core, Core Services and

Time Charges £

E - External Consultancy Commissions £ Total of Charges £

F - PSC / PSSC Fee £ Total Commission Value £ G - Disbursements £

Overall Commission Value £

0.00

2,790.85

2,790.85

0.00

2,790.85

156.29

2,947.14

7,969.50

10,916.64

This comprises of:

A. Where the commission relates to a Construction Project; Percentage charges for Prime Core services based on the estimated construction value. B. Where the commission relates to a Construction Project; Percentage charges for Core services based on the estimated construction value.

C. Time charge fees covering Prime Core, Core and Non-core services. These are detailed in section 16.2 below. D. Sub-total (A plus B plus C)

E. Prices secured from suppliers procured using 'external' non-framework rates. These are detailed in section 16.3 below.

Total of Charges (D plus E)

F. PSC / PSSC Fee

Total Commission Value (D plus E plus F)

G. Disbursements & Expenses

Overall Commission Value (D plus E plus F plus G)

These figures are exclusive of VAT

In preparing our fee we have followed the prescribed rules and tendered rates as defined in the Framework Agreement made between Scape Procure Limited and Perfect Circle JV Ltd dated

29th January 2021 (the ‘Agreement’) and updated by all Deeds of Variation since.

Please note that the People Rates are adjusted annually for inflation on the 5th January in accordance with the Indexation Table contained within the 'Agreement'. This is based on the BCIS Labour Cost Index published by the Building Cost Information of the Royal Institute of Chartered Surveyors.

If the Client has elected to include Secondary Option X1 (Price Adjustment for Inflation) in the NEC Delivery Agreement that is executed to progress this Service Request, then those Prices derived from People Rates (identified as ‘Time Charges above) will be subject to adjustment in line with the same inflation indexation provisions of the Framework. Your budget should therefore include an allowance for inflation on these Prices.

Alternatively, if the Client has elected not to include Secondary Option X1 in the NEC Delivery Agreement, then an allowance for the risk of inflation will have been incorporated into the above ‘Time Charges’.

In both the above scenarios, any quotations for compensation events that arise in the future will apply the latest People Rates.

If percentage ‘Charges’ for Prime Core or Core Services apply, then the Construction Cost Estimate will be reviewed at the end of each RIBA Stage or annually (whichever is the shorter) and should this change (upwards or downwards), the ‘Charges’ for those RIBA stages yet to be undertaken will be re-calculated accordingly. Any change in the Prices will as a consequence be recognised through a compensation event due to the change in Scope.

Our Services are broken down across the RIBA Stages as f ollows:

Service % Charges

Project Manager Quantity

Architect Building

Electrical

Mechanical

Structural

Total Fee

Surveyor

Surveyor

Engineer

Engineer

Engineer

2

3

4

5

6

7

Sub Total

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

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0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Time Charges

0

1

2

3

4

5

6

7

Sub

Total

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project  Manager |  | Quantity  Surveyor | Architect |  | Building  Surveyor |  | Electrical  Engineer |  | Mechanical  Engineer |  | Structural  Engineer |  | Commercial  Surveyor | Non Core | Total Fee |
| 547.80 0.00 0.00 0.00 0.00 0.00 2,243.05 0.00 0.00 2,790.85 | | | | | | | | | | | | | | | |
| 0.00 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 | 0.00 | 0.00 |
| 0.00 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 | 0.00 | 0.00 |
| 0.00 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 | 0.00 | 0.00 |
| 0.00 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 | 0.00 | 0.00 |
| 0.00 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 | 0.00 | 0.00 |
| 0.00 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 | 0.00 | 0.00 |
| 0.00 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 | 0.00 | 0.00 |
| 547.80 |  | 0.00 | 0.00 |  | 0.00 |  | 0.00 |  | 0.00 |  | 2,243.05 |  | 0.00 | 0.00 | 2,790.85 |

Total Charges

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

547.80 0.00 0.00 0.00

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | 0.00 |  |  | 0.00 |

0

2,243.05 0.00 0.00 2,790.85

1

2

3

4

5

6

7

Totals

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

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547.80 0.00 0.00 0.00 0.00 0.00 2,243.05 0.00 0.00 2,790.85

Escalators

Project

Quantity

Architect Building Electrical Mechanical Structural

Commercial

Non Core Total Fee

Manager

Surveyor

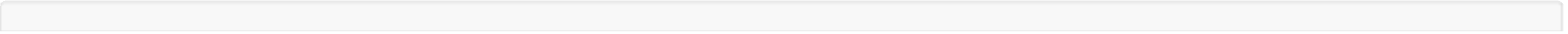
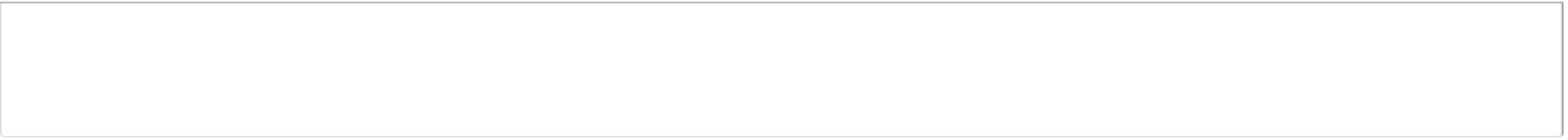
Engineer

Surveyor

Contract

Lead

Supervisor



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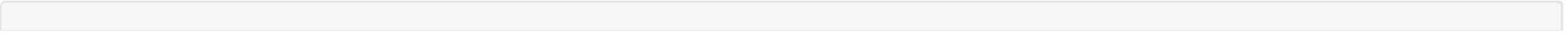
0.00

