



Framework:	Client Support Framework
Supplier:	Turner and Townsend Cost Management Ltd
Company Number:	06458527
Geographical Area:	East
Project Name:	Cost Manager for Assets Below Required Condition (ABRC) a
Project Number:	ENV60004349R
Contract Type:	Professional Service Contract
Option:	Option E
Contract Number:	35574
Stage:	Study_or_Service_NOT_Design

Revision	Status		Originator		Reviewer		Date

PROFESSIONAL SERVICE CONTRACT - Under the Client Support Framework
CONTRACT DATA

Project Name Cost Manager for Assets Below Required Condition (ABRC) and Emergency Works (EW)

Project Number ENV60004349R

This contract is made on
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
PSC Scope_EW and ABRC - Cost Manager Role 110322 v3

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
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Secondary Options

- X2: Changes in the law
- 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 Act as Cost Manager for the Assets Below Required Condition (ABRC) subprogramme and Emergency Works (EW) incident response works as they arise.

The *Client* is Environment Agency

Address for communications Horizon House
Deanery Road
Bristol BS1 5AH

Address for electronic communications [REDACTED]

The *Service Manager* is [REDACTED]

Address for communications [REDACTED]
2 Marsham Street
London
SW1P 4DF

Address for electronic communications [REDACTED]

The Scope is in
PSC Scope_EW and ABRC - Cost Manager Role 110322 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
'none set' 'none set' *key date*
'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 03 May 2022

The *Client* provides access to the following persons, places and things
access
Fastdrate 03 May 2022 *access date*
Asite 03 May 2022

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

The *completion date* for the whole of the *service* is 31 March 2023

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

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. 'not used'
3. 'not used'

The minimum amount of cover and the periods for which the *Consultant* maintains insurance are

EVENT The <i>Consultant's</i> failure to use the skill and care normally used by professionals providing services similar to the <i>service</i>	MINIMUM AMOUNT OF £5 million in respect of each claim, without limit to the number of claims	PERIOD FOLLOWING COMPLETION OF THE WHOLE OF THE <i>SERVICE</i> OR TERMINATION 12 years
Loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the <i>Consultant</i>) arising from or in connection with the <i>Consultant</i> Providing the Service	Which ever is the greater of £5m or the amount required by law in respect of each claim, without limit to the number of claims	12 months
Death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with the contract	Which ever is the greater of £5m or the amount required by law in respect of each claim, without limit to the number of claims	For the period required by law
The <i>Consultant's</i> total liability to the <i>Client</i> for all matters arising under or in connection with the contract, other than the excluded matters is limited to		£5 million

Resolving and avoiding disputes

The <i>tribunal</i> is	litigation in the courts
The <i>Adjudicator</i> is	'to be confirmed'
Address for communications	'to be confirmed'
Address for electronic communications	'to be confirmed'
The <i>Adjudicator nominating body</i> 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

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.

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 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 weeks

OPTION X18: Limitation of liability

The *Consultant's* liability to the *Client* for indirect or consequential loss is limited to £1,000,000

The *Consultant's* liability to the *Client* for Defects that are not found until after the *defects date* is limited to £5,000,000

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	<i>beneficiary</i>
	Not Used
	Not Used
	Not Used
	Not Used

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

Turner & Townsend Cost Management Ltd

Address for communications

Low Hall
Calverley Lane
Horsforth
Leeds
LS18 4GH

Address for electronic communications

The fee percentage is

Option E

The key persons are

Name (1)

Job

Responsibilities

Qualifications

Experience

Cost Manager

Cost Management

BSc (Hons) Quantity Surveying and Commercial Management

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
N/A

3 Time

The programme identified in the Contract Data is
N/A

5 Payment

The *activity schedule* is

The forecast of the Prices is
£91,270.24

Resolving and avoiding disputes

The *Senior Representatives* of the *Consultant* are

Name (1) [REDACTED]
Address for communications
Turner & Townsend
3rd Floor
Time Central
32 Gallowgate
Newcastle-upon-Tyne
NE1 4SN
Address for electronic communications
[REDACTED]

Name (2) [REDACTED]
Address for communications
Turner & Townsend
Low Hall
Calverley Lane
Horsforth
Leeds
LS18 4GH
Address for electronic communications
[REDACTED]

X10: Information Modelling

The *information execution plan* identified in the Contract Data is
N/A

1 General

The **Consultant** is

Turner & Townsend Cost Management Ltd

Low Hall

Calverley Lane

Horsforth

Leeds

LS18 4GH

Email address for communications

The *fee percentage* is

The **key persons** are

Name (1)

