



|                           |                                                  |
|---------------------------|--------------------------------------------------|
| <b>Framework:</b>         | <b>Client Support Framework</b>                  |
| <b>Supplier:</b>          | <b>Turner &amp; Townsend Cost Management Ltd</b> |
| <b>Company Number:</b>    | <b>06458527</b>                                  |
| <b>Geographical Area:</b> | <b>East</b>                                      |
| <b>Project Name:</b>      | <b>East Hub PCM - PSO Secondments</b>            |
| <b>Project Number:</b>    | <b>ENV10003644</b>                               |
| <b>Contract Type:</b>     | <b>Professional Service Contract</b>             |
| <b>Option:</b>            | <b>Option E</b>                                  |
| <b>Contract Number:</b>   | <b>34968</b>                                     |
| <b>Stage:</b>             | <b>Study_or_Service_NOT_Design</b>               |

| Revision | Status |  | Originator |  | Reviewer |  | Date |
|----------|--------|--|------------|--|----------|--|------|
|          |        |  |            |  |          |  |      |
|          |        |  |            |  |          |  |      |
|          |        |  |            |  |          |  |      |
|          |        |  |            |  |          |  |      |
|          |        |  |            |  |          |  |      |
|          |        |  |            |  |          |  |      |

**PROFESSIONAL SERVICE CONTRACT - Under the Client Support Framework**  
**CONTRACT DATA**

**Project Name** East Hub PCM - PSO Secondments

**Project Number** ENV10003644

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  
Reference: Eastern Hub PCM - PSO Secondment Scope v1 dated 02/12/2021.

**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 |
|-------------|----------|--------------------------------------------|----|

Secondary Options

- X2: Changes in the law
- X7: Delay damages
- 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 Provision of a Project Support Officer to work as part of the Client's Programme and Contract Management (PCM) Team and as detailed in the Scope Document and Role Description provided.

The *Client* is [REDACTED]

Address for communications [REDACTED]  
[REDACTED]  
[REDACTED]

Address for electronic communications [REDACTED]

The *Service Manager* is [REDACTED]

Address for communications [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Address for electronic communications [REDACTED]

The *Scope* is in  
Reference: Eastern Hub PCM - PSO Secondment Scope v1 dated 02/12/2021.

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 28 February 2022

The *Client* provides access to the following persons, places and things  
access *access date*

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

The *completion date* for the whole of the *service* is 31 January 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                                                                                                                                                                                                            | MINIMUM AMOUNT OF                                                                                                              | PERIOD FOLLOWING COMPLETION OF THE WHOLE OF THE <i>SERVICE</i> OR TERMINATION |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| The <i>Consultant's</i> failure to use the skill and care normally used by professionals providing services similar to the <i>service</i>                                                                        | £5 million in respect of each claim, without limit to the number of claims                                                     | 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     | <a href="#">'to be confirmed'</a>  |
| 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

### Z5 Secondments

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 beneficiary

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

Address for communications

Address for electronic communications

The fee percentage is

The key persons are

Name (1)

Job

Responsibilities

Qualifications

Experience

As per CV

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

[REDACTED]  
[REDACTED]

The following matters will be included in the Early Warning Register

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]

5 Payment

The *activity schedule* is  
[REDACTED]

The forecast of the Prices is  
[REDACTED]

Resolving and avoiding disputes

The *Senior Representatives* of the *Consultant* are

Name (1) [REDACTED]  
Address for communications

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Address for electronic communications  
[REDACTED]

Name (2) [REDACTED]  
Address for

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]



1 General

The Consultant is

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

|  |
|--|
|  |
|--|

|  |  |
|--|--|
|  |  |
|--|--|

|  |
|--|
|  |
|--|

The fee percentage is

Insert the relevant framework tendered fee percentage

The key persons are

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
|--|
|  |
|--|

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|                         |                  |
|-------------------------|------------------|
| insert name             | Name (3)         |
| insert job              | Job              |
| insert responsibilities | Responsibilities |
| insert qualifications   | Qualifications   |
| insert experience       | Experience       |

|                         |                  |
|-------------------------|------------------|
| insert name             | Name (4)         |
| insert job              | Job              |
| insert responsibilities | Responsibilities |
| insert qualifications   | Qualifications   |
| insert experience       | Experience       |

|                         |                  |
|-------------------------|------------------|
| insert name             | Name (5)         |
| insert job              | Job              |
| insert responsibilities | Responsibilities |
| insert qualifications   | Qualifications   |
| insert experience       | Experience       |

|                         |                  |
|-------------------------|------------------|
| insert name             | Name (6)         |
| insert job              | Job              |
| insert responsibilities | Responsibilities |
| insert qualifications   | Qualifications   |
| insert experience       | Experience       |

|                         |                  |
|-------------------------|------------------|
| insert name             | Name (7)         |
| insert job              | Job              |
| insert responsibilities | Responsibilities |
| insert qualifications   | Qualifications   |
| insert experience       | Experience       |

