

**UK Pavilion: Expo, Osaka 2025 - Scope**

***Schedule 07 to the ITT: Scope<sup>1</sup>***

**NEC4 Engineering and  
Construction Contract  
Main Option F**

**UK Pavilion at Expo 2025 Osaka –  
Design, Build, Maintain &  
Decommission (DBMD) Contract**

**Project Ref on Jaggaer: Project\_1355**

**Contract Ref: [ASSIGNED ON CONTRACT AWARD]**

**SCOPE: Issue Date: 19<sup>th</sup> June 2023**

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<sup>1</sup> THIS SCOPE DOCUMENT IS A SCHEDULE TO THE ITT FOR THE PURPOSES OF THE PROCUREMENT AND WILL BECOME THE SCOPE WITHIN THE CONTRACT UPON CONTRACT AWARD. THIS DOCUMENT IS THEREFORE WORDED AS IF ALREADY INCORPORATED INTO THE CONTRACT

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### S 000 Summary and Glossary of Terms

S 000 Project objectives      The purpose of this Scope and its Annexes is to outline the requirements for the provision of the Design, Build, Maintain, Decommission (DBMD) *Contractor* that will deliver a self-build, temporary UK Pavilion (UKP) at World Expo 2025 Osaka ("Expo") taking place in Osaka, Japan from 13th April – 13th October 2025. Throughout this document, this supplier will be referred to as the *Contractor*

Expo 2025 Osaka has the following objectives :

1. To be a key platform leading to the achievement of the United Nations (UN) Sustainable Development Goals (SDGs) by 2030 – the target set by the UN; and
2. To progress Japanese society, economically and socially, and to resolve global issues through new technologies including Artificial Intelligence (AI), robotics, big data, and biotechnology.
3. Bringing the world together to demonstrate breakthrough technologies to create and communicate new ideas;
4. Increasing Japan's trade and investment with the rest of the world;
5. Innovation; and
6. Supporting the growth of regional economies and SMEs.

World Expos are a global gathering of nations dedicated to finding solutions to pressing challenges of our time by offering a journey along a universal theme through engaging and immersive activities. World Expos welcome tens of millions of visitors, allow countries to build extraordinary pavilions showcasing their nations and transform the host city for years to come.

World Expos are unrivalled among international events in their size, scale, duration, and visitor numbers. They are large-scale platforms for education and progress that serve as a bridge between governments, companies, international organisations and citizens.

Participants in World Expos are given a unique opportunity for global promotion in terms of soft power, cultural, education and economic objectives together with the opportunity to collaborate with both the host country and other participant nations.

Each country's participation in World Expos should be carefully designed around a message that reflects both major issues at the top of the global agenda and a particular vision of the country in question. The result is a unique combination of remarkable pavilions, which creates an ensemble ('The World In One Place') that is unique in its capacity to inform, inspire and amaze.

The sub-themes for Expo are: "Saving Lives"; "Empowering Lives"; and "Connecting Lives".

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The primary audiences for the UK Pavilion are:

- Japanese and international General Public Visitors.
- Japanese and Global VIPs including Ministers; and
- Business Audience (targeted).

Under the overarching theme and the sub-themes, the UK has an excellent story to tell as a science superpower with world-beating health and technology industries.

Expo 2025 Osaka will be an important milestone in the UK/Japan relationship following the signing of the Free Trade Agreement (FTA) in 2020, the UK's accession to the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the importance of the UK's trade, security and foreign policy bilateral relationship with Japan.

With one hundred and fifty (150) expected participating nations, it will be a major platform to promote an outward looking Global Britain boosting our international reputation, prosperity and engagement with global partners, catalysing global collaborations and taking stock of progress towards the UK's 2030 milestones for the UN's Sustainable Development Goals (SDGs).

The UKP will be a content-led, temporary structure focussing on visitor experience and promoting the UK's strengths to the world, including world-class universities, ground-breaking research, high-tech start-ups, creative industries and goods and beverage sectors.

A strong UK presence through delivery of a UKP will also strengthen the UK's partnership with Japan and support achievement of the objectives for the region as described above.

The UKP will tie in with His Majesty's Government (HMG)'s GREAT Campaign of "See Things Differently", which is already resonating with the Japanese public – the primary demographic for visitors to the UKP.

Through the UK's presence at Expo 2025 Osaka, we will promote UK culture, tourism, education, Innovation and UK business. We will do this by:

- Positively influencing perceptions of the UK in Japan/regionally.
- Encouraging Japanese people to visit and study in the UK.
- Strengthening the diplomatic relationship with Japan supporting the UK in Japan Network's wider activity.

The experience of the UKP will also need to meet and exceed the expectations of visitors, being a positive, interactive, and intriguing experience reinforcing the UK's reputation for what we do well whilst challenging outdated stereotypes – 'to see things differently'.

### S001 Glossary of Terms

Term	Meaning
A works	Basic level of finish to interior spaces, comprising but not limited to; Mechanical and electrical services, basic lighting, air conditioning, toilets, raised access flooring, suspended ceilings, basic life safety systems, perimeter walls

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B works	Operational building to clients' standard requirements, comprising but not limited to; partitions, doors, floor finishes, wall finishes, ceiling finishes, specialist lighting, basic furniture and soft fittings, basic joinery, basic wayfinding and graphics, Information Technology (IT) installation, kitchens, landscaping and planting, external finishes.
BIM	Building Information Modelling
C works	Specialist Client finishes to unique standard, comprising but not limited to; Specialist furniture and soft fittings, Specialist joinery, Specialist wayfinding and graphics, Specialist Information Technology.
CDM	Construction Design and Management
CMEP	Construction Management Execution Plan
DBT	Department for Business & Trade
FF&E	Furniture, Fixings and Equipment
HMG	His Majesty's Government
HVAC	Heating, Ventilation and Air Conditioning
ICDS	International Content Design Supplier
MEP	Mechanical, Electrical & Plumbing
PM	<i>Project Manager</i>
Shell & Core	Internal Framework of a building, comprising but not limited to; Structural Elements (including Concrete and metal frames) Weatherproofing, Central Lobbies, Vertical Transportation Shafts, Stair Cores and Staircases, Utilities
UKP	UK Pavilion

### S 100 Description of the works

#### S 105 Description of the works (11.2(15))

The lead party within the DBMD project will be the *Contractor*, similar to a turnkey provider – who will deliver directly or through their supply chain all the services and works involved in designing, building, maintaining, and decommissioning the UKP in a sustainable way. This role is identified in the table below as the Integrator. The *Contractor* shall fulfil the role of Integrator, who is ultimately responsible for the successful delivery of the project, on time and on budget.

Details of the overall Expo site can be found in section 2 of Expo's "Design Guidelines Type A" document (Annex E).

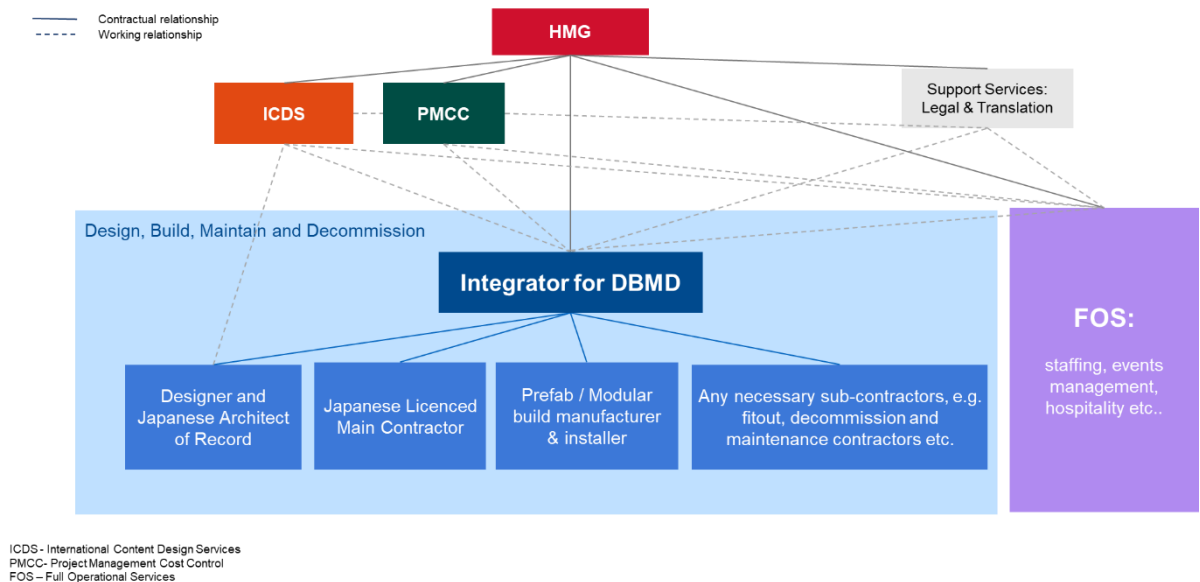
The UK plot is a combination of plots A33 and A34. It is located in the "Saving Lives" district and is close to the waterfront. The plot sheet can be seen in Annex A.