Cost Manager

Cost Management

insert name

insert job

insert responsibilities

insert qualifications

insert experience

insert name

insert job

insert responsibilities

insert qualifications

insert experience

insert name

insert job

insert responsibilities

insert qualifications

insert experience

insert name

insert job

insert responsibilities

insert qualifications

insert experience

insert name

insert job

insert responsibilities

insert qualifications

insert experience

insert name

insert job

insert responsibilities

insert qualifications

insert experience

insert name

insert job

insert responsibilities

insert qualifications

insert experience

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

N/A

3 Time

N/A

The programme identified in the Contract Data is;

5 Payment

£91,270.24

forecast of the total Defined Cost plus the Fee

Resolving and avoiding disputes

The *Senior Representatives* of the *Consultant* are

Name (1)

Turner & Townsend

3rd Floor

Time Central

32 Gallowgate

Newcastle-upon-Tyne

NE1 4SN

address Line 1

address Line 2

address Line 3

address Line 4

address Line 5

address Line 6

Email address for communications

Name (2)

Turner & Townsend

Low Hall

Calverley Lane

Horsforth

Leeds

LS18 4GH

address Line 1

address Line 2

address Line 3

address Line 4

address Line 5

address Line 6

Email address for communications

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

Name and address etc. of *Consultant*

Enter email address

Insert the relevant framework tendered *fee percentage*

Name the *key persons* to be working on the contract

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

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

Enter postal address

Enter email address

Enter postal address

Enter email address

Rev 1.4.9

Contract Execution

Client execution

Signed Underhand by 

for and on behalf of the Environment Agency



14/07/22


Senior Category Officer

Signature

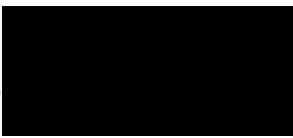
Date

Role

Consultant execution

Signed Underhand by 

for and on behalf of Turner & Townsend Cost Management



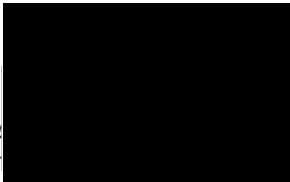
01-Jul-22

Director

Signature

Date

Role



Director

Environment Agency

NEC4 professional services contract (PSC)

Scope

Project / contract information

Project name	Assets Below Required Condition (ABRC) and Emergency Works (EW) – Appointment of a Cost Manager
Project SOP code	ENV6004349R
Contract reference	35574
Date	22/03/2022
Version number	1.0
Author	Jack Miles

Revision history

Revision date	Summary of changes	Version number
07/02/2022	First issue	0.1
22/02/2022	Second draft	0.2
11/03/2022	Third draft	0.3
22/03/2022	Final Version	1.0

This Scope should be read in conjunction with the version of the Minimum Technical Requirements current at the Contract Date. In the event of conflict, this Scope shall prevail. The services are to be compliant with the version of the Minimum Technical Requirements.

Document	Document Title	Version No	Issue date
LIT 13258	Minimum Technical Requirements	12	30 Dec 2021

1 Objectives of the project (project outcomes)

Objective

This commission is to supply a Cost Manager to the Eastern Hub PCM Incident Response Contract. The Cost Manager will also have the role of managing work delivered through the Assets Below Required Condition (ABRC) sub programme which is overseeing the delivery of maintenance works to several below condition assets across the Eastern Hub.

The ABRC sub-programme objectives are as follows:

- Use existing emergency works team (Black Potts Weir) to deliver remedial works to those assets, which are below condition and have HELP report status approval in place.
- Provide efficiencies in delivery of candidate projects and maximise expenditure in 2021/22 and 2022/23
- Use support available from DGC, CSMs and procurement strategy as a tool to ensure optimum delivery route and collaborate across the IDT to choose best delivery route
- Provide ad-hoc support to Scope development as projects are added to the programme
- Support existing project teams in optimising delivery programmes on candidate projects and provide resources to speed up delivery
- Identify and deliver innovative, low carbon options that meets the legal requirements of internal and external stakeholders including: EA, Natural England, Network Rail etcRail etc by the end of the sub programme (2026).

Outcome Specification

The Environment Agency is mobilising a project team to accelerate the delivery of Capital projects across the Eastern hub. The *Consultant* will provide a resource working full time as Cost Manager (1FTE - 37 hours, 5 days per week) with reach back facilities should the number of sub-programmes increase and or Emergency Works are required.

