

Custodial Property

**Title: - HMP Liverpool
Full Refurb (H Wing)**

BPRN: 567/17/4254

CUA: CWAS-089-2020

Jaggear Project Code: Prj – 5912

Project Execution Plan

[REDACTED]

Senior Project Sponsor
Project Delivery Unit
Estates Directorate
3rd Floor
10 South Colonnade
London
E14 4PU

[REDACTED]

Client Representative
Jacobs
5 First Street
Manchester
M15 4GU

Tel **[REDACTED]**

Tel **[REDACTED]**

E-mail **[REDACTED]**

E-mail **[REDACTED]**

Distribution

Role	Contact	Company
Regional Project Sponsor	[REDACTED]	Ministry of Justice
Service Delivery Manager	[REDACTED]	HMP Liverpool
Client Representative	[REDACTED]	Jacobs
Lead Technical Assessor	[REDACTED]	Jacobs
Cost Consultant	[REDACTED]	WT Partnership
Principle Designer	[REDACTED]	WT Partnership
Constructor	[REDACTED]	ISG Construction

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1 Project Summary

1.1 History

HMP Liverpool has recently suffered negative publicity with regards to what has been described by inspectors as the worst conditions they can recall. The report published on 19 January 2018 highlighted shortcomings which have contributed to the current situation - broken windows, rats, cockroaches, leaking toilets and for the purpose of this performance specification address the prevalent damp issues.

Developed Project Brief

A separate Project Brief will be prepared for this project and will form an appendix to the Commencement Agreement.

1.2 Project Scope and Sequencing of Works

The Constructor is requested to make a full review of documentation associated with this project, to make sure that the brief is fully understood and to provide an IPP. The constructor is requested to provide quality information in accordance with Volume 4 `Tender Questionnaire`. The evaluation process will identify the most economic advantageous tender (MEAT). Selection will be on the basis of the lowest priced, affordable and complaint tender. There is a minimum threshold for the quality criteria of a score not less than 50%, which will be required (further details of which are included in Section 3 of Volume 1). A constructor will then be appointed to provide detailed and developed proposals including an AMP based on the constructor's own survey, design, specification and risks in accordance with a timetable to be agreed.

A pre-construction programme is included in Appendix D with key milestones noted in Section 8 of this briefing document (Volume 3).

The outline scope includes:

- Re-roof
- Heating
- Stairs and Safety netting
- Electrical works
- Smoke Ventilation
- Making good works
- New Ramp to H Wing Exercise Yard

The Constructor should refer to the Project Brief/Performance Specification (Appendix A) for a detailed commentary on the above scope.

1.3 Security

All work shall be carried out within the constraints of the 4:20 meeting and any further requirements that may be advised by the Establishment's security department as the works progress.

The 4:20 briefing will be populated alongside the Establishment and the minutes to be included in Appendix E via a revision issue.

1.4 Disability Equality Act

The Constructor shall comply with the Sections/Parts of the current Equality Discrimination Act that are applicable to the project.

The Contractor shall also supply an Access Statement which meets with specific Client requirements a copy of which will be supplied to the Establishment for their records.

1.5 Planning

Planning permission is required for the re-roof works and roof vents.

1.6 Environmental and Sustainability Features

Greening/Sustainability is high on the Clients and wider Government agenda and relates to the compilation of energy / design criteria log books contained in 'Part L of the Building Regulations'. The Building Log books are to be completed by the M and E designer and filled in by the building user. The idea is that the building user can check actual energy use against design forecasts and energy metering criteria.

Standard check lists shall be completed as part of the project brief submission. The Constructor shall review, develop and amend as necessary as the project develops. Refer to the [4projects](#) website for latest information.

1.7 Procurement Strategy

The Project Partnering Contract (PPC) 2000 (Amended 2003) shall be employed to deliver the project via a Strategic Alliance Constructor.

This project is to be delivered by Constructor.

1.8 Project Constraints

1.8.1 Financial

The estimated budget for the project is [REDACTED] which includes for building works, preliminaries, contingencies and commissioning costs, and is exclusive of VAT, professional fees and escorts. Risk allowances shall be confirmed in the Commencement Agreement.

1.8.2 Physical

Physical constraints (other than security or operational) shall be determined by the Constructor as the design is developed.

1.8.3 Utilities/Services

These shall be determined from existing and recently commissioned survey information. The Constructor shall identify the options for connecting to the existing site services, determine the feasibility of each of these and recommend to the Client which option to pursue.

1.8.4 Programme

A Partnering Timetable detailing the following key milestones has been prepared and is included in Appendix B.

All dates shall be reviewed by the Partnering Team and the Constructor to establish a reasonable period and with a view to commencing the construction works as early as possible.

Key Milestones (all dates to be confirmed)

The dates provided above reflect the current indicative programme.

2

Communication and Organisation

2.1 Roles and Responsibilities

The project team shall have reporting lines of communication as per the Lines of Communication in Appendix F.

2.1.1 Partnering Team

The signatories to the Project Partnering Agreement shall be:

- *The Client*
- *The Constructor*
- *The Client Representative*
- *The Consultant Teams*

These members shall work together and individually in the spirit of trust, fairness and mutual cooperation for the benefit of the project, within the scope of their agreed role, expertise and responsibilities as stated in the Partnering Documents.

