

Construction Consultancy Framework Agreement

Advice and Support for your Construction Consultancy Needs

Customer guidance notes

Ref: NPS-PS-0004-14/NWPP_039(v0.7 – UPDATED 1ST SEPTEMBER 2015)



Contents

Section	Page
Overview of the Construction Consultancy Framework	3
Lotting Arrangements	5
How to access the Framework	6
About NPS and Our Frameworks	8
Services Available via this Framework	8
Supplier Information	8
Pricing Information	8
Managing the Framework	9
Background to the Procurement	9
Period of Framework and Right to Extend	10
Annexes	
1. Non Disclosure and Access Agreement	
2. Technical Specification	
3. Funnelling Tool (as separate document)	

Other Frameworks which may be of interest:-

NPS-PS-0003-14 Resource Efficiency
Energy efficiency advice, guidance and research

NPS-PS-0002-14 Welsh Translation
Full range of written translation and interpretation services Welsh-
English and English Welsh

Please contact the National Procurement Service Professional Services
Team for more information:-

NPSProfessionalServices@wales.gsi.gov.uk

1. OVERVIEW OF WALES CONSTRUCTION CONSULTANCY FRAMEWORK

This Framework offers customers a quick, simple and competitive route to Construction Consultancy services. The Framework offers access to pre-approved suppliers that have been rigorously assessed on the quality of the services they provide.

The Framework comprises nine disciplines plus a multi-disciplinary option, as follows:

- Architecture
- Mechanical and Electrical Engineering
- Quantity Surveying
- CDM Co-ordination
- Structural Engineering
- Project Management
- Ecology
- Landscape Architecture
- BREEAM Assessment
- All-In Multi-Disciplinary Consultancy Services

The full technical specification/schedule of services used within the procurement is attached as appendix two.

WHO CAN USE THIS FRAMEWORK?

The Framework is available for use across Wales by any public sector body including, but not limited to:

- Welsh Government
- Local Authorities
- Higher and Further Education Bodies
- Police and Emergency Services
- NHS
- Welsh Government Sponsored Bodies (i.e. Natural Resources Wales, Arts Council for Wales etc)

BENEFITS OF USING THE FRAMEWORK

- It's quick and easy to use. The Framework is EU/UK Compliant so there is no need for you to run a full EU tender for your requirement.
- Pre-agreed terms and conditions. All suppliers on the Framework have agreed to the Framework Terms and the default use of the NEC Professional Services Contract April 2013*, which will underpin all contracts placed under the agreement. Therefore, you will save time by not having to enter into lengthy negotiations with the suppliers.
- Supplier's capability guaranteed. All suppliers listed on the Framework have already been assessed for their past performance, experience and technical and professional ability.
- Template documentation. NPS has created template specifications and further competition documentation, which is freely available on request - This will assist customers in procuring from the Framework, helping to ensure the quality of bids/quotes received.
- Full use of these tools provides full compliance with the Public Accounts Committee review of collaborative procurement (2013).
- Services will be tailored to your individual requirements. Customers will be able to specify their exact Construction Consultancy requirements to ensure value for money and suitability.
- It's free. There is no charge for customers to use this Framework.

* A number of alternative model contracts may be introduced at mini-competition.

PUBLIC ACCOUNTS COMMITTEE (PAC) RECOMMENDATIONS ON BUYING CONSULTANCY SERVICES 2013

- This framework fully supports the PAC Recommendations on Buying Consultancy Services 2013.

- Before engaging external services you should always assess the availability of internal or other public sector resource that may be available through a shared service or secondment arrangements.
- For larger commissions we also recommend you produce a business case.
- To support this approach we have provided a Business Case template readily accessible with the Professional Services suite of documentation.
- Producing a business case will help you fully define your requirements in advance of any procurement and will assist your HR or other resourcing teams in identifying the availability of internal resource.
- The full list of PAC recommendations and background to the investigation can be found at <http://www.senedd.assembly.wales/mgIssueHistoryHome.aspx?IId=5874>

Useful Information

Framework Reference: NPS-PS-0004-14

Start Date: 17th December 2014

End Date: 16th December 2016

Optional Extension 1 to: 16th December 2017

Optional Extension 2 to: 16th December 2018

Key Contact Details

Contact NPS via

NPSProfessionalServices@wales.gsi.gov.uk

Kathryn Jones – Category Officer

0300 062 5427

2. LOTTING ARRANGEMENTS

Regional

Each discipline is sub-divided into three geographic areas

- North Wales (Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Wrexham)
- Mid Wales (Ceredigion, Powys)
- South Wales (Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthenshire, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan)

In the first instance it is anticipated that organisations will utilise the lot appropriate to their location and/or the site of the planned works. Where an organisation spans are number of regions and requires a consistent approach in several locations, the organisation should undertake a mini-competition including only suppliers who have been successful across all related regions providing suitable justification for the need for consistency can be provided.

