

Schedule 6 - Call-Off Contract

Framework Agreement: GLA 80868 - Architecture, Design & Urbanism Panel
Lot: 5 Architecture – Commercial, Workspace, Health, Education, and Civic Buildings

Outline Agreement: [REDACTED]

Call-Off Contract Number: GLA 80868 / Task 1026 – Office Configuration Support

THIS CALL-OFF CONTRACT is made the day of October 2019

BETWEEN:

- (1) The Greater London Authority whose principal office is at City Hall, The Queen's Walk, London, SE1 2AA ("**the Contracting Authority**").
- (2) Architecture00 Ltd, a company registered in England and Wales (Company Registration Number 05499156 whose registered office is at Raleigh House 14c Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire, United Kingdom, PE27 5JL ("**the Service Provider**").

RECITALS:

- A. The Contracting Authority and the Service Provider entered into an agreement dated 27 March 2018 which sets out the framework for the Service Provider to provide certain Services to the Authority ("**the Agreement**").
- B. The Authority wishes the Service Provider to provide the specific Services described in this Call-Off Contract pursuant to the terms of the Agreement and this Call-Off Contract and the Service Provider has agreed to provide such Services on those terms and conditions set out in the Call-Off Contract.

THE PARTIES AGREE THAT:

1. CALL-OFF CONTRACT

- 1.1 The terms and conditions of the Agreement shall be incorporated into this Call-Off Contract.
- 1.2 In this Call-Off Contract the words and expressions defined in the Agreement shall, except where the context requires otherwise, have the meanings given in the Agreement. In this Call-Off Contract references to Attachments are, unless otherwise provided, references to attachments of this Call-Off Contract.

2. SERVICES

- 2.1 The Services to be performed by the Service Provider pursuant to this Call-Off Contract are set out in Attachment 1.
- 2.2 The Service Provider acknowledges that it has been supplied with sufficient information about the Agreement and the Services to be provided and that it has made all appropriate and necessary enquiries to enable it to perform the Services

under this Call-Off Contract. The Service Provider shall neither be entitled to any additional payment nor excused from any obligation or liability under this Call-Off Contract or the Agreement due to any misinterpretation or misunderstanding by the Service Provider of any fact relating to the Services to be provided. The Service Provider shall promptly bring to the attention of the Call-Off Co-ordinator any matter that is not adequately specified or defined in the Call-Off Contract or any other relevant document.

- 2.3 The timetable for any Services to be provided by the Service Provider and the corresponding Milestones (if any) and Project Plan (if any) are set out in Attachment 1. The Service Provider must provide the Services in respect of this Call-Off Contract in accordance with such timing and the Service Provider must pay liquidated damages in accordance with the Agreement of such an amount as may be specified in Attachment 1. The Service Provider shall be liable for the ongoing costs of providing Services in order to meet a Milestone.
- 2.4 The Service Provider acknowledges and agrees that as at the commencement date of this Call-Off Contract it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services provided to the Authority under this Call-Off Contract.

3. CALL-OFF TERM

This Call-Off Contract commences on the date of this Call-Off Contract or such other date as may be specified in Attachment 1 and subject to Clause 4.2 of the Agreement, shall continue in force for the Call-Off Term stated in Attachment 1 unless terminated earlier in whole or in part in accordance with the Agreement.

4. CHARGES

Attachment 2 specifies the Charges payable in respect of the Services provided under this Call-Off Contract. The Charges shall not increase during the duration of this Call-Off Contract unless varied in accordance with the Agreement. The Service Provider shall submit invoices in accordance with the Agreement and the Charges shall be paid in accordance with the Agreement.

5. CALL-OFF CO-ORDINATOR AND KEY PERSONNEL

The Authority's Call-Off Co-ordinator in respect of this Call-Off Contract is named in Attachment 1 and the Service Provider's Key Personnel in respect of this Call-Off Contract are named in Attachment 2.

6. LIABILITY

For this Call-off Contract, the Service Provider's liability shall be limited to £1,000,000. This limit does not exclude or limit the Service Providers liability for:

- Death or personal injury;
- Fraud or fraudulent misrepresentation; or
- any other liability which, by law, it cannot exclude or limit.

7. THE DOCUMENTS FORMING THE CALL OFF CONTRACT ARE

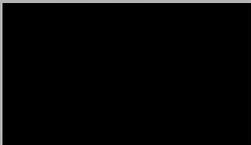
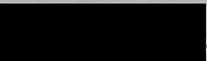
- this Call-Off Contract duly executed by the Parties;

- Call-Off Contract Attachment 1
- Call-Off Contract Attachment 2;

This Call-Off Contract has been signed by duly authorised representatives of each of the Parties.

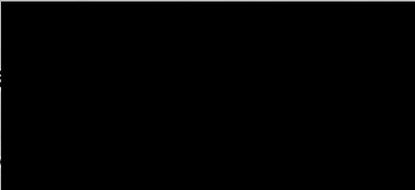
SIGNED

For and on behalf of [the Service Provider]


Signature: _____
Name:  _____
Title: Director _____
Date: 25th October 2019 _____

SIGNED

For and on behalf of [the Authority]


Signature: _____
Name: _____
Title: CHIEF OFFICER _____
Date: 15 NOVEMBER 2019 _____

Attachment 1

Services to be provided

1. Services to be provided

Office configuration support. The resulting contract will provide the GLA with specialist expertise to successfully roll out its Transformation Programme which is organised into three workstreams: talent attraction, management, diversity and inclusion; new ways of working; and shared services.

The office configuration support is part of the new ways of working workstream and will design and draw up plans for a new office configuration to promote flexible working, collaborative working spaces and improve the utilisation of the office space in line with technology upgrades and the smart working policy. The designs will incorporate data from the capacity analysis and the desk signposting technology and will also be cost-effective and re-use or re-purpose existing office furniture where possible.

A full Specification of the Services required is included within Appendix 1.

2. Contract Duration

Contract Commencement date: 1st November 2019

Call-Off Contract Term: 1 year the contract shall terminate on 30th September 2020.

3. Invoices

The Service Provider is to submit invoices 4 weekly in arrears.