Acting as a central point of contact for the Department of Business and Trade (DBT), the *Contractor* will collaborate effectively with the Client's *Project Manager*, *Supervisor* and International Content Design Services (ICDS) suppliers throughout the different project phases.

The *Contractor* will be responsible for managing their supply chain, overseeing the delivery of all the necessary work by their various sub-contractors.

The *Contractor* will be responsible for making sure that the Pavilion can be designed, built, maintained and decommissioned within the budget.

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### S110 Works Packages

The Works Packages describe the discrete parts of the *works* the *Contractor* provides. All of these Works Packages, including the Design Works Package must be provided

For **Design Works Packages**, refer to S300 of the Scope. All of the Contractor's requirements are spelt out in this section.

### Construction Works Package

The *Contractor* will be responsible for the entire construction of the UK Pavilion to provide a fully functioning and operational building that meets all of the Expo guidelines and local regulations and enables the pavilion to operate for its intended purpose including, but not limited to:

- Management and security of the UK plot including perimeter fencing
- Site preparation and enabling works
- Prototypes, samples, tests and mock-ups
- Shell & Core
- *A works*
- *B works*
- *C works*
- Landscaping
- Testing & Commissioning as required by the *Client*
- Maintenance and hard operations (see '**Maintenance Works Package**')
- Decommissioning (see '**Decommission**')
- Site clearance and handback



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The *Contractor* must:

- Construct in accordance with Expo, Japanese and local regulations. See S 200 and S 210 for more information. The *Contractor* will be responsible for all requirements designated to Participants in Expo's "Construction Demolition TypeA" document (Annex G).
- Develop and maintain a Construction Management Execution Plan (CMEP). S 910 details the requirements of this plan.
- Develop and maintain an Environmental Management Plan in line with Sustainability requirements. See S 910
- Be responsible for and maintain high standards of Health & Safety for the duration of the contract. The *Contractor* must undertake regular Health & Safety inspections, implement safe working practices, monitor and report on all unsafe working and near misses and minimise and report on all lost time incidents.
- Complete construction activities in line with the programme and key milestones laid out in S 630.

The *Contractor* will be responsible for gaining all Expo and local authority approvals related to the construction of the Pavilion. The *Contractor* will be responsible for paying any fees related to these approvals.

The *Contractor* will only be able to commence construction once they have received their building permit and accepted handover of the plot from the Expo organisers.

The *Contractor* will be responsible for the transportation of all materials necessary for the construction and fit-out of the Pavilion to site, including any physical exhibits to be displayed as part of the visitor experience.

The *Contractor* is responsible for arranging all permits, inspections and other approvals with the Expo organiser and/or local authorities and for any associated fees.

### Fit-Out Works Package

The *Contractor* will be responsible for purchasing, installing and setting up all fixtures, fittings and equipment associated with the content and visitor journey, as specified by the ICDS supplier. The *Contractor* will be responsible for installing the content supplied by the ICDS on to the necessary equipment and testing all systems involved with the content and visitor journey.

The installation and testing of content will be overseen by the ICDS supplier to ensure it is consistent with the vision for the UKP.

The *Contractor* will be responsible, at its risk, for the transportation of all materials necessary for the construction and fit-out of the Pavilion to site, including any physical exhibits to be displayed as part of the visitor experience.

The *Contractor* will be responsible, at its risk, for arranging access to the site for any visitors from *Client*, other HMG departments, *Project Manager* and ICDS suppliers or any other supplier appointed by *Client*. The *Contractor* must have spare PPE equipment (hard hats, boots, gloves, safety glasses, hi-vis jacket) available for visitors who do not have their own (no fewer than 10).



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Upon completion of all construction work and Fit-Out and the necessary approvals being obtained, the *Contractor* will formally hand the Pavilion over to *Client* for the operation period.

The *Contractor* is responsible for arranging all permits, inspections and other approvals with the Expo organiser and/or local authorities and for any associated fees.

### Maintenance Works Package

A detailed brief of the maintenance requirements can be found in Annex B (Maintenance Brief of Requirements)

The *Contractor* will be expected to present a first draft of their maintenance strategy to *Client* 6 months before the Expo is due to commence (Monday 14<sup>th</sup> October 2024).

The *Contractor* will be responsible for arranging access to site for all maintenance personnel and for arranging delivery of any necessary materials.

The *Contractor's* maintenance responsibilities will commence on the date they hand the Pavilion over to *Client* for operation.

The *Contractor's* maintenance responsibilities will end on the date that *Client* hands the Pavilion back to the *Contractor* for decommissioning.

### Decommissioning Works Package

The *Contractor* will be responsible for the decommissioning of the Pavilion, the removal of all materials from site and for arranging the recycling, return, reuse, re-sale or disposal of these materials.

Materials should only be disposed of when there is no other more sustainable option.

The *Contractor* has, as part of its Tender, submitted an outline proposal for decommissioning. Following successful completion and approval of the Final Design, the Supplier will refine and detail an extensive decommissioning plan for approval by *Client* – the “Decommissioning Plan”. The Supplier will submit this to *Client* one (1) month following completion of approval of Final Design.

The Decommissioning Plan must take into account both *Client* and Expo requirements for decommissioning as stated in this S 205.

Two (2) months prior to the end of the Expo live period, the Supplier will resubmit an up-to-date Decommissioning Plan to *Client* to approve – the “Final Decommissioning Plan”, taking into account any updated guidance from Expo as well as adjusting for logistical and market conditions.

*Client* reserves the right to request changes to the Final Decommissioning Plan as it requires, including, but not limited to, the right to share in any revenue made from the sale of assets *Client* previously paid for to deliver the UK Pavilion.

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*Client* will approve the Final Decommissioning Plan one (1) month prior to the end of the Expo Live period.

*Client* will require up to three weeks after the close date of Expo (13<sup>th</sup> October 2025) to vacate the building. Once Expo finishes, the *Contractor* will take partial handover of the site as long as they don't cause disruption to the operations of *Client* and *Client's* suppliers. Full handover will take place once *Client* have vacated the building and an exact handover date will be mutually agreed no longer than one month prior to the end of Expo.

The *Contractor* must reinstate the UK plot to a condition equivalent to that when the plot was handed over by the organiser, including removal of all foundations, below ground and surface materials. See Expo's Construction Demolition Guidelines (Annex G) for more detail.

The *Contractor* is responsible for handing the plot back to the Expo organiser once all decommissioning has been completed.

Once all decommissioning works are complete, the *Contractor* will provide *Client* with a final sustainability report, highlighting the *Contractor's* performance against their Sustainability Plan (see S 910.) Sustainability performance will also be tracked as a KPI. Please see Annex V (Incentive Schedule).

The *Contractor* is responsible for arranging all permits, inspections and other approvals with the Expo organiser and/or local authorities and for any associated fees.

### S 200 Constraints on how the *Contractor* Provides the Works

#### S 205 General Constraints and Expo Requirements

Unless otherwise agreed by the *Project Manager* and *Contractor*, in Providing the Works the *Contractor* complies with the Expo requirements in relation to the *works* and must ensure all Subcontractors and suppliers do the same.

The *Contractor* must comply with all Expo Guidelines and local regulations in all of their activities to Design, Build, Maintain and Decommission the UK Pavilion. This includes any Expo Guidelines which are yet to be released. A list of the key current documents can be found below. All remaining available guidance will be made available to the *Contractor* upon contract award.

- Design Guidelines TypeA (Annex E)
- Design Guidelines Appendix (Annex F)
- Universal Design Guidelines (Annex N)
- BIM Requirements (Annex D)
- Construction Demolition Guidelines Type A (Annex G)
- Sustainable Procurement Code (Annex H)
- Special Regulation 4 – Construction (Annex T)
- Special Regulation 7 – Transport & Customs (Annex U)
- Site construction rules, including:
  - About Environment Assessment (Annex I)
  - Matters to be agreed upon for the general management (Annex J)
  - Common temporary road plan (Annex K)

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- Vehicle traffic route plan (Annex L)
  - Construction rules (Annex M)
- Customs and Freight Handling Guidelines, including:
  - Handling of Freight (Annex O)
  - Customs Procedures (Annex P)
  - Freight handling tariff (Annex Q)
  - Customs clearance services tariff (Annex R)

The *Contractor* is expected to liaise directly with the local authorities as early as possible on the design of the Pavilion to get their feedback and cooperation towards the Concept Design and Final Design approvals.

The *Contractor* is expected to liaise directly with the Expo organisers and their site Contractors during the construction phase to provide updates on progress, coordinate deliveries to site and participate in Expo's Communication and Coordination Council.

The *Contractor* will bring no explosives or hazardous materials to the Site.

The *Contractor* is expected to comply with all requests for information or inspections made by the organiser, including Health & Safety inspections.

The *Contractor* is responsible for gaining all necessary approvals for the design, build, operation, maintenance and decommissioning of the Pavilion and for all associated fees.