Value Banding

All disciplines with, the exception of Ecology, BREEAM Assessment and Landscape Architecture, are also sub-divided into 4 value bands based on the estimated/budgeted final constructional contract value of the works. The value bands are as follows:-

- £0 to £250,000
- £250,001 to £1,000,000
- £1,000,001 to £4,000,000
- £4,000,001 plus.

Where the services relate directly to a construction project with an anticipated final value, only providers within the appropriate geographic area and value band should be considered.

Where the final value is estimated to fall at the juncture of two bands we would recommend that the higher band is used.

3. SUPPLIERS

There are 42 suppliers on the Framework with a maximum of between 5 and 7 in any one lot, across the disciplines as a whole this breaks down as follows:-

Discipline	Number of Suppliers
Architecture	9
Mechanical and Electrical Engineering	7
Quantity Surveying	10
CDM Co-ordination	9
Structural Engineering	8
Project Management	8
Ecology	6
Landscape Architecture	5
BREEAM Assessment	5
All-In Multi Disciplinary	9

Full details of the suppliers on the Framework can be found at within the Framework Funnelling Tool.

4. INSURANCE REQUIREMENTS

The following insurance requirements were a condition of participation for successful suppliers:-

Public Liability Insurance of £5,000,000 each and every claim but in the aggregate for pollution and contamination liability in the period of indemnity.
Professional Indemnity Insurance £1,000,000 each and every claim but in the aggregate for pollution, contamination and asbestos in the period of indemnity held for a minimum period of 12 years from appointment.
Employers Liability Insurance £5,000,000 where applicable

Bidders were advised that there may be circumstances where risks within a particular project may justify a higher requirement. Where this is the case the issue should be addressed at mini-competition stage by means of a disbursement..

5. COLLATERAL WARRANTIES

Template wording for Collateral Warranties has been agreed in principle and circulated to the suppliers for information. A copy of this document is available from the Contract and Resources section of Sell2Wales. Where a collateral warranty is required this must form part of a mini-competition and the associated cost included as a disbursement within the commercial evaluation.

6. HOW TO USE THIS FRAMEWORK

STEP ONE – None Disclosure and Access Agreement for participation in Wales Public Sector Construction Consultancy Framework Agreement

All public bodies are required to complete and return the Agreement attached at appendix one, this should be returned by e-mail to the National Procurement Service, prior to commencing use of the agreement.

STEP TWO

Please check Sell2Wales to ensure you have the latest version of the User Guide:

<http://www.sell2wales.gov.uk/>

Select - Contracts and Resources, Professional Services

STEP THREE – THE FUNNELLING TOOL

In addition to this user guidance you should have access to the Wales Public Sector Construction Consultancy Funnelling Tool.

This spreadsheet allows you to identify all the suppliers on the appropriate lot by a simple exercise of filtering by discipline, area and then value band where applicable.

All the suppliers contact details can be found within the tool along with their pricing information.

Please note the pricing information is supplied in confidence.

STEP FOUR – OPTION ONE

Direct Award

- Contracting Bodies will be at liberty to make Direct Awards (calling off without re-opening competition) where the terms laid down in the framework agreement are ‘sufficiently precise’ to cover all the terms of the call-off. A contracting body must make a direct award under a multi-supplier framework where the framework agreement covers all the terms of the particular call off contract.
- It is anticipated that this will only apply where a consultant is appointed on an hourly rate basis for standard services, for example, where there is a need to secure a limited amount of professional expertise/knowledge and in house expertise is not available. The provider will be selected on the basis of best value for money between those who have the capability/competence to meet the requirement.
- In the case of a Direct Call off the NEC3 PSC April 2013 Option E, Time Based Contract will apply.
- The Contract should be formed through the issue of a Purchase Order which MUST clearly reference the Framework name, reference number and lot.

STEP FOUR – OPTION TWO

Mini-competition

- A mini- competition is an exercise to reopen competition under the Framework, to secure formal quotations from all of the suppliers listed on the Framework that are able to meet your specific requirement.
- A mini competition for a call off contract must be held where not all of the terms for the contract are prescribed in the framework agreement. This will apply where the Contracting Body wishes to obtain a fixed price on the basis of a detailed brief.
- It is anticipated that fixed fees provided will be broken down into a schedule of rates which will then form the basis for any additional charges due resulting from variations requested by the contracting authority.

