

Guidance

G1921

CEEQUAL – Detailed information for TfL and our contractors

Applies to all of TfL

Issue no.:	A1	Issue date:	November 2015
		Review date:	November 2018

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1 Purpose

The purpose of this guidance is to provide advice to TfL staff involved in managing projects and programmes using the Civil Engineering Environment Quality Assessment and Award Scheme (CEEQUAL) to achieve external sustainable building or infrastructure certification.

2 Scope

This guidance is for sponsors, project managers involved in managing TfL project and programmes where:

- The estimated total cost exceeds £50 million
- The contractor's costs exceed £25 million

3 Introduction

TfL is using the CEEQUAL (Civil Engineering Environmental Quality Scheme) framework to drive sustainable design and construction in its large capital projects and programmes.

This guidance document lists all the stages of project management where TfL will refer to CEEQUAL and provides the clauses and wording to include. It makes it clear where TfL responsibilities lie as client and when TfL shares those responsibilities with any contractors involved in the design and/or build. Appendix 1 provides a detailed evidence map showing the activities that TfL and its contractors carry out that can be used to provide evidence of meeting CEEQUAL requirements.

4 Project Requirements Statement

The Sponsor should commit to using CEEQUAL in the Project Requirement using the words as follows:

This project will work to achieve a CEEQUAL Whole Team Award to at least Very Good Award, aspiring to the achievement of 'Excellent' where the project scope allows

The Sponsor or Project Manager should ensure that the CEEQUAL application is made at an early stage and the associated fee paid. This will ensure access to the online assessment tool http://www.ceequal.com/online_assessment_tool.html

The Sponsor or Project Manager should require that a CEEQUAL Pre-Assessment scoping exercise is carried out using the tool. This enables the project to understand the potential level of award that is achievable given the extent/nature of the scheme.

5 Procurement Strategy

The TfL Sponsor or Project Manager should state their intention to use CEEQUAL for the project in the project's Procurement Strategy. The Pathway Procurement Strategy product and template has been amended to reflect this requirement.

6 Invitation to Tender

The TfL Sponsor or Project Manager should state TfL's intention to use CEEQUAL in Contractor Invitation to Tender. In the tender, potential bidders should be asked to describe their approach to using CEEQUAL to drive sustainability, giving an account of how they have previously used it to help deliver sustainability in design and/or construction work. Leading civil engineering contractors are experienced in using CEEQUAL and some will proactively use this expertise as a positive and distinctive element of their bid.

7 Works Information

The TfL Sponsor or Project Manager should state in the Works Information (specifies requirements for contractors) that the contractor will assist TfL in achieving CEEQUAL, using words as follows:

- *The contractor will price for the work needed to drive good practice according to CEEQUAL, achieving the necessary supporting evidence that this has been done*
- *It is our primary requirement that projects apply for a Whole Team Award, especially in larger projects seeking Planning Permission*
- *In such cases, TfL Project is responsible for making the CEEQUAL application and paying the associated fee*
- *The contractor will be the applicant for CEEQUAL and pay the fee if the scope of the project means it is appropriate to do so e.g. Design only or Construction only award. In this case, the contractor will apply for CEEQUAL within an agreed timeframe from starting the project*
- *The contractor will supply a person competent in CEEQUAL assessment who will lead maximising the Project's sustainable performance and on the compilation of CEEQUAL evidence*
- *The contractor will supply a person competent in CEEQUAL assessment who will lead maximising the Project's sustainable performance and on the compilation of CEEQUAL evidence*

The following text should also be included in the Works Information, to make it clear what TfL will do in it's role as client and also what TfL is asking it's contractors to do:

We (TfL) as client will initiate the project off in way that meets CEEQUAL requirements, including making the application and paying the fee (in the case of Whole Team Award). We will collect and share relevant information at the earliest stages of the work.

We will:

- *Be the applicant for CEEQUAL where we are applying for a Whole Team Award and pay the associated fee*
- *Allocate resource for managing CEEQUAL as client throughout the project life cycle*
- *Procure necessary support for tracking progress, gathering evidence for CEEQUAL from contractors*
- *Include in project progress meetings the tracking and achievements with CEEQUAL*