The *Contractor* will be responsible for arranging access to the site for any visitors from *Client*, other HMG departments, *Project Manager* and ICDS suppliers or any other supplier appointed by *Client*. The *Contractor* must have spare PPE equipment (hard hats, boots, gloves, safety glasses, hi-vis jacket) available for visitors who do not have their own.

The *Contractor* is responsible for paying fees for shared site services during the construction, maintenance and decommissioning stages including, but not limited to, staff transport, last mile and wheel cleaning services.

The Contractor ensures that in each Subcontract or contract directly relating to the works and any of the Works Packages, a term exists requiring each Subcontractor to comply with all requirements set out above, specifically referring to the Expo requirements. Other specific constraints include, but are not limited to:

- access to the Site,
- security,
- deliveries,
- working hours,
- traffic management / road closures,
- Crane;
- COVID or other required vaccinations and
- interfaces between the *works* and existing things.



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S 210 Statutory regulations applicable to the Site location	<p>The <i>Contractor</i> complies with UK statutory regulations unless otherwise stated in the Scope.</p> <p>To the extent applicable, and when required to Provide the Works, the <i>Contractor</i> also complies with the law applicable to the Site location, in Osaka, Japan including any statutory regulations and legislation.</p>
S 215 Security and protection of the Site	<p>The <i>Contractor</i> takes all necessary precautions to safeguard the Site and the <i>works</i> against vandalism, theft and unauthorised entry during and outside working hours. The <i>Contractor</i> is solely responsible for safeguarding the <i>works</i> from vandalism, theft and unauthorised entry. The <i>Contractor</i> ensures security of adjacent properties are not affected due to its activities and prevents work people from trespassing upon adjacent property.</p>
S 220 Protection of existing structures and utility services	<p>The <i>Contractor</i> establishes the positions of, protects, upholds and maintains all structures and utility services including ducts, sewers, pipes, cables, overhead cables and statutory or utility company apparatus during the execution of the <i>works</i>. The <i>Contractor</i> makes good any damage due to any cause within its control at its own expense and pays all costs and charges in connection therewith.</p> <p>When required to Provide the Works, the <i>Contractor</i> coordinates and liaises with relevant statutory authorities and utility companies to arrange power, electricity, gas, sewage, wifi or anything as required by Expo or to enable the Pavilion to operate as intended.</p>
S 225 Protection of the <i>works</i>	<p>The <i>Contractor</i> protects the <i>works</i> against damage arising from weather conditions, construction activities, Others including vermin, warping, distortion, humidity or other environmental conditions, which would have an adverse effect upon the <i>works</i>. The <i>Contractor</i> takes all necessary steps to protect, including altering protection as necessary during the construction process at their own cost.</p>
S 230 Use of the Site	<p>The <i>Contractor</i> does not use any part of the Site for any purpose other than that connected with the works.</p> <p>The <i>Contractor</i> acknowledges that Others, including Expo or government officials may be present on Site. The <i>Contractor</i> must make all necessary accommodations for this at its own cost.</p>
S 235 Behaviour of site personnel	<p>The <i>Contractor</i> ensures that all its persons act in a professional manner that does not bring the <i>Client</i> into disrepute or discredit and takes due regard for the culture and practices of the Site location.</p> <p>No alcohol or drugs are brought to or consumed on Site. Anti-social behaviour is not tolerated on the Site and the <i>Project Manager</i> may instruct offenders to be permanently removed from the Site.</p>
S 240 Site cleanliness	<p>The <i>Contractor</i> keeps the Site and the works clean and tidy at all times. The <i>Contractor</i> removes rubbish and debris; does not permit it to accumulate, cause obstruction or become a fire risk.</p>
S 245 Waste materials	<p>The <i>Contractor</i> prepares and submits a site waste management plan.</p> <p>To the extent the <i>Contractor</i> is the producer of any waste material arising from the <i>works</i>, it complies with all relevant statutory regulations and legislation in Japan in</p>

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disposal or treatment.

The *Contractor* reduces waste wherever possible during construction, through any design development and follows good practice in segregation and minimisation of waste through re-use and recycling and the identification of sourcing and use of environmentally and socially responsible materials.

The *Contractor* ensures that all flammable packaging materials, waste etc are immediately removed from the Site.

### S250 *Contractor's* Team

The *Contractor* must fulfil the below key roles and responsibilities within their team or supply chain.

1. Licensed Japanese General Contractor
2. Registered Japanese Architect of Record
3. Construction *Supervisor* (can be the same as Architect of Record)
4. Designer, including (but not limited to) interiors, content development and coordination and MEP.

The *Contractor* will act as the Principal *Contractor* in accordance with CDM (Construction Design and Management) Regulations 2015. They must notify *Client* of who within their team will fulfil the role of Principal Designer.

If the *Contractor* wishes to change any Key Person or Subcontractor carrying out the key roles identified above, they must submit a request to *Client* and await *Client's* approval before making the change.

### S 255 Sustainability

The *Contractor* must have the building assessed for energy efficiency using the Comprehensive Assessment System for Built Environment Efficiency (CASBEE) and achieve environmental efficiency of rank A or above. The *Contractor* will be responsible for arranging the assessment and any associated fees. More information about the exact requirement can be found in section 3.4. of Expo's "Design Guidelines TypeA" document (Annex E).

The *Contractor* must comply with all Expo requirements around sustainability including, but not limited to the controls outlined in section 3.4 of Expo's "Design Guidelines TypeA" (Annex E) and section 6 of Expo's "Construction Demolition Guidelines TypeA" (Annex G)

The *Contractor* is required to comply with Expo's "Sustainable Procurement Code" (Annex H) under the following conditions specified by the organiser:

- The *Contractor* must comply with the procurement code.
- The *Contractor* must cooperate with the Expo organiser in the verification and monitoring of their compliance statuses.
- The *Contractor* must accept audits by a third party designated by the Expo organiser.

The *Contractor* should plan to recycle, reuse or return as many of the building materials as possible after the Expo. Disposal of materials should only take place when no other option is possible.

The *Contractor* must produce an Environmental Management Plan in accordance with the Sustainability requirements. See S 910 for more details.

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The *Contractor* should consider whether any renewable energy generation equipment or other sustainable design elements could be incorporated into the Pavilion design.

### S 260 Accessibility

The *Contractor* must design and construct the Pavilion in compliance with Expo's "Universal Design Guidelines" (Annex N) and the associated laws and regulations identified within this document.

### S 265 Utilities

Throughout the course of the works, and during each separate Works Package, the *Contractor* must ensure the Site and UKP have uninterrupted supply of all necessary utilities in order to function as specified and required by the *Client* and Expo. Necessary utilities include, but are not limited to electricity, heating, water, power, gas (if present), wifi and sewage.

The *Contractor* must liaise with any utility provider, statutory undertaker or Expo in order to ensure any interruption to any necessary utility is minimal.

During the Design, Construction, Fit Out and Decommissioning Works Package phases of works, the *Contractor* is solely responsible for ensuring the necessary utilities are present on Site and for UKP.

During the Maintenance Works Package phase, the *Client* shall directly liaise and contract directly with utility providers in order to power UKP. From the moment UKP is handed back to the *Contractor* in order to allow it to commence the Decommissioning Works Package phase, the responsibility for providing all necessary utilities reverts to the *Contractor*. The *Contractor* must be prepared for this handover.

## S 300 Contractor's design

### S 310 Contractor's design obligations

The *Client* appointed an International Content Design Services (ICDS) supplier, Immersive Limited, (hereafter Immersive) in April 2023 who are responsible for designing the visitor experience and associated content. Immersive have also been responsible for providing a design intent for the Pavilion as a whole. See Annex C for Immersive's design pack which details both the visitor experience and the design intent for the Pavilion (this Annex C contains a number of files).

The *Contractor* should use this design intent as **a guide only** for the final design of the Pavilion. The *Contractor* is required to suggest value engineering solutions that will provide better value for money, allow the Pavilion to be designed and built on time or will better meet the requirements listed in the Scope, including the Expo requirements

The *Contractor* will progress the design for the UK Pavilion, and its surrounding plot landscape. This design must:

- Meet the requirements laid out in the Scope.
- Be compliant with Expo and local regulations.
- Be guided by the design intent.
- Be able to house the proposed content and visitor journey. The *Contractor* will need to work closely with the ICDS supplier on contract award to coordinate this.
- Be able to be developed, approved and constructed in line with the programme and key milestones laid out in S 630.



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- Allow the building to be constructed and operated safely, in accordance with Japanese standards and regulations.
- Be designed using CDM (Construction Design and Management) Regulations 2015 as a minimum standard.
- Be suitable for the specific ground conditions of the Site. The *Contractor* will be responsible for determining the correct form of ground surveys to support the design and construction, arranging and securing any ground surveys and for their associated costs.
- Be suitable for operation from April-October 2025, taking into account the possible weather conditions during this period.
- Be able to operate successfully and be attractive to visitors both in the daytime and at night.

