

Tender and Schedule

for

The Provision of

Engineering Consultancy Services

For

Celbridge Hazelhatch Mobility Corridor (Phase 5 to 7)

using the

Standard Conditions of Engagement for Consultancy Services (Technical)

Conditions of Engagement for Consultancy Services (Technical)

Document Reference FTS 9 v1.10

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Department of Public Expenditure NDP Delivery and Reform
Government Buildings
Upper Merrion Street
Dublin 2

Tender

To	<i>The Contracting Authority</i>	Kildare County Council
	<i>Address of Contracting Authority</i>	Áras Chill Dara, John Devoy Park, Devoy Place, Naas, Co. Kildare W91 X77F
	<i>For the attention of</i>	Sarah Walsh
Date:		

Contract	<i>For the provision of</i>	Engineering Consultancy Services
In relation to	<i>Project title</i>	Celbridge Hazelhatch Mobility Corridor

A Dhaoine Uaisle

We have examined and understand the **Conditions of Engagement for Consultancy Services (Technical)**, the completed Schedules A and B (where appropriate), and any other tender information supplied, all as amended by any supplemental information, for the above contract.

Terms used in this tender that are defined in those documents have the same meaning in this tender. We submit with this tender a detailed breakdown of the tender price (if requested). We offer to provide and complete the Services required on the terms of and in conformity with the documents referred to in the preceding paragraph for:

the lump sum fee of:

euro excluding VAT for the Whole Stage/Stage(s),
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as adjusted in accordance with the contract.

and/or

an overall percentage fee of:

Not Applicable	% for the Whole Stage/Stage(s),
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together with the rates for Time Charges to be determined in accordance with the provisions of the Invitation to Tender.

The amounts set out in this Form of Tender include for expenses, for any intellectual property rights required and, where the Services include acting as Project Supervisor for the Design Process, Assigned Certifier, or signing of the Design Certificate, any fee for so acting.

Grade 1: Partner / Director - 180+months This grade may include, where instructed: Project Director / Technical Director Discipline Technical Authority (e.g. Structures, Roads, Environment) Senior oversight of design governance, approvals and	€
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Tender & Schedule for the Conditions of Engagement for Consultancy Services (Technical)

technical assurance High-level stakeholder, statutory and risk management functions	
Grade 2 – Associate / Senior Manager - 120+months This grade may include: Project Manager / Design Manager Senior Resident Engineer / Employers representative	€
Grade 3: Senior Executive / Senior Professional - 96+ months This grade may include: Senior Engineer / Discipline Lead (Roads, Structures, Drainage, Active Travel etc..) Executive Resident Engineer / Senior Inspector Senior Environmental specialist Quantity Surveyor	€
Grade 4 - Technician / Executive / Professional Support - 0-36 months This grade may included: Engineer / Assistant Engineer Inspector / Clerk of Works / Site Technician CAD / BIM /Engineering Technician	€
PSDP duties shall be undertaken by a suitably competent and experienced senior member of the Consultant's team and shall be resourced and charged under the applicable Grade(s) identified in the Tender, having regard to the nature, scale and risk profile of the Project.	€
PSDP duties shall be undertaken by a suitably competent and experienced senior member of the Consultant's team and shall be resourced and charged under the applicable Grade(s) identified in the Tender, having regard to the nature, scale and risk profile of the Project. (PSDP duties to be priced through the applicable Grade rates below.)	€
	€
	€
	€

In consideration of your providing us with the contract documents, we agree not to withdraw this offer until the later of:

- 180days after the end of the last day for submission of this Tender

- expiry of at least 21 days written notice to terminate this Tender given by us.

Your acceptance of this Tender within that time will result in the Contract being formed between us.

We agree that you are not bound to accept the lowest or any tender you may receive.

We agree that if any contract formed by acceptance of this Tender is determined to be void, voidable, unenforceable, or ineffective, any damages for which you may be liable will not exceed the amount that would have been payable under Clause 14.29 of the Conditions of Engagement on termination under clause 14.9 of the Conditions.

We agree that if, at the date of the Contract formed by the acceptance of this Tender, we have in place Annual Aggregate Insurance:

- (a) we shall monitor the EU and UK market at no longer than yearly intervals to establish whether
 - (i) the Each and Every Insurance, or (ii) better cover than the cover in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal, can be obtained at the Increased Premium Rates; and
- (b) if the Each and Every Insurance:
 - (i) becomes available to us at the Increased Premium Rates; or
 - (ii) is not available (or not available to us at the Increased Premium Rates) but better cover than the Annual Aggregate Insurance in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal becomes available to us at the Increased Premium Rates,

we shall immediately effect such available cover (subject to having obtained your prior written approval, such approval not to be unreasonably withheld or delayed) and notify you in writing within seven days that we have so effected the cover.

