

**LONDON
CONSTRUCTION
PROGRAMME**

**Step by step guide
For the use of the
LCP Major Works 2014
(LCP W1 - MW14)
Framework Agreement**

(To be read in conjunction with the Introduction to the User Guide, the Brief User Guide; Templates and Guidance Notes to Templates)

Note: this is a Step by Step Guide to the use of the LCP W1 – MW14 Major Works Framework Agreement; it is NOT a step by step guide to procuring a construction project.

Abbreviations

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|--|-----|
| Commissioning Organisations | CO |
| Commissioning Organisation Agent/Consultants (this could be an in-house consultant) | COA |
| Framework Contractor | FC |
| Haringey Construction Procurement Group | CPG |
| London Construction Programme | LCP |

1 Accessing the Framework

| | Task | Relevant Document or Template | Document Responsibility with | Action by | Issued to | Suggested Timeline |
|-----|---|---------------------------------|------------------------------|-----------|-------------------------|--|
| 1.1 | Contact the LCP/ Haringey Construction Procurement Group (CPG) on the following numbers: 0208 489 5303 / 3608, you will be sent an Access Agreement | Access Agreement | CPG | CO | Haringey Legal Services | 1 day |
| 1.2 | Sign the Access Agreement | Access Agreement | CO | CO | CPG | 1 week (CO legal process) |
| 1.3 | LCP Presentation and User Guide and Templates | CO | CPG | CO | 1 week | |
| 1.4 | Provide LCP with a pipeline of works over the next 5 years, or as much as is available. This can be anonymous projects per region and need not be confirmed to proceed if requested | N/A | CO | CO | CPG | One a year in advance of a project if possible |
| 1.5 | Pipeline updated on a quarterly basis | N/A | CPG | CPG | FC | Ongoing - Quarterly |
| 1.6 | Read the User Guide and Templates | User Guide and Templates | CO | CO | CO/COA | 2 days |
| 1.7 | Read the relevant sections of the LCP WI MW14 Major Works Framework Agreement tender documents provided in the User Guide. (Ensure understanding of minimum standards and charters) | User Guide and Templates | CO | CO | CO/COA | 2 days |

2 Procuring Projects under the Framework

| | Task | Relevant Document or Template | Document Responsibility with | Action by | Issued to | Suggested Timeline |
|-----|--|----------------------------------|------------------------------|-----------|-----------|---|
| 2.1 | Contact your consultants to ensure they are aware of the requirements of the framework (note: standardisation of documentation is required) | Templates | CO | CO | COA | 2 weeks (To allow consultants to understand mechanisms of documentation) |
| 2.2 | Provide CPG with a filled in Project Notification Form (registration of project) | Project Notification Form | CO | CO | CPG | 2 days |
| 2.3 | CPG will then issue you with a project number | Project Notification Form | CPG | CPG | CO | 2 days |
| 2.4 | Agree the appropriate Form of Procurement for the project or programme (Preferred procurement routes under framework: 2 Stage Tender for projects over £1m ('Level 1' Procurement); Single Stage Tender ('Level 2' Procurement for projects under £1m) | Project Notification Form | COA | COA | CO | 2 weeks (depending on complexity of project) |

3 Shortlisting Procedure

| | Task | Relevant Document or Template | Document Responsibility with | Action by | Issued to | Suggested Timeline |
|-----|--|--|------------------------------|-----------|-----------|--|
| 3.1 | Issue and Expression of Interest document (EOI) for the contractors to fill in to enable shortlisting of the contractors (if used) | Expression of Interest Template | CO or COA | CO or COA | FC | 3 days |
| 3.2 | FC returns EOI | Expression of Interest | FC | FC | CO | 1 week (if the project is on the pipeline); otherwise, 2 weeks |
| 3.3 | Evaluate the returned EOI and shortlist to 3 or 4 contractors (or as desired) using the Evaluation Templates provided | EOI Evaluation templates | CO/A | CO/A | CO | 2 days |
| 3.4 | Notify the contractors using the Outcome Letters provide feedback where applicable | EOI evaluation letters, successful and unsuccessful | CO/A | CO/A | FC | 2 days |
| 3.5 | Send EOI feedback form to CPG | EOI Feedback Form | CO/A | CO/A | CPG | 1 day |