The *Contractor* must design the UKP and interior Fit-Out in order to ensure that building permit's and/or Expo permits are achievable.

The *Contractor* will be responsible for creating and developing a BIM design in line with the Expo organiser's requirements. See Annex D (BIM Guidelines) for more information.

The *Contractor* must develop and maintain a Design Management Plan. The first draft of this plan must be provided to the *Project Manager* within one week of appointment. S 910 lists the requirements of this plan.

The *Contractor* should consider using materials and systems that can be easily and sustainably decommissioned. Where applicable, the *Contractor* should consider rental or buy back clauses of equipment and materials.

The *Contractor* will be responsible for the design of the telecommunications network on the Pavilion, including Wi-Fi access points. The *Contractor* will provide *Client* with advice on the necessary bandwidth required.

The *Contractor* should consider designing an in-built irrigation system if required to maintain landscaped areas.

The *Contractor* must design and construct the Pavilion in compliance with Expo's "Universal Design Guidelines" (Annex N) and the associated laws and regulations identified within this document.

S 315 *Client's* design  
criteria

The *Contractor's* particulars of design submitted for acceptance complies with:

- *Client's* outline design / performance specification
- planning consent or equivalent as required by Expo,
- *Client's* standards identified in S200,
- Expo site & UK plot details,
- Details of the overall Expo site can be found in section 2 of Expo's "Design Guidelines Type A" document (Annex E),
- The UK plot is a combination of plots A33 and A34,<sup>2</sup> and
- any other relevant requirement stated in the Scope.

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<sup>2</sup> It is located in the "Saving Lives" district and is close to the waterfront. The plot sheet can be seen in Annex XX



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S 320 Design co-ordination	<p>The <i>Contractor</i> will be responsible for gaining all Expo and local authority approvals related to the design of the Pavilion including, but not limited to, Expo's General Design and Final Design approvals.</p> <p>The <i>Contractor</i> will be responsible for paying any fees related to these approvals.</p> <p>The <i>Contractor</i> will submit their General Design and Final Design packs to <i>Client</i> and <i>Project Manager</i> for approval one week prior to their submission to Expo.</p> <p>The <i>Contractor</i> is responsible for coordinating the production of a fully integrated dimensional design solution in accordance with the Scope incorporating information from Immersive, so that the arrangements for the <i>works</i> make detailed provision for aesthetic, structural, services, environmental, and acoustic requirements.</p> <p>The <i>Contractor</i> is responsible for establishing dates in accordance with the programme for the provision of design or other related information, whether issuing to the <i>Project Manager</i> for acceptance or requiring the <i>Project Manager</i> to issue to him, taking due regard for the manufacturing and installation of each element of the <i>works</i>, checking, third party approvals and acceptance procedures set out in this Scope.</p> <p>Notwithstanding information that has been made available prior to the Contract Date, the <i>Contractor</i> is responsible for analysing the information provided and satisfying itself as to the quality, accuracy and completeness of any such information to ensure that it has sufficient information to develop the constructional aspects of the design, produce working drawings and details and Provide the Works in accordance with the contract.</p> <p>The <i>Contractor</i> takes any measurements on Site required for the manufacture of any elements of the <i>Contractor's</i> design including cutting out existing construction as necessary.</p> <p>The <i>Contractor</i> is to co-ordinate the design and detailing of all interfaces between the <i>Contractor's</i> design and the <i>Client's</i> design where necessary.</p>
S 325 Design submission procedures	<p>The <i>Project Manager</i> and <i>Contractor</i> shall agree a design submission procedure and process. The agreement of this procedure shall be at no extra cost to the <i>Contractor</i>.</p> <p>Such design submission procedure shall be in accordance with Expo requirements.</p>
S 330 Checking and approvals	<p>The <i>Contractor</i> is responsible for obtaining and satisfying any necessary statutory regulations and legislation applicable to the Site location (for example Expo requirements, government department or third party checking engineers) prior to submitting the particulars of the design to the <i>Project Manager</i> for acceptance for items that the <i>Contractor</i> is responsible for designing.</p>
S 335 Building regulations or equivalent	<p>When required to Provide the Works, the <i>Contractor</i> submits information to and obtains all necessary approvals from building control or equivalent statutory authority relevant to the Site location.</p> <p>The <i>Contractor</i> completes the design, obtains all statutory building regulation approvals (including demonstrating by means of testing, compliance with Part L of the Building Regulations and the Expo Regulations) and all other necessary</p>



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approvals including those resulting from any changes to the Scope made by the *Project Manager*. Such approvals must be unconditional and obtained prior to Completion.

The *Contractor* provides the *Project Manager* with copies of all approval notices.

S 345 Using the  
*Contractor's* design

The *Client* may use the *Contractor's* design for any purpose associated with the *Client's* operation.

S 350 Spatial and  
Functional Requirements

The purpose of the UK Pavilion is to act as a platform to promote the UK within the Expo and the main function will be to house an immersive visitor experience that is universally accessible to all and that acts as the main visitor attraction. The Pavilion will also have a restaurant and bar area and a gift shop that will complement the visitor experience and must also be accessible from the main concourse to allow people to visit independently to the visitor experience.

The secondary function of the Pavilion is to host an events and VIP space that can be used to hold functions, meetings and VIP visits. This will primarily be used by the various UK Pavilion Stakeholders such as government departments, British Embassy Tokyo and British Consulate Osaka, and Sponsors. It is envisaged that we will use this space daily and catering for the events will be supplied from the Pavilion's restaurant kitchen.

Finally, the Pavilion will need to house the staffing team needed to run such an operation and this could total approximately 25-40 people per shift so adequate back of house accommodation will be required to support. This will include cleaners, *Contractor's* maintenance staff, security, catering staff, and a general administration and management team.

*Client's* spatial and functional requirements can be found in Annex S. Not all of these requirements have been included within the initial design pack provided by Immersive. The *Contractor* should hold weekly design development meetings with *Client* and *Client's* other suppliers to discuss the requirements and their inclusion within the design.

Once the *Contractor* finalises the floor plans of the Pavilion, they must produce room data sheets to be presented to and approved by *Client*, to include, but not be limited to:

- Room name, reference, level, function, revision, date.
- Floor area and dimensions, ceiling height, volume.
- Occupancy
- Level of material finishes (floors, ceilings, walls)
- Acoustic requirements
- HVAC
- Technology (including display screens)
- FF&E
- Power outlets
- Lighting
- Speakers
- Windows and doors

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The finalised room data sheets should be included as part of the CMEP.

The *Contractor* will need to provide wayfinding and room name signage throughout the Pavilion in both Japanese and English and, where required, in Braille.

### S400 Completion

S 405 Completion	Completion is certified by the <i>Project Manager</i> only when the <i>Contractor</i> has Provided the Works and has provided all information as required by the Scope
S 410 Sectional Completion Option X5	Completion is certified by the <i>Project Manager</i> only when the <i>Contractor</i> has Provided the Works and has provided all information as required by the Scope
S 415 Operation and maintenance manual	<p>The <i>Contractor</i> prepares an operation and maintenance manual containing all the appropriate information to enable the <i>Client</i> and its staff to properly to operate the UKP during the Maintenance phase.</p> <p>The <i>Contractor</i> obtains manufacturer's literature detailing the maintenance requirements and collates and coordinates this with other information to be included in the operation and maintenance manual. All information is set out in a logical manner within the operation and maintenance manual such that it is clear which information relates to which Plant and Materials installed in the <i>works</i>.</p>
S 445 Pre-Completion meetings (Sectional)	The <i>Project Manager</i> arranges a number of Sectional pre-Completion meetings for each Works Package, where appropriate, to plan and co-ordinate a successful Sectional Completion and ensure full co-ordination of duties and actions across the project team, the <i>Contractor</i> and Users. The <i>Contractor</i> attends all such meetings as notified by the <i>Project Manager</i> .

### S500 Use of the works by the *Client*

S 505 Use of the works by the <i>Client</i>	<p>The <i>Client</i> uses the parts of the <i>works</i> prior to Completion without taking over the <i>works</i> in relation to the <i>Client</i>'s training and operational testing. This shall take place prior to Construction and Fit Out Works Packages complete</p> <p>The <i>Contractor</i> acknowledges this early access and use of the works, and is not entitled to any time of cost consequences as a result of accommodating this access.</p> <p>Notification of required access will be given by the <i>Project Manager</i> up to 48 hours prior to the access being provided by the <i>Contractor</i>. The <i>Contractor</i> must ensure unfettered access, and that the works areas and Pavilion are in a safe and working order, such that the <i>Client</i> can carry out the necessary operational training and testing.</p>
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### S600 Programme

S 605 Format of the Programme	<p>The programme issued for acceptance consists of, but is not limited to:-</p> <ul style="list-style-type: none"> <li>• a critical path gantt chart type programme produced using software agreed with the <i>Project Manager</i>,</li> <li>• a methodology statement as per S 620.</li> </ul>
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The programme is issued in electronic format, both as a pdf file and in the Microsoft Project (.mpp) software file or in such other form as the *Project Manager* may require, at cost to the *Contractor*.