- Specifications must include enough detail regarding the services required to enable the suppliers to make a comprehensive and realistic resource calculation.
- Suppliers party to this framework have already undergone a lengthy process of assessment and so mini-competitions should be kept as simple as possible and focus on the suppliers offering specific to the project in question.
- Any quality criteria should reflect the categories shown below where they are applicable but must be project/commission specific.
- To assist you in developing your specification and further competition, template documentation that has been developed by NPS is available for you to use and supports this User Guide. If you need assistance with the template documentation, please contact the NPS Category Officer on page 3 of this guide.
- Contracting authorities running a mini-competition must:-
 - Invite bids in writing from all providers on the framework that are capable of delivering the particular requirement;
 - On all occasions the contracting authority MUST advise the contact provided within the Funnelling Tool of the imminent opportunity providing details of how the opportunity will be issued and guidance on any registrations required.
 - Where Sell2Wales is used, the contracting authority must confirm with the contact the appropriate registration to invite into the opportunity.
 - Your tender document must describe the requirement and tell bidders the basis on which you will evaluate their offers (e.g. cost, understanding the specification, delivery method etc) together with an indication of the relative importance of these criteria.
 - Set an appropriate time limit for the submission of tenders which takes into account the complexity of the subject matter of the contract and the time needed to submit the tenders, normally two to three weeks should be regarded as the absolute minimum.
 - Request that bids are returned from providers in writing and treat them confidentially until after the deadline has passed;
 - Award each contract to the provider who has submitted the best tender on the basis of the award criteria specified in the contract documents based on the framework agreement;
 - Bids must be submitted in accordance with organisational standing orders.
 - You must tell bidders the closing time and date for submitting their bids. You should not consider any bids which arrive late.
 - Evaluate the tenders submitted by the required deadline. You must treat all bidders equally and fairly, and evaluate all bids in accordance to the way you described in the tender documentation.
 - Advise all suppliers of the outcome by letter (template award and decline letters are available within the set of mini-competition templates). Unsuccessful suppliers must be made aware of their relative strengths and weaknesses in relation to the winning bid. The NPS is currently working with Procserve to set up an easy to use mini-competition facility within the Value Wales eTrading hub.

The default call off Terms and Conditions under this framework agreement are the NEC Professional Services Contract April 2013.

Where a mini competition is being undertaken, the contracting body may, at their discretion, state that a call off contract is made using an alternative set of Call Off Terms taken from the following list:-

- RIBA Standard form of Appointment
- RICS Standard Form of Appointment
- AEC Design plus applicable schedules
- JCT Consultancy (Public Sector) 2011

Contracting authorities must ensure they consider and include detail within the mini-competition of the use of any Option or Supplementary Clauses.

Mini-competition Award Criteria

It is intended that each time the Authority (and/or any Other Contracting Body) re-opens competition and runs a mini competition for the award of a Call Off Contract under the multi Provider Framework then the award decision will be based on the following criteria:

Overall weightings may be adjusted by the Authority or OCB based on the complexity of the individual project, sub-criteria will be weighted dependent on their applicability to the individual project.

Criterion	% Weighting
Price	20-80%
Quality	20-80%
Quality Sub Criteria	
Resources and Management	To be set by Authority/OCB conducting mini-competition
Managing Delivery	To be set by Authority/OCB conducting mini-competition
Continuous Improvement and Performance Management	To be set by Authority/OCB conducting mini-competition
Client Engagement	To be set by Authority/OCB conducting mini-competition
Buildings Information Management (BIM)	To be set by Authority/OCB conducting mini-competition
Technology and Innovation	To be set by Authority/OCB conducting mini-competition
Sustainable Buildings	To be set by Authority/OCB conducting mini-competition

Awarding a Contract

Call Off Contracts, whether as a result of Direct Award or following Mini-Competition, will be formed by the issue of an Order to the Provider and acceptance by the Provider of said Order.

7. ABOUT NPS AND OUR FRAMEWORKS

NPS is a new approach to collaborative public procurement in Wales.

The NPS became operational in November 2013 and is managed through Category Teams that will respond to the requirements of the customer organisations and negotiate Frameworks and contracts on their behalf, getting the best possible deal for Welsh public sector.

Further information on NPS can be found here: <http://npswales.gov.uk/about-us>

8. SERVICES AVAILABLE VIA THIS FRAMEWORK

A Framework Agreement is, essentially, a list of suppliers that have proven to have a successful track record of delivering construction consultancy services. Customers may use the Framework to set up supply arrangements quickly and simply.

The specification used to establish the framework can be found at Annex 2. Template specifications and documentation are also available to assist customers' procuring from the Framework.

9. SUPPLIER INFORMATION

SUPPLIER CONTACT DETAILS

For ease of reference, the names and contact details for the suppliers on the Framework are available within the Funnelling Tool. Suppliers are listed in alphabetical order and are not ranked in any way.

10. PRICING INFORMATION

Maximum Rate Cards are available for all Lots.