Invoices to be sent via email, in pdf format, to:

[REDACTED]

All invoices must have TfL Contract Reference Number, SAP Purchase Order number, Consultant's name and address, a separate calculation of VAT and a brief description of the Services provided.

Invoices to be addressed to:

Greater London Authority
Accounts Payable
14 Pier Walk, North Greenwich, London, SE1 0ES

4. Call-Off Co-ordinators

The Authority's Contract Manager is:

[REDACTED]

[Redacted]

The Authority's Procurement Manager is:

[Redacted]

The Service Provider Contract Manager is:

[Redacted]

Attachment 2

Service Provider's Proposal

1. Proposed Solution

Service Provider to provide the services as per their proposal included as Appendix2

2. Charges

The tendered total of the price is fixed at £34,140.00 and shall not exceed this amount.

TfL will not reimburse any additional costs for time, input, resource or other without prior written consent from TfL's employing manager.

See Appendix 3 for full breakdown of Charges.

3. Key Personnel

The Services Provider's Key Persons are:



Appendix 1

Specification

Attachment 4

Specification Office Configuration Support

Internal Reference Number: GLA 80868 / TASK 1026

28 October 2019

Transport for London
55 Broadway
London
SW1H 0BD

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1. ORGANISATIONAL OVERVIEW

- 1.1 The Greater London Authority is carrying out a tender for office configuration support. The resulting contract will provide the GLA with specialist expertise to successfully roll out its Transformation Programme which is organised into three workstreams: talent attraction, management, diversity and inclusion; new ways of working; and shared services.
- 1.2 The office configuration support is part of the new ways of working workstream and will design and draw up plans for a new office configuration to promote flexible working, collaborative working spaces and improve the utilisation of the office space in line with technology upgrades and the smart working policy. The designs will incorporate data from the capacity analysis and the desk signposting technology and will also be cost-effective and re-use or re-purpose existing office furniture where possible.
- 1.3 The Greater London Authority
(establishment approx. 1100 people)
The GLA is the strategic citywide government for London. It is made up of a directly elected Mayor of London and a separately elected London Assembly. There are around 1100 staff to help the Mayor and Assembly in their duties. The GLA's main areas of responsibility are: transport, policing, fire & emergency planning, economic development, planning, culture, housing, environment and health. The majority of job roles are policy, strategy, project management, managerial and professional roles, with a fair percentage of business support roles.
- 1.4 This work will be managed by the Facilities Management Team at the Greater London Authority. The initiative is sponsored by the Chief Officer. The Head of Facilities Management GLA is accountable for delivery and contract management. A GLA Project Manager (or appointed workplace specialist consultant), will manage the project and be responsible for managing the contractors on a day to day basis. The work will be required to support and inform the Transformation Programme Board which will be set up to oversee the workstream.

2. INTRODUCTION

- 2.1.1 The GLA is a very different organisation to the one envisaged when the GLA started life in 2000. The growth in staffing over time is perhaps the most tangible sign of change. This growth has partially been driven by a significant broadening of the GLA's responsibilities over time. The focus of the organisation has shifted from entirely strategic to a mixture of strategic and delivery roles – the responsibilities for housing delivery added in 2012 and those that are coming with the devolution of adult skills this year are two examples of moves into delivery. The range of professional skills needed in the GLA's workforce has also broadened significantly over time.

2.1.2 The Mayor aspires for the GLA to be an exemplar employer, leading by example, and maximising the opportunities across the GLA Group for efficiencies by sharing additional services where there is value in doing so. Delivering the aspiration for the GLA to be an exemplar employer needs greater focus from senior officers and an acceleration of pace now, specifically to:

- **Recruit and retain a workforce that better reflects London's diversity,** including at senior levels based on a targeted talent management approach;
- Reduce pay gaps between different groups further so that they are not statistically significant; and
- Create an open and inclusive culture and make sure that the GLA remains a great place to work.

2.1.3 **To support the GLA's aspiration, the GLA will introduce smart working** and streamline the building use as opposed to renting additional space which would be costly and not solve the underlying problems.

2.1.4 Further formal analysis will be commissioned to establish what the maximum capacity in City Hall in terms of statutory compliance with air volume, fire strategy and toilet capacity, alongside a capacity audit for our leased space in Union Street. This will ensure that we have a clear view of our capacity limitations and to ensure we continue to comply with all relevant statutory obligations in this regard.

2.1.5 To alleviate the capacity issues a system will be installed to signpost staff to the free desks across the building which will manage the desk capacity more efficiently and reduce the time staff spend administering hot desk processes or looking for a desk.

2.1.6 The right tools and environment will be required to support smart working, team collaboration and individual working, and changes and updates are needed to upgrade the GLA facilities and office space.

2.1.7 Additionally, staff will be equipped with the technology changes and **upgrades. The proposal is to upgrade or issue standard 'kit' of Microsoft Surface Pro laptops and Apple iPhones** for all staff (other than those in posts with no flexibility in terms of hours/location, or with specialist requirements, for example graphic design). This will enable them to work collaboratively, flexibly and remotely, both within the office, outside of the office and at external meetings.

2.1.8 Along with the roll out of new kit and to support smart working, standard meeting room technology will need to be installed, compatible with Surface Pros, allowing staff and others joining meetings virtually to do so in an effective way. Technology will be trialled in limited locations initially, but eventually these devices need to be provided throughout

2.2.5 In order to deliver the project the successful contractor will be expected to:

- Hold workshops, focus groups and other consultation sessions to establish requirements in order to:
 - Specify and design a statutory compliant physical workspace which fits the values and culture of the GLA
 - Implement physical changes to the workspace to achieve the design
 - Specify and design a statutory compliant and practical office layout which fits the values and culture of the GLA
 - Specify, procure and install a statutory compliant office and meeting room furniture which fits the values and culture of the GLA
- Consult and seek formal permissions to alter from the landlord, Fire Authority and other relevant bodies, e.g. building control.

3 SCOPE

3.1 General Requirement

3.1.1 The GLA is procuring external professionals/experts who can work collaboratively with the GLA to deliver the new ways of working workstream.