For the purposes of this Tender,

the **“Increased Premium Rates”** means premium rates that do not exceed 125% of the premium rates payable by us for cover on an annual aggregate basis at the time of the applicable annual renewal PROVIDED THAT any difference between (i) premium rates for cover on an annual aggregate basis and (ii) premium rates for the Required Insurance or better cover than the cover in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal (whichever is applicable), is not due to any act, omission, default, claim, notice of claim, negligence or otherwise of or against us;

“Each and Every Insurance” means professional indemnity insurance on an each and every claim basis at the level set out in the Schedule; and

“Annual Aggregate Insurance” means professional indemnity insurance on an annual aggregate basis at the level set out in the Schedule.

Is sinne, le meas,

Signed on behalf of

Name of Tenderer

*Signature of authorised
person*

In the presence of

Signature of witness

Tender & Schedule for the Conditions of Engagement for Consultancy Services (Technical)

<i>Name of witness</i>	
<i>Witness's occupation</i>	
<i>Witness's address</i>	

OR (If the Tenderer is an individual)

Signed by

<i>Signature of Tenderer</i>	
<i>Name of Tenderer</i>	

In the presence of

<i>Signature of witness</i>	
<i>Name of witness</i>	
<i>Witness's occupation</i>	
<i>Witness's address</i>	

**STANDARD CONDITIONS OF ENGAGEMENT
FOR CONSULTANCY SERVICES (TECHNICAL)
SCHEDULES**

SCHEDULE A: CONTRACT PARTICULARS¹

INTERPRETATION

The Agreement is organised in elements, by individual numbers and line breaks, and titled groups, within each clause. One purpose is to identify clearly which contents go together as part of the same element, especially which qualifications, modifications and exceptions apply to what, and the relationships between elements.

Element numbers provide precise references. They are preceded by clause numbers in larger font except where the reference is in and to the same clause [e.g. '1, 5,6,7' in clause 2.4, but '7' alone in 2.10].

Instead of including 'and' or 'or' where either would cause ambiguity, commas are used between contents of an element, and semi-colons between elements in a sentence (with indenting where convenient for listing them), to show that they apply individually and together as relevant to the subject.

Square brackets are included where useful to identify as such clarifications, explanations, reminders of purposeful implications or of general law, and cross-references, to show that significance is not to be given to their absence elsewhere, or in the case of general law that it is not being changed.

In the Agreement, Schedules, except where the context indicates, words in the singular include the plural and the reverse.

1. APPOINTMENT

1 Client, Consultant, Contact Details

Client	
Name	Siobhan Scully, A/Director of Services, Transport, Mobility & Open Spaces
Telephone	
Mobile	
Email	sscully@kildarecoco.ie

Client's Representative	
Name	Sarah Walsh, A/Senior Executive Engineer, Transport, Mobility & Open Spaces
Telephone	
Mobile	
Email	sjwalsh@kildarecoco.ie

Consultant	
Name	
Telephone	
Mobile	
Email	

¹ Completed by the Client

	Consultant's Representative
Name	
Telephone	
Mobile	
Email	

2 Project

Celbridge Hazelhatch Mobility Corridor (Phase 5 to 7)

7 Whole, parts, of other documents included in the Contract

1. Letter of Acceptance
(incl. any post tender clarifications)
2. Pricing Schedule
(detailed breakdown of the tender price)
3. Service Requirements
(Consultants Briefing Document)
4. Form of Tender & Schedules A & B (incl. all subsequent appendices)
5. Standard Conditions of Engagement for Consultancy Services (Technical) including Schedules A&B
6. Details of Tender Quality Submission
7. Candidates Tender Submission
8. Collateral Warranty for sub-Consultants who will be required (if applicable)
9. Any minutes of pre-start/pre-contract award meetings.

2. PERFORMANCE

12 Consultant has no authority –

to make any Change Order with an extra value above:

€ 10,000 exclusive of VAT

to make Change Orders in any three month period with a cumulative extra value above:

€ 25,000 exclusive of VAT

any Change Order causing or contributing to a reduction in safety, quality, usefulness, of the Project.

to waive any of the Client's rights or the Contractor's obligations under a Project construction contract without limitation to notice periods such as those set out in sub-clause 10.3 of the Public Works Contracts (PW-CF1 to PW-CF5).