Name	Organisation	Role
[REDACTED]	MOJ Custodial Property	Client
[REDACTED]	Jacobs	Client Representative
[REDACTED]	WT Partnership	Cost Consultant
[REDACTED]	WT Partnership	Principal Designer
TBC	TBC	TBC

2.1.2 Client Representative

The Client's Representative shall represent the Client in all matters relating to the project, except membership of the Core Group (unless otherwise agreed), subject to such restrictions and procedures in the Project Partnering Agreement and the Partnering Documents.

The structure of the Client Representative team is as follows:-

	<i>Roles & Responsibilities</i>
Client Representative ([REDACTED])	• <i>Overall responsibility for the project</i> • <i>High level strategy with Client</i> • <i>Quality Assurance of Project</i>

Project Manager ([REDACTED])	• Day to day management of the project • Responsible for programme and budget • Liaison with Client and Partnering Team • Production of Project Facilities • Organising and facilitate project meetings
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2.1.3 Consultant Team

The role and responsibility of the consultants is set out in the Consultant Services Schedules to be incorporated in the Project Brief. The Consultant Service Schedules refer to the Strategic Brief Volume 4 - Model Processes and Consultant Services Schedules.

2.1.4 Partnering Advisor

A Partnering Adviser has been commissioned to complete the following schedule of services:

- Preparation and review of the Partnering Documents and review of Specialist Contracts for consistency with the Partnering Documents.
- Preparation and review of the Project Partnering Agreement and any Partnering Charter.
- Preparation and review of any Joining Agreements, Pre-Possession Agreement and Commencement Agreement.

2.1.5 Core Group

The Partnering Team members shall establish a Core Group, who shall meet periodically to carry out a strategic review of the project. Members of the Core Group shall comprise the individuals (not the company) as listed below:-

Contact Name	Organisation	Role/ Project Title
[REDACTED]	MOJ - CP	Client
[REDACTED]	Jacobs	Client Representative
[REDACTED]	WT Partnership	Cost Consultant
[REDACTED]	WT Partnership	Principle Designer
tbc	tbc	Constructor

2.1.6 Other Interested Parties

Contact Details for the project team are included in the Project Directory in Appendix A.

2.2 Information Exchange

2.2.1 General

All communication shall be clear and concise. To avoid loss or confusion of written correspondence all letters should have as their primary reference the Project Title and the BPRN and indicate all enclosures and full distribution.

Sub-titles identifying the subject of the correspondence are to be used as appropriate.

In addition, information will be stored in MoJCP (4 Projects) Collaborative website, in accordance with the protocols (Alliance Forum / Documents / Protocols on 4Projects).

All e-mail correspondence and attachments shall be limited to a size of 2MB unless otherwise agreed by correspondents prior to issue. Where drawings, sensitive documentation etc are issued via email or hard copy should be in accordance with the current MOJ security requirements.

2.2.2 Communication with the Client

All communication;

- Between the Consultants and the Client (Project Sponsor) shall be directed through the Client Representative.
- Between the Client and Client Representative should be in writing (including e-mail), telephone agreements confirmed to the Client by e-mail and 4Projects.

The Client shall be copied in on all relevant documentation issued by the Client Representative with the exception of the following:

- Design Details
- Design Specifications
- Routine administration documents

2.2.3 Communication with the Establishment

All communication with the Establishment should be through Jacobs' Client Representative who will then co-ordinate with the Site Liaison Officers for each Establishment (detailed in the Project Directory).

2.2.4 Communication within the Partnering Team

All communications should be by 4Projects/email/phone with the actions from any phone conversation or email confirmed by 4Projects. All communications shall be circulated to the Client Representative and other relevant members of the Partnering Team.

2.2.5 Meetings

(a) Design Team Coordination Meetings

These meetings will be called, run and minuted by the Constructor's Lead Designer or a delegated designer.

Any issues that arise that may have an impact on the scope, quality, delivery or cost of the project should be immediately notified to the Client Representative by the Constructor.

These minutes will be distributed to the attendees and copied to the Client Representative.

(b) Progress and other Commercial Meetings

With the exception of the Design Team meetings, all meetings shall be recorded by the Client Representative or their delegated person and should clearly indicate actions to be taken and by whom. Minutes shall be issued within 5 Working Days of the meeting.

Monthly Progress meetings are required and are to be held in the Constructor's site offices unless agreed otherwise. Progress meeting will also be followed by a separate meeting between the Constructor and the Cost Consultant to agree Valuations.

The Progress meeting minutes will be distributed to the attendees and all the Partnering Team members.

The Client Representative shall set up and distribute a schedule of all meetings on the Project after discussion with the Client and other members of the Project Team. This schedule shall be reviewed on regular basis and amended as necessary. All Project Team members shall keep the Client Representative aware of any changes required.

If a team member wishes to include an item on the agenda or table a document for discussion, then they shall be required to advise the Client Representative at least 48 hours prior to the meeting. All noted actions shall have realistic time limits assigned to them.

(c) Site Liaison Meetings

These meetings will be held weekly and chaired by the Client Representative or a delegated person. The purpose of these meetings is to review any issues that arose affecting the Establishment in the previous week, and review the works for the following two weeks to identify any activities that could have an impact on other Site users or adjacent facilities.

The minimum attendees for these meetings will be the Client Representative or delegate, Establishment Liaison person and Constructor's Project Manager.

These minutes will be distributed to the attendees who will distribute them to others if they consider it is necessary.

(d) Core Group Meetings

In accordance with the Partnering Documents the Client Representative shall convene Core Group meetings. The Core Group mutually shall agree an attendee to chair the meeting.

