

NEC4 Contract Tool

This tool is used to create standard Contract Documents using pre-determined parameters

When started you will see the following tabs

Start-up

1. Supplier Guidance
2. Data Part 2 (input)
3. Cover Sheet
4. Data Part 1
5. CD for X
6. Data Part 2
7. Contract Execution

PART 1

1. Data Part 2 (input)

There are multiple sections to complete

You can only fill in sections in yellow;



If you want to change any section in the yellow boxes, just overwrite the entries

If you press the 'Clear Data Part 2' button you will be prompted to confirm this action

Once you have completed all your sections save the document and return this to the Client

Guidance

Contract

Contract (format ENVXXXXXXXX)

Contract

Contract is formed and uploaded. The CSO/BSO

obtain from your DGC colleague

shown in the contract (Contract selection

shown in the contract

person role included in the Contract who
Contract

organisation who will have view access on
Contract

person role included in the Contract who
Contract

Contract organisation who will enter the
Contract, but do not manage the contract

Contract organisation who will have view access
Contract

person role included in the Contract
ContractDraft

organisation who will have view access on
Contract

person role included in the Contract who will
on FastDraft

person role included in the Contract who will
on FastDraft

Contractor's organisation who will enter the
Contract, but do not manage the contract

Contractor's organisation who will have view
Contract

Contract Framework in the contract

Contract

Contract EA Project Manager (Data Part 1 (input))

Contract Supplier in the contract

Contract the Contractor Manager above

Contract total of the Prices. Option E the Forecast

Contract
Construction, Other)

Contract number for the contracts linked that

Contract - must be the date included in the

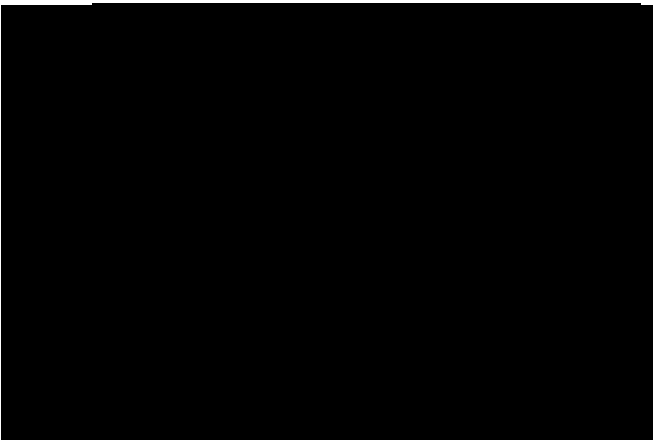
Contract - must be the date included in the

Contract if option X5 has been used

Contract If Section 6 of Contract Data Part 1

1 General
The Consultant is
Mott Macdonald Limited

Name and address etc. of Consultant



Email address for communications

Enter email address

The fee percentage is

Insert relevant framework tendered fee percentage

Name (1)
Job
Responsibilities
Qualifications
Experience

Name the key persons to be working on the contract

Name (2)
Job
Responsibilities
Qualifications
Experience

Insert name
Insert job
Insert responsibilities
Insert qualifications
Insert experience

Name (3)
Job
Responsibilities
Qualifications
Experience

Insert name
Insert job
Insert responsibilities
Insert qualifications
Insert experience

Name (4)
Job
Responsibilities
Qualifications
Experience

Insert name
Insert job
Insert responsibilities
Insert qualifications
Insert experience

Name (5)
Job
Responsibilities
Qualifications
Experience

Insert name
Insert job
Insert responsibilities
Insert qualifications
Insert experience

Name (6)
Job
Responsibilities
Qualifications
Experience

Insert name
Insert job
Insert responsibilities
Insert qualifications
Insert experience

Name (7)
Job
Responsibilities
Qualifications
Experience

The following matters will be included in the Early Warning Register;

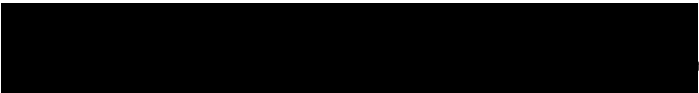
These are items which could affect the total of the Prices or delay Completion, which are known about at the time of completing this Contract Data

No allowance has been made for expenses. As and when travel is possible to Addington we will include under a change control.
Insert details
Insert details
Insert details
Insert details
Insert details
Insert details
Insert details

3 Time

n/a The programme Identified in the Contract Data is;

This is optional and is inserted if a programme is being initially provided



Total Defined Cost plus the Fee

Resolving and avoiding disputes

The Senior Representatives of the Consultant are

Name (1)

address Line 1
address Line 2
address Line 3
address Line 4
address Line 5
address Line 6

Enter postal address

Email address for communications

Enter email address

Name (2)

address Line 1
address Line 2
address Line 3
address Line 4
address Line 5
address Line 6