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

|                                    |
|------------------------------------|
| Availability of the named resource |
| insert details                     |
| insert details                     |
| insert details                     |
| insert details                     |
| insert details                     |
| insert details                     |
| insert details                     |

|  |
|--|
|  |
|--|

3 Time

N/A The programme identified in the Contract Data is;

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

5 Payment

forecast of the total Defined Cost plus the Fee

Resolving and avoiding disputes

The Senior Representatives of the Consultant are

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
|--|
|  |
|--|

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
|--|
|  |
|--|

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
|--|
|  |
|--|

|  |  |
|--|--|
|  |  |
|  |  |

|  |
|--|
|  |
|--|

# Contract Execution

*Client execution*

Signed Underhand by [PRINT NAME]

for and on behalf of the Environment Agency

[Redacted Signature]

[Redacted Signature]

Signature

Date

Role

*Consultant execution*

Signed Underhand by [PRINT NAME]

for and on behalf of Turner & Townsend Cost Management Ltd

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

# Environment Agency

## NEC4 professional services contract (PSC)

### Scope

#### Project / contract Information

|                            |                                  |
|----------------------------|----------------------------------|
| Project name               | East Hub Project Support Officer |
| Project SOP reference      | ENV10003644                      |
| Contract reference (Bravo) | 34968                            |
| Date                       | 2 <sup>nd</sup> Dec 2021         |
| Version number             | V1.0                             |
| Author                     | Alison Hands                     |

#### Revision history

| Revision date | Summary of changes | Version number |
|---------------|--------------------|----------------|
| 02/12/21      | First Issue        | 1.0            |
|               |                    |                |
|               |                    |                |

## Details of the services

Details of the *services* are:

1. Description of the work:

### Objective

Provision of a Project Support Officer to work as part of the *Client's* Programme and Contract Management (PCM) Team.

### Outcome Specification

2. General Outline:

The secondment of a Project Support Officer ("*Consultant*") to act in accordance with Role Profile reference "Project Support Officer - PCM EA Grade 3 (PMO)", attached to this scope and within the constraints of an agreed budget, programme, and quality criteria, ensuring successful outcomes are achieved.

- a) The *Consultant* may be based in a number of offices as appropriate, including but not limited to the *Client's* office in Peterborough, however in order to develop good relationships with other team members and to support co-location there will be a requirement to travel to various *Client* offices or site offices (according to the projects the *Consultant* is assigned to); The *Client* supports flexible working to support reduced carbon impact and work-life balance so once the *Consultant* has established themselves within the *Client's* teams and is competent in the *Client's* activities, working from home or other *Client* offices may be supported. Initially at least, the *Consultant* will need to use their existing IT equipment such as laptops and mobile phones.
- b) The *Consultant* will be expected to perform the role duties and responsibilities outlined in the attached Role Profile reference Project Support Officer - PCM EA Grade 3 (PMO).

3. The *services* specifically excludes the following:

- a) Project Executive accountability.
- b) Internal *Client* financial approvals.

4. Site Information already available:

- a) The *Consultant* will be allocated projects according to need from the *Client's* PCM Team programme and any additions to it. These projects may either be stand alone or be part of a package/sub-programme of projects being delivered together.

5. Specifications of standards to be used

- a) Role Profile reference: Project Support Officer - PCM EA Grade 3 (PMO)

6. Constraints on how the *Consultant* provides the *services*

- a) The *Consultant* is to be based full time (up to 40 hours per week).

- b) Working arrangements will flex depending on latest government guidance and the *Client's* policies. It is the *Consultant's* responsibility to ensure that suitable DSE assessments, internet connections and safety precautions are provided.
- c) All required travel arrangements are to be made in accordance with the latest Public Health England COVID-19 guidance.
- d) The *Consultant* shall not work more than 40 hours per week without prior approval from the *Service Manager*.
- e) Any time deemed necessary for the *Consultant's* line management by the *Consultant's* employer, including training and development would be by agreement and be non-chargeable.
- f) Any time deemed necessary for the *Consultant's* to line manage or undertake any other tasks for the *Consultant's* employer, would be by agreement with the *Client* and be non-chargeable.
- g) The *Consultant* will be entitled to take annual leave, based on the *Consultant's* terms of employment with the *Consultant's* employer, and statutory holiday entitlement. These costs will be non-chargeable.
- h) *Consultant* shall provide the *services* in compliance with the *Client's* 'Environment Agency Operational Instructions' and policies.

#### 7. Requirements of the programme

- a) Secondments will be from 31<sup>st</sup> January 2022 to 31st January 2023.
- b) The *Consultant's* Employer will inform the *Client* prior to allocating their *Consultant* on other projects / utilisation post 31<sup>st</sup> January 2023.

#### 8. Services and other things provided by the *Client*

- a) Office space (not including car parking space) and office equipment and services necessary to undertake the role when attending the *Client's* offices.
- b) Day-to-day line management. This post will report to Alison Hands, PTM
- c) Systems access to include: Standard access to EA systems and drives as required

## **Role Profile issued with Scope:**

Project Support Officer - PCM EA Grade 3 (PMO).doc