(e) Drawings

All drawings to be issued via 4Projects in accordance with the MOJ handover procedure June 2013

2.2.6 Reporting

The format of the monthly reports shall be agreed at the outset of the project. The following provides an initial indication of the contents required for each report.

(a) Client Representative's Reports

The Client Representative shall submit a report to the Client (PS):-

- Weekly PPI Reports (Stage 6 Constructor PPI report)
- Spread of Expenditure (PDS)
- Site Progress Meeting Minutes
- Health & Safety Issues (Constructors H&S Monitoring Form)

(b) Cost Consultant Reporting

The Cost Consultant shall submit a cost report to the Client Representative on a monthly basis at least five Working Days prior to the submission of the monthly Project Detail Sheets. The report shall be clear and concise and cover the following topics:

- Summary of the estimate forecast Project Completion Cost compared with the approved budget
- Fixed price additions and/or inflation allowances
- Client approved changes
- Design changes
- Evaluation of instructions and potential changes.
- Cash flow forecast indicating anticipated monthly expenditure
- An estimate of any anticipated claims for extra payment from any Partnering Team member.
- PPI 4 shall be submitted monthly to the Client Representative.

The format shall be as in Appendix M.

In between the above reporting times new issues that arise shall be reported by exception to the Client Representative

(c) Constructor's Progress Reports

The Constructor shall submit a Progress Report five Working days prior to the Progress Meeting. The report shall include the follow information:

- The activities started and completed since the previous report and the associated dates.
- The expected remaining duration of all activities started but not completed
- Additional activities with expected durations, methods, resource requirements and sequence assumptions.
- Any changes to expected duration, methods, resource requirements and sequencing assumptions of future activities
- Forecast completion date for all works and slippage or advance upon the contract completion date and intermediate milestone dates.
- Health & Safety Monitoring to Date for completed period (refer Appendix G)
- Photographic records.

The Constructor shall submit a copy of the proposed format of this report at the Pre-Commencement Meeting for approval by the Client Representative.

In between the above reporting times new issues that arise shall be reported by exception to the Client Representative.

(d) Technical Assessor (TA) Reports

The TA is to provide the Client Representative a monthly project progress record in accordance with MoJCP requirements detailing works completed in the month (refer Appendix H). Reference is to be made to:

- Quality
- Technical
- Progress
- Compliance

2.3 Requests for Information (RFI)

These are requests from the Constructor to Partnering Team members or other affected parties.

Requests for Information shall be made in writing only by the use a Request for Information Sheet and should be numbered consecutively. An example is provided in Appendix I.

All RFI's shall be issued to the Client Representative for distribution and collation of responses. They will also identify a reasonable response period.

It is expected that all responds will be returned within 3 days of receiving a query unless agreed with the Client Representative.

All responses to RFI's shall have the RFI reference as a suffix to the title. Any input from the Consultants shall be pursued, coordinated, collated and advised by the Client Representative.

It is intended that the RFI shall be issued without a cover sheet and will form the basis of a system of information requests which shall be traceable.

All responses should be complete and if there is any uncertainty regarding what the query is about when the response is being prepared, then the respondent should discuss the query with the originator so that subsequent clarifications are not required.

Where possible all responses to RFIs should be recorded on the original query form in the response box so that the query and the response remain together.

All responses to RFIs shall be issued to the Constructor by the Client Representative. If the Constructor determines that the RFI response shall have a Cost or Programme impact it should be immediately escalated to the Client Representative or Cost Consultant in accordance with the flow chart in Appendix I.

At the end of each month the Constructor shall issue to the Client Representative a list of the RFI's raised and replies received to date. The Client Representative shall hold an independent register for monitoring the flow of information and to follow up on responses.

2.4 Requests to Client (RTC)

These are requests from the Partnering Team members/Stakeholders to the Client (MoJCP).

The Client Representative shall adopt a Request to Client (RTC) system so that all queries requiring a response from MoJCP or NOMS are issued with a unique sequential number and will be logged onto a summary register. They will contain sufficient information to allow the Client to make a decision and will also identify a reasonable response period. It is expected that these requests will be responded to within 3 days of receiving the query.

It is expected that the Request to Clients shall be used for:

- Identifying scope creep (e.g. Establishment requests) and the estimated impact of the project Budget and Programme
- Identifying proposed changes to the Developed Project Brief and the estimated impact on the project budget and programme
- Notifications to MoJCP

- Requests for clarification from MoJCP

An RTC is usually generated by the Client Representative following the receipt of an RFC or an RFI as outlined above. Where possible all responses to RTCs should be recorded on the original query form in the response box so that the query and response will remain together.

All RTCs shall be issued and monitored by the Client Representative.

All responses to RTCs shall be forwarded and incorporated into RFI responses and issued to the Constructor and the Establishment by the Client Representative as appropriate.

Any request to proceed by MoJCP on an RTC shall be interpreted as an instruction to proceed under the Contract. The cost adjustment for the change, if applicable, will be closed out by a subsequent Project Change Proposal.

The Client Representative will hold and monitor the master RTC register. A sample RTC form is included in Appendix J.

2.5 Project Change Proposals (PCP)

Project Change Proposals (PCP's) shall be used for the management and approval of cost adjustments to the contract. These will be generated and monitored by the Cost Consultant.

A sample PCP form is included in Appendix C.

The Cost Consultant will hold and monitor the master PCP register.

2.6 Early Warning System

The Partnering Team members shall adopt an Early Warning system in accordance with the Project Partnering Agreement. This notification shall include proposals for avoiding or remedying a particular matter. A Core Group meeting shall be convened within 5 working days from the date of any such notification, unless the Core Group members agree an alternative course of action.