The rate cards show the maximum hourly rate that suppliers are able to charge for their services under the Framework for the following level of specialist:

Grade	Characteristics
Technical Staff - Technician/Senior Technician	Technical competence and with demonstrable experience working within the discipline and on projects relevant to the requirements of the lot.
Professional Staff - Senior Consultant	Staff at this grade must be professionally qualified in the required discipline and be able to demonstrate significant experience of managing and successfully delivering a broad range of relevant projects within the appropriate category and value band.
Partner/Principal	Staff at this grade must be professionally qualified in the required discipline and be able to demonstrate substantial experience, at a managerial level, of managing and successfully delivering a broad range of relevant projects within the appropriate category and value band.

During mini competitions suppliers can submit prices that either match or are lower than the maximum rates but **cannot exceed them**.

11. MANAGING THE FRAMEWORK

As this is a Framework from which customers can conduct further competition, NPS will not be involved in the day to day management of the suppliers and the services they provide you. However, NPS will be closely monitoring the progress and performance of the arrangement throughout the life of the Framework to ensure customers' needs are being appropriately met.

If you have any queries or require support regarding the use of the framework, or experience any issues please contact NPS via:-

NPSProfessionalServices@wales.gsi.gov.uk

Kathryn Jane Jones

0300 062 5427

12. BACKGROUND TO THE PROCUREMENT

This section is simply background information for those who may be interested in using the Framework and who want to understand a little more about the process Wrexham County Borough Council (WCBC) followed when setting it up.

Where did the Wales Construction Consultancy Framework come from?

The North Wales Procurement Partnership (NWPP), representing Gwynedd, Anglesey, Conwy, Denbighshire, Flintshire and Wrexham Councils, let a Framework Agreement in August 2009 for Construction Professional Services. This agreement expired during August 2013. The North Wales Procurement Partnership, as an entity, officially ceased in March 2013, with function transferring to the NPS. Former members of the Partnership and the National Procurement Service wished to replace this agreement with a new and improved alternative, providing quality services and achieving the optimum value for money for public bodies across Wales.

Via interested stakeholder groups, agreement was reached to widen the scope for the new agreement to include the public sector within other regions of Wales.

The project was led by Wrexham County Borough Council (WCBC) who worked in partnership with the NPS. The agreement has now novated to the NPS who will take forward all the framework management.

The purpose of establishing this framework agreement for consultants was two fold:-

To supplement limited resources within participating contracting bodies.

To identify providers who could offer expertise within their profession where the contracting body does not have the internal capability of expertise.

How WCBC established the Framework

- A Prior Information Notice (PIN) was published in the Official Journal of the European Union (OJEU) and supplier feedback sought on the proposed procurement strategy.
- Formal notice inviting expressions of interest from potential suppliers was published in the Official Journal of the European Union (OJEU)
- A Customer User Group comprising the members of the North Wales Local Authority Design Group developed the ITT documentation in conjunction with the NWPP and latterly NPS.
- A consultation exercise was undertaken prior to issue of the ITT via the Wales Collaborative Works Group.
- The procurement process adopted by WCBC was based upon the Open procedures as detailed in the Public Contract Regulations (2006)
- A detailed and thorough evaluation of the tenders that were submitted was completed by Property Services/Design representatives from a number of Local Authorities.

- It was determined from the outset that the objective of a new Framework agreement was not to promote a single supplier as a preferred route to market, but was to offer a wide range of service solutions from a number of suppliers across Wales.

13. PERIOD OF THE FRAMEWORK AND RIGHT TO EXTEND

This EU compliant Framework commenced 17th December 2014 and will be in place to 16th December 2016, there are 2 optional extensions available meaning that the framework could be extended to a maximum of 16th December 2018.

Please note that the duration of the individual contracts awarded by customers are to be determined by the customer and may extend beyond the life of the Framework Agreement. Official guidance suggests that individual contracts should not normally exceed 4 years' duration.

The length of individual contracts, as with all contracts, should be appropriate to the purchase in question and should reflect value for money.

Annex 1:

**NPS WALES PUBLIC SECTOR CONSTRUCTION CONSULTANCY FRAMEWORK
AGREEMENT**

NON DISCLOSURE AND CUSTOMER ACCESS AGREEMENT

NPS CONTRACT REFERENCE NPS004

Non-Disclosure Agreement: On behalf of the organisation detailed below, I acknowledge that suppliers' pricing under the Wales Public Sector Construction Consultancy Framework is at this point considered to be commercially sensitive and could well prejudice the commercial interests of the suppliers involved if the information were to be made publicly available.

