In additional to the:

Form of Contract

The Master Contract Schedule

These are the associated schedules to ECM 8193:

Schedule 2 – Scope of Service

## **2.1. Scope of Contract**

This contract is for the provision of IT Infrastructure and Architecture Consultancy Services to the PHE Science Hub Construction Sub-Programme. The scope of the Construction Sub-Programme to which this service will support is set out in the supporting documentation contained in the following Appendices below:

Appendix A PR18 Project Brief

Appendix B Project Schedule PR18

Appendix C PR18 Project Cost Estimate

Appendix D PR18 MDC D&D’s

Appendix E PR18 PCSA Agreement

Appendix F PR19 Project Brief

Appendix G PR19 Project Schedule

Appendix H PR19 Project Cost Estimate

Appendix I (not used)

Appendix J PR19 MDC Duties & Deliverables

Appendix K PR19 PCSA Agreement

Appendix L PR19 Monthly Report

Appendix M PR20 Project Brief

Appendix N PR20 Project Schedule

Appendix O (not used)

Appendix P PR20 Project Cost Estimate

Appendix Q PR20 MDC Duties Deliverables

Appendix R PR20 PCSA Agreement

Appendix S PR23 Project Brief

Appendix T - (not used)

Appendix U PR23 Project Cost Estimate

Appendix V PR23 MDC Duties Deliverables

Appendix W PR23 PCSA Agreement

Appendix X Programme Structure

Appendix Y CSP Programme Structure

Appendix Z PR19 Master Schedule Rev 20

Appendix AA PR20 Master Schedule Rev 12

Appendix AB PR18 Master Schedule Rev 5

Appendix AC PR23 Master Schedule Rev 6.3

Schedule 3 – Duties and Deleverables

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[DUTIES OF THE IT Infrastructure/Architecture Consultant (ITC) SERVICES 5](file:///C:\Users\Polly.Chandler\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3A2KXF4S\ITT4694%20Schedule_3_DDv0.4%2019.04.15%20Final.docx#_Toc69393427)

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[PHE RIBA Stage 4 – Technical Design - Second Stage Tender and Main Contract 10](file:///C:\Users\Polly.Chandler\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3A2KXF4S\ITT4694%20Schedule_3_DDv0.4%2019.04.15%20Final.docx#_Toc69393429)

[PHE RIBA Stage 5 – Contractors Design, Construction, Commissioning and Handover 15](file:///C:\Users\Polly.Chandler\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3A2KXF4S\ITT4694%20Schedule_3_DDv0.4%2019.04.15%20Final.docx#_Toc69393430)

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[**DELIVERABLES 20**](file:///C:\Users\Polly.Chandler\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3A2KXF4S\ITT4694%20Schedule_3_DDv0.4%2019.04.15%20Final.docx#_Toc69393432)

1. PURPOSE

The purpose of this document is to state the “Duties and Deliverables” of the IT Infrastructure/Architecture Consultant (ITC) discipline.

The Royal Institute of British Architects (RIBA) Plan of Work stage titles have been adopted for PHE Project Stages (PHE RIBA Stages) and are used for stage control.

The following duties and deliverables are specific to PHE’s requirements and should not be confused with the RIBA POW deliverables and/or BISRIA. The PHE RIBA Stage’s, duties and deliverables, take precedence over any other assumed or implied deliverable(s), whether in part or full, compared to published or otherwise RIBA POW.

A marked-up version of these duties and deliverables must be attached with PHE RIBA Stage Sign-Off documents.

The “Design” team deliverables are to be read in conjunction with the associated Project Work Package Strategy.

The term “**Sub-Programme**” in this context refers to the Employers Construction Sub-Programme (CSP) and the term “**Programme**” refers to the Science Hub **Programme**, which will deliver PHE Harlow.

Under this Appointment, the Consultant is required to meet the duties of the IT Infrastructure/Architecture Consultant (ITC), as determined by the Employer, and in their professional capacity, support the Project Manager and other team members to achieve the teams’ deliverables.

Where deliverables, information, recommendations or the like are stated as being required by the Employer or Consultant, all such communications from the Consultant must be made via the Project Manager (external consultant).

1. DUTIES OF THE IT Infrastructure/Architecture Consultant (ITC) SERVICES

This schedule describes the details of key events, duties and deliverables to be completed by the IT Infrastructure/Architecture Consultant (ITC), in executing the ITC Consultants Design and Management schedule of services against the ITC Scope of Works.

Under the Appointment, the Consultant is required to meet the duties of IT Infrastructure/Architecture Design Consultant as determined by the Employer.

For any agreed early works to be carried out in advance of the main construction works for any of the four projects, these elements will require the relevant duties and deliverables associated with the defined scope of early works to be completed which may be out of sequence from the main works (for example PHE RIBA Stage 4 duties and deliverables relating to the management of early works construction activities prior to commencing PHE RIBA Stage 3 of the overall project).

# General Duties

GD1.0 In the following duties reference to ‘Consultants’ or ‘Other Consultants’ shall include the Contractors and all Consultants other than the Project Manager who have been appointed for the Project by the Employer.

GD2.0 The ITC design consultant shall ensure the proactive co-ordination of all interfaces and dependencies, in delivering the Employers PHE Harlow site. In this regard, the proactive co-ordination and interface of stakeholders, shall be construed in the widest possible context. The ITC design consultant is expected to proactively engage with all other Consultants/Contractors Employed or otherwise to ensure successful delivery of the Employers Construction Sub Programme (CSP) and overarching Science Hub Programme to deliver consistent results at Sub-Programme and Programme level.

GD3.0 Within PHE RIBA Stage 4, the term ‘Consultant’ shall include the Contractors appointed under the Pre-Construction Services Agreement (PCSA) as co-designer where applicable, not PR19, where the Contractor is providing cost and build advice only.

GD4.0 For the avoidance of doubt, the “**Lead Designer”** will be the Multi-Disciplinary Design Consultants (MDC), not the ITC Consultant on each of the four delivery projects– the relevant MDC shall be required to act as Lead Design Consultant to coordinate and integrate the (technical design) work of other Consultants eg ITC design Consultant, within the Project Team, during PHE RIBA Stage 4 for Projects PR18, PR19 PR20 and PR23. At point of main contract award, the appointed Works Contractors will become the Lead Designer for PR18, PR20 and PR23.

GD5.0 The ICT Consultant Project Manager will lead, manage, monitor performance and coordinate the ICT Consultants in the PR19 Project Team only to make sure that design, schedules costs, contracts, procurement, contract resolution, etc. are completed in a timely, coordinated manner and consistent manner, within the approved budget. There will also be and interfacing and coordination role by the ICT Consultant with the PR18 PR20 and PR23 project PM’s on their respective schedules, costs, contracts, procurement, contract resolutions etc and are being completed in a timely, coordinated manner and consistent manner, within their approved budgets. Any change to their scopes that affect the ICT Consultants contract will be varied by the PR19 NEC PM, in conjunction with the respective project. This will include the timely and coordinated management of change control, early warnings, corrective actions and keeping the Employer advised and updated in respect of these on all 4 projects. Change control cost impacts/assessments must be supported by the PCSA\Works contractor. The ECC NEC Project Manager for each of the four projects will ensure alignment with Public Health England (PHE) Science Hub approval processes and procedures.

GD6.0 The ITC Consultant will undertake the Duties acting on behalf of the Employer in all matters. A key ITC duty, will be to advise/liaise with the Project Team(s) and other Consultants appointed by the Employer for the Project(s) and to ensure satisfactory co-ordination of their designs, including recommendations and reports, as defined in these Duties & Deliverables.

GD7.0 The IT Infrastructure/Architecture Consultant shall give each project PM sufficient notice of all meetings held in connection with the Project(s), which the IT Infrastructure/Architecture Consultant may arrange with the other Consultants in the Project Team, Contractors or others in order to give the PM the opportunity to attend. Where this affects the PR19.2 contract, the respective NEC PSC/ECC PM for 19.2 may attend depending on the corresponding project needs. The IT Infrastructure/Architecture Consultant shall provide the respective Project Manager(s) with copies of the minutes of all such meetings.