S 610 Additional  
programme requirements

The *Contractor* provides the following information with each programme submitted to the *Project Manager* for acceptance in addition to the requirements of the contract:

- Security clearance timescales,
- Site establishment,
- Planned shipping and arrival in country dates for international consignments,
- Design activities (including timings for submission and *Project Manager* acceptance of Expo design stage reports),
- Testing & commissioning,
- Submission of the handover deliverables as required by the contract and acceptance thereof,
- Submission of Health & Safety File as required by the contract and
- Phasing plans where necessary
- All Compensation Events

S 615 Details of the  
programme

Each activity is segmented to indicate activity duration, time risk allowances, float, health and safety requirements and any other milestones or dates required by the contract within its period.

Each activity shows predecessor and successor dependencies.

Each activity is identified by its own unique sequential number, increasing in increments of five on the first issue of the programme. The same sequential numbering system is used for the same activities on the *activity schedule*.

Free float, total float and terminal float are shown on the programme relative to the critical path analysis, planned Completion and the Completion Date.

S 620 Methodology  
statement

The *Contractor* issues a methodology statement describing the planned method of work detailing the logic and approach upon which the planning and programming of the *works* are based and the sequencing of all Subcontracted work. It includes for each operation how the *Contractor* plans to manage its Subcontractors, or where the *Contractor* is carrying out work itself, how it plans to do the work identifying the principal Equipment and other resources which he plans to use.

The aim of this statement is to establish the logistical and practical parameters within which the *works* are carried out.

The methodology statement is revised and re-issued for acceptance as required when the *Contractor* establishes in greater detail the methods, resources and Equipment used. Comments from the *Project Manager* are incorporated as appropriate.

The methodology statement is therefore a document which develops alongside the design, procurement and construction, which is reviewed and updated on an on going basis.

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S 625 Work of the *Client* and Others The *Contractor* shows on its programme submitted for acceptance the order and timing of the work of the *Client* and Others, including Expo inspections or attendance of people at Site.

S 630 Milestone Dates The table below details key milestones to be met. These are either Key Dates or Sectional Completion Dates. The *Contractor* must include these in every programme. Where there is potential delay, the Methodology Statement and programme are to be updated to show how the *Contractor* is using all endeavours to mitigate against such delay.

Milestone	Date
General Design Submission to Expo for approval	Not later than 16 October 2023
Final Design Submission to Expo for approval	Not later than 03 January 2024
Building Permit approval and Construction commencement	Not later than 12 February 2024
Early possession to DBT for operations training & test events	Not later than 14 February 2025
Construction Completion	Not later than 04 April 2025
Exhibit Fitout Completion	Not later than 04 April 2025
Handover to DBT for Expo	Not later than 11 April 2025
Decommissioning, dismantling and site hand back	Not later than 4 February 2026

## S700 Quality Management

S 705 Quality management system The *Contractor* operates a quality management system for providing the works, which complies with the following requirements:

- Compliance with BS EN ISO 9001 Quality Management system and 9002 (or equivalent standard agreed with the *Project Manager*.)
- Compliance with ISO 14001 Environmental Management (or equivalent standard agreed with the *Project Manager*.)
- Compliance with ISO 45001 Health & Safety Management Standard (or equivalent standard agreed with the *Project Manager*.)
- Any additional requirements required by Expo

S 710 Quality Policy Statement and Quality plan The *Contractor* states as a minimum in the quality plan how, in Providing the Works, it intends to comply with Expo requirements, and fulfil the following:

- manage and resource the *works*, including what Subcontractors and suppliers it intends to use,
- manage the acceptance of samples of Plant and Materials and workmanship in accordance with the contract,

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- manage tests and inspections in accordance with the contract by reference to an inspection and test plan,
- comply with recognised good practice,
- comply with manufacturers recommendations,
- order, deliver, handle, store and fix Plant and Materials and
- manage the setting out of the *works* and the instrumentation to be used.

The *Contractor* provides a quality statement which confirms their acceptance to meet or exceed the quality standards required by Expo for the duration of the contract.

### S715 Quality Assurance Programme

Only if the *Project Manager* requires and requests, the *Contractor* provides a contract quality assurance programme to define their project administration quality organisation arrangements for site functions, together with those systems, procedures and documents, which will be used to ensure compliance with the Contract.

Unless stated otherwise the *Contractor* submits to the *Project Manager* for comments the first quality assurance programme no later than ten (10) days after the *starting date*.

The contract quality assurance programme details the management structure and levels of responsibility and authority of personnel involved in the Contract and their specific responsibilities for site quality assurance activities and the interface arrangements between, the *Project Manager*, the *Supervisor*, Others, the *Contractor*, suppliers and Subcontractors.

During the contract, the *Project Manager* monitors the implementation of the quality assurance arrangements. Monitoring shall be by means of surveillance of activities at the work locations and / or by formal audits of the adherence of the *Contractor* to the systems and procedures, which constitute the quality assurance arrangements. A corrective action programme shall be agreed in respect of any deficiencies revealed by such monitoring.

### S 720 Materials

Unless otherwise stated in the work specifications and drawings, all products incorporated into the *works* are new.

Where a choice of manufacturer or source of supply is allowed for Plant and Materials, the whole quantity required to complete the work is of the same type, manufacturer and/or source unless otherwise agreed. If instructed by the *Supervisor*, the *Contractor* submits evidence of the sources of supply.

### S 725 Deleterious material

The *Contractor* complies with any relevant British Standards or other standards applicable to the Site location current at the Contract Date, as well as Expo requirements on deleterious or hazardous materials.

The *Contractor* does not use or specify for use in the *works* any Plant and Materials which are generally known to be deleterious to health and safety and / or to the durability of the *works* in the particular circumstances in which they are specified for use or used.

## S800 Test and Inspection

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S 805 Tests and inspections

In Providing the Works, the *Contractor* complies with all testing and inspecting requirements required by the contract, including those:

- stated in the work specifications and drawings and
- required by Expo,
- required by law applicable to the Site location, including any statutory regulations and legislation.

The *Contractor* gives a minimum of 7 working days notice for 'hold point' inspections in the UK, and 10 working days notice for an overseas Subcontractor unless otherwise agreed. A minimum of 24 hours notice is required for on-Site inspections.

S 810 Inspection and test plan

The *Contractor's* quality plan includes an inspection and test plan covering all the Works Packages. If instructed to by the *Supervisor*, the *Contractor* submits inspection and testing plans for each part of the *works* that the *Supervisor* requires.

The format and content of the inspection and testing plans is agreed with the *Supervisor* and includes, as a minimum:

- Identification of all "hold points" required in order to comply with the contract,
- details of acceptance standards such as the work specifications, *Client* standards, regulations and legislation,
- requirements for samples, benchmarks, trials and prototypes,
- details of records and other deliverables generated as part of the inspection and test process (including any document, certificates or records),
- who is responsible for implementing the planned arrangements,
- who is responsible for certifying that compliance with requirements has been achieved,
- any independent interventions and verifications by the *Supervisor*, Compliance Team, Site Staff, Subcontractors, third parties or stakeholders etc. including hold, witness, review and notification points.)

S 815 Samples

The *Contractor* provides to the *Supervisor* samples of Plant and Materials and workmanship and / or access to inspect such samples:

- as required by Expo
- as required by the work specifications,
- as otherwise stated in the Scope or
- when instructed to do so by the *Supervisor*, before proceeding with the relevant work.

S 820 Management of inspections, tests and samples

The *Contractor* identifies each test and inspection in the ITSS, which is used by the *Contractor* and *Supervisor* to coordinate and manage their attendance at each test and inspection, as may be required.

S 825 Plant and Materials off Site

The *Contractor* tests or allows to be inspected by the *Supervisor* Plant and Materials that the contract requires is to be tested or inspected before delivery to the Working Areas.

S 830 Access for inspecting the *works*

When required to Provide the Works, the *Contractor* provides access for the *Supervisor* for testing Plant and Materials, exposed surfaces and material from

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excavation or demolition and completing any inspections (including filming by video). Access is arranged as necessary to any place of manufacture or fabrication, including places that are not in the Working Areas.

S 835 Inspection and test certificates

Unless otherwise stated in the Scope, inspection and test certificates are prepared and submitted to the *Supervisor* in accordance with the Expo and work specifications.

S 840 Minimum Standards required

The following minimum standards on testing and inspection will stand until the testing and inspection procedures of the *Contractor* are submitted as part of the CMEP and approved by the *Project Manager*.