I therefore hereby agree on behalf of the said organisation that we will keep strictly confidential the pricing information supplied to us and will not disclose the same or any part thereof to any other person, organisation or company and shall not make any use of such information or any part thereof for any purposes other than for accessing the framework, unless required to by law to disclose.

I further agree that access to all such information will be restricted only to those persons reasonably required to know it and that, in any event, our employees, agents, consultants and sub-contractors (if any) are bound to us to hold such information in confidence and to use such information only for the purposes of accessing the framework.

Access Agreement: I/we confirm that the organisation detailed below intends to participate in the abovementioned NPS framework agreement, and that in doing so will act in accordance with the Public Contracts Regulations 2006. I/we confirm that any guidance and/or template documentation provided to me will only be used in relation to this Framework, and will only be used for other purposes where prior consent from NPS has been given.

Signature:

Date:

Name of person signing this form:

Position:

Name of authority:

Address:

Telephone:

E-mail:

Annual Spend on Property Construction Consultancy:

Intended contract start Date:

Please tick which disciplines you anticipate you will be accessing:

Discipline	Yes/No
Architecture	
Mechanical and Electrical Engineering	
Quantity Surveying	

CDM Co-ordination	
Structural Engineering	
Project Management	
Ecology	
Landscape Architecture	
BREEAM Assessment	
All-In Multi Disciplinary	

To return this form, please email it to: NPSPProfessionalServices@wales.gsi.gov.uk

Annex Two:

Technical Specification

Scope of Services to be included within the Wales Public Sector Framework for Construction Consultancy Services

This framework agreement brings together project management, design and a number of ancillary technical services designed primarily to assist clients in delivering a wide range of property related projects. The service package can be used as a comprehensive "one-stop-shop" consultancy solution (All-In) or as a schedule of specialist elements which can be purchased in isolation or any bespoke combination according to client need.

The All-In option will be used where a lead consultant is required take responsibility for and manage the contracts for all required services on a particular commission.

It provides clients with access to a full Project Management & Design team service to progress clients through the RIBA Plan of Works 2013 when delivering new build schemes, refurbishment and major programmes of work.

All specified services must be provided within the hourly rate submitted including all travel and subsistence. Additional specific requirements may be included at the mini-competition stage and would be priced as separate disbursements.

Architecture

The authority is seeking to appoint to the framework Architectural Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must have personnel at a senior level within the organisation who is/are fully qualified Architects who are registered with the Architects Registration Board (or National equivalent in the case of another Member State) in addition to any technical or supporting staff.

Practices must use a computer aided design package (Autocad or equivalent) maintaining and upgrading such a system to exploit the potential of new technological developments where reasonable.

Specifications must be produced in an NBS format.

Duties will include:-

- Production of affordable and sustainable architectural building design
- RIBA plan
- Project Briefs
- Specifications
- Design guides and design codes
- Planning applications and building control applications
- Infrastructure studies
- Design audit, and advice,
- DDA & access arrangements
- Design quality
- Whole life cost
- Regeneration
- Energy conservation and sustainability advice, assessments and implementation
- Achievement of EPC "A" for grant funded refurbishment works.

- Preparation of work packages suitable to tender, procurement management, monitoring of construction works
- Health safety environment management
- Training.
- Interior design
- 3D Design

Mechanical and Electrical Engineering

The authority is seeking to appoint to the framework Mechanical and Electrical Engineering Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must have personnel at a senior level within the organisation who is/are a fully qualified Engineer (CEng), chartered by an appropriate and relevant institution licensed by the Engineering Council (CIBSE, IMechE etc) in addition to any technical or supporting staff.

Practices must use a computer aided design package (Autocad or equivalent) maintaining and upgrading such a system to exploit the potential of new technological developments where reasonable.

Specifications must be produced in an NBS format.

Duties will include:-

- Production of Affordable and Sustainable Engineering Design
- Upgrading and refurbishment projects
- Asset Condition Surveys
- Design/Management
- Feasibility Studies
- Utility Assessments
- Whole Life Cost Assessment
- Electrical Services
- Achievement of EPC "A" for grant funded refurbishment works.
- Mechanical Services
- CCTV and Access Control
- Noise Control
- Energy Efficiency
- Thermal modelling
- Daylight assessments
- Acoustics
- Whole Life Cost Considerations
- Preparation of work packages suitable to tender
- Procurement Management, Monitoring of Construction Works
- Health Safety
- Environment Management
- Training.
- Air conditioning.
- Telecommunications and IT infrastructure.
- Fire alarms and lift installations

Quantity Surveying

The authority is seeking to appoint to the framework Quantity Surveying Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must have personnel at a senior level within the organisation who is/are a fully qualified Surveyor holding full membership of the RICS (MRICS) or equivalent in addition to any technical or supporting staff.

Preliminaries, General Conditions and Specifications must be produced in an NBS format.