Each Partnering Team member shall notify the other as soon as it is aware of ANY matter, or potential matter, adversely affecting or threatening the Project.

A pro-forma for the Early Warning Notice is included in Appendix K. This should be completed and issued to the Client Representative for numbering and circulation.

2.7 Record of Event System

The Project Team members shall adopt a Record of Event system that shall be used to record minor events that upon review or when considered along with subsequent events may merit a PCP or EWN being raised.

A pro-forma for the Record of Event is included in Appendix L. This should be completed and issued to the Client Representative for numbering and circulation.

3**Control****3.1 Programme**

A Partnering Timetable has been developed by the Client Representative for this project and will be regularly reviewed against actual project progress and the Design and Project Timetables. A draft Partnering Timetable is included in Appendix B. The Partnering Timetable shall be regularly updated to provide a realistic and integrated programme that will meet the delivery constraints of the particular project.

The buffered (Lean) Project Timetable shall be developed and issued by the Constructor as part of the Detailed Project Proposals. This shall be closely monitored by the Partnering Team to assist in planning so that the project achieves the milestone and completion dates required by the MoJCP. A copy can be located in the submitted DPP for this contract.

3.2 Design

The Constructor's Design Team shall undertake the detailed design and issue to the Client's Consultants for comments. Any changes that go outside the Developed Project Brief or the Budget allowed are to be agreed with the Client using the RFI/RTC systems as described in Section 2.4 and 2.5 above and following the procedure flow chart in Appendix I.

No changes impacting on the scope or budget are to be implemented until approval is granted by MoJCP under these systems.

3.2.1 Approval of Changes

The Client Representative shall determine adoption or rejection of proposals made during the design stage, after discussion with the Client of the effect on the programme, cost and quality in accordance with the Change Control Procedure. When required, the Client Representative will gain approval from the Client.

3.2.2 Change Control

The Change Control Procedure shall be used whenever a change to the design or construction is envisaged that will alter the cost, programme or quality of the Project.

It is accepted that circumstances may arise which require the Partnering Team to use their best judgement and issue instructions without prior approval through the Change Control Procedure. These would include situations where considerations of Health and Safety and/or Security are paramount. In such circumstances, a retrospective Change Form must be raised within 1 week, clearly identifying the reasons why the instruction was given and all the resultant effects.

The procedure for completing the Change Proposal Form is:-

- *The Originator will issue the Form with Part 1 complete after approval to do so by the Client Representative/Client.*
- *Recipients will appraise the proposed change within the scope of their role and return the signed Form to the Originator, with their appraisal attached - 3 days.*
- *The Originator will consolidate this information and issue the Form to the Client Representative.*
- *The Client Representative will allot a unique number to the Form and review the collective consequences in Part 3 with the Client. The change will be approved/ rejected.*

The Client Representative shall keep the Client aware of the potential Cost and Programme consequences.

3.2.3 Consultation and Approvals

MoJCP shall approve the Project Brief and Partnering Documents.

3.3 Cost

The latest budget estimate is as detailed in the submitted report for the project.

All changes in cost shall be reported against the Price Framework included in the Commencement Agreement. As a minimum the costs shall be broken down into the following sub groups:

- a. Establishment proposed changes
- b. Client Changes
- c. Expenditure of Risk Budgets
- d. Potential Prolongations Costs

Items a, b and c above shall be notified to the Client in an RTC for approval. Once approved the cost adjustment for these will be agreed using a PCP (refer to section 3.2.2 above).

Although costs relating to Item d shall be forecast in the cost report, these will be settled via the claims mechanism in the contract.

3.3.1 Constructor Payments

Valuations shall be raised monthly and agreed with the Cost Consultant. These are then issued to the Client Representative for distribution to the Constructor and copied to MoJCP Lead Programme Manager.

Constructor invoices must include the project BPRN and should be issued directly to:

Ministry of Justice - Custodial Property

PO Box 746, MOJ Shared Services, Newport, NP20 9BB

A copy of the valuation, signed by the Client Representative, must be attached to the invoice when it is forwarded to MoJCP for payment.

Client Representative (via Cost Consultant) must ensure that the information updated for the Projects Database accurately reflects actual payments made.

3.3.2 Consultant Payments

All consultant invoices should conform to the Fee Management procedures and invoices should be submitted to the Client Representative but addressed in a similar way to the Constructor payments of 3.3.1. The Client Representative shall ensure that these payments are also accurately recorded on the Project Database Sheets.

3.4 Quality

The Constructor shall establish quality control procedures for design and construction phases.

3.5 Derogation Procedure

Mandatory derogation procedures have been published under Custodial Property's Notice to Staff 03/2008 for circumstances where it is not possible to comply with a Project Brief, Custodial Property's standards and/or procedures on all projects where Custodial Property Programme Delivery is the lead. This is in order to establish and maintain an audit trail of non-compliance.

The procedure to be followed is detailed in the Custodial Property Mandatory Derogation Procedures document held on 4Projects.

A copy of the derogation form to be completed is in Appendix N.

4 Risk

4.1 Risk Management

Risk Management is the responsibility of the whole Project Team. Risk Management Workshops shall to be held prior to agreeing the AMP; the associated process shall be facilitated and managed by the Cost Consultant. Where appropriate, the Value Management Workshops may be held at the same time.

