



Professional Service Short Contract

Contract Data Forms

June 2017

(with amendments January 2019)

Short Contract

A contract between

The Coal Authority of 200 Lichfield Lane, Mansfield,
Nottinghamshire NG18 4RG

and

AECOM Ltd

for

Asset Management Benchmarking Project

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Notes about the contract are printed in boxes like this one. They are not part of the contract.

Contract Data

The *Client's* Contract Data

The *Client* is

Name

Address for communications

Address for electronic
communications

The *service* is

The *starting date* is

The *completion date* is

The *delay damages* are per day

The *law of the contract* is

The *period for reply* is weeks

The *defects date* is weeks after Completion

The *assessment day* is the of each month

Work is/is not to be carried out on a time charge basis (delete as applicable)

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) does/does not apply
(delete as applicable)

The *Adjudicator* is

Name

Address for communications

Address for electronic
communications

Contract Data

The *Client's* Contract Data

The interest rate on late payment is

The rate specified in regulations made under the Late Payment of Commercial Debts (Interest) Act 1998.

% per complete week of delay.

Insert a rate only if a rate less than 0.5% per week of delay has been agreed.

Do the Construction
(Design and
Management
) Regulations
2015 apply?

NO

The Principle Designer is Not Applicable

The *Consultant* provides the following insurance cover

INSURANCE AGAINST	MINIMUM AMOUNT OF COVER	PERIOD FOLLOWING COMPLETION OR EARLIER TERMINATION
Liability of the <i>Consultant</i> for claims made against it arising out of the <i>Consultant's</i> failure to use the skill and care normally used by professionals providing services similar to the <i>service</i> .	£2million (two million) in respect of each claim, without limit to the number of claims	Six 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.	£5million (five million) in respect of each event, without limit to the number of events	N/A
Liability for 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	£5million (five million) in respect of each event, without limit to the number of events	N/A

The *Consultant's* total liability to the *Client* for matters for which insurance is provided is limited to

The amount of the insurance this contract requires (ignoring any excesses or deductibles)

The *Consultant's* total liability to the *Client* for other matters is limited to

Three times the sum of the Prices or, where work is on a time charge basis, three times the sum of the rates multiplied by the number of hours at each rate.

The *Adjudicator nominating body* is

[The Royal Institute of British Architects / Institution of Civil Engineers / the President of the Royal Institute of Chartered Surveyors]

The *tribunal* is

Litigation

Contract Data

The *Client's* Contract Data

The *conditions of contract* are the NEC4 Professional Service Short Contract June 2017 (with amendments October 2020) and the following additional conditions

Only enter details here if additional conditions are required.

None

Contract Data

The *Consultant's* Contract Data

The *Consultant* is

Name AECOM Ltd

Address for communications
177 Bothwell Street
Glasgow
G2 7ER

Address for electronic
communications

The *fee percentage* is 0 %

The *people rates* are

category of person	unit	rate
Technical Director	Hour	
Associate Director	Hour	
Subject Matter Expert	Hour	

If the work is to be carried out on a time change basis the *Consultant* includes *people rates* for its own people and people provided by a subcontractor

The *key persons* are

Name (1)

Job

Responsibilities

Qualifications

Experience

Name (2)

Job

Responsibilities

Qualifications

Experience

Technical Director

Project lead, project management

BSc (Hons) MRICS MIAM

>30 years, Asset Management Advisory

Associate Director

Project delivery

BEng (Hons) CEng MICE MIAM

20 years, civil infrastructure assets

The *Consultant's* Offer and *Client's* Acceptance

The *Consultant* offers to Provide the Service in accordance with these *conditions of contract* for an amount to be determined in accordance with these *conditions of contract*.

The offered total of the Prices is

£34,442.24

Enter the total of the Prices from the Price List. If all work is to be carried out on a time charge basis, enter 'Not Applicable'

Signed on behalf of the *Consultant*

Name

Position

Technical Director

Signature

Date

19/12/2022

The *Client* accepts the *Consultant's* Offer to Provide the Service

Signed on behalf of the *Client*

Name

Position

Signature

Date

Price List

Entries in the first four columns are made either by the *Client* or the tenderer

For each row:

- If the *Consultant* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only.
- If the *Consultant* is to be paid an amount for the item of work and which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.
- If the work is to be paid on a time charge basis, only expenses should be included.

