**Appendix B – Specification**

Appendix B is made up of this introductory document and the following documents:

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|  | **Document** | **Relevance** | **Description** | **Date/ Ref** |
| 1 | MoJ Performance Specification EVCPs r06 | Applicable to all lots | Specification for the project | XXXXXX-XXXX-MAC-MOJ-XX SP-SPEC-001 |
| 2 | List of sites | Applicable to all lots | Defines which sites are in which Lot & the scope of works for each site | 201026 List of Sites |
| 3 | Map of sites in each Lot | Applicable to all lots | Map indicating where the sites are, colour coded by Lot | EVCP Tender - Map of sites in each Lot - Google Maps |
| 4 | MoJ -EVCPs - REM Site Information | Applicable to all lots | Aerial photos and notes on each site | MoJ -EVCPs - REM Site Information |
| 5 | MOJ EV KPIs | Applicable to all lots | Supplier performance – Key Performance Indicators and grounds for termination | MOJ EV KPI |
| 6 | Arcadis Feasibility Study | Applicable to all lots | Study that outlines how the number of EVCP for each site have been determined | MoJ Fleet Electrification Report Arcadis 09.20 |

Background

Arcadis has undertaken a desktop analysis of MoJ fleet including suitability for conversion to Ultra Low Emission Vehicle (ULEV) to assess the number of EVCPs needed at each site. The assessment also includes a review of the available headroom (in the existing electrical supply) at each location based on the number of EVCPs required to support the number and type of fleet associated with each site.

The data on headroom (kVA) has been used to group the sites into three categories using the RAG scale and the number of EVCPs that can be delivered this FY within the budget and programme constraints has been determined, prioritising those sites where there is enough headroom so that the EVCPs can be made operational this FY.

Initial discussions have commenced with the Regional Estate Manager (REM) responsible for each site, this information is included in document 4 - MoJ -EVCPs - REM Site Information. Discussion will continue with REMs throughout the tender period and a more comprehensive report will be available to the successful tenderer. However, tenderers will still need to undertake surveys and design for each site in order to produce the EVCP proposal (including price and programme) for MoJ approval prior to the works proceeding.

Planning Approval

It is expected that the installations will fall within the rules of Permitted Development, if this is not possible, the Supplier must highlight this in the EVCP proposal.

Programme

The initial funding is only available until 31 March 2021. The aim is to install and make operational as many EVCPs as possible across each site prior to this deadline (within budget constraints).

Works must be completed and invoiced by 31 March 2021.

To enable this, the works have been prioritised and the scope of works has been limited to what is expected to be achievable (for example we don’t expect that there is time to work with the DNOs to reinforce the existing electrical supplies therefore this has not been included and the number of EVCPs installed at these sites has been limited so as not to exceed the budget). In addition, the works have been split into 6 lots that may be awarded to 6 different contractors to enable as many sites to be completed by the funding deadline of 31 March 2021. Refer to documents 2 and 3, a list and map of the sites in each lot.

Suppliers shall only bid on more than a single lot if they can deliver the works within the allocated time.

Some works eg those related to or requiring DNO approval have been scheduled for next financial year (31 March 2021 to 31 March 2022).

Key Performance Indicators (KPIs)

Each contractor will be measured against KPIs to monitor performance in delivering against the programme, refer to document 5 – MoJ EV KPIs.

Scope of Works

In brief, the requirements are:

* prepare EVCP proposals for each site including all necessary site surveys and technical investigations for approval prior to proceeding
* supply, installation, connection, testing, commissioning, certification, and handover in accordance with Government Soft Landings . This will include trenching (civil works) and builders work in connection (construction).
* A 3-year product warranty and 12-month defect period

Depending on if there is enough spare electrical capacity the works will vary across three different categories:

* + Green RAG rating - sites with enough spare electrical capacity – install and make operational EVCPs in the current FY.
  + Amber RAG rating – sites with limited spare electrical capacity – install and make operational EVCPs & install but not connect EVCPs
  + Red RAG rating – sites with no spare electrical capacity – install but not connect EVCPs

The following are subject to additional funding and will not commence until next FY:

* DNO negotiations, works and approvals for reinforcement of existing electrical supplies and connection of any EVCPs that could not be connected due to supply issues at the Amber and Red sites
* The installation of additional EVCPs at the Amber and Red sites

The scope of work for each site is listed in document 2 – List of sites.

Contract value

The initial contract award/ contract sum will be the price to develop the EVCP proposals for the X number of sites. The next stage/s of each project will then be awarded as a variation to the contract.

Tender Pricing - Two stage pricing

Due to the speed of the project, the tender pricing evaluation will be based upon a schedule of rates. Once the contract is awarded for each lot, the supplier will develop proposals for each site including a price (using the tendered schedule of rates) and an implementation plan/ programme. Once the proposals are agreed, these will be incorporated into the contract as Variations as per the contract process for change. It is anticipated that this will be approximately as set out below:

*Day 1 Scope & Contract Award*

Review the existing information and prepare EVCP proposals for each site including all necessary site surveys and technical investigations.

*Variation round #1*

Following approval of the EVCP proposal/s by MoJ, a variation/s will be issued for:

* Green RAG rated sites - supply, installation, connection, testing, commissioning, certification, warranty and defects liability period for each site/s (expected that the full scope of works can be completed at these sites as there is available electrical capacity)
* Amber RAG rated sites- supply, installation, connection subject to available headroom, testing, commissioning, certification, warranty and defects liability period for each site/s (some EVCPs can be connected but not all EVCPs at each site can be connected due to lack of spare electrical capacity)
* Red RAG rated sites - supply, installation, testing, commissioning, certification, warranty and defects liability period for a limited number of EVCPs at each site/s (no sites can be connected due to lack of spare electrical capacity)

*Variation round #2*

Not before the 31 March 2021 and subject to funding approval, a variation/s will be issued for:

* Reinforcement of the existing electrical supply including all DNO requirements and connection of EVCPs that were installed this FY but that could not be connected (red and amber RAG rated sites)
* Supply, installation, testing, commissioning, certification, warranty and defects liability period for additional EVCPs (red and amber RAG rates sites)