The Risk Management process includes:-

- Options Appraisal - Identify key risks
- Feasibility Study - Formal risk review by Consultant team
- Project Brief - Update/Review of Risk Register prior to issue to the Constructor
- Project Proposals - formal update / review of the risk register on development of the design
- Construction - Update/Review
- Completion - Review

The Risk Register produced shall be reviewed and updated at Monthly Progress Meetings.

5**Value****5.1 Value Management**

Formal Value Engineering Workshops may be required after submission of the Initial Project Proposals (IPP) and Developed Project Proposals (DPP). Informal value engineering shall be carried out at all stages of the Project to ensure best value is achieved. The ongoing process shall be facilitated and managed by the Cost Consultant.

Where appropriate, Risk Management Workshop may be held at the same time.

6**Health and Safety****6.1 Health and Safety**

All work and activities carried out by any party shall always comply with Statutory and Regulatory Health and Safety requirements.

Initial Health and Safety Information Pack completed by the CDM Co-ordinator is included in the Project Brief and on 4Projects.

No work shall commence on site until the Principal Designer confirms that the F10 has been completed and submitted, the Constructor has an approved Construction Phase Health and Safety Plan and any necessary Risk Assessments and Method Statements are in place.

The site accident / near miss report sheet can be found in Appendix G of this document. This report shall be filled in on a monthly basis by the Constructor and issued to the Client Representative as part on the Constructor's Monthly Progress Report.

6.2 Pre-Contract Information Pack

This document shall be compiled by the CDM Coordinator with input from all Project Team Members. It shall be included in the Tender Documentation to be issued for this project.

6.3 Health and Safety Plan during Construction

The Constructor is responsible for developing the Pre-Construction Information Pack into the Construction Stage Information Pack and the updating/ maintaining of the document throughout the Construction Stage. The Constructor shall undertake all obligations of the Contractor under the CDM Regulations.

6.4 Format of Health and Safety File

Health and Safety File is to be in accordance with the MOJ handover procedure June 2013

7**Project Close Out****7.1 Procedures**

Project handover shall be completed in accordance with the procedures in the MOJ handover procedure June 2013 and as summarised below:

7.2 Format

All documents must comply with MoJCP's requirements for the production and handover of technical information as detailed in the MOJ handover procedure June 2013

8 Post Project Evaluation

8.1 Post Project Evaluation

The Partnering Team Members will participate in the Post Project Review process that will be facilitated and managed by the Client Representative in order to produce a Project Completion Report as required by MoJCP.

Appendix A Project Directory

HMP Liverpool Full Refurb (H Wing) – Project Directory

NAME	ORGANISATION	POSITION / ROLE	ADDRESS	PHONE	FAX	MOBILE	EMAIL
[REDACTED]	Ministry of Justice	Regional Project Sponsor	Project Delivery Unit Estates Directorate Ministry of Justice 3rd Floor 10 South Colonnade London E14 4PU	n/a		[REDACTED]	[REDACTED]
[REDACTED]	Jacobs	Client Representative	5 First Street Manchester M15 4GU	n/a		[REDACTED]	[REDACTED]
[REDACTED]	Jacobs	Technical Assessor	Cottons Centre London SE1 2QG	n/a		[REDACTED]	[REDACTED]
[REDACTED]	WT Partnership	Cost Consultant	Chancery Place 50 Brown Street Manchester M2 2JG	n/a		[REDACTED]	[REDACTED]
[REDACTED]	WT Partnership	Principle Designer	Chancery Place 50 Brown Street Manchester M2 2JG	n/a		[REDACTED]	[REDACTED]

Appendix B Project Partnering Timetable

See Attached

Appendix C Example of a Project Change Proposal

Project Change Proposal Form

Establishment		BPRN	
Project		Date	
		PCP No.	

This is a project Change in accordance with clause 17.1 / 17.2 of the PPC2000 Partnering Terms. The Constructor shall proceed in accordance with clause 17.2. All rights under clause 17.3 (i) are reserved. Any costs shall be substantiated and agreed with the Cost Consultant. The Project Timetable when updated in accordance with clause 6.7 of the PPC2000 Partnering Terms shall incorporate and highlight the impact/s of this instruction.

Section 1: Trigger for Change (Tick as appropriate):

Change Resulting from:			
Client Variation:	☐	Construction Constraint:	☐
Scope Change:	☐	Statutory Obligations:	☐
Pre DPP:	☐	Post DPP:	☐
		Design Development:	☐
		Other:	☐
		Urgent ¹ :	☐

Section 2a: Proposed Change:

The following Change(s) to the project are proposed and reasons indicated below:

Proposed Change	
Reason for Change	
Requested by	
Date	

Section 2b: Urgent¹ Change (CLIENT REPRESENTATIVE to Complete and sign if applicable):

¹ As per Clause 17.5 of PPC2000.

Scope of Urgent ¹ Change Instruction		
Urgent ¹ Change Instruction to proceed	Client Representative Signature:	Date:

Section 3: Constructor's Change Submission:

In accordance with clauses 17.2 and 17.6, please submit the Constructor's Change Submission within ten (10) Working Days from the date of this notification or sooner dependent

on scheduled procurement / delivery dates. Include any necessary design/s, time, risk and cost estimates. Use additional pages as required.

