



**The Coal
Authority**



INVESTOR IN PEOPLE

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14th May 2015

[REDACTED]
Atkins Limited
The Axis
10 Holliday Street
Birmingham
B1 1TF

Remediation Feasibility Study for Killhope (Park Level)

CONTRACT REF: CA18/2311/PSC INSTRUCTION No: 173

DESCRIPTION OF WORKS:

A feasibility study is required to evaluate options to capture, transfer, treat and discharge mine water at Killhope (Park Level), County Durham. The study should confirm whether there is a viable treatment option for the discharge, highlight any constraints to taking the scheme forward, and recommend the option to take through to outline design stage for agreement by the Coal Authority.

Refer to the project scope for a more detailed description of works.

You are hereby instructed in accordance with the conditions of contract and Term Contract CA18/2311 General Engineering to carry out the under mentioned services:

- To undertake services in accordance with CA18/2311/500_001 Project Scope General Engineering Contract for Remediation Feasibility Study of Killhope Park Level, Version 1, dated February 2015

Price

The services will be undertaken at the agreed contract rates, with prices as provided in your *Killhope Park Level Treatment Scheme Feasibility Study Cost Estimate (Rev. 02 DRAFT)* attached to the Proposal. These prices are summarised in Table 1. The figures contained therein are ceiling figures and must not be exceeded without the prior written approval of the Employer.



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Table 1

Task	Total
F1 Start-up meeting	-
F2 Site Visit	
F3 Stakeholder Communication Plan	
F4 Review of previous studies & background information	
F5 Appraisal of Remedial Options	
F6 Sampling and Monitoring	
F7 Ground Investigation	
F8 Environmental and Ecological Desk Studies	
F9 Utilities and Services	
F10 Health and Safety	
F11 Risk Register	
F12/13 Report	
F14 Review Meeting	
F15 Final Feasibility Report	
F16 Project Management	
Total	£41,498.20

Before any expenditure is incurred over and above that detailed in Table 1, approval must be sought from the Employer. Approval to purchase any extraordinary equipment must be obtained from the Employer prior to purchase.

The Consultant should prepare forecasts of the total time charges and expenses for the services at intervals no longer than 4 weeks.

Programme

The above Services shall commence on the date of this instruction given and shall be undertaken in line with Table 2 and completed by 30th September 2015.

Table 2

Description	Latest Submission Date
Stakeholder Communications Plan	3 weeks after appointment
Draft Feasibility Report	12 weeks after appointment
Review Meeting	2 weeks after submission of draft feasibility report.
Final Feasibility Report	2 weeks after Review Meeting



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Supervising Officer

The Supervising Officer for these works shall be [REDACTED] Project Manager who can be contacted using the details at the top of this letter.

Contract

The Services/Works will be carried out in accordance with the conditions set out in Contract CA18/2311 General Engineering.

Invoices

Your invoices (single copy only) must be based on the contract rates/prices and must bear the following information:

- Contract reference: CA/18/2311/PSC/Instr173
- Cost Centre: 338
- Account Code:39523
- Capex Code : (N/A)
- Site Code: 500

Your invoice must be submitted to the Authority's Finance Department at the above address and made out for payment by The Coal Authority.

Any VAT that may be chargeable on the goods and services included on the invoice must be clearly identified.

Failure to comply with any of the above requirements may result in a delay in effecting payment.

Regards

[REDACTED]

[REDACTED]

Principal Project Manager

cc : Procurement [REDACTED]