GD8.0 Where in the following duties, the Lead Designer and/or Contractors, are required to advise the project PM in any way; such advice or assistance is deemed to include the coordinated advice or assistance obtained from other Consultants, pertinent to specialist areas.

GD9.0 Prepare coordinated monthly reports for the respective project PM’s presentation/use at Project Board meetings, including consolidation of all consultant’s reports, where appropriate. Reports to comply with the Programmes reporting standards and Governance requirements.

GD10.0 The ITC will lead, manage, monitor performance and coordinate all specialist ITC design with other Consultants in the Project Team(s) to ensure that the design is completed in a timely, coordinated manner and consistent manner, within the approved budget(s). This will include the timely and coordinated management of change control, early warnings, corrective actions and keeping the Project Manager(s) advised and updated in respect of these. Change control cost impacts/assessments per project must be supported by the PCSA\Works Contractors.

GD11.0 For the avoidance of doubt, the Project Manager (AAT), will administer (as Employers Agent) all project New Engineering Contract (NEC) Professional Services Contract (PSC) (other than their own) Project Team Contracts, act as Contract Administrator for the ICT Consultant contract, and the PCSA Contracts on behalf of the Employer. The Project Manager’s (AAT) will administer all four project New Engineering Contract (NEC) Engineering and Construction Contracts (ECC) on behalf of the Employer (inclusive of Early/Enabling Works Contracts). The four project PM’s will be responsible for delivery of the “Project Manager” roleas defined in the NEC ECC contracts.

GD12.0 Ensure all project Consultants liaise appropriately and in accordance with Contract conditions, with PHE regarding preferred suppliers, procedures and protocols.

GD13.0 The Project Manager(s) shall notify the Employer of any issues or decisions, etc. required (and/or the Project Manager(s) becomes aware of) that will impact/affect the performance of the Project(s), in accordance with the terms of the Contract(s). Where required, the Project Manager(s) shall record and submit assumptions, used to support the progress of the Project(s).

GD14.0 Assist the PM(s), assure that all relevant project stakeholders (inc. PHE staff) are included within the project process at relevant times during the project.

GD15.0 Supply their own mobile internet / Wi-Fi capability and have Skype or similar competency and compatibility with the Programme, in accordance with the Security Aspects Letter (SAL).

GD16.0 Ensure all their staff obtain full passes for PHE sites and undertake induction/training to the Programme and the Programme’s Information Management and Delivery Systems. Ensure vetting of staff in accordance with the SAL.

GD17.0 Read and comply with all Programme Governance documentation, templates and processes.

GD18.0 Provide overall assurance through seeking compliance from other Consultants that the consultants team(s) have compatible ITC systems to operate within the Programme ITC environment.

GD19.0 Ensure and assure that all interfaces between projects PR18, PR19, PR20 and PR23 are fully coordinated between each project’s and cross-project co-ordination.

**THE CPPM SECTION INCLUDED BELOW IS FOR INFORMATION PURPOSES, CO-ORDINATION AND VISIBILITY OF PROGRAMME STRUCTURE ONLY. THE REMAINDER OF THE DOCUEMENTATION IS APPLCIABLE TO THE ITC SUPPLIER**

**THE EMPLOYER HAS APPOINTED A PROJECT MANAGEMENT CONSUTLANCY (INCLUDING CROSS PROJECT COST MANGEMENT) TO UNDERTAKE THE ROLE OF CROSS PROJECT MANAGER (INCL CROSS PROJECT COST MANAGEMENT).**

**Cross Project Management – All PHE RIBA Stages - Duties**

**“Cross Project” Project Management (CPPM) – Duties & Deliverables – All PHE RIBA Stages**

* 1. **Duties**
  2. The Consultant will assist, facilitate and support PHE, by leading on, all matters relevant for ensuring that the construction projects (Pre-Contract Service Agreement Lots 1-4) Work Breakdown Structure (WBS) (PR18, PR19, PR20, PR23) are co-ordinated and agree on matters of common issues and interfaces during the pre-construction and construction phases to develop a coherent strategic plan for the safe and effective delivery of the design, second stage tenders and construction works.
  3. Convene, chair and facilitate cross project co-ordination meetings to develop and reach a mutually agreed position between the construction projects on “***Common Areas”*** (1) of interest, resolve **“issues”** and **“risks”** make recommendations/escalate cross project issues to PHE as appropriate.
  4. To act as the “Single Point of Contact” (SPOC) for all “Common Area” issues and risk.
  5. Meeting frequency as required to facilitate the need of the Programme, to be no less than monthly during PHE RIBA Stages 3 & 4 (Pre-Construction) and weekly during PHE RIBA Stage 5 (Construction, Commissioning and Handover). Monthly for PHE RIBA Stage 6. Ensure minutes of the meetings and actions, with due dates, are recorded accurately and distributed in accordance within the Employers Requirement’s and Contract Conditions, to the project manager for each Project for onward distribution and action.
  6. The CCPM shall ensure that the Project Managers for PR18, PR19, PR20, PR23, PCSA Contractors and Professional teams, Main Contractors and Packages, develop, verify, maintain and update combined co-ordinated and cross-referenced phasing drawings for the Harlow site. Clearly show the working areas and ownership requirements, during the early enabling works, main construction works and defects period.
  7. The CCPM shall ensure that the Project Managers for PR18, PR19, PR20, PR23 and PCSA Contractors for Lot 1-4, Professional Teams, Main Contractors and Packages, develop, verify, update and maintain a Cross Project capability interface and planning schedules based on the individual Accepted Programme (schedules) for each of the construction projects . The schedule will be updated in accordance with the Contract, receiving an Accepted Programme from an individual capability project.
  8. Lead on presenting a coherent cross project approach, across design, construction, digital engineering and asset management and handover supported by the individual projects as required to engage with external stakeholders and third parties with prior agreement with PHE – not limited to the following list:
     + PHE Stakeholders
     + Harlow District Council - Town & Country Planning
     + Essex County Council
     + PHE Harlow Employment Group
  9. The Cross Project, Project Management (CPPM) will be expected to establish clear Stakeholder Engagement and Communications Management Plans within the first two months of Contract Award and in accordance with the Science Hub Stakeholder Management Governance and Processes.
  10. The CPPM will attend regular meetings with key Construction Sub Programme team members, specifically the Construction Sub Programme Manager
  11. Ensure that all relevant PHE staff are included within the project process at relevant times during the project.
  12. Liaise and cooperate with the Consultants responsible for delivering the Cross-Project function on all matters concerning the Cross-Project duties and deliverables. Ensure inclusion in the Stakeholder Management Plans.
  13. Work in conjunction and support the Employer as needed in their delivery of Government Soft Landings (GSL) and the setting and monitoring of targets with respect to environmental performance, operational cost, functionality and effectiveness and security.
  14. Work in conjunction and support the Employer as needed in their delivery of Project Information Management (PIM) Building Information Management (BIM) as stated in the Employers Requirements.
  15. Work in conjunction with the programme in the complete management of Fixtures, Furniture &Equipment (FF&E) as defined by the Programme, needed for the design and its recording, classification, cross-referencing and standardisation.

1. Deliverables
   1. Strategic plan for the safe and effective delivery of the design, second stage tenders and construction works;
   2. Minutes and Actions;
   3. Risks and Issues;
   4. Phasing Diagrams; and
   5. Cross Project Construction interface and planning schedules

(1) ***“Common Areas”*** to include, but not limited to, dependencies, interfaces, surveys, emergency planning, procurement, tendering, schedules, FF&E, Town & Country Planning, Section 106 Agreement, site wide logistical arrangements during construction, etc.

# PHE RIBA Stage 4 – Technical Design - Second Stage Tender and Main Contract

4.0 PTS, as ICT Design and Management Consultant, will lead and deliver the technical detailed design for the ICT and security systems for PR18, PR19, PR20 and PR23 plus all cross project ICT requirements to deliver a successful integrated ICT/build solution.

