

APPENDIX 2

Duties of the Framework Contractor

1 Project Planning and Management

Develop the Stage One submission project execution plan, to include the following activities:

- Following consultation with the Client Project team, prepare the pre-construction and construction programme, clearly identifying the critical path, lead times and key milestones. Identify any materials and components which require advance ordering and processing.
- complete the design as defined below, regularly identifying residual design issues to be managed
- in consultation with the Client Project team, prepare key project planning documentation eg, information release schedules
- in consultation with the Client Project team, prepare key documentation or other critical statutory approvals
- finalise pre construction programme and manage through to award of contract
- execute cost management arrangements and project procurement as defined below
- actively participate in value management and value engineering processes
- identify/schedule time sensitive advance orders required prior to contract award
- Advise on the provision and layout of site facilities and services to be provided or secured by the Framework Contractor
- finalise construction phase programme
- regularly update and present key project documentation at each meeting/workshop

2 Design & Construct (without novation)

2.1 Develop and complete the design, providing a full design service and documents in accordance with the Employer's Requirements. Submit contractor's design fee proposals at or close to appointment (to include M&E design by specialist consultants or other agents/sub-contractors). Services to include:

- Architecture
- Structural Engineering Design (including below ground drainage)
- Mechanical Engineering Design (including above ground drainage)
- Electrical Engineering Design
- Quantity Surveying
- BREEAM Assessor

2.2 Obtain consents for the following:

- Full Planning approval for temporary works (eg, buildings, site access etc)
- Building Regulations
- Party Wall Consent (if required)
- Network Rail consent

2.3 Specific design requirements:

The contractor is required to complete the design in compliance with the Design Brief.

3 Cost Management

Provide regular updates at each meeting/workshop on the following:

- updated management and project specific preliminaries costs, if necessary
- alignment of the cost plan with design development and budget
- project expenditure profiling, including cash flow projections and client funding draw-down requirements
- negotiations with subcontractors and suppliers to achieve best value costs within cost plan
- identifying VM/VE opportunities

4 Procurement

Develop and implement the procurement strategy, including proposals for procurement and execution of any advance or enabling works:

- develop and jointly agree sub-contract packages where contractor design (CDP) is anticipated
- agree tender lists; provide details of subcontractors capabilities and financial standing if requested, carrying out pre qualification enquiries if necessary
- undertake tender briefings, prepare tender documents and obtain tenders from subcontractors and suppliers
- evaluate, report and make recommendations on subcontractor/supplier tenders
- assist in and provide information for formation of contract documents

5 Risk Management

Develop and implement the project risk management strategy:

- in consultation with the Client Project team, identify project specific risks, assessing likelihood and impact, take risk ownership where appropriate, mitigate and report
- manage the project risk register including consultation with other risk owners
- facilitate risk management reviews

6 Time-Cost Benefits Tracking

Develop and implement the project time-cost benefits tracking matrix:

- in consultation with the Client Project team, identify project specific areas where cost and time benefits are being realised
- evaluate and track the financial effect of benefits to the project by completing the matrix at key stages of the project:
 - At ITMC submission stage – replicate Client's cost plan
 - At Stage D Gateway Review – Scheme Design

- At Stage H Gateway Review – Contract Formation
- Final Account – Post-construction and Team Performance Review

7 Meetings

Attend meetings as necessary to discharge pre construction duties, to be agreed with the Client's representative :

- Set up immediately on award the start up workshops; Heads Up workshop, Opportunities workshop, RACI workshop
- Attend fortnightly design team meetings
- Attend project design reviews, where attendees may include London Borough of Southwark, Client Project Team, end users, stakeholders, and others
- Hold project workshops with the Client Project Team
- Attend / chair Value Engineering workshops
- Attend Team Performance & Gateway Reviews at key project stages, aligned with IESE/CA processes, where attendees may include London Borough of Southwark, Client Project Team, end users, stakeholders, and others

8 Adherence to Quality Assurance Processes - Team Performance & Gateway Reviews

8.1 These will be conducted as workshops with each party presenting on their respective responsibilities and outcomes for the stage under review. The meeting style should be fluid and flexible to facilitate full team interaction, engaging the key decision makers. Reviews will be organised at key stages of the project:

- At Stage D – Scheme Design
- At Stage H – Contract Formation
- At Stage L – Post-construction

8.2 Each review is subject to a formal sign off by the London Borough of Southwark's authorising officer, and undersigned / witnessed by all present.

8.3 Out-turn Key Performance Indicators (KPI's) shall be assessed at separate 360degree Team Performance Reviews:

- At Stage H – end of Pre-construction period
- At Stage L – Post-construction.