



**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 Scoping Study for Cambokeels

CONTRACT REF: CA18/2311/PSC INSTRUCTION No: 174

DESCRIPTION OF WORKS:

A scoping study is required to appraise all available information and provide evidence based conclusions to enable The Coal Authority to determine whether remediation is a feasible option for the source of contamination.

Tasks include:

- S1. Start-up meeting
- S2. Site visit
- S3. Review of existing information and data
- S4. Appraisal of remedial options
- S5. Health and safety risk assessment
- S6. Risk register
- S7. Draft scoping report
- S8. Review meeting
- S9. Final scoping report
- S10. Project management

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 CA18/2311/526_001 Project Scope General Engineering Contract for Remediation Scoping Study of Cambokeels, Version 1, dated February 2015



The Coal Authority

Price

The services will be undertaken at the agreed contract rates, with prices as provided in your *Remediation Scoping Study Cost Estimate (Rev. 02 FINAL)* 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.

Table 1

Task	Total
S1. Start-up meeting	
S2. Site visit	
S3. Review of existing information and data	
S4. Appraisal of remedial options	
S5. Health and Safety	
S6. Risk Register	
S7. Draft scoping report	
S8. Review meeting	
S9. Final scoping report	
S10. Project Management	
Total	£20,406.80

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 31st August 2015.

Table 2

Description	Latest Submission Date
Draft Scoping Report	8 weeks after appointment
Review Meeting	2 weeks after submission of Draft feasibility report.
Final Scoping Report	2 weeks after Review Meeting



The Coal Authority

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:

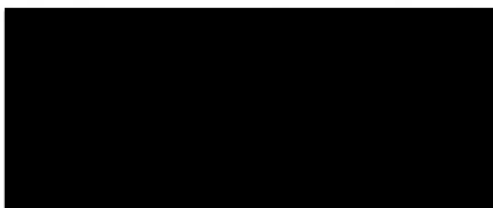
- Contract reference: CA/18/2311/PSC/Instr174
- Cost Centre: 338
- Account Code:39523
- Capex Code : (N/A)
- Site Code: 526

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



Principal Project Manager

cc : Procurement , [REDACTED]