Successful practices will be able to produce a Bill of Quantities using a standard method of measurement in addition to other schedules of rates.

Duties will include:-

- Inception
- Sketch Design
- Detailed Feasibilities
- Tender Evaluation and Reporting
- Valuations and Cost Reporting
- Conclusion of Final Accounts
- Deliver Affordable and Sustainable refurbishment projects
- Commercial or mixed-use developments
- Land Remediation
- Infrastructure projects
- Appraisal work
- Direct Development and Post Agreement Monitoring
- Whole Life Cost Considerations
- Preparation of work packages suitable to tender
- Procurement Management, Monitoring of Construction Works
- Contract Administration
- Health Safety Environment Management
- Training

CDM Co-ordination

CDMC Services will be provided in compliance with the CDM Regulations 2007 and the accompanying ACOP.

Note: the regulations are currently under review, therefore services and associated costs must be adjusted for compliance as detailed under the revised regulations where applicable.

The authority is seeking to appoint to the framework CDM-C Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must provide a resource of appropriately experienced and qualified CDM Co-ordinators with membership of a relevant construction-related professional institution e.g. membership of the Health and Safety register operated by the Institution of Civil Engineers (ICE), membership of the design register or CDM co-ordinators' register operated by the Association for Project Safety (APS), or membership of the CDM co-ordinators' register administered by the Institution of Construction Safety (ICS).

Duties will include:

- Advise and assist the client with his/her duties.
- Notify HSE on relevant projects.
- Co-ordinate health and safety aspects of design work and co-operate with others involved with the project from conception to completion.
- Facilitate good communication between client, designers and contractors.
- Liaise with the principal contractor regarding ongoing design.
- Identify, collect and pass on pre-construction information
- Prepare/update health and safety file.

Structural Engineering

The authority is seeking to appoint to the framework Structural Engineering Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must have personnel at a senior level within the organisation who is/are a fully qualified Engineer (CEng), chartered by an appropriate and relevant institution licensed by the Engineering Council (MIstructE) in addition to any technical or supporting staff.

Practices must use a computer aided design package (Autocad or equivalent) maintaining and upgrading such a system to exploit the potential of new technological developments where reasonable.

Specifications must be produced in an NBS format.

Duties will include:-

- Provide services relevant to their discipline in structural engineering and associated infrastructure works, for new build, refurbishment or upgrading projects.
- They will provide affordable and sustainable designs and advice having regard to all current standards and regulations.
- Provide the client with plans and associated documents, including structural calculations, load bearing capacities and cost effective solutions as appropriate for all stages of the project.
- Advise the Design Teams on the merits of alternative solutions considered appropriate for projects to demonstrate the achievement of Best Value.
- Co-operate with and advise the design team to ensure a coordinated approach for all relevant elements of projects to prevent clashes of installations and other elements of structure.
- Consider the ethos of BREEAM where appropriate in design together with other environmental issues.
- There may be a requirement to undertake associated drainage design.

Project Management

The authority is seeking to appoint to the framework Project Management Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must have personnel at a senior level within the organisation who hold a professional construction qualifications, chartered by an appropriate and relevant institution in addition to any technical or supporting staff.

The Project Manager will:-

Be required to work closely with the client and all members of the design team effectively forging the team into an effective entity focused upon the successful delivery of the scheme and recognising the lead role of the architect in the organisation of the design team.

Undertake the delivery of a project within established construction industry best practice whilst embracing the PRINCE 2 Methodology.

Establish and maintain an organisational structure that will effectively deliver the desired outcomes.

Ensure the coordination of all development tasks and team members, managing flow of information and adherence to deadlines

Exercise control over quality of work and proposals brought forward by consultants and others working on the development process.

Duties will include:-

- Project and Programme Management Service to act on behalf of the Client to include upgrading and refurbishment of the land and premises
- Land remediation, infrastructure and development.
- Business /Economic Support & Operating
- European Regional Develop Funding
- Actions plans
- Risk Management,
- Science and Research
- Leisure and Tourism
- Information Technology and Strategy Development
- Management of Procurement
- Preparation of work packages suitable to tender
- Monitoring of Construction Works,
- Health Safety Environment Management
- Gateway Reviews
- Knowledge Transfer
- Share Best Practice
- Skills / Training Delivery

Ecology

The authority is seeking to appoint to the framework Ecology Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must have personnel at a senior level within the organisation who is/are a fully qualified full member of the Chartered Institute of Ecology and Environmental Management (MCIEEM) or equivalent in addition to any technical or supporting staff.

The authority is seeking to appoint practices capable of providing a full range of ecological services, whether directly or via the use of appropriately qualified sub-contractors holding the relevant licenses.