4.1 Assist the project PMs to manage the ICT design Consultants to ensure that the developed design (drawings, specifications, schedules, risk and/or other documents) are appropriate to allow the PCSA Contractor(s) to obtain “work package(s)” tenders and prices, in accordance with the agreed Work Package Strategy (WPS), programme/schedule, and are capable of being constructed within the Project budget.

4.2 Assist the Project Manager, and Lead Designer(s) for each project, to proactively manage the Project Team(s) to provide cost planning information and assure the ICT cost estimate(s), including interface costs, are prepared and maintained, throughout the PHE RIBA Stage, and constantly monitored against the project approved budgets. The project PMs will proactively maintain and manage the implementation of each associated project cash flows/Project Teams activity schedules. Overall, the PR18, PR19, PR20 and PR23 PMs together with the CPCM, shall immediately inform the Employer, when the ICT cost estimate(s) trends and outputs, will exceed approved project budget(s) and/or cash flows/activity schedules trends will exceed forecast(s).

4.3 Develop and then deliver to the PR19 PM a rigorous cost control procedure in order that the ICT designs and interfaces are strictly monitored against the agreed cost plan and take corrective action as required to ensure that the project remains within the project budget. Lead the ICT Value Engineering (VE) process (regardless of whether the ICT project is within budget or not), to ensure that the design achieves best value. This should take the form of VE workshops and reports plus the resultant variations in design. The ICT Consultant is to make sure there are no gaps or overlaps between ICT systems and the remaining works managed by the lead cost manager for each project.

4.4 Deliver to each of the project PMs a rigorous project management procedure to monitor the production of design information in order that any shortcomings are immediately highlighted and rectified. This will be delivered in the form of an Issue Release Schedule for the Consultant’s drawings and specifications for each of the four projects. Ensure the quality, consistency and accuracy to the required ICT PHE BIM Standards, necessary for each of the projects. Ensure the co-ordination of all design work, including inputs from the Contractor(s) acting as a co-designer on PR18, PR19, PR20 and PR23, and ensure that the designs are fully integrated and are tested throughout the design phase against their individual budgets, cost estimates, Town & Country planning or other controls and take any action necessary to rectify deficiencies.

4.5 Assist and support each project PM/Lead Cost Manager to, review, assure and challenge Contractors, ICT Packaging Strategy and ICT costs/market pricing of works packages, to ensure the Employer obtains Value For Money, as set out in the PCSA Contacts.

4.6 Assist, as ICT systems Cost Manager, the project PMs/CMs to manage and assure that a Works Package Budget is assured against the PCSA ICT Works Cost Estimate for the Project, based on the approved project budget. Manage consultants to ensure that an ICT Work Package Cost Estimate is prepared for the Project(s) based on the approved budget. Ensure the production and submission by the Consultants/PCSA, of detailed Pre-Tender ICT Work Package Estimates, incl Work Package risks, collated into an ICT Work Package Pre-Tender Estimates for the complete project(s), including estimating tolerance. All supported by market testing. Manage and ensure the production report, aligning the project Work Package Pre-Tender Budgets with Work Package Pre-Tender Costs Estimates. To include ICT project specific risks and identifying interfacing MEP and build risks.

4.7 Co-ordinate and co-operate to prepare an integrated detailed ICT Contract compliant programme/schedule for the production of ICT design information, interfaces, reviews, decisions, to support the works information, work packages, cost estimates, data exchanges, etc. leading up to obtaining tenders for the Works and submit programme/schedule in writing, and provide a copy of the programme to the PR19 Project Manager for agreement with the Employer. The programme/schedule must include, in respect of the Employer,

* Employers decision milestones
* Employers information required
* Employers actions
* Employers review process
* Be project specific

4.8 Establish regular reporting procedures with the PR19 PM and supporting project PMs, identifying those matters which require approval. Give the PM’s/Employer sufficient notice of such approvals, decisions or other matters which require “time bound” action by the PMs/Employer and, where appropriate assist the PM’s/Employer by providing information and making recommendations, in accordance with the Contact Conditions.

4.9 Ensure reports include the progress made against the agreed design programme/schedule and confirm in the reports that the approved project budget and programme generally are being maintained and submit the report to the PR19 PM/Employer and copy to the relevant project aspects to said PMs at not more than monthly intervals or at such intervals as the Employer may instruct.

4.10 Agree material and construction specifications with all PM(s) and keep the Project Team(s) fully informed.

4.11 Assist all the project PMs to make recommendations to the Employer on the requirement for specific Consultants, Contractors, Sub-Contractors, Specialist Contractors and/or Suppliers to support, design and/or construct any “sections” of the proposed Works, or any part of the Project(s), taking any action necessary to implement the Employer’s instructions, in response to the PMs recommendations. To include, but not limited to “long lead” items.

4.12 Support the PMs/CMs in reviewing and assuring the Second Stage Tender open book process for each project, Work Package information, tender and pricing activities including risk assessments and distribution, in accordance with the PCSA contracts.

4.13 Assist the Lead Designer(s), to ensure ITC technical designs are incorporated into the Lead Designers deliverables, assist and assure rigorous design management procedures to monitor the production of design information produced by the ITC consultant and the MDC Lead Designer, in order that any shortcomings are immediately highlighted and rectified

4.14 Accept the responsibility for ensuring that the exchange of ITC design or other ITC information between the Consultants is satisfactory throughout the course of the Project.

4.15 Co-ordinate of all ITC design work, including inputs from the PR18, PR19, PR20 and PR23 Contractors acting as co-designer, and ensure that the designs are fully integrated and are tested throughout the design phase against Work Package Cost Estimates and Budgets and planning or other controls and take any action necessary to rectify deficiencies.

4.16 Assist the project’s Cost Manager to ensure that all life cycle costing and environmental/sustainability assessment(s) techniques are applied to the development of the Consultants’ designs and adopt solutions giving the best overall value for money and, where this may result in the budget for the project being exceeded, make recommendations to the relevant Project Manager and obtain instructions.

4.17 Review with others that the specifications prepared for the Works specifically exclude the use of materials being deleterious and subsequently ensure that such materials are not used in the Works.

4.18 Assist the relevant Project Manager to ensure statutory approvals for the Project(s) are obtained and that all utilities and other necessary services are designed for both the construction phase and for permanent operation following completion of the Project(s).

4.19 Assist, where applicable, with the conclusion of Planning Conditions, reserved matters and detailed planning. Assist the PR14 Project Manager, arrange for any required submissions of designs, drawings, models, calculations, costs or other material to regulatory bodies and expedite any necessary approvals. Including the conclusion of reserved matters and detailed planning. Check, where applicable to ICT, that all pre-construction planning conditions have been discharged.

4.20 Assist, where applicable, the relevant PM to ensure that the requirements of the Governments Soft Landings (GSL) Initiative are being delivered, in accordance with the agreed PHE strategy and plan, by the Project Teams/Contractors. The Project Manager(s) is/are to identify with PHE the requirements under GSL for Employer activities to be undertaken prior to handover. Assist in developing a schedule of interfaces between the PHE operations teams, project team(s) and the Contractors, to include the relevant provisions to facilitate the client activities in the Handover Plan within the construction contract. Compliance with Government Soft Landings Revised guidance for the public sector on applying BS8536 parts 1 and 2 Updated for ISO 19650, and ‘BS 8536 – Briefing for design and construction.

4.21 Ensure, with others that Project Information complies with the standards and procedures required, to align with the Employers Project Information Management Common Data Environment (PIM CDE). Ensure the upload, annotation and information stage processing of project documentation is compliant with the Employers set requirements.

4.22 Support the project PMs/CMs to ensure that any additional third-party works are articulated, include any long lead delivery items and systems, prepare recommendations for the PMs/CMs, in respect thereof.