The programme is looking to deliver the following projects within the next 12 months with an option to extend based on performance.

Programme of works are as follows:

1. Maidenhead, Eton and Windsor Flood alleviation scheme (MWEFAS) assets repairs
 - a. Cookham flood wall mastic joint replacement
 - b. Cookham flood bund crest level reinforcement and reinstatement
 - c. A4 walls repairs
 - d. North Maidenhead Bund crest level reinforcement and reinstatement
2. Emergency Works on the Incident Support Contracts as they arise during the period.
3. Thames Weir Repairs
 - a. Bray Weir Main
 - b. Caversham Weir
 - c. Chertsey Weir
3. Low Risk Trash Screens Eastern Hub – Initial Assessment package (123 sites)
4. East Anglia Sluice and flood gates – Initial surveys and data gathering (245+ sites).
5. East Anglia tidal embankments – Initial surveys and data gathering (6 sites)

6. Norfolk and Suffolk MEICA package – Scoping of asset repairs (28 sites)
7. Reservoir works – Initial surveys and data gathering (sites TBC)
8. Bridge repairs and painting (sites TBC).

2 Project team

- 1 The Design Consultant is Jacobs
- 2 The Contractor is BAM
- 3 The ECC Project Manager is Mark Reed from Mott MacDonald
- 4 The Contractor will be appointed using the NEC4 Engineering and Construction Contract option C.
- 5 Cost management will be TBC
- 6 Principal Designer is Callsafe Services
- 7 The Environmental Clerk of Works is the Site Supervisor

3 *Consultant* provides the services

The *Consultant* is to provide cost management services to support the delivery of the Eastern Hub Emergency Works and Assets Below Required Condition Sub programme. This will include, but is not limited to:

- 1 Support to suppliers in providing accurate and validated information for Project Cost Tool (PCT) updates.
- 2 Provision of commercial support/advice/guidance throughout the project to minimise cost and scope changes throughout the project life cycle including value engineering consultation with the *Contractor*.
- 3 Ensure efficiency is a priority on the project and assist the *Client* by validating financial information and compiling on behalf of the *Client* quarterly efficiency reporting documents. For consistency in pricing and to clarify scope, assume for each project the following;
 - Review and update the combined efficiency reporting tool (CERT) prior to submission by *Client* on a quarterly basis to check on completion and descriptions, financial allowances and definitions associated with low value claims.
 - Allow for the completion of one briefing note per project submission to validate all individual efficiency claims of greater than £50k.
- 4 Track project costs against approved and awarded contract values and current forecasts each of the principle cost headings (e.g. including but not limited to *Client* internal costs, supplier consultancy costs, supplier construction costs, third party costs (land/compensation), risk, and other costs), recording any invoices or Compensation Events received and produce a monthly cost report accordingly.

5 Assist the *Client* in approving and scrutinizing supplier invoices and Compensation Events. Carry out *share range* calculations as necessary and provide guidance to the Client on financial management of this.

6 In consultation with the *Client* update the Asset Information Management System: Programme Delivery (AIMS:PD) via Project Online 2016 (PoL) by the Environment Agency reporting deadline every month with summary data of all costs, identify significant changes and contribute to the drafting of exception reports when costs exceed tolerances. Risks to be accounted for within the minimum and maximum data boxes on PPMT/PoL. Attend a monthly review meeting with the *Client*.

7 Provide a commercial review of all costs included in approval documents submissions supplied by third parties, in accordance with individual project requirements as identified in 'Services Package Info' document. Provide a challenge to any unsubstantiated figures, and work with the project team to identify the most suitable allowances to be included, this is to include review of risk allowances.

8 Regular review and maintenance of the project risk register, including attendance at one risk workshop per quarter per project.

10 Support the *ECC PM* in carrying out their duties under the NEC4 ECC by assessing Early Warnings and Compensation Events.

11 Lead on Client Set Target pricing via the Collaborative Delivery Framework model of pricing supplier commissions using the Project Cost Tool (PCT) and similar previous projects.

12 Project progress meetings. Assume the following;

- Attendance at a monthly progress meeting (assume 2 hour duration), per project, to be held via Microsoft Teams.
- Weekly attendance at RACI meetings (assume 1 hour duration), per project, to be held via Microsoft Teams.
- Monthly Cost review meetings, arranged by the Cost Manager, to review cost finances ahead of monthly EA PoL/PPMT date.
- Ad hoc attendance at a monthly meeting for both projects. Assume attendance each month for a duration of 2 hours, to be held via Microsoft Teams.