The *Contractor*

- Develops the inspections and tests identified for the completion of their works into a written inspection and test plan for acceptance by the *Supervisor*.
- Presents the Inspection and Test Plan via software to be mutually agreed upon appointment and itemises in tabular form all key activities, controlling procedures, inspection requirements and related documentation associated with that particular item of work.
- Gives the *Supervisor* a minimum of 5 days' notice of the conduct of inspections and tests for the purpose of witnessing them. Gives the *Supervisor* for inspection for manufacturing off Site, but within Japan, 10 days' notice and a minimum of 20 days' notice for any manufacturing taking place elsewhere.
- Allows free access to the *Supervisor* to carry out the necessary audits, surveillance, inspections and tests and to prepare records in accordance with the Contract requirements.
- Records the results of all tests and inspections carried out by the DBMD supplier and, within 24 hours of the inspections or tests being completed, provide the original of the results to the *Supervisor* together with a hard copy, within 5 days after completion of the test/inspection supply one further copy of all inspection/test certificates and charts to the *Supervisor*.
- Notifies the *Supervisor*, in writing, if they become aware of any circumstances which are likely to result in any non-conformance or potential non-conformance to the contract requirements.
- Provides all measuring and test equipment necessary to commission and test the works and maintains current test certificates traceable to appropriate national standards. All test certificates to be made available before the commencement of the testing and commissioning.
- Ensures that tests and inspections should be carried out at times to be agreed with the *Supervisor* and other representatives as required.
- Ensures that tests are to be carried out during normal working hours unless otherwise expressly agreed with the *Supervisor* in advance of the proposed testing.
- Makes due allowance within their programme for the above and provides adequate supervision and attendance for the carrying out of such test and any necessary re-testing.
- Submits copies of their and their Subcontractor's testing and commissioning proformas for acceptance to the *Supervisor* prior to use as part of the Inspection and Test Plan acceptance process.



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- Ensures that each item of Plant, Equipment or Material tested or inspected is permanently marked so that it can be identified with its relevant inspection/test record. All references must be consistent between the record and the item of Plant, Equipment or Material.

When required, ensures that proprietary items shall be issued with a certificate of conformity stating the input document/design with which it conforms, how conformity has been assessed and confirmed and by whom.

The *Contractor* submits a copy of each certificate to the *Supervisor* as soon as practicable and keeps copies of all certificates on site.

S 845 Procedure leading up to Completion

The *Supervisor*:

- checks that watching and testing as required by the Scope are complete,
- co-operates with the *Contractor* to produce a co-ordinated schedule of Defects, including categorizing them to align with the relevant *defect correction periods*,
- checks that a strategy and timetable for correcting any Defects has been agreed between the *Contractor* and *Client*,
- checks that the *Contractor* has provided training for maintenance operatives and users as stated in this Scope,
- that the handover deliverables contain the information required by the contract and
- advises the *Project Manager* with respect to certifying Completion.

## S 900 Management of the works

S 905 Project Team

The *Contractor* is expected to work closely with *Client's* other contractors to deliver the UK Pavilion in a collaborative manner. A list of the expected contractors can be seen below. Where contractors are already appointed, their name has been included. (Note: some of these requirements may be combined into a single contract)

- 1.1.1. ICDS (Immersive)
- 1.1.2. *Project Manager*
- 1.1.3. Hospitality & Retail supplier
- 1.1.4. Events supplier
- 1.1.5. Staffing supplier
- 1.1.6. Full Operational Services
- 1.1.7. Any other *Client* contractors

The *Contractor* is expected to provide plans for how they will interact with these contractors as part of their Construction Management Execution Plan.

### ***Project Manager***

It is the intention of the *Client* that a consultant will be appointed to provide Project Management services in respect of the UK Pavilion at Expo 2025 Osaka. These services will include project management, contract administration, cost control,



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design management, development monitoring and NEC *supervisor* services, as well as support on the management and integration between international teams.

The *Contractor* will be required to interface with the appointed *Project Manager* consultant and shall be expected to report to the *Project Manager* consultant regarding the progression of his *Works*.

The *Project Manager* consultant will outline the roles and responsibilities of themselves and other *Client* team members and the lines of communication between the various parties at a contract kick off meeting.

The *Contractor* will be required to provide a Construction Management Execution Plan (CMEP) within sixty calendar days after their appointment. This plan will be reviewed by *Client* and the *Project Manager* and will need to be approved by both parties.

The plan will be required to contain the following minimum content.

### Introduction & Project Overview

- Purpose of Construction Management Execution Plan
- Stakeholders
- Project description and Contractor scope
- Professional Licences
- Construction Insurance certificates
- Project location
- Project constraints, if any
- Budget/schedule
- Contractor Organisational Chart

The Contractor must provide the following:

### **Construction Logistics Plan**, that shall contain the following:

- Expo 2025 requirements and specifics
- Schedule of deliveries forecast
- Workforce forecast
- Construction Strategy
- Serious incident notification process
- Crane Operation Strategy
- Plot Layout:
  - Specific plot location and coordinates of the boundary
  - Location of boreholes
  - Vehicle and pedestrian access and egress routes
  - Location of project offices, welfare facilities and cabins on plot
  - Material storage areas, loading and unloading areas, and manoeuvring areas
  - Firefighting equipment and means of raising and alarm during construction
  - Worker bussing drop-off and pickup points
  - Agreed assembly points within the plot
  - Waste Management area including location of segregation space and storage area for bins, skips, washout areas and hazardous materials
  - Sewer holding tank location, size and collection strategy



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- Security Management
- Special deliveries that may need special escort or other special measures
- Plot access and egress strategy and facility
- Time availability
- Shipping routes
- Constraints of the masterplan and local site / plot
- Drop off zones and pick up
- Special Equipment Needs
- Rigging and lifting
- Plot Boundaries and Hoarding and gates
- Project Offices and Temporary Buildings
- Plant and Materials Delivery, Handling and Storage
- Housekeeping and waste management
- Access and Security Management
- Roads and Traffic Management
- Request to Expo process
- Temporary Plot Utilities and Services

### **Sustainability Plan**, that shall contain the following:

- Inspection and assessments procurement
- Energy performance
- Metering and controls
- Decommissioning Strategy including:
  - Decommissioning methods
  - Health & Safety
  - Recycling, reuse and return of materials
  - Environmental considerations

### **Contractor Environmental Plan**, that shall contain the following:

- Environmental aspects
- Controls
- Environmental Monitoring
  - Sewage and wastewater
  - Solid Waste (non-hazardous)
  - Hazardous waste
  - Dangerous goods and hazardous materials
  - Energy and Fuel consumption
  - Water consumption
  - Air Quality control
  - Soil Control
  - Water Quality
  - Emissions
- Roles and responsibilities
- Environmental lead and details of environmental staff in alignment with the CMEP
- Environmental register for all permits, approvals etc
- Reporting
- Procurement assessments approach and documentation
- Waste Management

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- Compliance to the site wide construction environmental management plan
- Compliance procedures with the Construction Waste Management Plan

### **Contractor Emergency & Fire Plan**, that shall contain the following:

- Fire risk assessments
- Fire Management Plan
- Emergency and evacuation planning
- Emergency Staff
- Assembly points and signage
- Emergency Refuge points
- Emergency Lighting
- Fire Protection Systems
- Materials safety
- Protection

### **Construction Health & Safety Plan**, that shall contain the following:

- Appointed *Contractor* Health & Safety lead representative details / CV
- Site Emergency and serious incident contact details
- Plot specific inductions
- Management of plot specific arrangements:
  - Lifting
  - Fall prevention
  - Temporary works including electrical works
  - Extreme or inclement weather
  - Traffic Management
- Welfare management
- Emergency plans covering:
  - Fire
  - Security
  - Medical
  - Task specific emergencies (confined spaces etc)
- Inspection and Auditing protocols
- Performance reporting
- Inductions
- Risk and method statements
- Key control measures
- Protection of the public

### **Authority Approvals, Permits and compliance**, that shall contain the following:

- Authority Approval Tracker for all design and construction approvals and permits required linked with the master programme
- Planned and forecast dates
- List of site inspections required by relevant authorities

### **Security Plan**, that shall contain the following:



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- Access Control
- CCTV
- Security Equipment
- Log Books

### **Communications Plan**, that shall contain the following:

- Project organization chart
- Roles & responsibilities
- Project communication chart & plan
- Delegation of authority matrix
- Media
- Government and authority communications
- Inspection and Audit schedules
- Interface management and coordination register
- Incident notification and reporting protocols / procedures
- Interfaces with other *Client* contractors

### **Construction Strategy**, that shall contain the following:

- Design Build Approach of Construction Programme
- *Works* to be subcontracted and approach to subcontractor procurements
- Approach to commercial activities, budget and cost control and management of change
- Approach to Exhibition interface management
- Approach to planning and programming
- Approach to risk identification and management
- Approach to health and safety management

### **Procurement Plan**, that shall contain the following:

- Objective
- Supply Chain directory
- Waste Management directory
- Warehousing and freight forwarding
- Sustainability material and products assessment procedures
- Material approval requests
- Procurement process summary
- Long Lead Items

### **Design Management Plan**, that shall contain the following:

- Project Brief – Objectives, KPI's, Success criteria
- Design criteria (Basis Of Design)
- Room Data Sheets
- Calculation Booklet covering planning, referencing, updates, relations with design criteria
- Exhibition Interfacing
- Sustainability
- Planning studies