4.23 Following discussion, support the PMs/CMs, to co-ordinate and collate documents to enable the Employer to enter into Contract and assure that any adjustments have been made to the documents in order that they conform to the approval given by the Employer. (Adjustments will include, but limited too, all “footnotes”, “annotations” and any other variable, contained in the draft NEC EEC contracts, that must be concluded and agreed, prior to completing the Second Stage Tender activities).

4.24 Support the four project PMs, with other Consultants, specifically the Cost Manager, in the preparation of contract documentation.

4.25 Support the four project PMs and Others, to prepare final contract documents based on the First Stage Tender draft NEC3 ECC form of contract.

4.26 Assist and provide, with Other Consultants, a post second stage tender report including the consolidation of Consultants input and recommendations for presentation to the Employer, in accordance with the Employers standards and procedures.

4.27 Support the four project PMs with Others, to provide such assistance, as the Employer may require in order that the Employer can agree a detailed schedule/programme for the Works with the Contractors which specifies completions by the agreed date, in accordance with the Project Schedule.

4.28 Support the four project PMs in the administration of the PCSA with the appointed four Contractors with regards to meetings, change control, ensuring that services are delivered within the agreed fee and timescales, and to the agreed objectives.

4.29 Assist the four project PM to manage the established software platform, which includes access to the Contract administration tool, “FastDraft” to support the administration of NEC contracts. PTS will access and draft technical communications and instructions for approval by the Project Manager and NEC Supervisor.

4.30 Attend regular meetings with the four project PM/Consultants’ and others in order to monitor progress and to take any action necessary to correct any deficiencies in design information. Ensure minutes of the meetings and actions are distributed within the MDC’s team. The minutes shall record the action to be taken to rectify any deficiencies and shall indicate who is responsible for and the timeframe for taking that action and the action due date.

4.31 Assist the four project PMs with the management and co-ordination of the project and Consultants, as a minimum, lead and ensure the production and programming/scheduling of the following per project:

• Project assumptions log

• Risk/Opportunity Logs

• Issues Log

• Change Control Logs

• Decision Logs

• Project(s) Interface & Dependency Log

• Requirements Verification Log

4.32 Where difficulties which may not be capable of being resolved and which may result in a failure to meet the Project brief are highlighted during the design phase, submit a report to the PR19 PM and relevant project PM forthwith giving recommendations and options, in accordance with the Contract Notifications and Conditions Processes and Procedures.

4.33 Complete the “services” in accordance with the ITC Contract, with regards to meetings, change control, ensuring that services are delivered within the agreed fee and timescales, and to the agreed objectives. Aligned to PHE Delegated Authority and Tolerances. Ensure applications for payment are submitted to the PR19 PM, to allow recommend payments by the Employer.

4.34 Assist the four project PMs with the management and co-ordination of the project and Consultants, lead and ensure the production, programming/scheduling of the End Stage Files (to include all Stage Deliverables for all Consultants) reports in accordance with the Employers processes and procedures, together with subsequent presentations and reviews.

4.35 Obtain the Employer approval to proceed to PHE RIBA Stage 5.

# PHE RIBA Stage 5 – Contractors Design, Construction, Commissioning and Handover

5.1 Support the four project PMs in their role of *Project Manager* under the NEC3 ECC Contract to manage and administer the “Contract” on behalf of the Employer (PHE).

5.2 Support the four project PMs to manage the established software platform, which includes access to the Contract administration tool, “FastDraft” to support the administration of NEC contracts. PTS will access and draft the technical communications and instructions for approval by the Project Manager and Supervisor.

5.3 An overarching PHE requirement, requires Consultants to ensure full compliance and Accreditation from all relevant regulatory bodies. Attend regular meetings with the Project Team(s) (Consultants) to review design/cost information and accept responsibility for monitoring design/budget information to the Contractors and to others as may be necessary and circulate minutes of the meeting to the Employer and to the other Consultants. The minutes shall record the action to be taken to rectify any deficiencies and shall indicate who is to be responsible for taking that action and action due dates.

5.4 Where appropriate and working with Others, ensure that rigorous safety policies are in place and are implemented by the Contractors and Sub-Contractors working on the site and that there is adequate protection for the public and others.

5.5 Assist the four project PMs to assure that rigorous quality management procedures are in place throughout the construction phase. Ensuring that alignment and discharge in accordance with the NEC & ICT contracts. Ensure management and rectification of any defects.

* 5.6 In co-operation with the four project PM prepare/assure a detailed programme/schedule for the construction phasing, interfaces, data exchange, reviews, decisions, work packages, etc. leading up to completion of the Works. The programme/schedule for acceptance must include
* Design review periods of CDP information for each project
* Witnessing
* Attendance on site for witnessing and commissioning
* Cross project commissioning activities by PTS
* Employer inputs and decisions

5.7 Support the four project PMs/CMs to deal with matters including (but not limited to) all activities relating to the settlement of disputes between the Employer and the Contractors, concerning the NEC3 ECC contract as is necessary in order to ensure the satisfactory completion of the Works.

5.8 Support the four project PMs/CMs manage and implement any special inspections, commissioning, witnessing or tests to be conducted by the ITC Consultant and/or Others necessary to ensure proper and adequate standards of construction are maintained and that all works are constructed in accordance with the contract documents.

5.9 Assist the four project PMs/CMs to monitor the construction phase and to take any necessary action in order to ensure that the Project will be completed within the cost approved by the Employer and by the Completion Date.

5.10 Assist the four project PMs/CMs to ensure that adequate records and photographs are made at all times throughout the construction phase to record day to day progress of the Works, particularly highlighting any delays resulting from interaction between Contractors or sub-Contractors working on the site.

5.11 Assist the four project PMs/CMs to manage and administer Compensation Events/Variations, regarding cost control and process procedures and ensure procedures for obtaining approval for variations.

5.12 Co-ordinate site visits of Consultants and ensure that the frequency of these visits is satisfactory.

5.13 Assist the four project PMs/CMs to co-ordinate the issue of Certificates relating to the completion of the Works.

5.14 Support the four project PMs/CMs to ensure the lists of defects are issued at the appropriate time under the NEC3 ECC contract.

5.15 Support the four project PMs/CMs to ensure that all defects are rectified in a timely manner in accordance with the NEC3 ECC contract

5.16 Assist, provide and co-ordinate, where applicable, that all Statutory Certificates and Approvals are provided to the four project PMs/CMs.

5.17 Support the four project PMs/CMs to ensure the management and administration of the Works Contractors under the form of Contract, in all aspects of management and administration. Aligned to PHE Delegated Authority and Tolerances. Assure applications for payment and recommend payments to the Employer.

5.18 Ensure familiarity with change control procedures and that these procedures are in accordance with the Employers requirements and the ITC Contract/NEC3 PSC/ECC contract(s). Aligned to PHE Delegated Authority and Tolerances.

5.19 Act as Subject Matter Expert (SME) in respect of the ITC Scope/Works Information compliance, to support the appointed NEC Supervisor, to discharge their contracted obligations. This will require technical reports and drafting of contract communications in Fastdraft to support the Supervisor and NEC PM for each project

5.20 Where appropriate, in support of the NEC Supervisor, take measurements against Performance/Quality Indicators. Ensure that the takes records of site environmental/weather conditions.

5.20 Advise the four project PMs/CMs on the resources and skills required to operate and maintain the completed Works and make recommendations on the timing of their appointment or on the need for any maintenance agreements.

5.21 Advise on the need for specialist Consultants, Contractors, sub-Contractors and suppliers to design and execute part of the Project.

5.22 Support, review and align, the Contractors Design elements/parts of the *works* in accordance with the Works Information. Support the four project PMs/CMs to arrange and manage, for an independent design review, by Others, and validation of the Contractor’s design elements to ensure compliance with the Works Information.

5.23 Check and confirm, that all pre-occupation planning conditions have been discharged and advise the Contractors and four project PMs/CMs accordingly.