3.1.2 The GLA require consultants to provide a joined-up approach to create an effective workplace experience for GLA staff that supports their transition to smart working.

3.1.3 The consultant will provide designs and office space plans, in Auto CAD and PDF format, for City Hall and the ground floor of the Union Street office.

3.1.4 All furniture solutions must be inclusive, comfortable and practical for all members of staff.

3.1.5 The work must include full project management as the GLA does not have the resources to undertake the project management for the above work.

3.1.6 The consultant will work with the GLA Transformation team to ensure that the workplace infrastructure (technology, spaces, building services, workplace practices, skills) are aligned to achieve the programme goals and create a smart working culture that supports staff to work effectively.

4 DELIVERABLES / MILESTONES –

4.1 The following are the key planned milestones for the initiative:

Activity	Timeline
Issue Contract	Week commencing 23 rd September 2019
Mobilisation and commence contract	Week commencing 30 th September 2019
Kick off activity with participating GLA Group Leads	Week commencing 30 th September 2019
Design & Office space plans drafted	30 th September – 27 th October 2019
Sign off & Project Closure	31 st October 2019

- 5 SERVICE LEVEL AGREEMENTS (SLAS)/KEY PERFORMANCE INDICATORS (KPI S)
- 5.1 An agreed delivery timeline and project documentation will be required. Once this is baselined, change control will be implemented to manage any deviation from this.
- 5.2 Weekly updates on progress will be provided to the GLA Project Manager for reporting to the Working Group.

Appendix 2

Service Provider's Proposal

GLA 80868/Task
1026
Office
Configuration
Support

BidSubmission

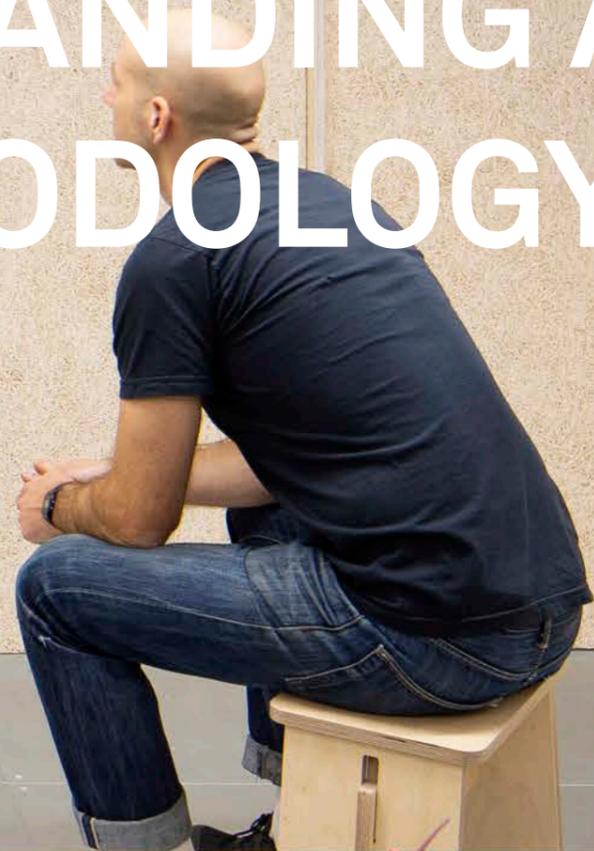
September 2019



Topty Righty
 Bottom
 TUESDAY 7th MAY = NEXT HATTIE DAY ☺
 Plants watered 18/04
 office dog, Hattie
 Should Hattie come
 back to see us again?
 Yes / No *surely some mistake!*
 Like
 ridge cake
 cinnamon
 OTHER DOGS WHO NEED TO VISIT:
 THE OFFICE
 1. BRIAN GRIFFIN
 2. SCOOBY
 3. CLIFFORD
 4. SNOOP DOGG
 5. LASSIE
 6. TIMMY
 7. SNOOPY
 8. SHEPHERD
 9. King Kong puppy
 10. Wellard
 11. Dog
 12. dish Tea L
 13. 18
 14. 1. 29

QUESTION 1:

UNDERSTANDING AND METHODOLOGY

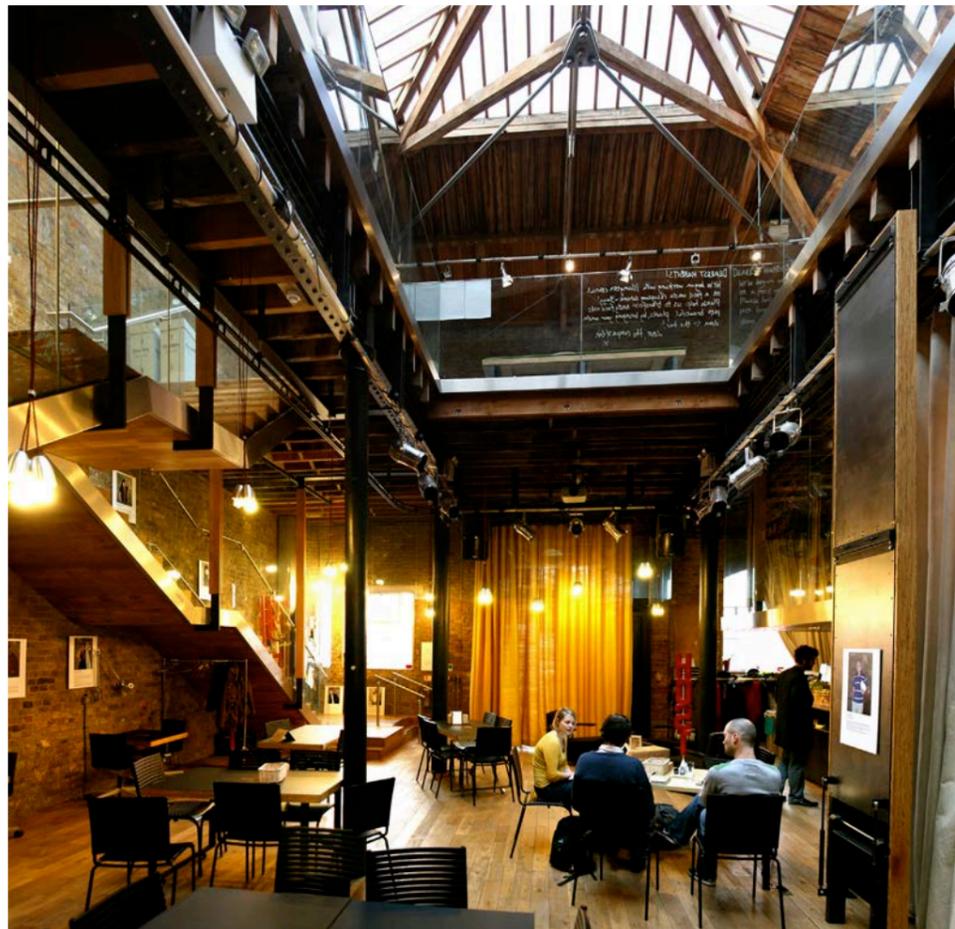


1.0 Understanding and Methodology

General Methodology

We have designed the below methodology in response to the Client's Identified Programme. It seeks to outline both how we would approach the brief, and the scope of what we believe can be delivered. We have also expressed the level of resources we think are required to deliver the scope identified in this methodology. We do, however, also note that there are opportunities both post-tender and also at the inception meeting to review the approach, scope, and programme. As such, we hope we have presented sufficient information in a clear and transparent format to allow any adjustments to be made. Overall, we are confident that we have put forward a team that together has all the skills required to deliver whatever the finalised scope may be.

Given the relatively short programme, we have outlined our methodology based on weekly Activity Schedules (please see programme attached) across a 6 week period - Weeks 0 to 5.



Impact Hub Kings Cross

Week 0 - Information Gathering (Pre-Inception)

To maximise the productivity of the core 4 weeks of the “Design & Office Plans” stage of the Client Programme, we propose using the days between Contract Award and Inception to immediately start gathering baseline information from both GLA, Third Party Consultants e.g. Arup, and through direct observation with visits to both City Hall & Union Street. This will include building plans, capacity studies, technology proposals, and other relevant information. We will also ideally be able to set up baseline plan drawings for design work, as well as key stakeholder contact details and an outline schedule of future meetings, both for discussion and agreement at the Inception Meeting in Week 1.

Week 1 - Review & Concept Solutions

Week 1 will be the formal commencement of the Existing Workspace Review combining desktop review and a walk around all offices – modelling of building capacity, potentially using agile/flexible working practices. This will allow us to see very quickly the scope of change required and the risk in terms of staff change management, programme, cost etc.

We would also aspire to undertake a visioning workshop of circa 2 hours with key stakeholders (business leaders, technology lead, HR, FM) towards the end of the week. This could be complemented by Specialist and Senior Management Interviews (say 2-4no.) as circa 1 hour sessions to allow spatial brief to be fully coordinated with existing and proposed IT systems and devices, HR policies, FM policies/ contracts etc.

Based on the learning from the above, we would be equipped to develop high-level concept solutions for subsequent discussion



Impact Hub Brixton

Week 2 - Overview & Test-Fit Draft Concept Solutions

Week 2 will commence with a Strategic Overview of the Existing Workspace and scope for Future Change. This will help establish the focus for the remainder of the commission. Part of this would include reviewing the high-level concept solutions. Subsequently these can be translated into draft concept layouts for the 2no. Key Floors, as well as being reviewed with Third Party Consultants,

Whilst the programme does not allow for extensive user engagement, we would also seek the opportunity to undertake a User Workshop towards the end of Week 2 with team representatives (cross section of staff from all business teams) to introduce ideas about the modern workplace and what others are doing, e.g. agile working, and seek their views on what this might mean for City Hall, good, bad, missing, etc. This will help to introduce the concept of choosing the right space for the right task and the principle of 'work as what we do rather than where we go'. This workshop will help establish what is important to staff and introduce them to a way of working that meets their current and future expectations.

By the end of Week 2, we hope to be able to agree preferred approach/ settings, develop work styles, consider identifying possible pilot spaces for targeted, strategic interventions.



Addaction

Week 3 – Concept Layouts & Pilots

Starting Week 3, we hope to be able to agree the Strategic Approach to the project and also to have established early ideas about how this is realised, testing both with other Consultants and a sample of Users.

We would then spend the week in earnest developing/revising the emerging Concept Layouts. Which would include proposals for the “Look & Feel” of the workspace. This could potentially involve a further Stakeholder Workshop to explore the key messages and journey touch-points for the new workspace (staff experience, visitor experience etc) and engage on the design direction / look and feel of the new space.

We would also commence the planning of the implementation of some potential “Pilot” interventions e.g. small tactical changes that allow the early introduction and “real-time” testing of ideas.

Week 4 - Finalise Proposals & Reporting

In Week 4, we would start to draw together the learning and proposals of the study with the completion of the Outline Design Layouts for the 2no. Key Floors. This would also include Outline Specifications and Schedules for Proposed Changes including proposals for any new furniture required.

We would also set-out potential delivery options for the proposals, that would need to be in coordination with GLA's procurement team, identifying next steps.

By the end of Week 4, we would also deliver a draft of the Final Report for review and Sign-off.

Week 5 – Conclusions & Review

In Week 5, and perhaps subsequent weeks, we envisage presenting the conclusion of the study to Key Stakeholders, taking on-board any feedback with any minor amendments to the report before officially issuing as “Final”.

We also propose returning to City Hall to Review any learning with the Users from the Pilot interventions.

Post Contract Works inc. Procurement

Post the Completion of the Study, and subject to previously mentioned discussion about wider implementation and procurement, the Team has the capacity to continue to support the Transformation Project across City Hall and Union St with developed design that would support the tender and construction. This clearly depends on the scope and scale of the interventions that the study itself concludes to be appropriate/ necessary.

Additional Support - Workplace Change Management

If the proposals are to be successfully implemented, it will also be important to support staff through this change in working practice and to make sure they have the tools and training they need. Accordingly, our team can provide additional support to GLA's in-house team in the following capacities should they require it:

- Staff communication strategy
- Developing protocols and user guide
- Trouble-shooting during initial occupation
- Establish internal workplace champions to liaise with colleagues and provide induction training to new starters
- Post occupancy evaluation.