Enter postal address

Email address for communications

Enter email address

X10: Information modelling;

The information execution plan identified in the Contract Data is;
n/a If an information execution plan is to be identified in the Contract Data

X10 is always used



Framework: Client Support Framework
Supplier: [Redacted] onald Limited
Company Number: [Redacted]
Geographical Area: National
Project Name: KSL PSO and APT Secondments (Lot 1)
Project Number: ENV10002741
Contract Type: Professional Service Contract
Option: Option E
Contract Number: 29415e

Revision	Status		Originator		Reviewer		Date

PROFESSIONAL SERVICE CONTRACT - Under the Client Support Framework
CONTRACT DATA

Project Name KSL PSO and APT Secondments (Lot 1)

Project Number ENV10002741

This contract is made on 18 June 2020
between the Client and the Consultant

- This contract is made pursuant to the Framework Agreement (the "Agreement") dated 02nd day of July 2019 between the Client and the Consultant in relation to the Client Support Framework. The entire Agreement and the following schedules are incorporated into this contract by reference
- Schedules 1 through to 14 inclusive of the Framework schedules are relied upon within this contract.
- The following documents are incorporated into this contract by reference
Area Based Secondments, KSL and SSD Area Secondments SE Hub Scope May 20 v3
South East Delivery Hub

Part One - Data provided by the Client
Statements given in
all Contracts

1 General The conditions of contract are the core clauses and the clauses for the following main Option, the Option for resolving and avoiding disputes and secondary Options of the NEC4 Professional Service Contract June 2017.

Main
Option

Option E

Option for resolving and
avoiding disputes

W2

Secondary Options

X2: Changes in the law

X8: Undertakings to Others

X9: Transfer of rights

X10: Information modelling

X11: Termination by the Client

X18: Limitation of liability

Y(UK)2: The Housing Grants, Construction and Regeneration Act 1996

Y(UK)3: The Contracts (Rights of Third Parties) Act 1999

Z: Additional conditions of contract

The service is Provision of upto 7 seconded staff to support APT or PSO roles in KSL and SSD in relation to the additional FCRM funded projects in 2020/21.

The Client is

Address for communications

Address for electronic commun

The Service Manager is

Address for communications

Address for electronic commun

The Scope is in
Area Secondment SE Hub Scope May 20 v3

The language of the contract is English

The law of the contract is
the law of England and Wales, subject to the jurisdiction of the courts of England and Wales

The period for reply is 2 weeks

The period for retention is 6 years following Completion or earlier termination

The following matters will be included in the Early Warning Register

Early warning meetings are to be held at intervals no longer than 2 weeks

2 The Consultant's main responsibilities

The key dates and conditions to be met are

condition to be met	key date
'none set'	'none set'
'none set'	'none set'
'none set'	'none set'

The Consultant prepares forecasts of the total Defined Cost plus Fee and expenses at intervals no longer than 4 weeks

3 Time

The starting date is 22 June 2020

The Client provides access to the following persons, places and things

access	access date
ASite	22 June 2020
SharePoint	22 June 2020
Client Offices	TBC

The Consultant submits revised programmes at intervals no longer than 4 weeks

The completion date for the whole of the service is 31 March 2021

The period after the Contract Date within which the Consultant is to submit a first programme for acceptance is 4 weeks

4 Quality management

The period after the Contract Date within which the Consultant is to submit a quality policy statement and quality plan is 4 weeks

The period between Completion of the whole of the service and the defects date is 26 weeks

5 Payment

The currency of the contract is the £ sterling

The assessment interval is Monthly

The expenses stated by the Client are as stated in Schedule 6.

The interest rate is 2.00% per annum (not less than 2) above the Base rate of the Bank of England

The locations for which the Consultant provides a charge for the cost of support people and office overhead are All UK Offices

The exchange rates are those published in on

6 Compensation events

These are additional compensation events

- Magaging and mitigating the impact of Covid 19 and working in accordance with Public Health England guidance, as may vary from time to time, until 30 June 2020.
1. 'not used'
 2. 'not used'
 3. 'not used'
 4. 'not used'
 5. 'not used'

8 Liabilities and insurance

These are additional Client's liabilities

1. 'not used'

2. [REDACTED]
3. [REDACTED]

[REDACTED] cover and the periods for which the Consultant maintains insurance are

[REDACTED]

Loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the Consultant) arising from or in connection with the Consultant Providing the Service

[REDACTED]

[REDACTED]

The Consultant's total liability to the Client for all matters arising under or in connection with the contract, other than the excluded matters is limited to

[REDACTED]

Resolving and avoiding disputes

The tribunal is [REDACTED] litigation in the courts

The Adjudicator is [REDACTED] 'to be confirmed'

Address for communications [REDACTED] 'to be confirmed'

Address for electronic communications ['to be confirmed'](#)

The Adjudicator nominating body is The Institution of Civil Engineers

Z Clauses

Z1 Disputes

Delete existing clause W2.1

Z2 Prevention

The text of clause 18 Prevention is deleted.