5.24 Assist the four project PMs/CMs to ensure that the requirements of the Governments Soft Landings (GSL) Initiative are being delivered, in accordance with the agreed PHE strategy and plan, by the Contractors. The Project Manager(s) are to identify with PHE the requirements under GSL for Employers activities to be undertaken prior to handover, to assist in developing a schedule of interfaces between the PHE operations teams and the construction project team, and in conjunction with the Contractors, to include the relevant provisions to facilitate the Employers activities in the Handover Plan within the construction contract.

5.25 Assist the four project PMs/CMs with the management and co-ordination of the project and Consultants, lead and ensure the timely production and scheduling of recognised project management ‘best practice’ processes and controls, such as

* Project assumptions log
* Risk/Opportunity Logs
* Issues Log
* Change Control Logs
* Decision Logs
* Project(s) Interface & Dependency Log
* Requirements Validation Log/Report (Note: This will require interface and use of the Employers Requirements Management software database)

5.26 Ensure, with others that Project Information complies with the standards and procedures required, to align with the Employers Project Information Management Common Data Environment (PIM CDE). Ensure the upload, annotation and information stage processing of project documentation is compliant with the Employers set requirements.

5.27 Ensure, with others that Building Information complies with the standards and procedures required, to align with the Employers Building Information Modelling, 2020 suite of Documents.

5.28 Support the four project PMs/CMs with the management and co-ordination of the project and Consultants, lead and ensure the production, programming/scheduling of the End Stage Files (to include all Stage Deliverables for all Consultants) reports in accordance with the Employers processes and procedures, together with subsequent presentations and reviews.

5.29 Obtain Employer’s approval to proceed to PHE RIBA Stage 6.

# PHE RIBA Stage 6 & 7 – Handover, Close Out and In Use

6.1 Assist and support the four project PMs/CMs on the monitoring and management of the Defects Correction Period (DCP) to ensure that the Project Team discharge their duties and obligations in accordance with the Contract(s).

6.2 Support four project PMs/CMs to prepare a detailed programme/schedule for the DCP, interfaces, BIM Requirements, GSL Requirements, data exchange, reviews, decisions, etc. leading up to completion of the DLP and commitment to that programme/schedule in writing, and provide a copy of the programme to the Employer. The programme/schedule must include, in respect of the Employer,

* Employers decision milestones
* Employers information required
* Employers actions
* Employers review process

6.3 Assist with the production of appropriate Certificates and Approvals and are given to the four project PMs/CMs.

6.4 Assist with the production of appropriate Certificate’s to be issued to/from the Contractors when all defects have been made good.

6.5 Support the four project PMs/CMs in making recommendations to the Employer regarding any outstanding claims, counterclaims, damages or other contractual issues and receive and implement the PM’s instructions.

6.6 Support and assist the four project PMs/CMs to manage and produce of Final Accounts and the issue of Final Certificates and, accordingly, make recommendations to the Employer.

6.7 Assist the four project PMs/CMs to manage and produce a completion report to the Employer showing:

* + A comparison between the out-turn cost and the approved budget cost
  + The actual expenditure against sums included in the contract for specialist works and provisionally measured work;
  + The costs included against any Variation Compensation Events;
  + The expenditure against approved variations and additional Works authorised by the Employer.
  + A comparison of schedule/programme dates against actual dates achieved;
  + Any lessons learned from the scheme which could be applied to future Projects;
  + The performance of Project participants.

6.8 Assist the four project PMs/CMs in dealing with any outstanding insurance claims.

6.9 In the event of any adjudication or litigation resulting from the Project, (and subject to the payment of an additional fee (Payment for changed Services and variations)) prepare any necessary documentation and reports and, if required by the PR19 PM, attend any hearings acting, if necessary, as a witness.

6.10 Assist the four project PMs/CMs to ensure that the requirements of the Governments Soft Landings (GSL) Initiative are being delivered, in accordance with the agreed PHE strategy and plan, by the Contractors. Aligned to the requirements of the construction contracts post completion, ensure that the Contractors is carrying out the following duties post-handover:

* First 12 weeks (post completion) – Contractors to allow for on-site representation
* Year 1 – weekly interaction with the building ICT/FM Team and a post occupation evaluation study
* Year 2- A monitoring and implementation workshop
* Year 3 - A Continuous Improvement Workshop and report

The key outputs of these reports shall record the “variance” between planned and actual performance, the reasons for the “variance” and how to reduce the variance. There should be a single point of contact for post completion of 12 weeks, and extended where required and agreed. In accordance with CIBSE guides.

6.11 Support the four project PMs/CMs with the management and co-ordination of the project and Consultants, lead and ensure the production, programming/scheduling of the End Stage Files (to include all Stage Deliverables for all Consultants) reports in accordance with the Employers processes and procedures, together with subsequent presentations and reviews.

6.12 Obtain Employer’s approval to close the project.

1. DELIVERABLES

The parties listed in the “Produced By/Lead” column are those responsible for either the production and/or delivering the document to the Employer, directly or via the Project Manager. Other parties will be required to contribute to the preparation of these documents as appropriate.