Impact Hub Kings Cross





QUESTION 2:
**DELIVERABLES &
PROGRAMME**

2.0 Deliverables & Programme

Understanding the Brief

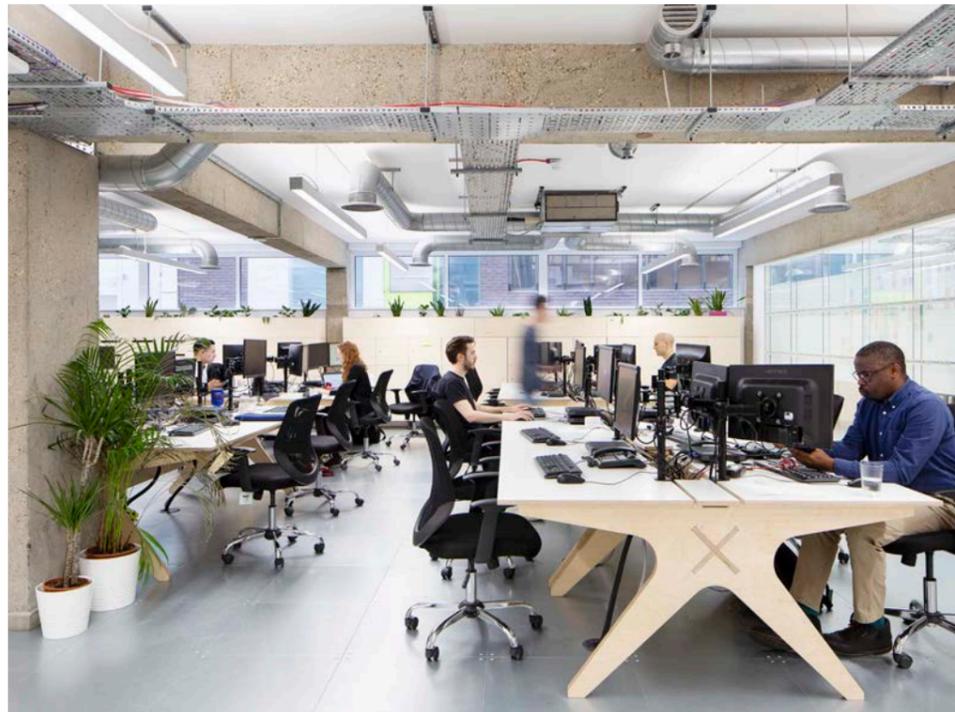
The project site is at City Hall and part of the London Fire Brigade premises on Union Street, both located in Southwark, London.

The overarching aim is for the GLA to be an exemplar employer and support a highly effective workforce of approximately 1100 staff (subject to studies currently being undertaken to ascertain existing building capacities) and will encompass all office space floors but exclude the public spaces, democratic spaces, and tenanted spaces.

The project is to provide office configuration support and assist the GLA with specialist expertise to successfully roll-out its transformation programme.

The GLA have commissioned and will provide the outcome of technical analysis that will establish City Hall's maximum capacity in terms of any statutory compliance, including Vertical Circulation, Fire Strategy and Means of Escape, Toilet Capacity, and Environmental Control, etc... prior to commencement of floor plans.

The GLA have also already commenced the procurement of a Desk Sign-posting technology.



Addaction

As part of the New Ways of Working workstream, the Architecture00 led-team proposed, including Kate McLaren and Fletcher Priest Interiors, will be required initially to review the current use of space at City Hall and Union St, to develop a strategic overview strategy for the workspaces. They will simultaneously develop concepts and layouts for two key floors that promote flexible, collaborative workspaces that improve the utilisation of the space and support smart ways of working to GLA staff. This will be in coordination with other third party studies, including the new IT strategy and a new Desk Sign-posting system.

We have been asked to look at light touch solutions, providing high impact modifications, avoiding significant works to existing cores, services, etc and reutilising as much existing furniture as possible, supplementing this in order to achieve the new working styles.

The building is unique and iconic, but with a number of particular constraints inherent in its architectural design. There are limitations to the vertical circulation, including the inability to use the feature stair that rises through the chamber, and also access within floors themselves. The current space has a restricted depth from core to façade, with sloped glazing and intrusive internal columns. Many meeting rooms, located internally against the core, are often awkward in size and shape, leading to tightness around standard furniture.

In addition to issues around quantum of useable space, there appears to be insufficient types of spaces to support the needs of the staff in their current or anticipated work styles. In addition, the planned technology roll-out will mean that the majority of the population can be mobile sitting anywhere across the floor plate and more widely across the building, which itself will create new demands.

We noted however that some groups are likely to be able to be more mobile while others need to be fixed, although a full study would be advised to look at the mobility strategy for the groups. This assessment, of who is fixed and mobile, would need to be undertaken in a more detailed scope of work post this initial scope, however concepts for how these different groups can be accommodated will be considered.

It was identified that there are key stakeholders that need to be engaged, such as the ability/disability networks within the GLA and its stakeholders. Whilst initial engagement is included, a fuller engagement process would need to be part of an extended scope.

Considering the Scope

We have developed a methodology and a corresponding scope that aligns to the 4 week time frame outlined in the RFP. However, we also note that based on previous experiences of similar transformation projects, investing further time at the beginning into brief development and engaging with Stakeholders and Users can provide more secure foundations and greater certainty at each subsequent stage. We would therefore suggest that if more time was available, a revised scope could be considered that included this.