Costs incurred by the *Consultant* other than the listed expenses are included in the Rates and Prices and the People Rates. If expenses are paid at cost, then 'at cost' should be entered into the Rate column.

Delete or strike through unused rows.

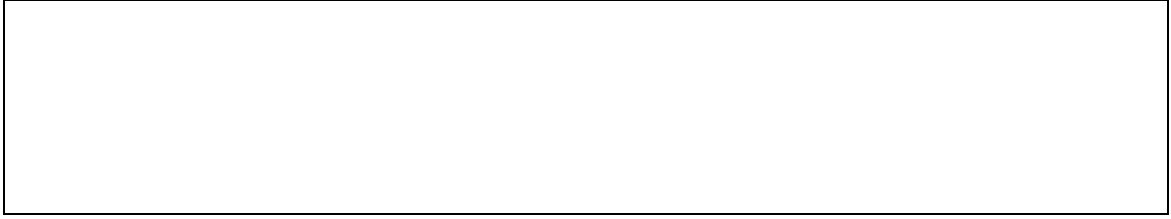
ITEM NUMBER	DESCRIPTION	UNIT	EXPECTED		
001	Undertake Gap Analysis Interview and Report	Sum			
002	Framework Development	Sum			
003	Development of Business Case	Sum			

The total of the Prices **£34,442.24**

EXPENSES

001	Travel Subsistence	Day	3	£250	£750

The method and rules used to compile the Price List are



Scope

The Scope should be a complete and precise statement of the *Client's* requirements. If it is incomplete or imprecise, there is a risk that the *Consultant* will interpret it differently from the *Client's* intention. Information provided by the *Consultant* should be listed in the Scope only if the *Client* is satisfied that it is required, is part of a complete statement of the *Client's* requirements and is consistent with other parts of the Scope.

1 Purpose of the service

Provide a brief summary of why the *service* is being commissioned and what it will be used for.

1. The client wants to bench mark their current asset management capabilities against the ISO 550001 standard and develop an asset management plan with the intention of achieving accreditation level.

2 Description of the service

Give a complete and precise description of what the *Consultant* is required to do.

1. Completion of a gap analysis process in line with the 39 asset management landscape subjects as described in The Institute of Asset Management - an anatomy document.
2. Determine the CA's alignment with the International Standard Organization (ISO) 55001 Asset Management System (AMS) requirements.
3. Recommend an Asset Management Framework.
4. Develop a business case to support the CA's alignment to ISO 55000 outlining the costs, risks and benefits associated with each proposed option.

Scope

3 Existing information

List existing information which is relevant to the *service*. This can include documents which the *Consultant* is to further develop.

- The Institute of Asset Management - an anatomy document.
- The Coal Authority - Business Case Document.

4 Specifications and standards

List the specifications and standards that apply to the contract.

- International Standard Organization (ISO) 55001 Asset Management System
- The Institute of Asset Management - an anatomy document.
- The Coal Authority - Business Case Document.

Scope

5 Constraints on how the *Consultant* Provides the Service

State any constraints on sequence and timing of work and on method and conduct of work including the requirements for any work by the *Client*.

- Interviews will need to be planned ten working days in advance. (Remote interviews will be permitted)

Scope

6 Requirements for the programme

State whether a programme is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

The contractor will provide a programme using MS Project no later than 1 week after the contract start date and show the following:

- Start Date.
- Proposed dates for interviews.
- Proposed Asset Management (AM) framework 1st draft date and following review dates
- Proposed Business Case (BC) 1st draft review date and review dates.
- Date for AM and BC completion.
- Overall project completion date.

Scope

7 Information and other things provided by the *Client*

Describe what information and other things the *Client* is to provide and by when. Information is that which is not currently available, but will become available during the contract. Other things could include access to a person, place (such as office space or a site) or the *Client's* information technology systems.

ITEM	DATE BY WHICH IT WILL BE PROVIDED
The Coal Authority Business Case Document	01/02/2023