|  |  |
| --- | --- |
| **Stage Deliverables**  **PHE RIBA 4 – Technical Design, Second Stage Tender and Main Contract** | |
| **Deliverable** | **Produced By/Lead** |
| Inputs:   * Project Board Approval | Project Board |
| Project Team Deliverables per project: |  |
| End Stage Reports (PID) (updated) incorporating the following deliverables:  End Stage Report  End Stage Review Report  Next Stage Plan  Project Board Approval Proforma  Project Quality Plan  Quality Log  Project Plan  Risk /Opportunity Log  Change Control Log  Assumptions Log  Requirements Verification Log  Project(s) Interface & Dependency Log  Project Brief  Communication Plan  Project Approach  Decisions Log  Issue Log  Continuous Improvement Log  Equipment Procurement  Identification & Isolation of Existing Services Report  ‘Authorisation to Work’ Request  Government Soft Landings  Telephone & Infrastructure Management Report (- 16 weeks)  Handover Procedure  Monthly Valuations  Assurance of all other Stage Deliverables (where others produce/lead)  Second Stage Tender:  Schedule of Contract documentation  Interim Progress Report on second stage tender  Contract documentation  Contractors/Supplier Chain Negotiation Minutes/Report  Second Stage Tender Report  Whole Life Cost Appraisal (Lifecycle costs)  Tender Report (updated)\*  Collateral (Design) Warranties\* | Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  ITC Consultant  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager / Cost Manager  Project Manager/MDC  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  \*PM will manage and coordinate the activities but is not required to produce the deliverable. Cost Consultant will assist the PM using PHE suite of documents. |
| **Stage Deliverables**  **PHE RIBA 4 – Technical Design, Second Stage Tender and Main Contract**  (cont’d) | |
| **Deliverable** | **Produced By/Lead** |
| Inputs:   * Project Board Approval | Project Board |
| Project Team Deliverables per project: |  |
| **NB: All PHE RIBA Stage 4 Design Information below is to be in accordance with the Work Package Strategy.**   |  | | --- | | Audiovisual Equipment Specification | | Audiovisual Infrastructure Specification | | Audiovisual Central Systems Configuration and Equipment Specification (PR19.2 only) | | AV General Arrangement/Space Plan Drawings | | AV Systems Schematic (per room) Drawings | | AV Elevation (per room) Drawings | | AV Equipment Rack Elevation (confirming rack size and equipment placement) Drawings. | | AV Power & Containment Requirements (for information only) Drawings | | AV Cable Schedule | | AV Loudspeaker, Microphone & Camera Coverage Plan Drawings | | AV Control Desks, Custom Control Panel, Connection Panel Drawings (as required) | | AV Benchmarking Requirements | | AV Performance Verification Checklist (FAT/SAT) | | AV Equipment BoQ | | AV Infrastructure BoQ | | Data Network & WLAN Specification | | Data Network & WLAN Central Systems Configuration and Equipment Specification (PR19.2 only) | | Network Site Wide Schematic (Core/Distribution Layer detailing uplink data rate connections and interfaces) Drawings (PR19.2 only) | | Network Building Wide Schematic (Distribution/Access Layer detailing uplink data rate connections and interfaces) Drawings | | Network Equipment Room Schematic (Access Layer connectivity) Drawings | | Switch Port Allocation Drawings | | Voice Handset Deployment Drawings | | Voice Handset Elevation/Mounting Drawings | | WLAN Access Point Deployment Drawings | | WLAN Access Point Elevation Drawings | | WLAN Access Point Mounting Drawings | | WLAN Signal Coverage Plan (2.4 & 5 Ghz) Drawings | | WLAN Access Point Details & Configuration Tables | | IP Schedule (detailing outlet port numbers, switch ports, type of service, device type, IP address) | | IP Schema (IPv4 & IPv6) Drawings | | VRF & VLAN Drawings | | Network & WLAN Benchmarking Requirements | | Network & WLAN FAT Requirements | | Network & WLAN SAT Requirements | | Network & WLAN Equipment BoQ | | Physical Infrastructure (Data Cabling/Cabinets etc) Specification | | Legend Drawing | | Low Level Structured Cabling System (SCS) Layout Drawings | | High Level Structured Cabling System (SCS) Layout Drawings | | Data Cabinet Elevation Drawings | | Technology Room (MER/BER/SER) Layout Drawings | | Fibre Optic Cable Schematic Drawings (defining resilient fibre optic cable routes) | | Horizontal Copper Cabling Zone Drawings | | Data Patching Schedules (per Technology Room) | | Fibre Optic Cable Schedule | | Physical Infrastructure Benchmarking Requirements | | Physical infrastructure BoQ | | Security Access Control (ACS) & Intruder Detection (IDS) Systems Specification | | ACS/IDS General Arrangement Drawings | | ACS/IDS Schematic Drawings | | ACS Door Setting Out (per door type) Drawings | | ACS/IDS Power & Containment Requirements (for information only) Drawings | | ACS/IDS Node Layout Drawings (PR19 only) | | ACS/IDS Cable Schedules | | ACS/IDS Benchmarking Requirements | | ACS/IDS FAT Requirements | | ACS/IDS SAT Requirements | | ACS/IDS Equipment BoQ | | ACS/IDS Infrastructure BoQ | | Security IP CCTV Systems Specification | | IP CCTV General Arrangement Drawings | | IP CCTV Schematic Drawings | | IP CCTV Mounting Drawings | | IP CCTV Norman Rating Report | | IP CCTV Benchmarking Requirements | | IP CCTV FAT Requirements | | IP CCTV SAT Requirements | | IP CCTV Equipment BoQ | | Security Perimeter Intruder Detection Systems (PIDS) Specification (PR19 only) | | PIDS General Arrangement Drawings | | PIDS Fence Elevation Drawings | | PIDS Cable Schedule | | PIDS Benchmarking Requirements | | PIDS FAT Requirements | | PIDS SAT Requirements | | PIDS Equipment BoQ | | Security Physical Security Information Management (PSIM) Specification (PR19.2 only) | | Security Central Systems Configuration and Equipment Specification (PR19.2 only) |   Master Programme/Schedule  Phasing Diagrams  Co-ordinated Setting Out Plans  Co-ordinated/Dimensioned Floor Plans  Co-ordinated/Dimensioned Reflected Ceiling Plans  Room Elevations (to be agreed at start)  Completed FFE Schedules (Group 1-2) (3-4)  Construction Details (to be agreed at start of Stage)  NBS Specifications (materials & works)  Final Fire Strategy, Means of Escape and Fire Plans  Building Regulation Submission  Compliance Certificates (Planning, Fire, Build, Control)  Additional F10  Design Calculations  Final Structural Plans, Sections and Elevations  Reinforcement Schedules  Builders Work Details (internal and external)  Civil/Structural Specifications  Co-ordinated Services Drawings (routes, sizes, locations)  Services Specifications  Co-ordination Design Check Report  Confirmed Plant Schedules  Confirmed Services Connection Details | ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC 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| **Stage Deliverables**  **PHE RIBA 4 – Technical Design, Second Stage Tender and Main Contract**  (cont’d) | |
| **Deliverable** | **Produced By/Lead** |
| Project Team Deliverables per project: |  |
| * High and Low-Level Service Routes and sizes * Plant Room Layouts (1:50 and 1:20) * Technical Note on Control Philosophy (BMS) * Technical Note on Maintenance Philosophy * Updated Work Package Cost Estimate/Budget * Whole Life Cost Appraisal * Design Co-ordination Certificate * Health & Safety Report * Pre-tender Health & Safety Plan * Conclusion of Planning Reserved Matters * Detailed Planning Consent * BIM Level 2 information via 2D drawings * Assurance of all other Stage Deliverables (where others produce/lead)   NB: all design deliverables delivered to the level described within the respective Work Package Strategy.  Contractors Pre-Construction Deliverables:   * Construction Schedule / Programme * Buildability Review Report * Specialist Systems Review * Materials Samples * Works Package Prices * Programme/Schedule * Phasing Diagrams | MDC/ITC  MDC/ITC  MDC  MDC/Project Manager/ITC  Contractors/Cost Manager  Contractors/Cost Manager  MDC/ITC  CDM PD  CDM PD  MDC/Project Manager  MDC /Project Manager  MDC/ITC  Project Manager  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors |

|  |  |
| --- | --- |
| **Stage Deliverables**  **PHE RIBA 5 – Contractors Design, Construction, Handover** | |
| **Deliverable** | **Produced By/Lead** |
| Inputs:   * Project Board Approval | Project Board |
| Project Team Deliverables per project: |  |
| * End Stage Report * End Stage Review Report * Next Stage Plan * Project Board Approval Proforma * Project Quality Plan * Quality Log * Project Plan * Risk /Opportunity Log * Change Control Log * Assumptions Log * Requirements Verification Log * Project(s) Interface & Dependency Log * Project Brief * Communication Plan * Project Approach * Issue Log * Continuous Improvement Log * Equipment Procurement * Identification & Isolation of Existing Services Report * Handover Procedure * ‘Authorisation to Work’ Request * Monthly Valuations * Master Programme/Schedule * Phasing Diagrams | Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Contractor/ITC Consultant  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Contractors/PM/CM/ITC  Contractors/Project Manager |

|  |  |
| --- | --- |
| **Stage Deliverables**  **PHE RIBA 5 – Contractors Design, Construction, Handover** (cont’d) | |
| **Deliverable** | **Produced By/Lead** |
| Project Team Deliverables per project: |  |
| |  | | --- | | * Assist with the Site Wide Technology Systems Commissioning Programme | | * Manage the Technology Systems Change Control Process & Cost Impact Evaluations | | * Provide Stage 5 Design Coordination and Update Design Documents or Provide Approval for ITC Contractor Design Changes to be Included | | * Provide Responses to ITC/Main Contractor RFIs & Technical Questions | | * Manage each Technology Systems Benchmarking Process, Including On-Site Checks | | * Assist in the Technology Room Ready 1 & 2 Handovers | | * Oversee each Technology Systems Snagging Process, Including On-Site Checks | | * Oversee and Document each Technology Systems FAT | | * Oversee and Document each Technology Systems SAT, Witness Testing, Commissioning and Client Handover |  * Commissioning Management Checklist * COSHH / Risk Assessment Form * Health & Safety File * Off-Specification Requests * Operation and Maintenance Manuals * Health & Safety File * Fire Certificate * As Built Drawings (BIM Level 2) * Plant and Equipment Specifications * Component Parts List (+ spares) * Servicing Requirements (Paper and Disc) * Detailed Asset Lists * Warranties – plant, equipment and materials * Commissioning Management Checklist * Building Control Completion Certificate * Recommended Maintenance Procedures * Permits to Work * Preliminaries Checklist * Revised Contract Schedules * Safety Alerts * Site Management Strategy * Contractors design elements * BIM Level 2- (“As Built”) * Hazops * Government Soft Landings Initiative deliverables | ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  ITC Consultant  Contractors/PM/ITC  Contractors/ITC  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors  Contractors/PM |