Core Duties will include:-

- Ecology
 - o Ecological Risk Assessments
 - o RAMs Method Statements
 - o Habitat Surveys
 - o A full range of individual species surveys
 - o Conservation Management Plans
- Impact Assessment
- Advice on Best Practice & Government legislation
- Feasibility Studies
- Site Safety and Regulatory Assessments
- BREEAM,CEEQUAL Environmental Technologies and Services
- Invasive Weed
- Whole Life Cost Considerations
- Sustainable Procurement
- Preparation of work packages suitable to tender
- Monitoring impact of Construction Works
- Training.
- Graphics Production

Successful practices will have a working knowledge of issues surrounding the following:-

- Pollution Control
- Noise
- Air Quality.
- Carbon Reduction
- Sustainability
- Environment Management Services
- Contaminated Land
- Waste Management
- Flooding
- Rural and Coastal Issues

Landscape Architecture

Services are to be in accordance with the Landscape Institute Landscape Consultants Appointment - Revised May 1998.

The authority is seeking to appoint to the framework Landscape Architecture Practices able to provide a suitable, professionally qualified resource to undertake potential commissions, as a minimum, applying practices must have personnel at a senior level within the organisation who is/are a fully qualified chartered member of the Landscape Institute (CMLI) or equivalent in addition to any technical or supporting staff.

Duties will include:-

- Reporting on Area Regeneration Studies, Master Plans and Sub-regional Strategies, Landscape/Townscape analysis
- Town / Master planning,
- Soft and hard landscape design
- Urban Design & Guidance
- Feasibility Studies
- Site Appraisals
- Preparation of work packages suitable to tender
- Planning Applications
- Landscape design
- Public Art
- Procurement
- Presentation Visualisations
- Advice on Best Practice & Government Policy
- Monitoring of Construction Works
- Adoption works, Heritage
- Landscape Studies
- Community Engagement
- Sustainability
- Transport Planning & Studies
- Liaison with Dependant Parties
- Training

BREEAM Assessment

1) Pre assessment advice

Set standard for best practice in sustainable building design, construction and operation.

Review scheme information with regard to BREEAM criteria (current standards)

Provide pre assessment document indicating baseline rating and including suggested specification uplift, to meet required BREEAM rating.

Provide support to ensure that tender documents meet the required standards.

Review and comment as necessary on BREEAM issues as the design progresses.

Attend design team meetings.

2) Design and Procurement

Review submitted information for formal assessments.

Provide interim reports indicating what has been achieved and list further requirement.

Attend meeting

Determine outstanding information or issues raised during the formal assessment.

Provide formal Design and Procurement Assessment

Submit to BRE for Design and Procurement Certification

3) Post Construction Review

Review as built drawings and specification against Design and Procurement information

Undertake site inspection to verify construction.

Undertake formal Post Construction Review assessment.

Issue to BRE for Post Construction Review Certification

4) BREEAM Accredited Professional

Carry out the role of BREEAM Accredited Professional (AP) throughout the project as required.

This lot will be employed where the design elements are being undertaken in house.

All-In

The All-In option will be used where a lead consultant is required take responsibility for and manage the contracts for all required services on a particular commission.

1. Lead consultant/project management
2. Architectural service/ lead designer
3. M&E services
4. Structural Engineer Service
5. Quantity Surveying/cost consultant

A fully qualified professional for each discipline must be made available to the framework in line with the requirements detailed under each individual section of this specification.

We would require the bidding organisation to have at least one member of staff at a senior level within the bidding organisation who is professionally qualified within one of the following disciplines; Architecture, Mechanical and Electrical Engineering, Structural Engineering or Quantity Surveying.

Sub Consultant (to be appointed separately)

- Ecologist
- Archaeologist
- BREEAM assessor
- (CDM-C appointed by the client)
- Landscape Architect
- Civil Engineer

The multi-disciplinary services (All-in Project Management & Design team) must progress clients brief through the RIBA "Plan of Work; Multi-Disciplinary Services" Work Stages A - L1 (1-7) to deliver the project.

Required standards and duties for each individual discipline will be in line with the individual appointment within the framework, with additional responsibilities for the Lead Consultant/project manager as listed:

- Defining the client's requirements,
- identifying constraints
- developing and maintaining a project strategy
- the appointment of appropriate professional skills
- creating a management structure and good communications environment in which all parties can perform effectively.
- developing project procedures, including identifying relevant existing procedures of the client
- administrative actions such as contributions to and frequency of progress reports, validation of certificates, invoices etc. (see also RIBA Work Stage Procedures)
- developing and managing change control procedures
- monitoring performance activity, cost planning, change control, programme and progress
- evaluating performance of the project in use.
- BREEAM where appropriate within the design together with other environmental issues that occurs.