(n/a)

17 Limit of Liability

The Liability Cap is:

€ / (euro)²

The Liability Cap shall not apply to any claim, loss, damage, cost, expense or liability relating to

- a) death, personal injury or illness;
- b) fraud or fraudulent misrepresentation;
- c) wilful default;
- d) gross negligence;
- e) third party property;
- f) sub-clause 13.26 of this Agreement; or
- g) any liability which the Consultant cannot lawfully exclude or limit.

19 Insurance types, terms

COVER	Minimum cover	Permitted deductible each and every occurrence	Period
Annually renewable Professional Indemnity policy, against liability for losses due to professional negligence. The conditions provide for claims for breach of professional duty or civil liability as well as negligence. The jurisdiction in which claims can be lodged and settled includes IRELAND	Each and every claim or series of claims arising out of the same originating cause³ €6,000,000 OR Per claim and limited in the Annual Aggregate⁴ €6,500,000	2.0% of gross fee turnover, or €5,000 whichever is greater	From start to completion of the Services; and six years from certified substantial completion of the Project works subject to reasonable adjustment of cover for any exceptional increases in insurance market rates.
Public Liability for death, personal injury [except EL, next type]; loss of, damage to, property; with indemnity to the Client as principal	€ 6,500,000	€ 10,000	From start to completion of the Services.
Employers' Liability for death, injury, to employees	€ 6,500,000	None	From start to completion of the Services.
Insurance of plans, documents	€ n/a	None	From start to completion of the Services.

² If no sum is stated, the applicable amount is €1,500,000 (one million, five hundred thousand euro)

³ The Each and Every Insurance for the purpose of the Tender

⁴ The Annual Aggregate Insurance for the purpose of the Tender

25 Key Team Members

Key Team Members are the members of the Consultant's team that are named in the Consultant's tender submission for the Services and/or named in the Consultant's suitability assessment questionnaire response for the Services, as applicable.

7. COORDINATION

5 Facilities from the Client

n/a

6 Client's resident staff

n/a

11 Team Leader

The Consultant is team leader.

9. PAYMENTS

13 Inflation Adjustment

First Adjustment Date means for any element of the Fee that is

- a) a Lump Sum [by Schedule B only, not by conversion under 9.11,12], the date that is the Base Date;
- b) based on Tendered Time Charges, the date that is the Base Date;
- c) a Lump Sum [by conversion under 9.11,12 only] the date that is the later of:
 - (i) the Base Date; or
 - (ii) the Percentage Fee Conversion Date;
- d) a percentage applied under 9.7,8 the date that is the later of:
 - (i) the Base Date; or
 - (ii) the Percentage Fee Application Date.

Base Date means the date that is the first day of the 25th month falling after the date that is 10 days before the last date of receipt of the Consultant's tender for the Services, or, if there was none, 10 days before the Client received the Consultant's tender for the Services.

Calculated Time Charges means Time Charges that are calculated by the Client in accordance with Section 5.5 (Pricing) of the Instructions to Tenderers for Consultancy Services using a formula to calculate hourly rates and carrying a document reference of ITT-S1a or ITT-S2a, as applicable. Calculated Time Charges shall only apply where ITT-S1a or ITT-S2a was used in the tender for the Contract.

COE Fee Adjustment Factor is the figure for a Relevant Quarter in an Indexation Year published on the [constructionprocurement.gov.ie](https://www.constructionprocurement.gov.ie) [or any successor] website.

Indexation Year means a period of a year with the first Indexation Year being the period starting on the First Adjustment Date and ending on the day before the anniversary of the First Adjustment Date; for each subsequent Indexation Year it shall be the period of a year from the last anniversary of the First Adjustment Date and ending on the day before the next anniversary.

Percentage Fee Application Date means the date upon which the Client applies a Scheduled Percentage for the Total Fee under 9.7,8.

Percentage Fee Conversion Date means the date upon which the Client converts a Scheduled Percentage Total Fee to a Lump Sum Fee under 9.11,12.

Quarter means a period of 3 months ending on 31 March, 30 June, 30 September or 31 December in any calendar year.

Relevant Quarter means the Quarter in which a First Adjustment Date occurs.