(To be completed by ~~Client Representative~~ Constructor):

Maximum Probable Cost Estimate (incl. VAT)	Timetable Implications
Construction £	
Contractual Disruption £	
Design Services £	
Resource Costs £	
Total £	

Name

Signature **Constructor**

To be forwarded to the Cost Consultant for cost review

Date

Name

Signature **Cost Consultant**

To be forwarded to the Client Rep for Recommendation to Proceed

Date

Name

Signature **Client Representative**

Forwarded to NOMS for Authority to Proceed

Date

Section 4: Authority to Proceed (Tick and sign as appropriate):

The Lead Programme Manager is:

☐

Authorised to proceed
I accept cost and time
penalty.

☐

To take no further action.

Name **(Project Client/ Governor/ EPDU/ PSG)**

Signature

☐

Funding is available

Date _____

Finance
Signature

Section 5: Instruction to Proceed (Tick and sign as appropriate):

² As per Clause 17.3 (i) of PPC2000; ³ As per Clause 17.3 (ii) of PPC2000

☐

Instruction to proceed with the
Change².

☐

Withdraw the
proposed Change³.

Name _____ **Client Representative**

Signature _____

Date _____

Appendix D Latest Budget

Refer to the Outline Business Case (OBC)

Appendix E Security Conditions

Refer to 4:20 Security Agreements

Appendix F Lines of Communication

PROJECT:

BPRN:

TITLE: Lines of Communication

The following table details the typical documentation and correspondence that will be generated on this project and the proposed lines of communication. It is essential for the project that these lines of communication be followed so that the flow of queries and information can be transferred quickly and efficiently without confusion.

Correspondence	Originator	Issued to	Copied to
RFI	Constructor's Project Manager	Jacobs Project Manager	Client Representative
	Jacobs Project Manager	Constructor's Project Manager	Client Representative
RTC	Jacobs Project Manager	Client	Client Representative
			Cost Consultant
			Constructor
RFC	Establishment Site Manager	Jacobs Project Manager	Cost Consultant
	Jacobs Project Manager	Constructor's Project Manager	Cost Consultant

Key:

- 1 – Constructors Project Manager
- 2 – Jacobs Project Manager
- 3 - Jacobs Client Representative
- 4 – MOJ Project Sponsor
- 5 – W T Partnership Cost Consultant
- 6 – Establishment Site Manager

Appendix G Health & Safety Reporting

MoJCP Contractor Management

1) Health and Safety Monitoring Form

The Principal Contractor must complete the following and include Sub-Contractors information. This form must then be submitted by email or fax to the MOJ at the address and fax number detailed below, within 7 days of every site meeting for the duration of the contract period, and cc'd to PS and Client's Representative.

Establishment	
Project	
BPRN No	
Contractor	TBA
Value of Contract	£

a. Accidents: Near Miss _____ Minor _____ Reportable _____

b. People on site: _____ Quantity (This reporting period)

c. Man-days to date: _____ Quantity (This reporting period)

d. Asbestos found not identified in Site Register?

e. Asbestos removed: Yes ☐
No ☐

Waste Consignment Note (Copy); please attach:

Name	
Position	
Date	

Note: Please complete ALL fields.

NB: Please complete all fields

The information requested, is for monthly information not cumulative.

Please send to Annas Abdool within 7 days of every site meeting.

Mail to: [REDACTED] Tel: [REDACTED]

Cc'd to [REDACTED]; [REDACTED]

Appendix H TA Monthly Project Progress Report

Monthly Project Progress Record

For the Attention of	Company

Location	Project

BPRN No	Completed By

Stage(s) Appointed	Type of Appointment

Stage	Total Approved Hrs	Hours Expended to Date	Outputs Achieved
Stage 4			
Stage 5			
Stage 6			
Stage 7			