General requirements applicable to all lots:-

Practices will be able to demonstrate a level of experience appropriate to the value bands in which they are bidding (see minimum requirements as detailed within the qualification section of this ITT). Further evidence may be sought to verify the information provided, if such evidence cannot be provided any contract/agreement may be cancelled.

Practices will adhere to their relevant professional bodies codes of conduct at all times.

Organisations are at different stages with implementation of the use of BIM suppliers will be expected to work with participating organisations regarding development of BIM in line with individual authority and WAG requirements.

The Service Provider must allow for all work necessary for the delivery of the project including but not limited to the following:

- All project management duties with regard to the services specified within the applicable lot.
- Contract administration.
- Employers agent
- Expert witness
- Cost Management
- Supply Chain Management
- Where applicable and appropriate due consideration will be given to BREEAM Excellence requirements

- Conservation area, listed building, historic estate and archaeological reviews
- Specific outputs defined by the client within the specification for the further competition
- Service Provider specified outputs
- Compliance with all Clients policies in the development of the design and other Outputs;
- Stakeholder consultations and approvals e.g. planning authorities, building control, fire authorities, facilities management, site security and Client representatives
- All disciplines to be represented at relevant meetings, site visits, workshops and discussions;
- Preparing all necessary project documentation, including agendas, minutes of meetings, formal contract correspondence; appointment documentation and obtaining specialist fee quotations;
- Providing resource input into the development e.g. attending framework/ supply chain meetings, workshops, away days and other events organised by the Client.
- The Service Provider will be responsible for managing and maintaining the relationship with the Client through the framework, including providing feedback on potential improvements that could be implemented and integrated into the project deliverables at agreed intervals.
- Production of hard copy drawings/designs/schedules as required for tender/contract purposes and a full set at each revision as required by the Client/Project Manager.
- There may be a requirement to produce documentation in and attend and present at meetings which are conducted in the Welsh Language.
- Attending meetings as and when required in line with the needs of the project.

The fees submitted by the Service Provider are deemed to include all necessary services which could reasonably be expected of a professional working in the specified field, this includes but is not limited to all account management, internal processes, provision of management information, travel, subsistence and accommodation expenses.

All consultants will be expected to have a working knowledge of the principles of BREEAM where applicable.

Indicative Characteristics of Staff Grades

The Framework is priced against three grades of staff, the table below details the expected experience and qualification at each level.

Grade	Characteristics	% Weighting for Evaluation
Technical Staff Technician/Senior Technician	Technical competence and with demonstrable experience working within the discipline and on projects relevant to the requirements of the lot.	35
Professional Staff Senior Consultant	Staff at this grade must be professionally qualified in the required discipline and be able to demonstrate significant experience of managing and successfully delivering a broad range of relevant projects within the appropriate category and value band.	50

Partner/Principal	Staff at this grade must be professionally qualified in the required discipline and be able to demonstrate substantial experience, at a managerial level, of managing and successfully delivering a broad range of relevant projects within the appropriate category and value band.	15
-------------------	--	----

Construction Procurement Strategy for Wales

The Framework seeks to promote the ethos of the Construction Procurement Strategy for Wales and expects all clients and successful suppliers to adhere to the principles of the Construction Commitment Charter for Wales where applicable.

<http://www.cewales.org.uk/cew/wp-content/uploads/Construction-Procurement-Strategy-E.pdf>

<http://www.cewales.org.uk/cew/wp-content/uploads/Construction-Procurement-Strategy-W.pdf>

Community Benefits

Procurement is viewed as a key driver for delivering the organisations sustainable development commitments. The organisation is striving to develop a vibrant Welsh economy capable of delivering strong and sustainable economic growth by providing opportunities for everyone in Wales. Sustainable Development means ensuring that our actions contribute in the round to social, economic and environmental well-being now and in the future; improving the environment, building stronger communities, reducing social exclusion and poverty and encouraging the development of the economy. The organisation’s commitment to deliver ‘community benefit’ outcomes from our procurement activity is designed to ensure that wider social and economic issues are taken into account when spending public money. The intention is to achieve the very best value for money in the widest sense.

At award of contract following a mini competition, within the highest value bands, the successful tenderer will be expected to work with the contract manager to maximise the community benefits delivered through the contract. The community benefits element may at this point, where appropriate and applicable, form a special condition of contract and expectations in terms of fulfilment of such benefits will be outlined per individual contract. These benefits will be on a non-core basis, i.e. they will not form part of the contract award criteria however will become a condition of the contract.

Examples of the types of community benefits that may be sought include:-

- 1. Training and employment opportunities including work placement for undergraduates, working with local schools and colleges including work experience etc.**
- 2. Contributing to local regeneration schemes/initiatives**
- 3. Other benefits as appropriate to the contract under consideration**