

# Archaeology Framework Briefing Document

**Framework Manager - Catherine McGrath**  
**Commercial Lead – Dave Langton**

# Introduction

## Archaeology Framework Board:

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# Introduction

This document is to provide general guidance and understanding of the Archaeology Framework.

The content of this document is for guidance only and **does not** supersede the contract.

Please refer to the full contract suite of documents for all the contractual requirements.

# Archaeology Framework

- Value: £195m
- Duration: 4 years
- NEC4 Framework Contract enabled for use by Highways England (HE) supply chain
  - NEC4 TSC Long Form (Field evaluation and mitigation)
  - NEC4 Professional Services (desk-based studies)
- 3 Lots of value bands to encourage SME participation.
- It is an enabled Framework so others can use it (i.e., a contractor to the *Client* at any stage of remoteness from the *Client*) - If anyone other than HE or our Contractors want to use the Framework please refer them to the Framework Manager.

# Suppliers by Lot

Lot 1: <£2m	Lot 2: £2m - £5m	Lot 3: >£5m
Connect Archaeology	Headland Archaeology	Headland Archaeology
Infra (Rubicon/Network)	OCA (Oxford/Cotswold Archaeology)	OCA (Oxford/Cotswold Archaeology)
Archaeological Management Solutions (AMS)	Aecom (Wessex & Pre-Construct)	Aecom (Wessex & Pre-Construct)
	MOLA (Museum of London Archaeology)	MOLA (Museum of London Archaeology)

# Framework Contract Ambition

- The framework suppliers:
  - Participate in nationally and regionally focussed communities
  - Develop and implement best practice
  - Support the transformation of the Client and its delivery models
  - Behave in a way that allows the Client and framework suppliers to succeed together
  - Allow innovation and encourage general improvement in delivery

# Allocation

The allocation procedure applies to Lots 1a, 2a and 3a

- Framework Manager allocates individual Schemes to each framework supplier on a rotational basis.
- The archaeology value of the Scheme(s) denotes which Lot the supplier will be allocated from.

# Commercial

There is a 'Commercial Submission Workbook' for each Supplier which includes:

- **Rates** for each item, and where quantities are banded, for each banding
- **Fee percentage** = fixed for the duration.
- **Fee** = includes all costs that are Defined Cost, together with profit and an allowance for risk.
- **Overhead Percentage** = applied to the People Rates for personnel permanently working from the Consultant's premises (Fee percentage is applied to this uplift)
- Each item in the commercial submission workbook is supported by a **Resource Schedule** to substantiate their rate build up for each item.



# Commercial

The Pricing is based upon:

- Working Hours = Monday to Friday (07:00hrs to 19:00hrs) (unless specifically noted otherwise)
- Location = Geographical area covered by Highways England Area 5.

# Commercial – Tender Adjustments

There are tendered adjustments for:

- Working Hours - where instructed to undertake services outside of Monday to Friday (07:00hrs to 19:00hrs)
- Regional Adjustment – where provided in a geographical area other than Highways England Area 5.
- Seasonal Adjustment – where instructed to undertake the Services outside of British Summer Time (1st November to 31st March).

(NB: Seasonal Adjustment is only applied if most of the Services (measured in calendar days) are outside of British Summer Time)

# Commercial – Pricing Rules

- Where the rate for an item is banded according to quantity, the rate that is used reflects the total quantity for the Work Order.
- The Price List may include items not in the Commercial Submission Workbook – if required, the proposed rate is calculated from the Supplier's verifiable forecast Defined Cost.
- Rates and prices for work not already included in the Commercial Submission Workbook are added to it.

# Commercial - Inflation

- Rates will be adjusted for inflation annually on each anniversary of the date the framework came into existence in accordance with the framework information – Section 11 .
- Once the rates have been adjusted for inflation, the adjusted rates are applied to all future Work Orders.
- The rates will not be adjusted for any Work Orders that have already been awarded or where quotations have been received by the Client or the Contracting Body.

# Commercial – Contract Usage

Contract Form	Example Services Provided
Target Cost Orders: NEC 4 Professional Services Short Contract.	Non-intrusive works for the development of archaeology strategies, desktop services and investigations, and negotiations with stakeholders during the consenting process for major projects.
Time Charge Orders: NEC4 Professional Services Short Contract	Short term to develop/provide archaeological advice in developing the additional Scope required for a Work Order.
NEC4 (or TSC subcontract form) (or TSC subcontract form)	Delivery of trial trench investigation works required to support the consenting process, watching briefs in connection with works undertaken by others, major programmes of archaeological investigation and associated post excavation and reporting activities.
The NEC4 Term Service Contract - Option E (or TSC subcontract form)	For exceptional circumstances only where Highways England Framework Management Team confirms the services are urgent (as defined in the Framework Information).



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