Appendix I Request For Information Form

Request for Information Form

Establishmen	HMP Liverpool	BPRN	
Project		Date	
		RFI No.	001

1) Request for Information

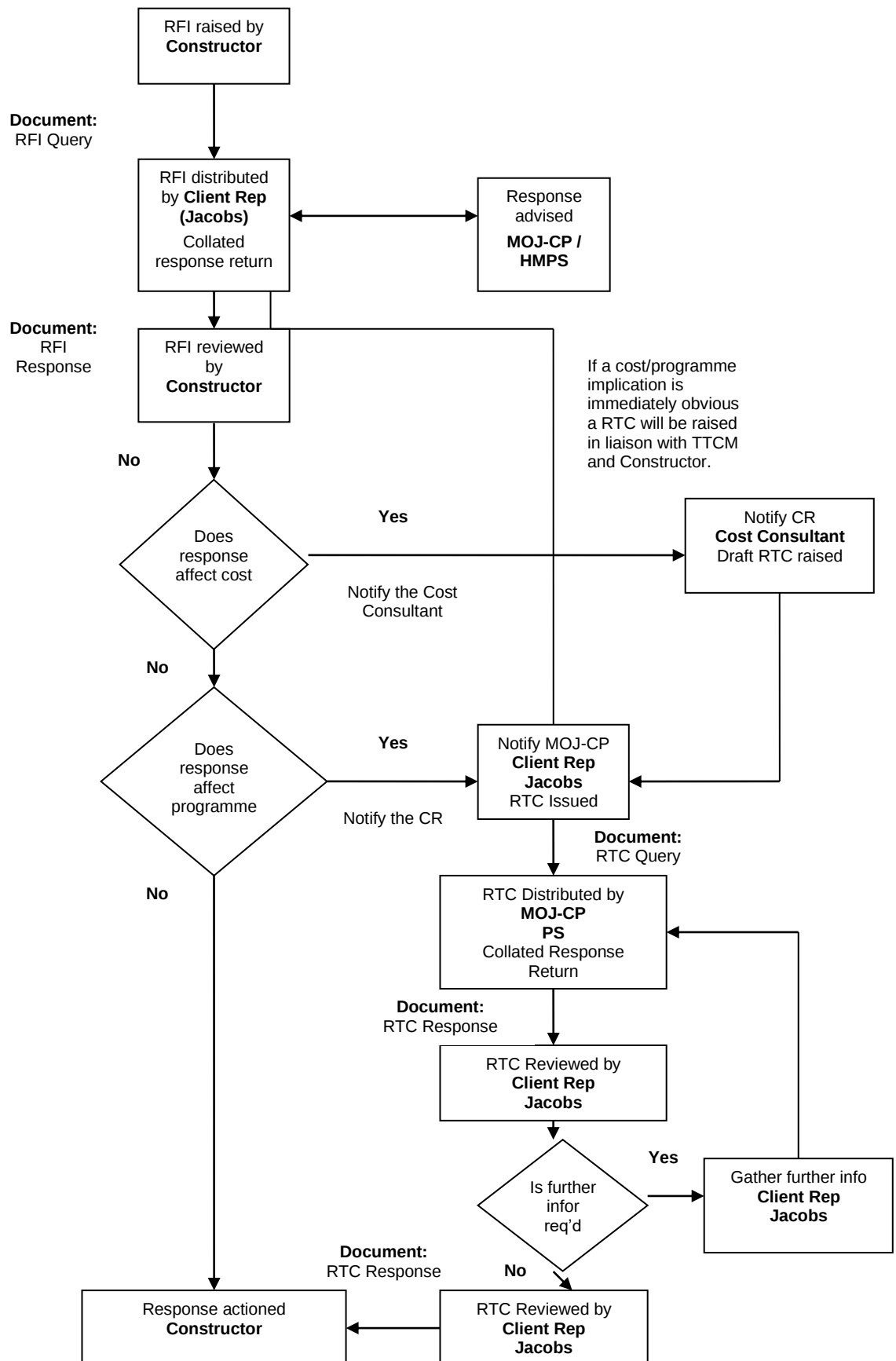
	Name	Company	Position
From			
To			
Cc		Jacobs	Client Representative

Please provide the following information by the date(s) indicated:	Date(s) Required

2) Consultant Team Response

	Name	Company	Position
From			
To			
Cc		Jacobs	Client Representative

--	--



Appendix J Sample Request to Client

Request to Client (RTC)

To:

RTC No:

Title:

Copy to:

Project:

BPRN:

Work

Package:

Originator:

Date:

**Reason for
Request*:**

☐ Potential Scope creep ☐ Potential Change in Project Brief ☐ Clarification

Source*:

☐ HMPS ☐ Constructor ☐ Other : Project Team

Request Details:	Date Reply Required:
Cost Impact:	TBA
Programme Impact:	None

Response:	
☐ Proceed with the work specific in this RTC*. This is an instruction to proceed in accordance with clause 5.3 of the PPC2000 Partnering Terms ☐ Do NOT proceed with the work specified in this RTC*	
Reply By:	Date:

* Strike-out as appropriate

Appendix K Early Warning Notice

<i>For use by the Client Representative only</i>	
<i>EWN Reference Number:</i>	

Early Warning Notice

Name of Project:	
Date: Time:	

This Early Warning Notice is served by:	
On behalf of:	
Form of notice:	

The matter which we consider is adversely affecting or threatening the Project or our performance in the contract is:

Our proposals for avoiding or remedying the matter are:

We formally request that the Client Representative convenes a Core Group Meeting as soon as practicable to discuss the above	Yes/No
We formally request that the Client Representative reviews this Notice and liaises with the Core Group members to discuss resolution of the issue	Yes/No

Signed

<i>For use by the Client Representative only</i>	
Date/Time Received:	
Date/Time Acknowledged:	
Date of Core Group Meeting (if applicable):	
Any other actions taken:	

Record of Event Form

Establishment	HMP Liverpool	BPRN	
Project		Date	
		Event No.	001

Completed by:	
Date:	
Location on Site:	

Site Record / Event	<i>Examples:</i> <i>Damage to existing road surface – in area x caused by xxxx</i> <i>Only 4 escorts available between x and y as opposed the 5 agreed</i> <i>Allowed early access to 4 cells (times and dates)</i> <i>Deep snow and artic conditions (snow fell at... approximately... deep this resulted in....)</i> <i>Allowed to work an additional 3 hours in the evening</i>
Comments/ Information requested	

Comments		
Photo taken?	Yes/No	
Design implications?	Yes/No	
Cost Implications?	Yes/No	
Programme implications?	Yes/No	
H&S Implications	Yes/No	
Change Order required?	Yes/No	

Comments / Action Taken

Client Liaison Officer	Site Manager	Client Representative:
Signature:	Signature:	Signature:
Date:	Date:	Date:

Appendix M Example Monthly Cost Report

ESTABLISHMENT: HMP Liverpool

Project Title:

BPRN:

Monthly Cost Report

Report No. 01

ddth Mmmm 201x

Monthly Cost Report: Summary

Report No.	Period	dd mmmm yyyy
Establishment	Stage	
Project	Constructor	
BPRN	MWFA	£

APPROVED BUDGET

1) Financial Authority (Programme Manager's Authorised Budget)	COST	VAT	TOTAL
a) Amount of Agreed Maximum Price	£	£	£
b) Client Risk Allowance	£	£	£
c) Direct Contracts and Items Supplied by the Department	£	£	£
d) Total	£	£	£

