

Our ref:
Your ref:

Highways England
The Cube
199 Wharfside Street
Birmingham, B1 1RN

Arcadis LLP
via email

Direct Line: **Redacted**

27 September 2017

OFFICIAL

Dear Sir/Madam

Peak Demand Cost Estimating 2017_18

On behalf of Highways England, I am authorised to accept your proposal submitted on 10 August 2017 for the above requirement at the prices/rates quoted. The start date is 1 July 2017, and completion date is 31 March 2018.

The authorised maximum amount is **£900,000.00** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

The documents forming part of this Agreement are:

1. NEC3 Professional Services Contract (April 2013)
2. Part one – Data provided by the Employer (Peak Demand Cost Estimating 2017_18 Contract Data.docx)
3. the Scope (Peak Demand Cost Estimating 2017_18 - Scope.docx)
4. the Consultant's tender;
 - a. Quality Submission (Peak Demand Cost Estimating 2017_18 Quality Submission v1.pdf)
 - b. Contract Data Part 2 - Data provided by the Consultant (Demand Cost Estimating 2017_18 Contract Data amendment 1.docx)
 - c. Work Package Price Schedule (Peak Demand Cost Estimating 2017_18 Work Package Price Schedule (WPPS) (2).xlsx)
 - d. Appendix A – Arcadis Peak Demand Estimating Staff Rate Card.xlsx



Redacted under section 40 FOIA 2000 exemptions: personal information.

Redacted is the Project Sponsor, and can be contacted direct on **Redacted**. Please see invoicing information on page 3.

Any queries relating to this contract should be sent me using the email address below.

Yours faithfully

Redacted

Email: **Redacted**

Cc: **Redacted** (via email, please save a copy to your contract file)

Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a release number to quote alongside the Blanket Purchase Agreement (BPA) number on your invoices.

1. When you report the value of completed work each month we will give you a receipt number.
2. Please quote both the release number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please include the following information:

Invoice Address:	Invoice Details:	
Highways England Accounts Payable Team 11 th Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract	Cost Intelligence 2017/18
	BPA Number:	TBC
	Project Sponsor:	Redacted
	Cost Centre:	3020
	Project Number (PIN):	TBC