Whilst accepting that we are not currently party to all preparatory work that may have been undertaken in support of the Transformation Process to date, we would advise that if a longer programme and corresponding budget allowed, a fuller Stage could be undertaken. This would involve further meetings with a wider group of stakeholders and user focus groups, not only to build more engagement in the transformation programme, but also to deliver a more defined brief. Such an exercise would also seek to include a greater exploration of the Culture and Value of the GLA as a workplace. A more strategic overview of the GLA's current and future space needs, incorporating a mobility strategy, and zoning diagrams to establish a whole estate approach to the allocation of spaces. We would anticipate this taking an additional 4-6 weeks, and an additional allowance of circa [REDACTED]



Addaction

00_NW_ADUP5 TASK 1026 - OFFICE CONFIGURATION SUPPORT OUTLINE PROGRAMME, RESOURCES, & FEE

Date	Week
19.Aug.19	0
26.Aug.19	1
2.Sep.19	2
9.Sep.19	3
16.Sep.19	4
23.Sep.19	5
30.Sep.19	6
7.Oct.19	7
14.Oct.19	8
21.Oct.19	9
28.Oct.19	10

CLIENT PROGRAMME

Release of ITT	Event
Site Visit	Event
Return of ITT Responses	Event
Clarification Meeting	Event
Contract Award	Event
Inception Meeting	Event
Design & Office Plans	4 weeks
Sign-off & Project Close	Event

OUTLINE DELIVERY PROGRAMME (Subject to Client Review)

Week 0 - Information Gathering	
Collation of Baseline Information	3 days
Baseline Drawings	3 days
Workspace Visit/Visual Audit	2 days
Meeting Planning	1 day
Week 1 - Review & Concept Solutions	
Inception Meeting - Scope & Priorities & Programme & Deliverables	Event
Baseline Review with Other Consultants	Event
Engagement with Key Users/Stakeholders - 2no.	Event
Develop Draft Concept Solutions (2 Floors)	3 days
Week 2 - Overview & Test-Fit Draft Concept Solutions	
Review Strategic Overview	Event
Review Draft Concept Solutions	Event
Develop Draft Concept Layouts	5 days
Engagement with Third party Consultants	Event
Week 3 - Concept Layouts & Pilots	
Agree Strategic Approach	Event
Review Draft Concept Layouts (inc. with other Consultants)	Event
Revise Concept Layouts	5 days
Plan Implementation of Pilot Layouts	3 days
Week 4 - Finalise Proposals & Reporting	
Conclude Outline Design Layouts	4 days
Conclude Outline Specifications & Schedules	4 days
Next Steps inc. Procurement Strategies	2 days
Review Draft & Sign-off	Event
Week 5 - Conclusions & Review	
Present Conclusions	Event
Review Pilot Layouts	Event

MEETING SCHEDULE (Subject to Client Review)

Project Meetings - 4no.	1	2	3	4
Stakeholder Meetings - 2no.	1	2		
Third Party Consultant Meetings - 2no.		1	2	
Project Presentation - 1no.				1

RESOURCES & FEE

Resource	Rate/Day	Days/Week					Total Days	Total Cost		
Architecture00 - Lead Consultant/Workspace Architect										
Alice Fung, Strategist/Director	£600	1	2	2	2	1.5	0.5	9	£5,400	£16,020
David Saxby, Architect/Director	£600	0.5	1	1	1.5	1.5	0.5	6	£3,600	
Andrea Nolan, Architectural Assistant	£380	2	4	4	4	4	0	18	£7,020	
KMD - Workspace Change Consultant										
Kate McLaren - Consultant	£720	0.5	1	1	0	0	0.5	3	£2,160	£2,160
Fletcher Priest - Workspace Interiors										
Amanda Baldwin, Interior Architect/Partner	£600	0.5	3	3	3	3	1	13.5	£8,100	£15,660
Lucy Priest, Interior Designer	£420	0	4	4	4	4	2	18	£7,560	
Expenses										£300
TOTAL FEE		4.5	15	15	14.5	14	4.5	67.5		£34,140

Notes

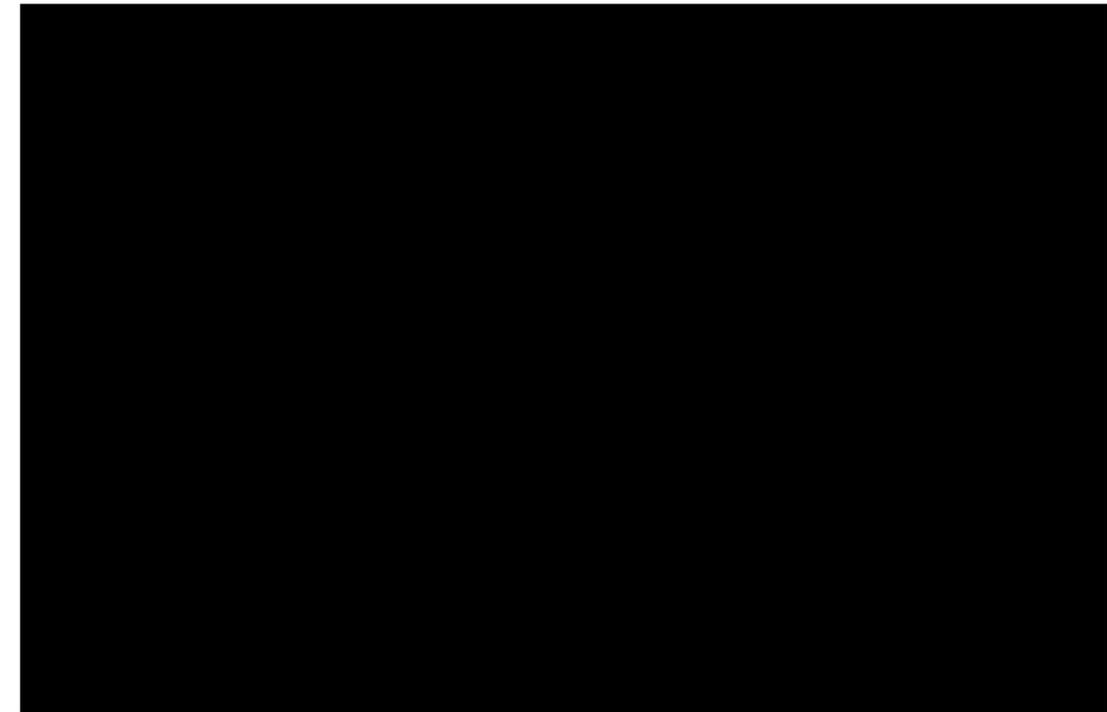
Fee includes all travel to/from Client Offices & to/from Site
 Fee includes 2no.hard copies of all reports and .pdf electronic copy
 Fees includes all subsistence and reasonable postage, telephony, etc
 Fee excludes physical models and third party presentation CGI's
 Fee subject to VAT at Prevailing Rate