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- Site investigations
- Permitting & statutory authority approvals
- Environmental clearance
- Design standards & codes
- Design development review process
- Design approval process
- Stakeholder management
- Value management / value engineering
- Constructability reviews
- Design phase responsibility matrix
- Design quality indicators
- Authority approvals for the design
- Key performance indicators for design development
- Compliance tracking with the Expo 2025 controls and guides

**Document Management Plan**, that shall contain the following:

- Abbreviations and definitions of the project
- List of controlled project documents with allocated ownership and approvals identification
- Description of all documents, including planning, management, recording systems
- Forms and templates to be used on the project
- Easy to understand procedures, preferably in flow diagrams for quick reference
- Comments Management for stage gates
- Process and Workflow procedures
- Approval authority representatives

**BIM Execution Plan**, that shall contain the following:

- List of submissions required
- Statement of compliance to BIM standards
- Drawing conventions
- Codification (numbering conventions)
- Review methods
- Software lists

**Construction Project Quality Plan**, that shall contain the following:

- Quality Management System Responsibility Matrix
- Monitoring & Reporting
- Design and Construction QA/QC
- Inspection and test plan procedure
- Inspection Forms
- Quality checks, hold points, acceptance and approval
- Management of Non Conformance
- Quality Audits
- Handover of *Works*

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**Construction Management Plan**, that shall contain the following:

- Mobilisation
- Project Construction Signboard
- Access, egress, deliveries
- Samples & mock-ups approval
- Procurements
- Steady state construction
- Sub-contractor management
- Field inspection
- Third party construction
- Change management
- Construction safety
- Design support

**Testing & Commissioning Plan**, that shall contain the following:

- Purpose
- General Building Information
- Commissioning Scope
- T&C commissioning Manager details and CV
- T&C Team Organisational chart
- Roles and Responsibilities
- Commissioned Systems
- Meetings
- Pre functional checklists, tests and start ups
- Technical Design Reviews
- Witnessing
- Procedures
- Templates

**Utilities Plan**, that shall contain the following:

- Plot Sheet
- Site Layout
- Master Load reporting (design stage)
- Reporting on construction status of infrastructure to the plot
- Authority Approval Status Tracker

**Handover Plan**, that shall contain the following:

- Issue of handover documentation
- Operator training schedule
- Handover and completion plan
- Inspection plan
- Defects and responses
- Decommissioning and dismantle strategy

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### S 910 Budget Cost Management

The *Contractor's* cost management processes must be in line with the contract. The *Contractor* is required to provide regular valuations, cash flows and cost reports to be agreed with the *Project Manager* prior to commencement of the *Works*.

The *Contractor* is required to provide regular updates on the forecast final cost and the cost of each of the work packages.

The *Contractor* is required to assist *Client* with the Consumption Tax recovery process.

The *Contractor* is required to provide monthly reporting on *Client's* Consumption Tax recovery. Exact reporting to be agreed upon appointment.

### S 915 Role of the Site Staff

The Site Staff duties and responsibilities include:

- act as stated in the contract and in the spirit of mutual trust and co-operation,
- work within the times and conditions stated in the contract,
- monitor that work is being carried out in accordance with the contract and to the required standard of quality and to report to the *Supervisor* on a regular basis by providing regular reports and records of inspections undertaken,
- keep daily records detailing activities and works undertaken that day, recording any delays or Defects as required or instructed by the *Supervisor*,
- notify the *Supervisor* of the need to notify a Defect to the *Contractor*,
- inspect the *works* on Completion and record any Defects and report to the *Supervisor*,
- maintain a schedule of all Defects and report to the *Supervisor* and
- if necessary, record the actual resources, Equipment, Plant and Materials and time spent by the *Contractor* in Providing the *Works* and issue to the *Project Manager* and *Supervisor*.

### S 920 Communication system / Communications generally

All information submitted by the *Contractor* to *Client* or one of *Client's* other suppliers must be accurate and provided in a timely manner.

The *Contractor* must keep a Health & Safety File on site, which will be available for inspection by *Client*, their *Project Manager* or the Expo organisers and their representatives at all times.

Where any part of the Pavilion and surrounding landscape requires operation by *Client* and/or others or where regular or periodic maintenance, cleaning or inspection is required, the *Contractor* must provide a draft operation and maintenance (O&M) manual to *Client* and the *Project Manager* for their comments three months prior to the completion date of construction.

The *Contractor* must be able to provide, within 72 hours of a request, a copy of all drawings, specifications, addenda, accepted drawings, change orders, submissions, and other modifications in good order and accurately marked depicting all changes as they occur during performance of the *Works*. The as-built drawings will be available at all times to the *Client* and the *Project Manager*. The drawings will be clearly marked in colour during the *Works* recording all variations made including such supplementary notes and details necessary to

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clearly and accurately represent as-built construction. At completion, the *Contractor* must provide all project record documentation to the *Project Manager* along with the O&M Manuals and the Health and Safety File.

The *Contractor* will be required to use *Client's* chosen document control system, which will be communicated to the *Contractor* upon appointment.

The *Contractor* will be required to provide a Design Management Plan and a Construction Management Execution Plan as set out in the Scope.

All communication with *Client*, including all written documentation, will be in English.

In addition to maintaining a *Works* diary, which shall record general activities on a daily basis, the *Contractor* shall keep adequate documentary records of at least the following:

- Weather conditions
- Significant *Works* activities (with photographs where necessary)
- Commencement dates of various *Works* in each trade
- Completion dates of various *Works* in each trade
- Number and description of craftsmen, labourers, and other persons working on the *Works* including those employed by sub-contractors.
- Time worked by people, the cost of which is covered in the fee percentage.
- Major items of equipment employed on the *Works*.
- Surveys
- Samples and test results.
- Accidents.
- Number of skips removed from site.
- Material movements, contents, and location of stockpiles

The *Contractor* is to maintain full records of *Works* completed including the work of all sub-contractors, comply with specified requirements, keep copies on site for inspection by the *Project Manager*, and submit copies of particular parts of the records on request. The requirements shall at least include:

- Identification of the element, item, batch, or lot including location in the *Works*.
- The nature and dates of inspections by the *Contractor* or *Project Manager*, tests, and acceptance.
- The nature and extent of any nonconforming work found.
- Details of any corrective action

The *Contractor* maintains a log of notifications and acceptance/assessments of compensation events which must include:

- Notification number.
- Notification date.
- Brief description of compensation event, including reference to the applicable contract provision.
- Proposed Price adjustment (if any).
- Date and content of the *Project Manager's* notifications, acceptances and/or instructions with respect to any compensation event.
- Any change to the Prices agreed, accepted, or assessed by the *Project Manager*.



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- Cumulative total of changes to Prices.
- Any change to the Completion Date agreed, accepted, or assessed by the *Project Manager*.

The *Contractor* operates an open book policy and allows free access to the *Project Manager* and its delegates to assess accounts and records of the Defined Costs associated with all quotes. The *Contractor* maintains a log of all quotes, invoices, applications for payment and evidence of payments which must include, but not be limited to:

- Invoice / Application number.
- Invoice / Application date
- Brief description of goods/ service including reference to the applicable contract.
- Total value of goods or service.
- Value to be paid/ certified at time of application.
- Cumulative total of amount previously certified to date and less amount remaining.
- Proposed Price adjustment (if any).
- Date any costs were agreed, accepted, or assessed by the *Project Manager*.

For tax reclamation purposes, invoices provided to *Client* must contain the following information:

- Until 30<sup>th</sup> September 2023:
  - Personal or corporate name of the issuer
  - Transaction date
  - Transaction details (specify if items in question are applicable to the reduced tax rate)
  - Compensation amount inclusive of tax, totalled separately by tax rate
  - Personal or corporate name of the recipient
- From 1<sup>st</sup> October 2023:
  - Personal or corporate name and registration number of the qualified invoice issuer
  - Transaction date
  - Transaction details (specify if items in question are applicable to the reduced tax rate)
  - Compensation amount totalled separately by tax rates (inclusive or exclusive of tax) and applicable tax rate
  - Amount of consumption tax organised by tax rates
  - Personal or corporate name of the business operator to whom the document is issued.

S 930 Project coordination meeting

The period between scheduled meetings is the *assessment interval*.

The meeting is attended by the *Client*, the *Project Manager*, the *Contractor*, the *Supervisor*, Subcontractors identified by the *Project Manager* as needing to attend and any other person or Other that the Parties agree should be present.

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The meeting is chaired and minuted by the *Project Manager* and provides a forum for the project team to make key decisions and report to the *Client*.

Minutes are issued within 5 working days of the date of the meeting.

### S 935 Quality meetings

The period between schedule meetings is the *assessment interval*.

The meeting is attended by the *Client*, the *Project Manager*, the *Contractor*, the *Supervisor*, Subcontractors identified by the *Project Manager* as needing to attend and any other person or Other that the Parties agree should be present.