|  |  |
| --- | --- |
| **Stage Deliverables**  **PHE RIBA 6 & 7 – Close Out and In Use** | |
| **Deliverable** | **Produced By/Lead** |
| Inputs:   * Project Board Approval | Project Board |
| Project Team Deliverables per project: |  |
| * Customer Acceptance * Project Board Approval Proforma * Project Quality Plan * Quality Log * Project Plan * Risk/Opportunity Log * Change Control Log * Assumptions Log * Project(s) Interface & Dependency Log * Operation and Maintenance Acceptance * End Project Report * Post Occupancy Evaluation Plan * Continuous Improvement Report * Project Closure Notification * Final Valuation * Signed Statement of Final Account * Certificate of Making Good Defects * Assurance of all other Stage Deliverables (where others produce/lead) | Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Cost Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Project Manager  Contractors/Project Manager  Project Manager |
| Contractors Deliverables: |  |
| * Government Soft Landings Initiative deliverables | Project Manager/Contractors |

|  |  |  |
| --- | --- | --- |
| **Stage Deliverables**  **General Deliverables – During Each Stage** | | |
| **Deliverable** | **Frequency** | **Produced By** |
| General Deliverables: | | |
| * Project Board Report * End Stage Report * Exception Report | Monthly  At Stage End Ad Hoc | Project Manager  Project Manager  Project Manager |
| Notes:   * A marked-up version of this form should be attached with Stage Sign-Off documents * Design team deliverables to be read in conjunction with the associated Project Work Package Strategy | | |

Schedule 5 – Partnering

## **5.1. Purpose**

5.1.1 This Partnering Charter is to set out the principles on the ways in which Public Health England (PHE) the Customer, its Professional Service Contract (PSC) Suppliers, Construction Contractors and key Sub-Contractors will work collaboratively to achieve the programmes aims and objectives.

## **5.2. Overarching Principles**

5.2.1 The Customer, PSC Suppliers, Construction Contracts and any Key-Contractors engaged by the Supplier/Contractor are those Party to this Charter. The Parties acknowledge that it is their responsibility to ensure that any Sub-Contractors used to deliver the Services are aware of and agree to the principles of this Charter and will comply with its terms.

5.2.2 The Parties agree to work with each other co-operatively in the course of discharging their obligations in relation to the Contracted Services and the overall aims and objectives of the Programme, in accordance with the terms of this agreement.

5.2.3 The Parties recognise that their Contracted Services form part of the wider Programme. The Customer has contracted for services to ensure the successful delivery of the programme. In order to achieve this, the Customer will require each Supplier/Contractor and any Key Sub-Contractors to agree to the principles and terms set out in this Charter.

5.2.4 It is recognised that a number key roles and services are being delivered though our contractual agreements and that it is imperative that we develop and grow these key relationships across the multidiscipline supply organisations. This approach is based on the key principle that the whole is greater than the sum of its parts.

5.2.5 The Customer wishes for the Parties of this Charter to collaborate to seek solutions to issues and reduce the overall Programme risk.

5.2.6 The Parties shall at all times act reasonably and in good faith in relation to all matters that may arise. This mutual commitment includes an obligation on each Party to ensure that the other Party is not unduly prejudiced in respective to the discharging of their contractual obligations.

## **5.3. Science Hub Programme Mission, Aims and Objectives**

5.3.1 The Science Hub Programme is one of the Department for Health’s (DH) Top Priorities.

5.3.2 The Science Hub Programme aims, and objectives are:

a) To maximise the contribution of PHE’s public health science to the UK and globally;

b) To maintain the continuity of and to maximise PHE’s ability to deliver the control of infectious diseases and environmental hazards and to prepare and respond to emergencies;

c) To facilitate the creation of a more cohesive and productive national public health science function (health protection/health improvement/healthcare) that adds more value and better support PHE to delivery its mission;

d) To maximise the translation of public health research for the benefit of the public and UK economy, in partnership with academia and industry;

e) To provide facilities that are fit for purpose from which the critical national public health function currently based at Proton, Colindale and other smaller sites can be sustained for a further 60 years;

f) To retain, attract, and further develop the excellence of public health science experts;

g) To provide facilities that meet or exceed government targets for sustainability, energy and environment; and

h) To provide facilities that promote the wellbeing of staff and visitors.

## **5.4. Benefits of Partnering**

5.4.1 The successful delivery of the Science Hub Programme relies on successful collaboration between the Parties of the Charter in the discharge of their contracts. Though there is no need to achieve ISO 44001 accreditation, the principles apply. The Parties agree to work together to achieve the Science Hub Programme Mission, Aims and Objectives.

5.4.2 Working together, the charter aims to secure the following, non-exhaustive list of objectives:

a) Better co-ordination and integration of the contract services across the Programme;

b) Improved flexibility and innovation, thus producing better and more credible solutions;

c) Vastly improve communication and information-sharing across and between the Parties;

d) More efficient and effective use of resources and seeks solutions that delivers best through life value for money for the Programme;

e) Focus on Supply Chain Collaboration to deliver greater savings and improved value; and

f) Find solutions to reduce or better mitigate Programme risks.

## **5.5. Partnering Duties**

5.5.1 The Parties acknowledges that Partnering is based on behaviours. The Parties agree that they shall at all time adhere to the Collaborative Behaviours set out below when delivering the contracted services. The Partiers shall adhere to the following behaviours:

a) Work at all times within a spirit of co-operation with each other, to ensure the delivery of the Science Hub Programme services to the highest standards;

b) Use reasonable endeavours to understand obligations, goals, expectations, duties and objectives of the other Parties have entered into and how they perform their obligations under their respective contracts;

c) Communicate clearly, effectively and in a timely manner on all matters relating to their contract or that may affect the Programme;

d) Make the most efficient use of resources, and seek to achieve cost-effective savings to the benefit of the Programme aims and objectives; and

e) The Parties will attend Principal and other coordination meetings as required.

## **5.6. Reporting, Issue Resolution and Escalation**

5.6.1 Each Party shall give an early warning to the other Parties of any:

a) Matter that they become aware of that could affect the achievement of any objective or obligation of the Programme or another Party; and

b) Mistake, discrepancy or omission of which either Party becomes aware and offer fair and reasonable solutions where practicable.

5.6.2 Such early warnings should be provided verbally, as soon as practicably possible, followed by a written report detailing the issue and also their performance against the duties set out above.

5.6.3 Where an issue arises between two or more of the Parties they should seek to resolve the differences by discussion and negotiation themselves wherever possible. Where this is not possible, and a matter must be escalated, it should be done so in accordance with the contract terms and conditions.

## **5.7. Remedies**

5.7.1 If in the Customer’s reasonable opinion, the Supplier/Contractor persistently fail to:

a) Assist the Customer in meeting the Programme Mission;

b) Assist the Customer in meeting the Programme Objectives;

c) Assist the Customer in securing the benefits of Partnering;

d) Adhere to the Partnering duties, requirements and KPIs relating to Partnering.

5.7.2 The Customer may require that the Supplier/Contractor attend a review meeting. The Customer will give not less than five (5) Working Days’ notice if this is required. At the Review Meeting, the Supplier/Contractors Principle will be required to detail the remedial actions they will take to prevent any further breach. The Customer may request a Rectification Plan from the support to resolve the issue. Should the issue continue to remain unresolved then this will be managed within the Contract Terms and Conditions with the specific Parties.

Schedule 6 – Terms and Conditions

6. ESPO 664-17 FRAMEWORK CALL OFF TERMS, See the Master Contract Schedule

Schedule 7 – Supplier Solutions

Appendix A – Organisational Structure

Appendix B – CVs

Appendix C – Integration

Appendix D – Cross Project Commissioning

Appendix E – Design Development Process

Appendix F – Test and Commissioning

Appendix G – PTS Contract Environment

Appendix H – Social Values

Schedule 8 – Pricing and Payment

## **8.1 Pricing**

8.1.1 The Appendices A to D – Project Priced Schedule, sets out the price for the delivery of the Services against each of the RIBA Stages as defined in the Duties and Deliverables for the durations in the Project Plans set out in Schedule 2 – Scope of Service.

8.1.2 All prices exclude VAT.

8.1.3 Fixed Prices shall be inclusive of administrative costs, profit, travelling, printing costs and all other disbursements, to include any normal business expenses incurred.

## **8.2 Rates**

8.2.1 Rates shall be inclusive of all travelling and subsistence costs incurred by the consultant.

**Table 1 – Rates**

|  |  |
| --- | --- |
| **Role** | **Daily Rate Ex VAT** |
|  |
| Junior or Graduate Consultant |  |
| Consultant |  |
| Senior Consultant |  |
| Managing Consultant |  |
| Director level Consultant |  |

## **8.3 Payment**

8.2.1 Payments shall be made on the successful performance of the Duties and Deliverables as set out against the Priced Activity Schedule and the Priced Payment Plan at Appendix E.

8.2.2 Payments shall be made through the PHE Purchase to Payment system.

## **8.4 Invoices**

8.4.1 The consultant shall submit an accurate invoice, in accordance with the delivery of services in accordance with the Priced Activity Schedule A to D and Payment Schedule E. Invoices must be copied to the Science Hub Programme Accountant (SciHubFinance@phe.gov.uk) at the same time.

Appendix A – Priced Schedule PR18

Appendix B – Priced Schedule PR19

Appendix C – Priced Schedule PR20

Appendix D – Priced Schedule PR23

Appendix E – Priced Payment Plan

Appendix E to Schedule 8

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 |
| PR18 | £12,100 | £16,300 | £20,850 | £20,850 | £15,350 | £15,350 | £11,200 | £11,200 | £11,200 | £11,200 | £11,200 | £7,450 |
| PR19 | £16,000 | £16,600 | £55,450 | £52,600 | £58,750 | £72,600 | £77,300 | £61,300 | £48,300 | £44,500 | £51,300 | £53,500 |
| PR20 | £6,450 | £6,450 | £17,950 | £17,950 | £15,350 | £13,900 | £13,900 | £8,650 | £9,750 | £4,350 | £4,350 | £5,000 |
| PR23 | £0 | £0 | £18,600 | £17,700 | £35,500 | £33,300 | £33,300 | £33,900 | £52,300 | £52,300 | £51,700 | £21,950 |
| Total | £34,550 | £39,350 | £112,850 | £109,100 | £124,950 | £135,150 | £135,700 | £115,050 | £121,550 | £112,350 | £118,550 | £87,900 |

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| Project | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 |
| PR18 | £7,450 | £3,950 | £3,950 | £7,450 | £3,950 | £3,950 | £7,450 | £3,950 | £5,050 | £6,350 | £3,950 | £5,050 |
| PR19 | £53,500 | £60,800 | £49,000 | £49,000 | £48,300 | £62,800 | £57,900 | £52,500 | £42,300 | £54,700 | £40,450 | £48,150 |
| PR20 | £5,000 | £5,000 | £5,000 | £18,400 | £23,100 | £24,700 | £24,700 | £24,700 | £22,300 | £18,500 | £0 | £0 |
| PR23 | £21,950 | £21,950 | £21,950 | £21,950 | £21,950 | £21,950 | £24,150 | £24,150 | £24,150 | £27,450 | £28,100 | £22,600 |
| Total | £87,900 | £91,700 | £79,900 | £96,800 | £97,300 | £113,400 | £114,200 | £105,300 | £93,800 | £107,000 | £72,500 | £75,800 |

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| Project | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
| PR18 | £6,350 | £3,950 | £3,950 | £7,450 | £3,950 | £3,950 | £7,450 | £3,950 | £3,950 | £7,450 | £3,950 | £3,950 | £7,450 |
| PR19 | £47,550 | £44,250 | £42,050 | £38,050 | £35,850 | £38,950 | £44,650 | £33,350 | £38,850 | £44,350 | £44,350 | £44,350 | £70,150 |
| PR20 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| PR23 | £23,400 | £25,600 | £25,600 | £25,600 | £25,600 | £25,600 | £25,600 | £25,600 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 |
| Total | £77,300 | £73,800 | £71,600 | £71,100 | £65,400 | £68,500 | £77,700 | £62,900 | £66,200 | £75,200 | £71,700 | £71,700 | £101,000 |

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| Project | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 |
| PR18 | £7,450 | £3,950 | £3,950 | £7,450 | £3,950 | £3,950 | £7,450 | £3,950 | £3,950 | £7,450 | £3,950 | £3,950 | £7,450 |
| PR19 | £70,150 | £70,150 | £75,750 | £75,750 | £76,850 | £76,850 | £74,650 | £74,650 | £73,550 | £82,950 | £82,950 | £82,950 | £82,950 |
| PR20 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| PR23 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 | £23,400 |
| Total | £101,000 | £97,500 | £103,100 | £106,600 | £104,200 | £104,200 | £105,500 | £102,000 | £100,900 | £113,800 | £110,300 | £110,300 | £113,800 |

Schedule 9 – Supplier and Contract management

## **9.1 Introductions**

9.1.1 The following section, sets out PHE’s proposed contract performance and monitoring expectations, consisting of:

a) Key Performance Indicators;

b) Supplier Charter; and

c) Reporting Formats.

## **9.2 Scope**

9.2.1 This Section sets out the method by which the Service Providers performance of the Services will be monitored.

Performance will be managed in two, inter-linked ways:

1. at Framework level by the Authority, by the monitoring of performance against KPIs by review of PHE Satisfaction Surveys; and
2. at Contract level by the Customer receiving the Services: on an on-going basis as required by PHE and at the completion of each delivery stage of the Services;

9.2.2 The Contractor shall complete, if so required by PHE, and in conjunction with the PHE, a Post Assignment Review, (PAR), using the Framework Contracting Authority templates or such other format as PHE may require. For long term Contracts, PHE may require periodic completion of PARs to measure ongoing performance. Any such periodic completion will not be more frequent than monthly.

9.2.3 The completed PAR shall be agreed and signed-off by PHE to verify satisfactory completion of the Services or identify any performance issues. This PAR process is recognised as best practice by Central Government.

## **9.3 Principles**

9.3.1 The objectives of this are to:

a) ensure that the Services are delivered to a consistent quality standard that meet the requirements of PHE; and

b) incentivise the Service Provider to meet the Service Levels and to remedy any failure to meet the Service Levels expeditiously.

## **9.4 Key Performance Indicators**

9.4.1 The Contractor shall measure the performance of each and every Service provided pursuant to this Contract using an agreed Contractor monthly progress report or such other format as the Customer may require. The Contractor shall report this to PHE, within four (4) working days following the end of each month period. The Employer and Contractor shall review the outcomes of the progress performance and agree any arising actions.

9.4.2 The Contractor shall achieve the required level of performance against the Key Performance Indicators (KPIs) as set out in Appendix A to this Schedule. If there is a failure to achieve this measure the Contractor must provide a resolution plan setting out how it intends to restore the required level of performance.

9.4.3 The Employer, as part of the Supplier and Contract Management monitoring and control, will be instigating and utilising Key Performance Indicators (KPIs), as part of this PSC.

9.4.4 The format of the KPIs will be based on the Employer reviewing and recording on a regular basis the performance of the Contractor, against a series of predetermined metrics.

9.4.5 The proposed KPIs are based on recording the Suppliers performance against time, cost and quality, in respect of duties and deliverables, management of key tasks, collaboration and values.

## **9.5 Supplier Charter**

9.5.1 The Employer requires the successful Bidder to comply with the terms of the PHE Supplier Charter and support the PHE Supplier Management Programme.

9.5.2 Details of the PHE Supplier Charter are contained in Appendix B.

## **9.6 Reporting Formats**

In addition to the standard PHE Programme project governance reporting procedures, the Contractor shall complete a Supplier monthly progress report, as per the template contained in Appendix C.

Appendix A - KPIs

Appendix B – PHE Supplier Charter

Appendix C – Supplier Monthly Progress Report