QUESTION 3: QUALITY OF RESOURCE

3.0 Quality of Resource

The Team



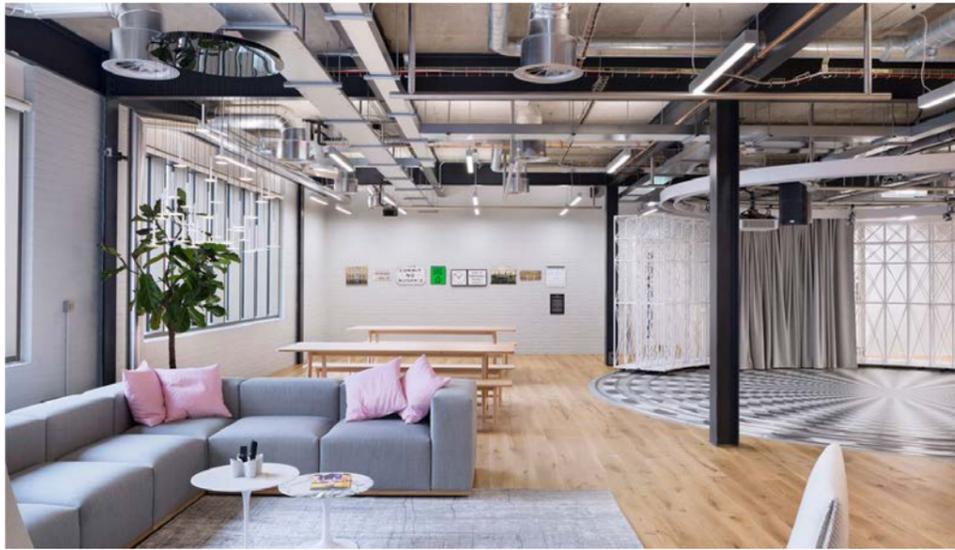
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Ofcom London



52 Great Suffolk Street



52 Great Suffolk Street



52 Great Suffolk Street



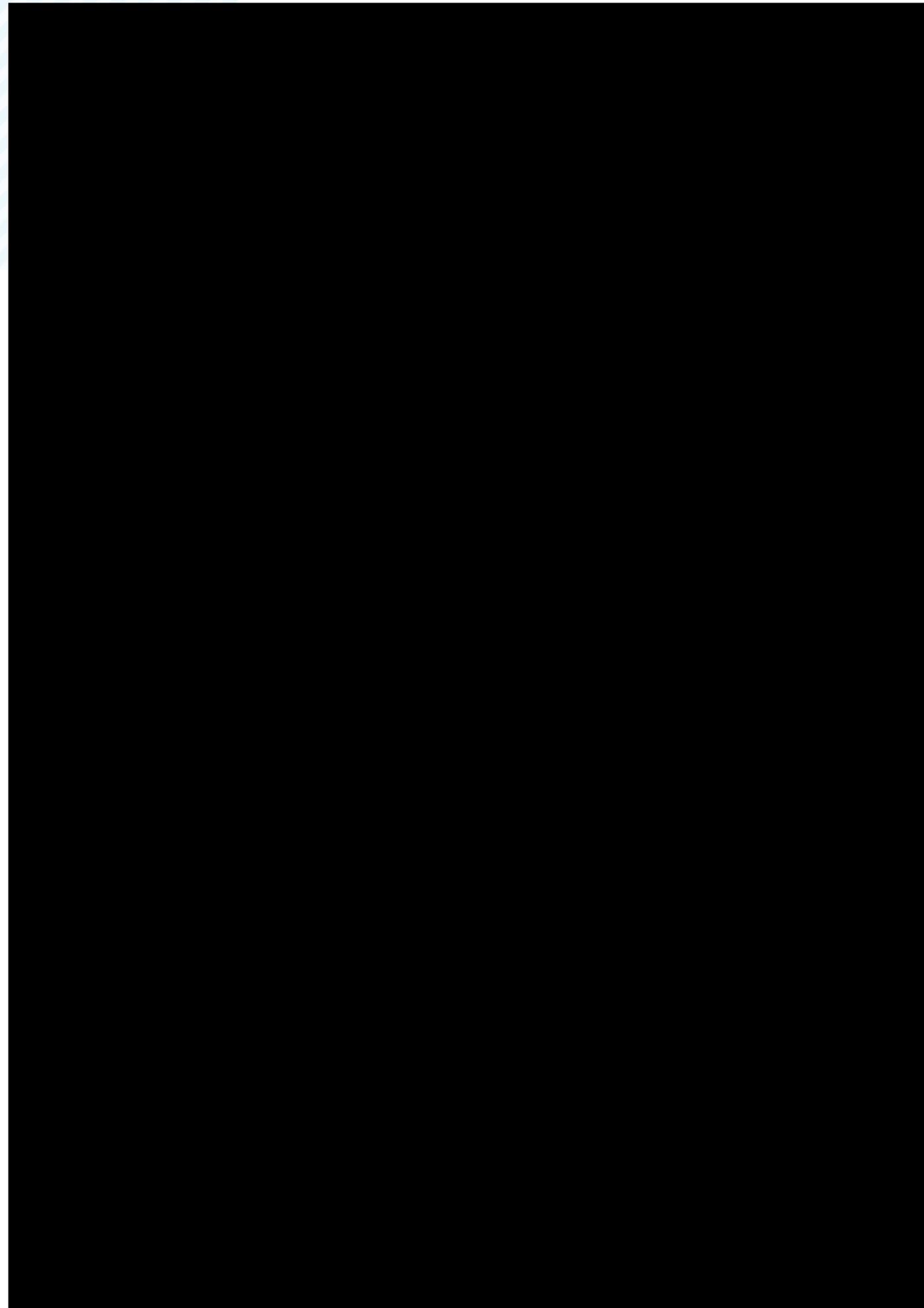


QUESTION 4:

RELEVANT EXPERIENCE

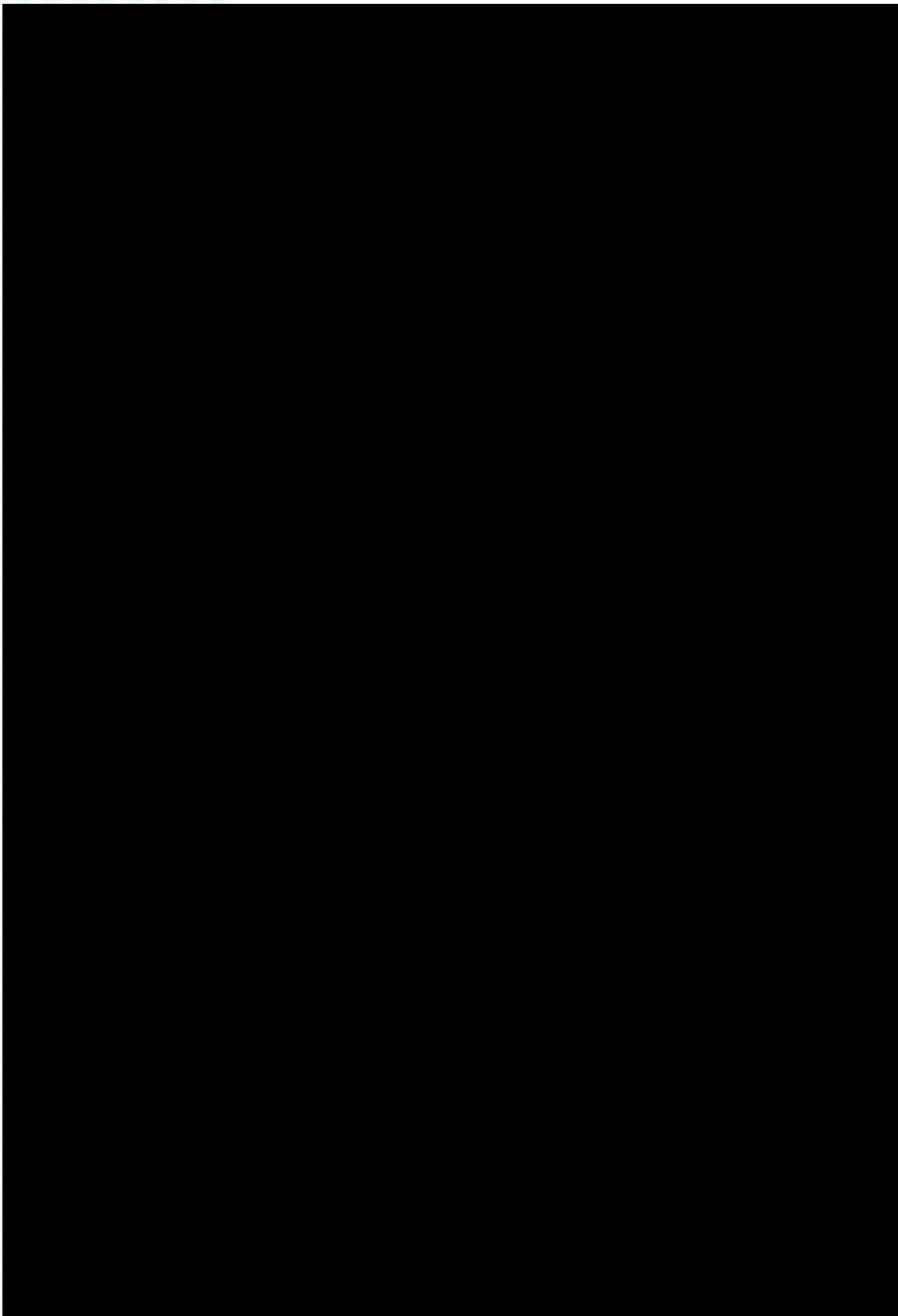
COMMUNITY

4.0 Relevant Experience





APPENDIX
TEAM CV'S



Appendix 3 Pricing Schedule

GLA 80868 / Task 1026 – Office Configuration Support Pricing Schedule							
Bidder	Architecture00 Ltd						
Consultant Name	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Project Role							
Framework Grade							
Framework Maximum							
Proposed Discounted							
Deliverable Description	Days	Days	Days	Days		Days	Total
Workspace Study	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
(see Activity Schedule for detailed breakdown)							[REDACTED]
Total Days	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	£34,140.00
<p>All pricing is based on 8 hours per day and should be inclusive of travel and subsistence charges, no other costs will be paid by</p> <p>The Bidder may provide 1 page supporting document to detail/explain the costs of the deliverables</p>							

Bid Manager's details (for information only):		For info
ORGANISATION	Architecture00 Ltd	
Bid Manager Name:	██████████	
Address:	217 Mare St, London. E8 3QE	
Email address:	██	
Contact Number:	██████████	
FULL acceptance of Terms and Conditions of TfL Framework Agreement - GLA 80868 - ADUP		YES
Personal Service Company Questionnaire		
<p>1 A.1) Are any of the individuals providing their services via a personal service company (typically a limited company with 1 or 2 directors and where some of the individuals providing the services hold more than 5% share in the company) or via a partnership (typically where the individual providing the services is a partner and is entitled (alone or with one or more relatives) to 60% or more of the profits? YES/NO</p> <p>1 A.2) Do you have less than 20 employees? YES/NO</p> <p>1 B) If you have answered YES to both '1 A.1' and '1 A.2', please confirm that should you be awarded the contract to deliver this requirement you agree to undertake an employment status assessment and to accept the GLA/TfL's decision to alter the engagement route if the arrangement falls within IR35 Intermediaries Legislation. YES/NO</p>		Q1A1 - NO Q1A2 - NO Q1B - N/A
<p>2. Please confirm that should you engage personal service companies or partnerships to deliver the Services you are expressing an interest in, you will inform GLA that this is the case and co-operate with GLA in relation to any questions raised to identify whether the Intermediaries Legislation applies; and if GLA confirms that it does, you will make all relevant deductions in accordance with Chapter 10 Part 2 ITEPA 2003. YES/NO</p>		YES