2) Budget Spread of Spend

Fiscal Year	2017/08	2018/19	2019/20	2020/21	Subsequent Years	TOTAL
£						£

3) PROJECT COMPLETION COSTS (Forecast)	COST	VAT	TOTAL
a) Amount of Agreed Maximum Price	£	£	£
b) Approved Project Change Proposals			
c) Anticipated Project Change Proposals			
d) Remaining Client Risk Allowance			
e) Direct Contracts and Items Supplied by the Department			
f) Anticipated Total			

4) Underspend/ Overspend	£
---------------------------------	---

5) Anticipated Spread of Spend

Fiscal Year	2017/18	2018/19	2019/20	2020/21	Subsequent Years	TOTAL
-------------	---------	---------	---------	---------	------------------	-------

£						£
---	--	--	--	--	--	---

Name

Signature

Date

Monthly Cost Report: Approved/ Anticipated Project Change Proposals

Report No.	Period	dd mmmm yyyy
Establishment	Stage	
Project	Constructor	
BPRN	MWFA	£

3b	Approved Proposals	Project	Change			
				COST	VAT	TOTAL
PCP 01						
PCP 02						
PCP 03						
PCP 04						
PCP 05						
PCP 06						
PCP 07						
PCP 08						
Total						

Evaluation of Instructions

3c	Anticipated Proposals	Project	Change			
				COST	VAT	TOTAL
PCP 09						
PCP 10						
PCP 11						
PCP 12						
PCP 13						
PCP 14						
PCP 15						

PCP 16			
Total			

Evaluation of Potential Changes

Ministry of Justice Custodial Property - Property Services Group - PROJECTS DATABASE

Project Detail Sheets

Project Details

Establishment:		Classification:		Prog'me:	
Project Title:		Contract Type:	New PSP/PPC2000		
BPRN:		Proj. Status:		Project Type:	New Build
		Area:			

Spread of Expenditure

Section 5 of 7

Spread	Val. No(s)	Baseline	Main Contract	Contingenci es	Local	Claims	TOTAL	Locking	Fencing
Previous Years		£	£	£	£	£	£	£	£
April		£	£	£	£	£	£	£	£
May		£	£	£	£	£	£	£	£
June		£	£	£	£	£	£	£	£
July		£	£	£	£	£	£	£	£
August		£	£	£	£	£	£	£	£
September		£	£	£	£	£	£	£	£
October		£	£	£	£	£	£	£	£
November		£	£	£	£	£	£	£	£
December		£	£	£	£	£	£	£	£
January		£	£	£	£	£	£	£	£
February		£	£	£	£	£	£	£	£
March		£	£	£	£	£	£	£	£
This Year		£	£	£	£	£	£	£	£
Next Year		£	£	£	£	£	£	£	£
Future Years		£	£	£	£	£	£	£	£
Total Estimated Construction Cost (Inc. VAT)		£	£	£	£	£	£	£	£

Allotment Sheet

Allotment Sheet Total:

£

Sheet No: Date:

Expenditure Type:

Accounting
Code

0

Ministry of Justice Custodial Property - Property Services Group - PROJECTS
DATABASE

Project Detail Sheets

Project Details

Establishment :		Classification:		Prog'me:	
Project Title:		Contract Type:	New PSP/PPC2000		
BPRN:		Proj. Status:		Project Type:	New Build
		Area:			

Fees

Section 6 of 7

Discipline	Client Rep	Cost Consultant	CDM Co-ordinator	Design Services						
	Jacobs									TOTAL
Authorised Fee (inc VAT + Disb)	£	£	£	£						£
Previous Years	£	£	£	£						£
April	£	£	£	£						£
May	£	£	£	£						£
June	£	£	£	£						£
July	£	£	£	£						£
August	£	£	£	£						£
September	£	£	£	£						£
October	£	£	£	£						£
November	£	£	£	£						£
December	£	£	£	£						£
January	£	£	£	£						£
February	£	£	£	£						£
March	£	£	£	£						£
This Year	£	£	£	£						£
Next Year	£	£	£	£						£
Future Years	£	£	£	£						£
Total Fees	£	£	£	£						£

Accounting Code	0
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Custodial Property

Derogation Form Committee use	For Standards Derogation No:
---	--

Establishment		BPRN	
Project		Date	
Project Sponsor:		Request No.	

This is a project derogation form indicating any change from Custodial Property's brief, standards or procedures.

Section 1: Details

The following Derogation(s) to the project is requested for the reasons indicated below.

Project Brief, Standard or Procedure reference & description	
Reason for failure to achieve	
Solution proposed	
Supporting Information: 1. Cost implication 2. Programme implication 3. Technical details	

Section 2: Signatures

Name

Signature **Constructor/Designer** To be forwarded to the Client Representative for review

Date

Name

Signature _____ **Client Representative** To be forwarded to the Lead Programme Manager for sign off

Date _____

Name _____

Signature _____ **Lead Programme Manager** To be forwarded to the Head of Technical Services

Date

Section 3: Technical Assessment

COMMENTS & RECOMMENDATION by relevant SENIOR MANAGER in TECHNICAL SERVICES	

Signature:	Position:	Date:
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Section 4: Authority to Proceed

The Lead Programme Manager / Head of Major Projects is (amend / tick as appropriate):

☐ Authorised to proceed to change control process. The project standards and procedural implications are accepted.			☐ Not authorised to proceed. Further action to be taken		
Name					
Signature		Head of Technical Services for the Standards Committee			
Date		Derogation No:			

