

Ref: A303 - TP

Sharon Cuff  
Procurement Director

Ian Braddock  
Work Winning Director  
Aecom

Lateral  
8 City Walk  
Leeds LS11 9AT  
Direct Line: 0300 470 2385

Via Bravo

11 April 2017

**Updated Letter**

Dear Ian

**RESTRICTED COMMERCIAL**

**A303 AMESBURY TO BERWICK DOWN - TECHNICAL PARTNER**

**OJEU – 2016/S 148-268817**

On behalf of Highways England, I am writing to accept your Offer dated 30 September 2016 for carrying out the above named contract, in respect of your proposals for completion in accordance with the Terms and Conditions of the Contract.

Your Tender, as amended and amplified by the following documents:

- Tender Clarification number 1 dated 2 August 2016
- Tender Clarification number 1 dated 16 August
- Tender Clarification number 2 dated 17 August
- Tender Clarification number 3 dated 22 August
- Tender Clarification number 4 dated 23 August
- Tender Clarification number 5 dated 26 August
- Tender Clarification number 6 dated 30 August
- Tender Clarification number 7 dated 1 September
- Tender Clarification number 8 dated 8 September
- Tender Clarification number 9 dated 9 September
- Tender Clarification number 10 dated 12 September
- Tender Clarification number 11 dated 14 September
- Tender Clarification number 12 dated 15 September
- Tender Clarification number 13 dated 19 September
- Tender Clarification number 14 dated 20 September
- Tender Clarification number 15 dated 22 September
- Tender Clarification number 16 dated 23 September
- Tender Clarification number 17 dated 27 September
- Tender Clarification number 18 dated 28 September

- Tender Amendment number 1 dated 16 August 2016
- Tender Amendment number 2 dated 17 August
- Tender Amendment number 3 dated 22 August
- Tender Amendment number 4 dated 26 August
- Tender Amendment number 5 dated 1 September
- Tender Amendment number 6 dated 6 September
- Tender Amendment number 7 dated 8 September
- Tender Amendment number 8 dated 12 September
- Tender Amendment number 9 dated 20 September
- Tender Amendment number 10 dated 28 September
- Financial Validation supporting information, as supplied by Aecom via Bravo on 12 December 2016
- Financial Validation supporting information, as supplied by Aecom via Bravo on 30 January 2017
- Financial Validation supporting information, as supplied by Aecom via Bravo on 2 February 2017

together with this letter, forms a binding contract between yourselves and Highways England.

You will not be relieved from compliance with these obligations by any of the following mitigating factors:

- (a) Validation, due diligence or sustainability check carried out by Highways England on any part of your Tender;
- (b) Evidence, assumptions or other information provided by you with your Tender or for the purposes set out in paragraph (a) above; or
- (c) Clarification requested by Highways England and provided by you as part of the assessment process.

The commencement date for Task Order 1 – (Leadership Team) and Task Order 2 (Mobilisation) will be authorised by the Project Director, Derek Parody. The table below confirms prices and payment conditions:

Task Order 1	£1,543,860	monthly instalments, paid in accordance with the contract
Task Order 2	£222,612	Fixed Price

You should note that we will not pay for any work unless it has been specifically authorised via an agreed Task Order within the terms of the Agreement.

This award is subject to confirmation by return that the Key People you have offered in your tender will be available to start the project and confirmation that you have the correct insurances in place.

You will note that a copy of the Collaborative Performance Framework (CPF) for Performance Measurement is attached. The arrangements for measuring performance on this contract should be agreed with the Project Manager at the inception of the work.

As an absolute minimum a complete Key Performance Indicator (KPI) will be required in accordance with the CPF guidance and measured against the contract KPIs. This is one of a number of factors that will be considered by Highways England when allocating future work.

As agreed in your Tender, I am enclosing two copies of an Agreement by Deed for carrying out this contract. Please seal or sign under hand both copies of the Deed and return both copies to me within 14 days of this letter. We will then apply the Secretary of State's official seal and return one copy for your retention. A Deed executed under hand must be signed by two directors or by one director and the company secretary. If executed by seal, please arrange authentication by a Director and the Company Secretary or by two Directors.

Please note a CPA (Contract Purchase Agreement) number per Task Order and a BPA (Blanket Purchase Agreement) number will be created for your company relating to this Contract. Please note that it is a Condition of Contract that you have a Project Bank Account. To enable the CPAs to be set up against the correct Project Account it is essential that you provide confirmation of your Project Bank account details. You should also note that we will not be able to pay any invoices until we have your Project Bank Account details. Should you be raising a new account or should these be different from those already on our system we will need to raise a new vendor. This requires your Bank or Building Society details (Branch Name; Address; Sort Code; Account Number; Account Name), company address and 2 directors signatures (or a director and the Company Secretary) on your company's own headed letter paper. This must be an original version.

The Project Manager will then advise you of the CPA and BPA numbers, which you must quote on every application for payment.

Please treat the contents of this letter as **strictly confidential** until the Secretary of State and/or Highway England makes a public announcement.

Please acknowledge by return safe receipt and understanding of the contents of this letter by signing, dating and returning via Bravo the slip on the subsequent page enclosed.

Yours sincerely



Sharon Cuff  
Procurement Director  
Email: [Sharon.cuff@highwaysengland.co.uk](mailto:Sharon.cuff@highwaysengland.co.uk)

**ACKNOWLEDGEMENT SLIP**

**A303 AMESBURY TO BERWICK DOWN – TECHNICAL PARTNER**

**On behalf of Aecom I acknowledge safe receipt and understanding of the above letter dated 11 April 2017**

**Signed** \_\_\_\_\_ **On behalf of.....**

**Print Name** \_\_\_\_\_ **Dated** \_\_\_\_\_