The meetings are chaired and minuted by the *Supervisor* and provide a forum for the project team to make key decisions and report to the *Client*. These meetings are typically a forum for all parties to raise any quality concerns, agree actions for resolution and then monitor the resolution.

The Site Staff issue reports to the attendees, 3 working days prior to the date of the meeting. The format of the report are agreed between the *Supervisor* and the Site Staff.

Minutes are issued within 5 working days of the date of the meeting.

### S 940 Joint planning meetings / workshops

The *Contractor*, *Project Manager* and Cost Manager meet regularly to update and agree the revised programme and in preparing and assessing quotations.

### S 945 Other Meetings

The *Contractor* organises and / or attends all other meetings as maybe necessary to Provide the Works.

### S 965 Contractor's management of the works

The *Contractor* is responsibility for the co-ordination, supervision and administration of the *works* including managing and co-ordinating the interfaces between all Subcontractors as maybe necessary. The *Contractor* manages and co-ordinates the work of all Subcontractors, suppliers, the local authority and statutory authorities as may be required and obtains and supplies information as necessary for co-ordination of the *work*.

The *Contractor* ensures that all Subcontractors and suppliers are provided with all relevant information and documentation related to the *Contractor's* design including any instructions notified by the *Project Manager* which relate to or affect the work of the Subcontractors or supplier.

The *Contractor* is to co-ordinate the *works* of any Subcontractors in connection with the *Contractor's* design with particular regard to the sequence and setting out of such work and any conflicts which may arise as a consequence of the detailed interpretation of drawings by operatives on Site.

The *Contractor* manages and supervises each element of the *Contractor's* design, to ensure that the design is being developed and provided in a proper and timely manner consistent with the programme and thereafter to ensure that the work in each element is being installed into the *works* in accordance with the design. The *Contractor* allows for the employment of such suitably qualified and experienced staff as required to provide such supervision

### S 970 Control of Site and access

The Contractor is responsible for providing, paying for and arranging the timely delivery of any necessary accreditations according to Expo standards or requirements, relating to the control of Site or access for visitors, including those

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invited by the *Client* or associated with the *Client's* team. The Contractor must ensure there is no delay upon request for accreditation to be delivered.

### S 1000 Services and other things to be provided

S 1005 Services and other things to be provided by the Contractor for use by the *Client*, *Project Manager*, *Supervisor* or Others

- The *Contractor* is to provide access to an office or workspace for the *Project Manager*, *Supervisor* or other representatives of the *Client* when attending site. To include chair and suitable services power, lighting, data, wifi, AC. Office should be included in *Contractor* accommodation cleaning regime
- Meeting room for project meeting during site visits
- PPE equipment (hats, boots, gloves, goggles) for up to 10 visitors, in accordance with Expo requirements
- Safe, protected, access for client visitors at all times during all phases
- Fences, screens and hoardings to ensure separation between staff and workforce at all times. Hoardings should be presentable, in good condition, and maintained as such throughout

S 1005 Transport of Plant and Material to the *site* location

The transport of all Plant and Material to the *site* location is the *Contractor's* responsibility, including import duties (or equivalent) associated with the transport, shipping, labour and delivery to the *site* location of Plant and Material.

### S 1100 Works with the *Client* and Others

S 1110 Others on Site

The *Contractor* is aware that Others, including those involved in Expo or political, governmental or public officials may require access to the Site or the surrounding areas. The *Project Manager* will inform the *Contractor* when visits are likely, however the *Contractor*, at their cost, has the responsibility and risk of co-ordinating with Others, its Subcontractors and supply chain and the *Client* when the Site may be occupied by multiple entities.

S 1120 Co-ordination (25.1)

The *Contractor* is responsible for liaising with the *Client* and Others and agreeing programmes of works, timescales for providing information, access requirements and allow free use of the *Contractors* facilities, services, hard standings and access Equipment as may be necessary for them to complete their works.

S 1125 Access to finished areas

Where any such operatives or contractors require access to finished areas or make use of access ways prior to the Completion Date the *Contractor* agrees schedules of conditions with the *Supervisor* of the relevant elements of the *works*. In the absence of such schedules there is no adjustment to the Prices for making good damage.

### S 1200 Health and Safety

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S 1205 Particular health and safety requirements

The *Contractor* complies with all health and safety requirements imposed by Expo and the law of the Contract, as well as any statute, regulation or law in place in Osaka, Japan.

S 1210 Method statements

The *Contractor* submits all method statements and risk assessments to the *Project Manager* for acceptance for any works undertaken outside the Site. These set out the detailed construction methodology for each operation as required by the Scope and the *Client*. Submissions shall be provided to the *Project Manager* 1 week prior to the works activity to allow for review.

S 1215 CDM Regulations

Notwithstanding the Site location, the *Contractor* undertakes the role of Principal Contractor as defined in the Construction Design & Management Regulations 2015 and develops and implements a construction phase plan for the *works*.

The *Contractor* ensures that:

- it is fully aware of its obligations under CDM Regulations (in particular where it is responsible for any design and possesses the required degree of competence and level of resources to meet those obligations;
- all Subcontractors are fully aware of their obligations under the CDM Regulations and are fully competent and are adequately resourced to meet those obligations; and
- it at all times co-operates and assists the *Client* and Principal Designer in discharging their duties under the CDM Regulations and supplies all information relevant to the *works* reasonably required in connection with it.

S 1220 Submission of Health and Safety File

Unless otherwise stated in the Pre-Construction Information, the *Contractor* collates all information required for and complies the Health and Safety File in a format agreed with the *Client* and Principal Designer. The information is submitted to the *Client* and Principal Designer for their comments and agreement.

Unless otherwise stated in the Pre-Construction Information, the Health and Safety File complies with the requirements of the CDM Regulations and the Scope and includes the following minimum information:

- instructions for operation, maintenance, dismantling and removal of Plant and Materials included in the *works*,
- access provision and information about equipment provided for cleaning and maintaining Plant and Materials including the building fabric,
- details of construction methods and Plant and Materials, including COSHH dated data sheets, which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition,
- the nature, location and markings of all utilities and services, including emergency and fire fighting,
- details of key structural principles, including safe working floor and roof loads.
- as-built information and
- any other information as required by the Pre-Construction Information.

S 1220 Control of hazardous substances

In addition to the requirements of the Control of Substances Hazardous to Health Regulations, the *Contractor* notifies the *Project Manager* warning of any substances hazardous to health and provides copies of assessments of health

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risks as defined in the regulations, specifying the hazardous substances, their location and the dates when they could be encountered by any visitors to the Site.

Provide copies of all notices given under this clause to all consultants involved in the project. Copies of such notices and information are provided to the *Client* and Principal Designer.

S 1225 Procedures for visitors

Inform the *Project Manager* in advance of all safety provisions and procedures (including, but not limited to those relating to Plant and Materials which may be deleterious) which require the compliance of any visitors to the Site.

S 1240 Protection against fire

The *Contractor* provides a Site fire safety plan as part of the Construction Health and Safety Plan and maintains an up to date copy on Site at all times.

The *Contractor* ensures that all fire safety procedures applicable to the *works* and the surrounding areas are taken into account in the preparation of the Site fire safety plan.

The *Contractor* takes all reasonable precautions to avoid the outbreak of fire on the Site and in adjacent buildings. Before any *works* are carried out the *Contractor* discusses its proposals with the *Client* to ensure that any fire hazards in the *works* are fully identified. The *Contractor* ensures all Site operatives and visitors understand any special vulnerability of the building in the event of fire.

The *Contractor* provides fire-fighting facilities within the Site in the form of fire extinguishers. In addition, the *Contractor* ensures that fire escape routes are clearly marked and that a suitable audible method of temporary fire alarm is in place.

S 1245 Explosives

No explosive substances are brought into the Site or used for any purpose

S 1250 Inspections

The *Contractor* allows the *Project Manager* to periodically inspect its site offices, working and storage areas in respect of fire precautions and health and safety provisions and complies with any instructions as a result of such inspections.

### S1300 Subcontracting

S 1305 Restrictions or requirements for subcontracting

The *Contractor* must ensure that the same obligations, constraints, requirements and restrictions are contained within each of its subcontracts, unless the *Project Manager* expressly agrees otherwise.

The *Contractor* must ensure to apply the obligations, constraints, requirements and restrictions to each Subcontractor

### S 1400 Title

S 1405 Marking

The *Contractor* prepares Plant and Materials which are outside the Working Areas for marking as follows:

- Separately identified, stored and marked as 'HIS BRITANNIC MAJESTY'S SECRETARY OF STATE FOR DEPARTMENT OF BUSINESS AND TRADE - CONTRACT REF. No.....',
- Prepare and issue a detailed list of Plant and Materials,



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- Provide appropriate vesting certificates for the Plant and Materials.

The *Contractor* takes digital photographs and submits them to the *Supervisor* as proof of marking. The *Contractor* arranges for the *Supervisor* to inspect the Plant and Materials, if required, by the *Project Manager*.