

NEC4 Contract Tool

This tool is used to create standard Contract Documents using pre-determined parameters

When started you will see the following tabs

Start-up

1. Supplier Guidance
2. Data Part 2 (input)
3. Cover Sheet
4. Data Part 1
5. CD for X
6. Data Part 2
7. Contract Execution

PART 1

1. Data Part 2 (input)

There are multiple sections to complete

You can only fill in sections in yellow;



If you want to change any section in the yellow boxes, just overwrite the entries

If you press the 'Clear Data Part 2' button you will be prompted to confirm this action

Once you have completed all your sections save the document and return this to the Client

| Revision | Date Issued | Notes |
|----------|-------------|--|
| 1.7.4 | 08/04/2021 | COVID Instruction update and additional guidance added |
| 1.7.3 | 07/04/2021 | Revision Log added, FastDraft amendment |
| 1.7.2 | 21/01/2021 | Location dropdown amendment |
| 1.7.1 | 16/12/2020 | M&M Y(UK)3 changes |
| 1.7.0 | 02/11/2020 | Work stage and scope function added |
| 1.6.9 | n/a | Internal working document |
| 1.6.8 | 27/07/2020 | Liability value adjustments |
| 1.6.7 | 13/07/2020 | Supplier address change |
| 1.6.6 | n/a | Internal working document |
| 1.6.5 | 14/05/2020 | Location dropdown amendment |
| 1.6.4 | 14/04/2020 | COVID Instruction and remove clearing code |
| 1.6.3 | 17/02/2020 | Partnering Option removed |
| 1.6.2 | 21/11/2019 | National location added |
| 1.6.1 | 15/11/2019 | Supplier name amended |
| 1.6 | 26/09/2019 | FastDraft abstraction added |
| 1.5.4 | 09/09/2019 | Liabilities and Insurances changes (2 versions fixed / variable) |
| 1.5.3 | 13/08/2019 | Pain Gain share review |
| 1.5.2 | 06/08/2019 | Linking retention, X18 |
| 1.5.1 | 06/08/2019 | Update dropdown links |
| 1.5 | 03/08/2019 | Button alignment |
| 1.4.9 | 31/07/2019 | Marine & Coastal addresses added |
| 1.4.8 | 25/07/2019 | RMA version of EA Contract Tool |
| 1.4.7 | 05/07/2019 | Project Bank Account |
| 1.4.6 | 14/06/2019 | Functional updates |
| 1.4.5 | 07/06/2019 | Supplier selection update |
| 1.4.4 | n/a | Internal working document |
| 1.4.3 | 20/05/2019 | Functional updates and testing |
| 1.4.2 | 15/05/2019 | Functional updates and testing |
| 1.4.1 | 15/05/2019 | Functional updates and testing |
| 1.4 | 14/05/2019 | Company addresses provided |
| 1.3 | 01/05/2019 | Guidance notes added |
| 1.2 | 02/04/2019 | Functional updates and testing |
| 1.1 | 27/03/2019 | Final Draft |
| 1.0 | n/a | Internal working document |
| 1 | n/a | Internal working document |
| 0 | 21/03/2019 | First Draft |

PII threshold

COVID instruction Nov 2020 - March 2021

COVID instruction July - Oct 2020

COVID instruction April - June 2020

Liability table

Contract Front sheet



Framework:
Supplier:
Company Number:

Client Support Framework
Mott Macdonald Limited
01243967

Geographical Area:
Project Name:
Project Number:

National
Great Ouse Conveyance and Storage Study - Secondment
ENV0001891C

Contract Type:
Option:

Professional Service Contract
Option E

Contract Number:

33063

| Revision | Status | | Originator | | Reviewer | | Date |
|----------|--------|--|------------|--|----------|--|------|
| | | | | | | | |
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**PROFESSIONAL SERVICE CONTRACT - Under the Client Support Framework
CONTRACT DATA**

Project Name Great Ouse Conveyance and Storage Study - Secondment

Project Number ENV0001891C

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
412_13_SD02 PSC Scope Template ENV0001891C_Final dated 27/05/2021

Part One - Data provided by the Client

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Main
Option

Option E

[REDACTED]

W2

[REDACTED]

X2: Changes in the law

X9: Transfer of rights

X10: Information modelling

X11: Termination by the *Client*

X18: Limitation of liability

Y(UK)1: Project Bank Account

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 1 Senior User Representative resource to work as part of the Client's team managing the delivery of the Great Ouse Storage and Conveyance study.

The *Client* is Environment Agency

Address for communications

[REDACTED]

Address for electronic communications

[REDACTED]

The *Service Manager* is

[REDACTED]

Address for communications

[REDACTED]

Address for electronic communications

[REDACTED]

The Scope is in
412_13_SD02 PSC Scope Template ENV0001891C_Final dated 27/05/2021

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 12 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 *key date*
 'none set' 'none set'
 '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 09 August 2021

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 30 November 2022

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. Managing and mitigating the impact of Covid 19 and working in accordance with Public Health England guidance, as may vary from time to time, between 1st July 2021 and 31st August 2021.
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 The <i>Consultant's</i> failure to use the skill and care normally used by professionals providing services similar to the <i>service</i> | MINIMUM AMOUNT OF £1 million in respect of each claim, without limit to the number of claims | PERIOD FOLLOWING COMPLETION OF THE WHOLE OF THE <i>SERVICE</i> OR TERMINATION 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 £1m 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 | | £1 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 | 'to be confirmed' |
| 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.

Z11 Rate Increase Provision

Contracts with a duration of less than two years, which are extended over this duration by the *Service Manager* due to *Client* Scope increases, may apply a rate review as follows. The *Consultant* will charge the *Client* the contract staff rates for a minimum of two full years, and at the next annual rate review where a new staff rate list is accepted (as stated in Schedule 6), the new staff rate will apply to the contract as per Schedule 6. No Compensation Event is permitted for this different contract staff rate.

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

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 12 years after the
Completion of the whole of the *service*

Y(UK)1:Project Bank Account

The Consultant is to pay any bank charges made and to be paid any interest paid by the *project bank*

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

term beneficiary

The provisions of
Y(UK)1

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

| | |
|-------------|--------|
| <div></div> | 53.69% |
|-------------|--------|

The *key persons* are

| | |
|------------------|-------------|
| Name (1) | <div></div> |
| Job | <div></div> |
| Responsibilities | <div></div> |
| Qualifications | <div></div> |
| Experience | <div></div> |

The *key persons* are

| | |
|------------------|-------------|
| Name (2) | <div></div> |
| Job | <div></div> |
| Responsibilities | <div></div> |
| Qualifications | <div></div> |
| Experience | <div></div> |

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

The following matters will be included in the Early Warning Register

We have assumed that Victoria will work full time until January 2022 and that
We have assumed that Christopher will not start work on the project until January 2022
Travel expenses of £1,466 have been included in the pricing schedule. Any future
Victoria and Christopher's rate may increase during the secondment

3 Time

The programme identified in the Contract Data is

As stated in scope

Resolving and avoiding disputes

The *Senior Representatives* of the *Consultant* are

Name (1) [REDACTED]
Address for communications
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Address for electronic communications
[REDACTED]

Name (2) [REDACTED]
Address for communications
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Address for electronic communications
[REDACTED]

X10: Information Modelling

The *information execution plan* identified in the Contract Data is
Not applicable

Y(UK)1: Project Bank Account

The *project bank* is
Not applicable

named suppliers are
Not applicable

Contract Execution

Client execution

Signed under hand by

for and on behalf of the Environment Agency

Signature

Role

Consultant execution

Consultant execution

Signed under hand