|  |
| --- |
| Contract Data |
| The *Consultant’s* Contract Data |
|  | The *Consultant* is |  |
| Name |  |
| Address for communications |  |  |
| Address for electronic communications |  |
| Telephone for communications |  |
| The *fee percentage* is |  | % |
|  |
| The *people rates* are |  |  |
| category of person | unit | rate |
|  |  |  |
|  |  |  |
|  |  |  |
| **If the work is to be carried out on a time charge basis the *Consultant* includes *people rates* for its own people and people provided by a subcontractor** |
|  |  |  |
|  | The *key persons* are |  |
|  | Job |  |
|  | Responsibilities |  |
|  | Qualifications |  |
|  | Job |  |
|  | Responsibilities |  |
|  | Qualifications |  |
|  |  |  |

|  |
| --- |
| 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 | As detailed in the price list |
|  | **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 |  |
| Signature |  |
| Date |  |
|  |  |
| The *Client* accepts the *Consultant’s* Offer to Provide the Service |
| Signed on behalf of the *Client* |
| Name | Stephen King |
| Position | Chief Commercial Officer |
| Signature |  |
| Date |  |
|  |  |

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| **Price List** |
| **The contract does not provide for the *Consultant* to be paid on a mixture of time charge and Prices and one or the other must be selected.****If the work is to be paid on a time charge basis, only expenses should be included. No other entries should be made in the Price List.****If the *Consultant* is to be paid on a priced basis the 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.**

**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 QUANTITY** | **RATE** | **PRICE** |
|  |  |  |  | 1 |  |
|  |  | each |  | 1 |  |
|  |  | each |  | 1 |  |
|  |  | each |  | 1 |  |
|  |  | each |  | 1 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |
|  | **The total of the Prices** | £ |
|  |  |  |
| EXPENSES |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| The method and rules used to compile the Price List are |
| .Price can be used as an activity schedule, lump sum price approach or bill of qtysJust need to be clear in this box what method is being used to complete the price list and then paymentFinal agreed assumptions to be included in the Scope, so that we can easily change it during contract delivery |

| **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.** |
| To Support Jersey Airport develop a Land Use Strategy |
| **2 Description of the service** |
| Give a complete and precise description of what the *Consultant* is required to do. |
|  The scope of services for this project has been split into three lots:• LOT 1: Jesey Airport Land Use Strategic Review(A) Strategic review(B) Fire Station Location options (preparation and brief (RIBA1))(C) Landside transport design (preparation and brief (RIBA1))• LOT 2: Concept Designs (RIBA2)(A) Landside Transport (B) Fire Station • LOT 3: Commercial Consultancy servicesTo be developed in detail with selected Consultant. |
| **3 Existing information** |
| List existing information which is relevant to the *service*. This can include documents which the *Consultant* is to further develop. |
| * Digital plans, with topography, of all areas in question.
* Relevant studies and strategies –
* Landside transport design
* Airport Masterplan
* Airport Landside Transport Strategy
* Title deed information including legal boundaries, easements etc
 |
| **4 Specifications and standards** |
| List the specifications and standards that apply to the contract. |
|  All Ports of Jersey regulations, policies, codes of practice, and standard operating procedures can be found on www.ports.je.All Government of Jersey policies with regards licenses or permits to work in Jersey can be found on www.gov.je.The *Consultant* shall Provide the Services in accordance with all applicable law and Statutory Requirements, and without prejudice to any other term of this contract, the *Consultant* represents and undertakes to the Client as a condition of this contract that:• he/she has sufficient information about the *Client* and the services and that he has made all appropriate and necessary enquiries to enable him to Provide the Services in accordance with this contract;• he/she is neither entitled to any additional payment nor excused from any obligation or liability under this contract due to any misinterpretation or misunderstanding by the *Consultant* of any fact relating to the contract;• he/she has full capacity and authority and all necessary licences, permits, permissions, powers and consents to enter into and perform his obligations under this contract and that this contract is a valid and binding obligation on the *Consultant* in accordance with its terms;• this contract is executed by a duly authorised representative of the *Consultant*; and• he/she has all the resources, including financial, technical and human resources, as are required to Provide the Services in accordance with this contract. |
| **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* .** |
| Contract communication systemThe Client will provide access to the contract management system called CEMAR where all contractual communication will be recorded.The Client warrants to the Consultant full access rights to CEMAR for the duration of the contract.As part of the contract onboarding process, the Client will provide an overview of the system including any requirements specific to the contract scope.As a standard, CEMAR will be used for:* Submission of the initial programme and the weekly updates for the planned completion of all activities included in the Scope
* Assessment of the amount due (in accordance with cl’s 50.1 – 50.6)
* Managing of Early Warnings (in accordance with the contract cl’s 15.1 and 15.2)
* Changes to contract scope (in accordance with the contract cl 60.1 (1-9)
* Initial and Weekly programme submission
* Managing Defects (in accordance with the contract cl’s 40 – 43)
* Technical queries
* Submission of the forecast

The Client and the Consultant will work together to ensure all contract communication is managed in a timely manner.The Consultant will provide contact details for the Consultant’s staff who will be responsible for managing contract communication.Assessment of the amount dueThe Consultant will submit their assessments of the amount due 3 working days before each assessment day.The assessment of the amount due must be completed in accordance with the contract (cl’s 50.1 – 50.3).The assessment of the amount due must be uploaded on CEMAR in Excel format.Where the Consultant assesses the amount due based on a time charged to the contract scope, the Consultant is required to submit copies of timesheets as the underpinning information for his assessment.The minimum requirements for the Consultant’s timesheets are listed below:* All hours allocated to carrying out contract activities must be recorded and presented on the weekly timesheets clearly stating: date when the contract activities were carried out, hours allocated against the contract and names of the Consultant’s staff;
* The Consultant’s staff are required to record a brief description of daily tasks carried out as part of the scope.

The Client will confirm his assessment by close of business on the assessment day, including correcting any errors made in the Consultant’s assessment (cl. 50.5). InvoicesAs part of the onboarding process, the Client will issue a purchase order to the Consultant to allow for processing of invoices within the Client’s finance system. The Consultant will issue the invoice to the Client following the receipt of the payment certification (Client’s assessment in CEMAR). The invoice must quote the Client’s purchase order reference number and the application for payment number.The invoice must be sent to the *Client’s* accounts payable department: accountspayable@ports.je. |
| **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.** |
| * Initial program to include and highlight the critical path and be provided in pdf and MS Project format
* Weekly updates on progress against the critical to be submitted in CEMAR in pdf format.
* No work shall be permitted on site, if relevant, until the Programme has been accepted by PoJ.

ReportingThe Consultant is required to attend weekly progress meetings with the Client to report on;• Progress in period• Lookahead of activities• Any issues encountered or potentially upcoming• Commercial statusTime and location of the weekly meetings will be agreed between the Client and the Consultant as part of the onboarding process.\*this depends on the duration of the assignment. |
| **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** | **DESCRIPTION** | **DATE BY WHICH IT WILL BE PROVIDED** |
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