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|  |  |  |
| --- | --- | --- |
| Disbursements |  | |
| Supplier | Services | Net Fee £ |
| Jubb C onsulting Engineers Limited | C C TV Survey undertaken by Lanes for Drains | 7,969.50 |

|  |
| --- |
| 16.2 Time Charge Schedule |
| The calculation of time charge f ees is based on an hourly rate by grade and the number of hours allocated. As may be appropriate, in the description f or each line we have provided a description as to how these two variables have been used.  Time Charges  Discipline Supplier If Non- RIBA Enter Task Details Staff Grade Estimated Hourly Total Fee £ C ore, Stage Duration in Rate (ex  please Hours V A T) £  state  Service |
|
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|
|
| P roject P ick 0 P roject and service management role C onsultant or 5 - 10yrs 7.50 73.04 547.80  Manager Everard experience |
| Structural Jubb 0 Site Management of Survey Director/P artner 8.00 81.34 650.72 |
| Engineer C onsulting |
| Engineers |
| Limited |
| Structural Jubb 0 C C TV Survey including C rew and Reporting Senior Technician - 47.25 33.70 1,592.33  Engineer C onsulting Technician qualified and  Engineers < 5yrs experience  Limited  Where non-core services are provided by our Perfect Circle Partners and Suppliers that have been priced using the hourly rates from the Scape Framework Agreement, value for money is achieved as these rates have been the subject of a significant competitive tender process.  Use of teams from our JV and Preferred Partners, in favour of external suppliers, brings added value to projects in terms of a more efficient team engagement and briefing process, since the teams sit within the same organisations and they have experience of working together. |
|
|
|
|
| 16.3 External Consultancy Costs |
| The below table provides a summary of those Suppliers who have been selected to undertake services that have been procured using 'external' non-framework rates, as referenced in section  6.4 above  External Consultancy  There are no records to display. |
|
|
| 17 Delivery Agreement Professional Services Contract Model |
| 17.0 Delivery Agreement Prof essional Service Contract Model. Option G (NEC3 Prof essional Services Contract) - Task Order  A description of the contracting options available to you can be f ound in Appendix B. We are proposing that this appointment is placed using the f ollowing: |
|
|
|
| Appendix A |

Scope of Services Lot 1



4661-009 Scope of Services CCTV Drainage.docx (134 KB)

Appendix B

NEC Professional Services Contract Options

Introduction

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

The four Model Delivery Agreements available are:

1:NEC4 Professional Service Short Contract (PSSC) - Short Service Delivery Agreement

2:NEC4 Professional Service Contract (PSC) Option A - Priced Contract with Activity Schedule

3:NEC4 Professional Service Contract (PSC) Option C - Target Contract

4:NEC3 Professional Services Contract Option G - Term Service Delivery Agreement

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

1: NEC4 Professional Service Short Contract (PSSC)

The PSSC is simplified version of the Professional Services Contract which is suitable for less complex appointments. The PSSC is for use on commissions that impose only low risks on both the client and the Consultant.

2: NEC4 Professional Service Contract (PSC) - Option A

Priced Contract with Activity Schedule

A lump sum priced contract, in which the risks of being able to provide the service at the agreed prices in the Activity Schedule are largely borne by the Consultant. The Client carries some risk through the compensation event procedures.

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

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

3: NEC4 Professional Service Contract (PSC) - Option C

Target Contract

A target fee contract in which the financial risks (savings or over-spend) are shared by the Client and the Consultant. The Consultant’s share percentages and the share ranges are:

|  |  |
| --- | --- |
| Share range | Consultant’s Share Percentage |
| Less than 95% | 10% |
| From 95% to 100% | 40% |
| From 100% to 102.5% | 40% |
| Greater than 102.5% | 100% |

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

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

4: NEC3 Professional Services Contract - Option G

Term Contract

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

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

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

Summary

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

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

Appendix D - CVs for Key Staff

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

Part D - Statement of Key Outputs

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

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

Where the execution of an element of the Commission is not a settled matter, the strategy for taking the matter forward, including details of client approval processes. The Partner’s resourcing proposals and supply-chain Procurement Schedule for provision of most economically advantageous service.

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

· The agreed Scope which shall detail the requirements for the carrying out of the Service including agreed outcomes/deliverables, resources, Quality Policy Statement and Quality Plan requirements including roles and responsibilities for the whole team and covering the whole service.

· A programme for the Delivery Agreement.

· An activity schedule, Price List or task schedule, as appropriate to the proposed form of contract and the pricing processes of the Agreement.

· A fully completed Tendered Total Model as required by the Framework Agreement including justification and details of any derogations from the Framework Commercial Model.

· The initial NEC3 PSC Risk Register or NEC4 PSC Early Warning Register.

· Any other documents required by the Delivery Agreement, Collateral Warranties etc

· A completed and agreed Value for Money Statement (must be offered on projects > £20k, but mandatory over £500k)

Intellectual Property Office

CCTV Drainage survey

01.02.24

**Sc ope of Ser vi c es**

**Pick Everard - Project Manager**

 Source suitable local supply chain member

 Brief supply chain member

 Coordinate site visits

**Jubb Engineering – Structural Engineer**

 The survey will be undertaken by a supply chain member of Jubb; Lanes for Drains.

 Jubb will be present during the survey to manage and monitor the works.

 All equipment to be provided by Lanes for Drains.

 Survey findings to be summaries in a written report and CCTV footage of the surveys.

 Survey area to include the area in the red edge plan:

