



**UK Research  
and Innovation**

**Ove Arup & Partners Limited**

8 Fitzroy Street

London

W1T 4BJ

Attn: FOIA Section 40 Personal Info

By email to: FOIA Section 40 Personal Information

Date: 25<sup>th</sup> October 2024

Our ref: UKRI-1800\_20

Dear Sirs,

**Award of call-off Contract for the supply of Services in relation to technical support for Wave 1 and 2 Infrastructure Fund under framework agreement dated 27 June 2022 made between Ove Arup & Partners Limited (the “Supplier”) and United Kingdom Research and Innovation (“UKRI”) (the “Agreement”)**

As you know, the Agreement anticipates that UKRI may from time to time agree call-off contracts with you.

This letter (“**Contract Award Letter**”) sets out the basis on which we propose to award a call-off contract to you. By signing and returning this Contract Award Letter on behalf of the Supplier, you will be entering into a call-off contract on its terms and conditions (which is a “**Contract**” for the purposes of the Agreement).

The Contract is made under the Agreement and the entirety of the Agreement’s provisions and Schedules are hereby incorporated in the Contract in full. Without limiting the incorporated provisions, all terms in the Contract shall have the meanings given in the Agreement unless otherwise provided. In the event of any conflict between the provisions of the Agreement and those of the Contract, the provisions of the Contract will prevail.

The Contract and the Agreement are the entire basis on which UKRI proposes to contract with the Supplier. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by UKRI and may delay conclusion of the Contract.

For the purposes of the Contract, UKRI and the Supplier agree as follows:

**Term**

- 1 Contract Commencement Date: 30<sup>th</sup> October 2024
- 2 Contract Expiry Date: 31st December 2024
- 3 UKRI may extend this Agreement for a period of up to 12 months by giving not less than 1 month notice in writing to the Supplier prior to the Contract Expiry Date. The terms and conditions of this Agreement shall apply throughout any such extended period.

**Description of Goods and/or Services**

- 4 The Goods and/or Services to be delivered are as per Specification in Annex 1.
- 5 The Specification of the Goods and/or Services to be delivered, and any applicable Deliverables, is as set out in in the Annex to this Contract Award Letter.

**6 Charges & Payment**

7 The Charges for the Goods and/or Services shall be as set out in Annex 2 of this Contract Award Letter.

**Special Terms and Conditions**

NOT USED

**Notices, Liaison and Key Personnel**

8 The address for notices of the Parties shall be as set out in the Agreement.

9 The Key Personnel shall be as set out in Schedule 4 of the Agreement [and shall also include the following individuals:

Key Personnel	Role in the performance of this contract
FOIA Section 40 Personal Information	UKRI Associate Director of Environmental Sustainability
[Redacted]	Contract Manager
[Redacted]	Framework Director
[Redacted]	Task Manager
[Redacted]	Technical Authority
[Redacted]	
[Redacted]	
[Redacted]	

10 For general liaison your contact will continue to be FOIA Section 40 Personal Information or, in their absence, FOIA Section 40 Personal Information

11 Disputes shall be escalated for resolution as set out in the Agreement.

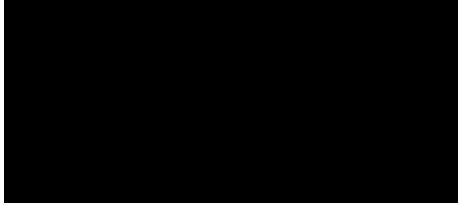
We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods and/or Services. Please confirm your acceptance of the award of this Agreement by signing and returning the enclosed copy of this letter to UKSBS and FOIA Section 40 Personal Information No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of **United Kingdom Research and Innovation**

Signature:

FOIA Section 40 Personal Information



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Name:

.....

Position:

Procurement Manager

.....

Date:

29/10/2024

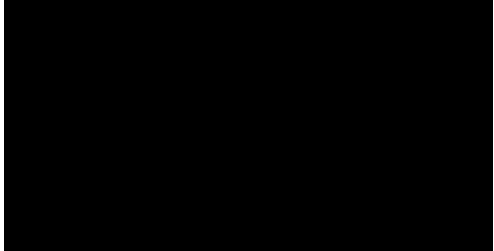
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We accept the terms set out in this Contract Award Letter

Signed for and on behalf of **Ove Arup & Partners Limited**

Signature:

FOIA Section 40 Personal Information



.....

Name:

.....

Position:

Director

.....

Date:

28/10/24

.....

## **ANNEX 1 – The Specification**

### **Annex 1.1 - UKRI Requirements**

#### **Background:**

From 2022 to 2025, UK Research and Innovation (UKRI) is investing a total of £481 million into a portfolio of research and innovation infrastructure investments to maintain the UK's position as a research and innovation leader.

The funding powers ground-breaking research, across a spectrum of disciplines that will help to tackle a range of societal issues, from the impacts of climate change to adolescent mental health. Funded through UKRI's Infrastructure Fund, the projects, located across the UK, will strengthen international capability and transform expertise across the arts, physics, life and environmental science, social science, medicine and many more research areas.

UKRI has committed to reach net zero operational carbon emissions by 2040. Key to achieving this target is ensuring that infrastructure investment decision making is informed by estimated operational carbon emissions.

Project teams from the UKRI partners are responsible for the development of infrastructure bids. These project teams do not always have sufficient skills and knowledge to undertake carbon forecasting for their projects.

Project teams have completed business cases for approved projects from 'waves 1 & 2' of the UKRI infrastructure fund. Each of these projects will likely incur operational impacts on carbon emissions (scopes 1&2) when completed, which UKRI is seeking to understand.

#### **Scope of works:**

The supplier is to provide direct technical support to UKRI ES programme regarding approved waves 1 & 2 projects regarding operational carbon emissions. They are to use the carbon and infrastructure knowledge and expertise to:

- Review approved business cases from waves 1 & 2, which will be supplied by UKRI.
- Review and reconfirm boundary of scopes 1 & 2 of carbon emissions of project operations, but not the emissions associated with constructing/initiating any projects. UKRI should be consulted where definition of project construction/initiation vs operation is not clear.

- Adopt assessment methodology applied to wave 3 and use this for assessment of scopes 1 & 2 carbon emissions with UKRI client.
- Estimate lifespan of operations of projects, in agreement with UKRI client and project teams.
- Quantify scopes 1 & 2 of carbon emissions of operations of projects per annum, over the lifespan of the projects.
- Produce a summary report outlining total emissions associated with business cases provided. Sources of scopes 1 & 2, and any assumptions made should be included.
- Attend virtual liaison meetings with the UKRI contacts where required to ensure effective management of the service.

The supplier will not:

- Consider any impacts or projects beyond the agreed boundary.
- Engage with members of UKRI decision making panels in relation to the projects.
- Share any information in relation to the project with external partners without permissions – working NDA.
- hold any information of this commission on their servers, all data, calculation, and details are to be located on UKRI specified location (sharepoint).
- Own any documentation, details, reports or other information associated with this commission, as UKRI will own all materials. For any use by ARUP outside this commission, specific permission has to be requested from the UKRI Environmental Sustainability team (Associate Director or Director).

**Desired outcomes:**

UKRI can:

- Understand the scopes 1 & 2 carbon operational impact of each business case provided, over the lifespan of the projects, per annum.

**Timings:**

Dependent on ARUP. UKRI can provide business cases by Sept. 2<sup>nd</sup> for assessment. Reports required by end of October 2024.

**Project team:**

The supplier is to provide contact information on the proposed project team as well as structure, with single point of contact provided as liaison to UKRI lead.

**Costing:**

The supplier is to assume:

- UKRI will provide business cases for relevant projects
- That all meetings unless stated will be virtual
- UKRI will need a final overview presentation from ARUP detailing outcomes, and be willing to provide one edit of reported dependent on UKRI feedback
- That the deadline for reports is assuming timely data provision from project teams
- That a new methodology is not needed – wave 3 assessment methodology to be adopted

Costs are to be provided inclusive of the above.

Please provide payment terms, dates, and total costs.