Delete the text of clause 60.1(12) and replace with:

The service is affected by any of the following events

- War, civil war, rebellion, revolution, insurrection, military or usurped power;
- Strikes, riots and civil commotion not confined to the employees of the Consultant and sub consultants,
- Ionising radiation or radioactive contamination from nuclear fuel or nuclear waste resulting from the combustion of nuclear fuel,
- Radioactive, toxic, explosive or other hazardous properties of an explosive nuclear device,
- Natural disaster,
- Fire and explosion,
- Impact by aircraft or other aerial device or thing dropped from them.

Z3 Disallowed Costs

In second bullet of 11.2 (18) add:

(including compensation events with the Subcontractor, i.e. payment for work that should not have been undertaken).

Add the following additional bullets after 'and the cost of ' :

- Mistakes or delays caused by the Consultant's failure to follow standards in Scopes/quality plans.
- Reorganisation of the Consultant's project team.
- Additional costs or delays incurred due to Consultant's failure to comply with published and known guidance or document formats.
- Exceeding the Scope without prior instruction that leads to abortive cost
- Re-working of documents due to inadequate QA prior to submission, i.e. grammatical, factual arithmetical or design errors.
- Production or preparation of self-promotional material.
- Excessive charges for project management time on a commission for secondments or full time appointments (greater than 5% of commission value)
- Any hours exceeding 8 per day unless with prior written agreement of the Service Manager
- Any hours for travel beyond the location of the nearest consultant office to the project unless previously agreed with the Service Manager
- Attendance of additional individuals to meetings/ workshops etc who have not been previously invited by the Service Manager
- Costs associated with the attendance at additional meetings after programmed Completion, if delay is due to Consultant performance.
- Costs associated with rectifications that are due to Consultant error or omission.
- Costs associated with the identification of opportunities to improve our processes and procedures for project delivery through the Consultant's involvement
- Was incurred due to a breach of safety requirements, or due additional work to comply with safety requirements
- Was incurred as a result of the Client issuing a Yellow or Red Card to prepare a Performance Improvement Plan
- Was incurred as a resulting of rectifying a non-compliance with the Framework Agreement and/or any call off contracts following an audit

Z5 Secondments

When appointing Consultants on a secondment basis only:

Add clause 19

19.1 The Client will from starting date to Completion Date indemnify the Consultant against any and all liabilities, proceedings, costs, losses, claims and demands whatsoever arising directly or indirectly out of the activities of the Consultant in providing the services save where such claims, in the reasonable opinion of the Client, arise from or are contributed to by:

19.1.1 Misrepresentation or negligence by or on behalf of the Consultant;

or

19.1.2 The Consultant has acted contrary to the Service Manager's reasonable instructions or wholly outside the scope of the Consultant's duties as defined by the Service Manager.

Z6 The Schedule of Cost Components

The Schedule of Cost Components are as detailed in the Framework Schedule 6.

Z7 Linked contracts

Issues requiring redesign or rework on this contract due to a fault or error of the Consultant under this contract or a previous contract will neither be an allowable cost under this contract or any subsequent contract, nor will it be a Compensation event under this contract or any subsequent contract under this project or programme.

Z8 Requirement for Invoice

Insert the following sentence at the end of clause 51.1:

The Party to which payment is due submits an invoice to the other Party for the amount to be paid within one week of the Service Manager's certificate.

Delete existing clause 51.2 and insert the following:

51.2 Each certified payment is made by the later of

- one week after the paying Party receives an invoice from the other Party and
- three weeks after the assessment date, or, if a different period is stated in the Contract Data, within the period stated.

If a certified payment is late, or if a payment is late because the Service Manager has not issued a certificate which should be issued, interest is paid on the late payment. Interest is assessed from the date by which the late payment should have been made until the date when the late payment is made, and is included in the first assessment after the late payment is made

Z9 Conflict of Interest

The Consultant immediately notifies the Client of any circumstances giving rise to or potentially giving rise to conflicts of interest relating to the Consultant (including without limitation its reputation and standing) and/or the Client of which it is aware or which it anticipates may justify the Client taking action to protect its interests. Should the Parties be unable to remove the conflict of interest to the satisfaction of the Client, the Client, in its sole discretion, may terminate this Contract.