Tendered Time Charges means Time Charges tendered by the Consultant in accordance with Section 5 (Pricing) of the Instructions to Tenderers for Consultancy Services using tendered hourly rates and carrying a document reference of ITT-S1b or ITT-S2b, as applicable. Tendered Time Charges shall only apply where ITT-S1b or ITT-S2b was used in the tender for the Contract.

10. DEBTS TO CLIENT

4 Interest

The rate of interest payable on Client's wrongful deduction is p.a⁵.

12. BUDGETARY CONTROL

2 Excess Percentage

'Excess Percentage' means the percentage [if any] in excess of % of the tendered amount accepted by the Client for the Project construction by which that amount is above or below the last estimate approved by the Client before giving permission to start Stage (iii).

13. INTELLECTUAL PROPERTY etc

11 Assignment

There is assignment to the Client instead of a licence.

Document, design or deliverable

[List]

14 Licence

Client may use Consultant's design etc. for –

Individual projects:

n/a

Types of project:

n/a

15 Fees [if any]

The only fees payable by the Client for its rights under this clause are: .

18 Publicity

Consent to publicity is required from the Client.

14. TERMINATION

9 Scheduled termination events

The following are Scheduled termination events:

- Where the Contract is subject to Statutory Instrument 284 of 2016 European Union (Award of Public Authority Contracts) Regulations 2016 or Statutory Instrument 286 of 2016 European Union (Award of Contracts by Utility Undertakings) Regulations 2016 and:
 - the Consultant has, at the time of Contract award, been in one of the situations referred to in Article 57(1) of SI 284 of 2016 and, in the opinion of the Employer, should therefore have been excluded from the procurement procedure; or

⁵ If no rate of interest is specified, the European Central Bank main refinancing rate ('ECB') plus eight percentage points (ECB+8%) shall apply.

- (ii) the Contract should not have been awarded to the Consultant in view of a serious infringement of the obligations under the Treaties and Directives 2014/24/EU or Directive 2014/25/EU that has been declared by the Court of Justice of the European Union in a procedure pursuant to Article 258 of the Treaty on the Functioning of the European Union; or
 - (iii) in the opinion of the Employer, the Contract has been subject to a substantial modification which would have required a new procurement procedure pursuant to Regulation 72 of SI 284 of 2016 or Regulation 97 of SI 286 of 2016; or
 - (iv) the Consultant (or its or sub consultant(s), if any) falls within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine or any subsequent amendments to same).
2. Any breach of clause 2.22,23 Corrupt Gifts or the commission of any offence by the Consultant, any subcontractor, agent or employee under the Criminal Justice (Corruption Offences) Act 2018. [Without affecting its other rights], the Client shall be entitled to recover from the Consultant the amount or value of any gift, consideration or commission.

In this Form of Tender and Schedule, the reference to "Treaties" means the Treaty on European Union, the Treaty on the Functioning of the European Union, the Treaty establishing the European Atomic Energy Community and the Charter of Fundamental Rights of the European Union.

30 Payment where Client terminates at will

Where the Client terminates Services at will although the Project is continuing, the Consultant is entitled to 5% of the difference between the Fees payable under clause 14.27 [without any apportionment under 14.28], and the total fee that would, as estimated at termination, have been payable on completion of the Services for the last Stage in or after which the termination occurred.

16. DISPUTES

1 Initial resolution method

Any dispute or difference arising out of or in connection with this Agreement shall, in the first instance, be referred for conciliation to the Conciliator to be agreed between the Parties in dispute. In the event that such Parties are unable to agree on a Conciliator then the matter shall be referred to the Chairman for the time being of the Chartered Institute of Arbitrators, Irish Branch, who shall nominate the Conciliator. The IEI Conciliation Rules shall govern the conciliation

4 Nominator

In default of agreement, an arbitrator, conciliator or other for 16.1, will be nominated at the request of either party by the following person[s]: The Chairman of the Chartered Institute of Arbitrators, Irish Branch.

In default of agreement an adjudicator, under the Construction Contracts Act 2013, will be appointed at the request of either party by the Chairperson of the Panel of Adjudicators.

5 Rules

The applicable Rules are the following published for use with these Standard Conditions of Engagement:

In the case of Arbitration, the arbitration rules are the Capital Works Management Framework (CWMF) *Arbitration Rules for use with Public Works and Construction Services Contracts* (AR1) published on <http://constructionprocurement.gov.ie/arbitration-rules/> on the date 10 days before the latest date for submission of Tenders for this contract (disregarding any amendments posted on that date).

(In the case of conciliation, the Conciliation Procedure 2020, Engineers Ireland.)

