

5. Timing programme and key milestones

Activity	Deadline
Kick off meeting between Authority and Service Provider	1 March 2018
First draft report submitted to Authority	29 March 2018
Authority provides their comments by	6 April 2018
Completion of advice (presentation of final report)	27 April 2018

The contract will run until the end of the TWAO Public Inquiry – anticipated in late 2019. A summary of the outputs and milestones include:

- A kick off meeting at the contract award stage.
- A first draft report setting out a quantification and explanation of the wider economic benefits of the Rotherhithe to Canary Wharf pedestrian and cycling bridge by 29th March 2018.
- A final report, incorporating TfL's comments by 27th April 2018.
- Support in developing the wider economic benefits section of the main project Business Case and evaluating relevant quantifiable benefits through the main project Business Case Model.
- Support TfL in developing other documents related to the wider economic benefits as part of the TWAO submission in early 2019 may also be required.
- Expert witness testimony and preparation of proofs of evidence at the TWAO Public Inquiry as required.

6. OTHER INFORMATION REQUIRED BY THE CONDITIONS OF CONTRACT

6.1 Form of Documentation for Retention

- 6.1.1 All electronically held data in connection with this contract is to be held by the Service Provider for 7 years following the completion of the project.

6.2 Payment

6.2.1 Information to be Shown on Invoices

Payment applications shall be submitted on the Monday or Tuesday of week four each period.

When invoicing for payment, the Consultant shall send the application to:

TfL Surface Transport

Accounts Payable

PO Box 45276

14 Pier Walk

London, SE10 1AJ

When invoicing for payment, the Consultant shall include the following information:

- Back up information to substantiate any claim for payment i.e. invoices, plant/labour/materials returns, test results. Failure to provide full substantiation could delay payment.

6.3 Finance Reporting

A finance report shall be submitted on the Wednesday of week four of each period ((unless change is agreed with TfL) detailing:

- Value of work done (VOWD)/planned for each TfL reporting period estimated from the start to the end of the works.
- Cumulative/ total VOWD to-date
- Explanation of variance from the forecast
- Invoice totals and associated dates

6.3.1 Accounts and Records

- Timesheets

During the provision of their services under this contract, including any site visits or field work, the Service Provider's employees providing services under this contract shall complete timesheets which will identify the activities and time spent on each activity.

- Expenses – NOT USED

The Service Provider keeps records, invoices and all other documentation to support the payment of all expenses incurred.

- Records and Accounts

The Service Provider keeps accurate and systematic records and accounts in respect of the services, which will clearly identify all charges and expenses.

- Audit Rights

The Authority reserves the right to audit, or to nominate a reputable accounting firm to audit, the Service Provider's records relating to amounts claimed under this contract during its term up to the defects date.

6.4 Rights to Material

6.4.1 Authority's Use of Material

The Authority may use the material provided by the Service Provider for the following purposes:

- Design
- Construction
- Future maintenance, repair and renewal
- Public exhibitions
- Stakeholder engagement
- Future procurement
- Training

6.4.2 The Service Provider's Use of Material

The Service Provider may not use the material prepared for this contract for any other purposes unless prior agreement from the Authority is given.

6.5 Transfer of Rights

The Service Provider grants a royalty free 'non-exclusive' licence to the Authority to use the material prepared by the Service Provider for the purpose of publicity, construction, operation, maintenance, reinstatement and repair, of the Rotherhithe to Canary Wharf River Crossing project.

ATTACHMENT 2 - SERVICE PROVIDER'S PROPOSAL