Z10 Change in Control

The Consultant shall notify the Client as soon as reasonably practicable, in writing, of any agreement, proposal or negotiations which will or may result in a Consultant Change in Control and shall give further notice to the Client when any Change in Control has occurred. The Client may terminate this contract with immediate effect by notice in writing and without compensation to the Consultant within six (6) months of being notified that a Change of Control has occurred, or, where no notification has been made, the date that the Client becomes aware of the Change of Control, but shall not be permitted to terminate where the Client's prior written acceptance was granted prior to the Change in Control. A Change of Control is defined as per the Deed of Agreement, Z14.4.

Z11 Rate Increase Provision

Contracts with a duration of less than two years, which are extended over this duration by the Service Manager due to Client Scope increases, may apply a rate review as follows. The Consultant will charge the Client the contract staff rates for a minimum of two full years, and at the next annual rate review where a new staff rate list is accepted (as stated in Schedule 6), the new staff rate will apply to the contract as per Schedule 6. No Compensation Event is permitted for this different contract staff rate.

Z12 Waiver

No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party by the Service Manager in writing in accordance with the Contract, and with express reference to Clause Z12. The failure of either party to insist upon strict performance of the Contract, or any failure or delay in exercising any right or remedy shall not constitute a waiver or diminution of the obligations established by the Contract.

Secondary Options

OPTION X2: Changes in the law

The law of the project is the law of England and Wales, subject to the jurisdiction of the courts of England and Wales

OPTION X8: Undertakings to Others

The undertakings to Others are provided to

OPTION X10: Information modelling

The period after the Contract Date within which the Consultant is to submit a first Information Execution Plan for acceptance is 2

OPTION X18: Limitation of liability

The Consultant's liability to the Client for indirect or consequential loss shall be limited to the sum of £100,000.

The end of liability date is 6 Years after the Completion of the whole of the service

Y(UK2): The Housing Grants, Construction and Regeneration Act 1996

The period for payment is 14 Days after the date on which payment becomes due

Y(UK3): The Contracts (Rights of Third Parties Act) 1999

term	beneficiary
term	beneficiary

Part Two - Data provided by the Consultant

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

1 General

The Consultant is

Name and company number

Address for communications

Address for electronic communications

The fee percentage is

The key persons are

Name (1)

Job

Responsibilities

Qualifications

Experience

The key persons are

Name (2)

Job

Responsibilities

Qualifications

Experience

The key persons are

Name (3)

Job

Responsibilities

Qualifications

Experience

The key persons are

Name (4)

Job

Responsibilities

Qualifications

Experience

The key persons are

Name (5)

Job

Responsibilities

Qualifications

Experience

The key persons are

Name (6)

Job

Responsibilities

Qualifications

Experience

The key persons are

Name (7)

Job

Responsibilities

Qualifications

Experience

The following matters will be included in the Early Warning Register
No allowance has been made for expenses. As and when travel is possible to /

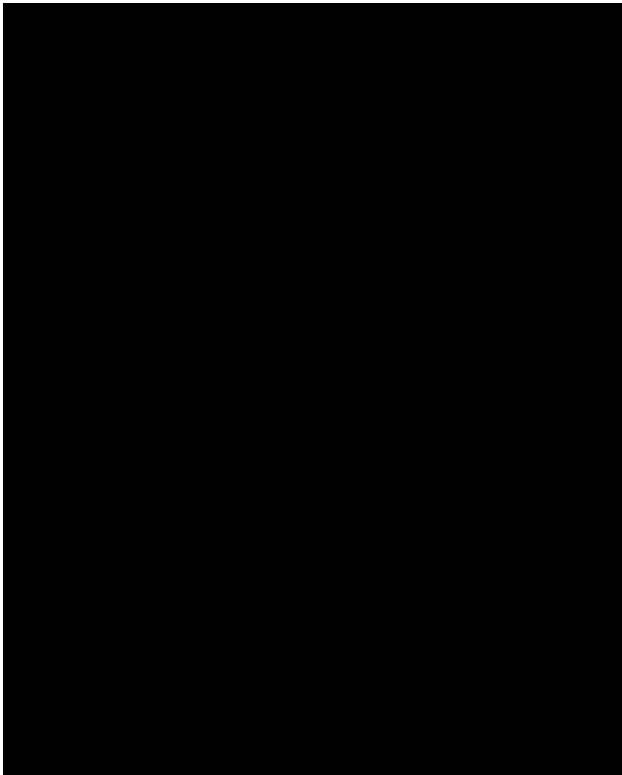
3 Time

The programme identified in the Contract Data is
n/a

5 Payment

The activity schedule is

Resolving and avoiding disputes



X10: Information Modelling

The information execution plan identified in the Contract Data is
n/a

Contract Execution

Client execution

Signed under hand by



Signature

for and on behalf of the Environment Agency

Area Leadership Team Manager

Role

Consultant execution

Consultant execution

Signed under hand by Martha Taylor



Signature

24-Jun-20

for and on behalf of Mott Macdonald Limited

Account Lead, Lot Manager and Authorised Signatory

Role