SCHEDULE B: CONSULTANT'S SERVICES AND FEES

CONSULTANT'S STAGE SERVICES

The Consultant's appointment is for Whole Stages for Stages (ii) to (v) as tabled below.

PSDP SERVICES

Performance of all the duties of Project Supervisor for the Design Process is included in the Services as tabled below [and the Stage Fees].

ASSIGNED CERTIFIER SERVICES

Performance of all the duties of Assigned Certifier under the Building Control (Amendment) Regulations 2014 is not included in the Services [and the Stage Fees].

DESIGN CERTIFICATE SERVICES

The Consultant is not required to sign the Design Certificate in accordance with the Building Control (Amendment) Regulations 2014.

TOTAL FEE [9]

Lump Sum:

STAGE SERVICES

Stage (i) Preliminary	n/a				
	Performance Period from permission to start [4.4] (days)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
STAGE SERVICES					
n/a	n/a	n/a	n/a	n/a	n/a

STAGE SERVICES

Stage (ii) Design					
Design & Tender Documentation Preparation					
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
Phase 5: Detailed Design & Tender Preparation			%		%

Sub-Stage (ii a) - Mobilisation, Baseline Verification & Governance Set Up					
Mobilise the commission and verify all available baseline information, including planning permission, EIAR/NIS commitments and applicable conditions. Establish project governance, PEP, information management procedures and core registers, and identify any survey or information gaps requiring Employer instruction.	4weeks (c. 20-working days) from permission to start	Baseline Verification & Gap Report issued and accepted PEP (including BIM/Information Management) issued and accepted Assumptions Register + initial Risk Register issued and accepted	5		5
Sub-Stage (ii b) – Detailed Design Development					

Design & Tender Documentation Preparation					
Stage (ii) Design					
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
Prepare and coordinate full multi disciplinary detailed design for all scheme elements, incorporating planning conditions and environmental commitment incorporating all utilities; including but not limited to UE, GNI, ESB, Telecomms, Traffic Signals, Public Lighting/Lighting Design. Complete design development, technical assurance, coordination with third parties and preparation of design packages to defined review stages. Design package submitted for Client/Peer review - on receipt of comments - all documents to be updated in line with the agreed Client/Peer review. Statutory Process Support for providing individual CPO schedules including complete accommodation works package for each landowner.	22 weeks (c. 110 working days) from completion of ii(a)	60% Design Pack issued and accepted (all disciplines) 90% Design Pack issued and accepted (including updated BoQ/cost/risk) Final Design Pack issued and accepted (design ready to compile into tender docs)	25		5
Sub-Stage (ii c) - Tender Documentation & Readiness					

Stage (ii) Design					
Design & Tender Documentation Preparation					
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
Prepare the complete Works Contract tender documentation, including drawings, specifications, BoQ and schedules. Coordinate Road Safety Audit Stage 2, independent reviews and tender readiness requirements to enable issue of the tender by the Employer.	10 weeks (c. 50 working days) from completion of ii(b)	Draft ITT / Tender Pack issued RSA Stage 2 completed + Designers Response integrated Independent due diligence review closed out Final Tender Pack issued and accepted (ready for issue)	15		5

STAGE SERVICES

Stage (iii) Tender Action, Evaluation, Award		– Tender Process & Award Support			
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
Provide technical support to the Employer during the tender process, including responses to queries, preparation of clarifications and assistance with tender evaluation. Support the Employer in finalising the tender assessment and award recommendation in accordance with governance requirements.	10 weeks (c. 50 working days)	Tender issued Tender queries closed + final bulletin issued Evaluation completed + draft TAR issued Award recommendation pack completed (subject to approvals)	10		5

STAGE SERVICES

Stage (iv) Construction – Construction & Implementation					
STAGE SERVICES	Performance Period from permission to start [4.4] (months)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
Provide construction stage services including Employer's Representative duties (as defined), contract administration, site supervision and design support during construction. Monitor compliance with contract, planning conditions and EIAR/NIS commitments through to Substantial and Final Completion.	24 months (c. 504 working days) aligned with Works Contract programme	Mobilisation / Pre start completed (incl. baseline reconciliation plan, registers live) Quarterly certification milestones Substantial Completion achieved Final Completion achieved	35		5
For Stage (iv), interim payments shall be quarterly, with Substantial Completion and Final Completion treated as key certification milestones for the balance of the Stage (iv) Fee.					