### **Appendix – Waves 1 & 2 Projects**

1. Adolescent Health Study
2. UKRI Airborne Laboratory – Mid-life Upgrade
3. BioFAIR
4. CoSTAR
5. Early Life Cohort
6. EMBL – EBI Data Infrastructure Programme
7. Isambard AI
8. ISIS Endeavour
9. National Facility for Ultra High Field Magnetic Resonance Imaging
10. OREC
11. RICHeS
12. SKAO
13. Smart Data Research (Data footprints)
14. Total Body PET
15. UK Biobank Phase 2
16. Floods and Droughts Resilience Infrastructure (FDRI)

## **Annex 1.2 – Arup response**

The following pages describe Arup's response to the request in Annex 1.1. The Purpose of the work (as relevant to framework agreement dated 27 June 2022 Clause 5.3 (d)) is:

*To estimate the Scope 1 and 2 operational carbon associated with approved Wave 1 and 2 Infrastructure Fund applications based on provided business cases using a methodology similar to that used on previous Arup work on Wave 3. The work scope, assumptions, programme and Cost-Time-Resource schedule are also detailed below.*

### Required inputs from Client

Arup would require the following information / support to enable us to undertake the required scope:

- Access to project teams and empowerment of Arup to interact with them day-day
- Engagement of project teams (attendance at meetings, provision of information, etc.)
- Details of projects to assess, and associated full business case documentation (along with any other information required to complete the assessment)
- Review of assumptions on an ongoing basis to ensure consistency across projects.
- Agreement on format of deliverables (ideally in-line with other related Call-Offs)
- Priority list for deliverables - currently priorities are understood to be those off-sited from NERC/STFC/MRC.

### Proposed scope of activity

Arup's proposed scope is to, for each project to be assessed:

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The following has also been allowed for:

7. Attend weekly virtual liaison meetings with the UKRI contacts where required to ensure effective management of the service.
8. Interface with other related call-offs where appropriate to find efficiencies and coordinate programme / priorities.
9. Deliver a final overview presentation detailing outcomes

### Assumptions

Arup's proposal is based on the following assumptions:

- There is no requirement to advise on climate resilience and wider environmental enhancements (including nature-based solutions).
- No design activities related to the project will be undertaken. All work will be in an advisory capacity only.
- There will be no engagement with UKRI decision making panels in relation to the projects.
- Information in relation to the project will not be shared with external partners without Client permission in line with Section 25 (Confidential Information) of the Framework Contract (UKRI-1800, commencement date 27th June 2022)
- Scope 1 and 2 operational carbon will be the only carbon sources considered. Following discussions, it is understood that Scope 3 carbon is not to be considered.
- No more than 15 projects will require the support listed in the 'scope of activity' above
- All meetings shall be virtual
- No more than 7.5 working days (assuming 7.5 hours in a day) will be required for each project, including meeting preparation, project team engagement and completion of carbon forecast, and updates to project documentation.
- Arup will host project data on a SharePoint site that they manage. Access will be given to project teams via individual group permissions to each project team to manage confidentiality.
- One half-hour catch-up with UKRI every week with 2-3 members of the Arup team.
- The project teams, not Arup, will deal with the cost aspect of any proposals.
- All required input information will be provided prior to commencement of the work.
- Allowance has been made for addressing a single round of consolidated, non-conflicting comments on each draft deliverable.
- Only one option will be assessed per project.

### Deliverables

To be developed with the Client, but expected to include:

- Produce a one-page summary report per project to summarise what has been provided to project teams – for use by the UKRI infrastructure team. Format to be agreed with the client.
- Updated assumptions register
- Summary presentation

### Programme

Work will be undertaken between 16th September 2024 and 6th December 2024. For each project, the expected programme is anticipated to comprise the following (to be agreed at kick-off/inception meeting). This programme is for a 'medium-sized' project (similar to Dissco or ELC



undertaken as part of CO-07), programmes may be condensed if complete data is available in the business case and / or the project is simple, or extended if the project is particularly complex or data is incomplete. Arup will endeavour to complete priority project for the end of October.

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## ANNEX 2 – The Proposal (To be completed by Arup)

Requirement	Resource						Time		Cost
Staff ID no.	Initials	Name	Company	Task Role	framework Grade	Work hours	Rate/hour	Cost (£)	
1.0 Project management, including weekly meeting (Scope items 8)									
FOIA Section 40 Personal Information, FOIA Section 43 Commercial									
							<b>TOTAL</b>	<b>£</b>	<b>79,132.50</b>

**Notes**

1. All fees are quoted exclusive of taxes, duties, fees, levies and other impositions including withholding tax, VAT, and similar taxes, which will be recovered at cost.
2. Resource time may potentially be subject to changes, but TOTAL above to be treated as a 'not to exceed budget' without prior agreement from UKRI.
3. Sub-consultant rates include sub-contractor mark-up, as detailed in Framework Agreement Price Schedule.
4. Invoices to be submitted monthly.