4 Tender Stage

| | Task | Relevant Document or Template | Document Responsibility with | Action by | Issued to | Suggested Timeline |
|-----|--|--|------------------------------|-----------|-----------|---|
| 4.1 | Send out Tender documents to the contractor (Level 1 or Level 2 templates). Use of the LCP standard tender documents is recommended. Some documents are mandated (refer to Part 1 – Introduction to User Guide); ensure use of LCP logo and LCP project number | User Guide; Form of Tender; Instructions for Tendering and all associated template contained in the Template Pack (for Level 1 and Level 2 procurement) | COA | COA | FC | 3-4 weeks (depending on procurement route)(This maybe more depending on complexity) |

5 Post Tender

| | Task | Relevant Document or Template | Document Responsibility with | Action by | Issued to | Suggested Timeline |
|-----|---|---|------------------------------|-----------|-----------|--------------------------|
| 5.1 | Evaluate the tender returns using the Evaluation Templates provided. Recommend the successful contractor through the Commissioning Organisation’s (CO) Standing Order process | Tender Evaluation templates | COA | COA | CO | Up to 2 weeks |
| 5.2 | Notify the tenderers by means of Outcome Letters provide feedback where applicable. Apply the recommended standstill period prior to entering contract (10 days) | Tender Outcome letters successful and unsuccessful | COA | COA | FC | 2 days + 10 (standstill) |

6 Post Contract

| | Task | Relevant Document or Template | Document Responsibility with | Action by | Issued to | Suggested Timeline |
|-----|---|---------------------------------|------------------------------|-----------------|-----------|--|
| 6.1 | Appoint the contractor (Level 1 procurement for the first stage only (Pre-construction Phase)), (Level 2 procurement for the complete works). (Refer to User Guide for further information) | User Guide | CO | CO | FC | Level 2 procurement project duration depends on project size and complexity. |
| 6.2 | Notify CPG of the successful contractor by means of the Project Award Form | Project Award Form | CO | CO | CPG | 1 day |
| 6.3 | For Level 1 Procurement, proceed to the Pre-construction Phase of the project by appointing the contractor | N/A | COA | Integrated Team | FC | 16-20 weeks |
| 6.4 | For a Level 1 Procurement issue the Stage 2 tender, at the end of the Pre-Construction Stage | N/A | COA | COA | FC | 2-3 weeks |
| 6.5 | Level 1 Procurement: Appoint the contractor - Stage 2 | N/A | CO | CO | FC | Depends on the standing Order Arrangements of CO |
| 6.6 | Set up a project team workshop | N/A | CO | COA | FC | N/A |
| 6.7 | Continue with the project using a recognised Gateway approval process | Gateway Approval Process | CO | COA/FC | N/A | |

Notes:

- All LCP information and templates are offered in good faith by CPG which COs can use for their mini-tenders, for LCP contracts only, and general guidance. There may be instances where you may need to alter the content of these documents is subject to your Mini Competition and your own internal contract Standing Orders (CSOs).
- COs must review all of the provisions within the templates and obtain specialist procurement or legal advice if required, to ensure that the template is compliant and meets all of the requirements of the COs CSOs and the Public Contracts Regulations 2006 (not 2015) which are applicable to the LCP Framework.
- The CO must satisfy itself by its own investigations as to the accuracy of any such information provided by these documents.

Step by Step Flow Chart

- 1 Contact the LCP/Haringey Construction Procurement Group (CPG) for access agreement and sign
- 2 Speak / Meet with the CPG to discuss requirements
- 3 Provide CPG with a regular pipeline of works
- 4 Contact your consultants
- 5 Send project notification to CPG to obtain project number
- 6 Carry out Soft Market Testing (if required) (Phone or email)
- 7 Agree the form of Procurement for the project
- 8 Send out an Expression of Interest document (EOI) to contractor
- 9 Contractor returns EOI to client
- 10 Evaluate the returned EOI and shortlist to 3 or 4 contractors (or as desired) notifying contractor and CPG
- 11 Send out the Tender documents to the contractor. 2 stage (level 1) or single stage (level 2) tender
- 12 Evaluate the tender Returns using the Evaluation Templates provided. Recommend the successful contractor through the Commissioning Organisation
- 13 Notify the tenderers by means of Outcome Letters provide feedback where applicable. Apply the recommended standstill period prior to entering contract
- 14 Notify CPG of the successful contractor by means of Project Award Form
- 15 Appoint contractor single stage (level 2) for complete project or 2 stage (level 1) for pre construction stage only
- 16 Issue the Stage 2 tender at the end of the Pre-construction Stage (2 stage (level 1) only)
- 17 Set up a project team workshop
- 18 Continue with the project using a recognised Gateway approval process

In association with:

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