STAGE SERVICES

Stage (v) Handover of Works		– Close-Out Documentation, Digital Handover, Defects/Snagging Support, Ex-Post			
STAGE SERVICES	Performance Period from permission to start [4.4] (days)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
Complete close out activities including as built records, handover documentation, snagging and defects support. Prepare post completion reporting and Ex Post Evaluation in accordance with applicable public spending and infrastructure guidance.	4 months close-out plus up to 6 months post-completion support	Handover pack issued and accepted (incl. digital deliverables) As built verification complete + final compliance statement issued Ex Post Evaluation submitted End of post completion support period / final close-out confirmation	10		5

DETAILS OF STAGE SERVICES REFERRED TO ABOVE

For Stages with durations exceeding three months, interim payments based on proportionate progress may be certified at regular intervals, without prejudice to final milestone acceptance.

PROJECT SUPERVISOR FOR THE DESIGN PROCESS SERVICES	Performance period	
All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, notwithstanding any inconsistent Contract contents.	While required for these Services [subject to any later appointment, earlier clause 14 Termination, by the Client].	No additional payments

TIME CHARGES

The following Tendered Time Charges apply to suspension [4.21], Client's Changes [clause 11] (unless the Time Charges are Calculated Time Charges, in which case Calculated Time Charges apply)

CA Note: Enter N/A in the table below where Calculated Time Charges apply.

Grade	€ per hour (exclusive of VAT)

MANAGEMENT SERVICES

[Included in Stage Services as relevant, and in the Total Fee and Stage Fees]

REPORTING		
Timing	Contents	Method
Monthly (all active stages)	Progress against programme, key activities completed/planned, risks and issues, decisions required, and confirmation of compliance with governance requirements.	Written report issued electronically to the Client's Representative.
At key milestones / gateways	Summary briefing note supporting Employer governance approvals and decision making.	Written submission by email and/or inclusion in meeting papers.

TRANSFERS [3]		
Timing	Contents	Method
At stage completion	Transfer of deliverables, drawings, reports and records for the completed stage.	Electronic transfer via agreed document management system.
At contract completion	Final transfer of all as built records, digital deliverables and project documentation	Electronic handover with consolidated deliverables register.

COMMUNICATIONS [6]		
Timing	Contents	Method
Ongoing	Day to day project communications relating to delivery of the Services.	Email and scheduled meetings in accordance with agreed communication protocols.
As required	Communications with statutory bodies, utilities and third parties, as instructed by the Client.	Email, correspondence and meetings as appropriate, with records maintained.

COORDINATION [7]

Timing	Contents	Method
Ongoing	Coordination of design, technical inputs and interfaces associated with the Services.	Meetings, written coordination notes and controlled document issue.
As instructed	Coordination with utilities, third parties and internal stakeholders as relevant to the Services.	Written correspondence and meetings, subject to Employer protocols.

COOPERATION [8]

Timing	Contents	Method
Throughout Services	Cooperation with the Client, PSDP/PSCS, contractors and other consultants in accordance with statutory and contractual obligations.	Meetings, workshops and written correspondence as required.

PAYMENTS [9]

Timing	Contents	Method
Monthly or as certified	Fee claims in accordance with the Contract, inclusive of progress achieved during the period.	Submission of fee claim to the Client for certification.
At stage milestones	Final reconciliation of Stage Fees on achievement of agreed milestones.	Certified payment following milestone acceptance.

CLIENT'S CHANGES [11]

Timing	Contents	Method
Upon instruction	Assessment of the implications of Client instructed changes on scope, programme and fees.	Written submission to the Client outlining impacts, in accordance with the Contract.
As required	Technical and management support to the Client in implementing approved changes.	Written correspondence and updated documentation.

TERMINATION [14]

Timing	Contents	Method
Upon notice	Identification of Services completed to date and Services affected by termination.	Written submission to the Client in accordance with the Contract.
Following termination	Support with demobilisation, handover of records and close out of instructed Services.	Written handover and document transfer.

ALERTS, FOLLOW UP

Timing	Contents	Method
Conflict of Interest [2.29]	Details of Conflict of Interest- Full details of the conflict of interest or potential conflict of interest together with any further information which the Client may require [including any steps proposed to manage the conflict or potential conflict].	Written notification by email to the Clients Representative, with supporting details, followed by a written confirmation letter if requested.
As required	Notification of any issues requiring Client attention, including risks, delays or potential non compliance matters arising in the delivery of the Services.	Written notification to the Client's Representative by email, with follow up as required.