4 Definition of completion and defects

1 Completion is only achieved when all of the *services* have been provided and accepted by the *Client*. Population of the *Client's* latest version of the Project Cost Tool, is an absolute requirement of Completion.

2 A Defect is any *service* provided which is not in accordance with the Scope, the law or acceptable good practice in the industry. This includes any *service* which is not in accordance with the work practices stated as being employed by the *Consultant* to ensure the quality of their *services* is consistent with their quality plan.

5 Constraints on how the consultant provides the services

1 The Cost Manager is not to delegate their duties or powers without prior written agreement from the *Client*.

6 Standards to be achieved

6.1 Health and safety

Health, safety and welfare is of paramount importance to the *Client* and one of the objectives for the contract is that the works should be undertaken in a manner that achieves highest possible standards. Health, safety and welfare provisions must be seen as integral parts of carrying out the works and not as stand-alone considerations. The Project Cost Manager shall support the *Client* and project team in achieving these standards.

6.2 Co-operation with the Principal Designer

n/a

6.3 Specifications or standards to be used

In assisting the *Client* and *ECC Project Manager* in contract management, the Consultant shall make full use of the *Client's* PSC and ECC standard commercial and contract forms that have been developed for this purpose. Some examples are:

- Contract administration must always be done with reference to the contract including the Standard Works Information [*Employer* document ref 412_13_SD03]
- Project Manager's Instruction [on Asite NEC4 Manager]
- *Contractor's* Technical Query [on Asite NEC4 Manager]
- Weekly Site Record [*Employer* document ref 413_13_SD14]
- Early Warning [on Asite NEC3 Manager]
- Compensation Event [on Asite NEC3 Manager]

The *Consultant* is to make full use of the *Client's* web based project collaboration tool (A-Site). Whenever practical all contract records are to be distributed and stored using this project collaboration tool.

7 Requirements of the programme

7.1 Programme

- The Start date is 03 May 2022
- The Contract is for 1 year until March 2023 with an option of a 1-year extension until March 2024
- The Assets Below Required Condition Subprogramme is until 2026.

8 Services and other things provided by the *Client*

8.1 Contract to be administered

n/a

8.2 Training to be provided by the *Client*

The *Client* will provide access to and training on their web based Project Collaboration Tool .

8.3 Data and information management and intellectual property rights

All of the data listed as being supplied to the *Consultant* as part of this study remains the Intellectual Property of the *Client*.

8.4 Data custodianship

The data custodian for project deliverables from this commission will be the area PSO team.

8.5 Licensing information

Licences for LiDAR Data, Ordnance Survey mapping, model, survey, hydrometric and historical data will be provided to the *Consultant* upon award of this commission.

8.6 Metadata

The *Client* populates a metadata database called the Information Asset Register (IAR). It is a requirement that all information produced by modelling work is appropriately tagged with metadata. The *Client* project manager will supply an IAR spreadsheet (and any supplementary local metadata requirements if appropriate) where all relevant metadata can be recorded and handed over on project completion.

8.7 Data security

All model and survey information will be provided to the *Consultant* in an encrypted format (using WinZip 128 bit encryption) according to *Client* data security policy. It is expected that once the commission is completed, all the original data sent to the *Consultant*, which is classed as commercially sensitive, is returned in an encrypted format using WinZip 128 bit encryption.

Project deliverables such as model files, survey data or anything of a personal nature such as questionnaires or address data must also be returned in an encrypted format using WinZip 128 bit encryption.

Further details regarding security measures will be discussed at the start-up meeting for this commission

8.8 Timesheets

Timesheets as normally utilised by the *Consultants* shall be submitted with fee notes unless otherwise agreed with the *Client's* project manager. Electronic submissions would be acceptable.

8.9 Payment procedure

Payment is subject to the procedure agreed in or under the framework

8.10 Quality

The quality management system complies with the requirements of ISO9001 and ISO14001.

Please detail any other requirements of the Quality Pan

Appendices

Appendix 1 BIM Protocol – Production and Delivery Table

All *Client* issued information referenced within the Information Delivery Plan requires verifying by the *Consultant* unless it is referenced elsewhere within the *Scope*.

<https://www.asite.com/>

You need google chrome for this link to work. Once the table is completed it should be printed for issue in the tender document, so that the correct baseline position can be seen by suppliers