

Capital Programme

Now the drawing board Then all aboard

ORIGINAL

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Version
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C5200 – Engineering Advisor
Appendix 1 – Scope of Services

Perform today. Create tomorrow.

Schiphol



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DEFINITIONS AND ABBREVIATIONS

The definitions contained in the Conditions of Contract shall apply equally herein.

Appointment	means the Services as defined in Appendix 1 [Scope of Services]
Core Team	means all Core Team Members
Core Team Member(s)	means the personnel referred to in Appendix 2 [Personnel, Equipment, Facilities and Services of Others to be Provided by the Client]
Design Consultant(s)	means the person(s) or firm(s) employed by the Client to make the design. This term does not include a Contractor's design under design and build contracts
Engineering Advisor	means the Consultant contracted directly by the Client, assigned to perform engineering services focused on design reviews
PMCM	means the Project Management Construction Management Consultant(s) (to be) assigned by SNBV for C5100 Project Logistics, C3100 Project Landside Infrastructure, C1100 Project Pier-Airside and C2100 Project Terminal
Project Team	means all personnel of the Consultant working on a query/demand for review. The Project Team can encompass more/different personnel than only the Core Team Members
Scope	means the nature and extent of the Project
SNBV	means Schiphol Nederland B.V., the contracting entity of the tender procedure and where applicable also referred to as "Client"

1. GENERAL

1.1 Note for the reader

This document is Appendix 1 (Scope of Services) to the Agreement and must be read in conjunction with other appendices. This document specifies the purpose, scope and requirements for the Services.

1.2 Capital Programme

Amsterdam Airport Schiphol

Amsterdam Airport Schiphol is one of the world's major airports and we aim to retain that position in the future. Every day we work in collaboration with our partners to exceed our passengers' expectations. The airport is therefore currently undergoing a major renewal and renovation programme, called the Capital Programme. Our airport's founders were pioneers who showed courage and vision. They thought outside the box at a time when that expression did not even exist. Following their pioneering spirit, today we are building tomorrow's Schiphol – always seeking the best ideas and creative solutions.

Capital Programme

Schiphol's Capital Programme affects the entire airport infrastructure. Encompassing constructions and infrastructural adjustments both on landside and on airside, it touches the core of Schiphol as an operational Mainport. The infographic on the next page (included in this Request for Proposal as annex A) visualizes the main projects included in the Capital Programme, for example:

- The construction of a new pier (56.000 m2);
- The construction of a new terminal (100.000 m2);
- The development of landside infrastructure including roads, utilities and various multi story car parks;
- The development of Schiphol Plaza.

SCHIPHOL IS GROWING | *The Capital Programme*

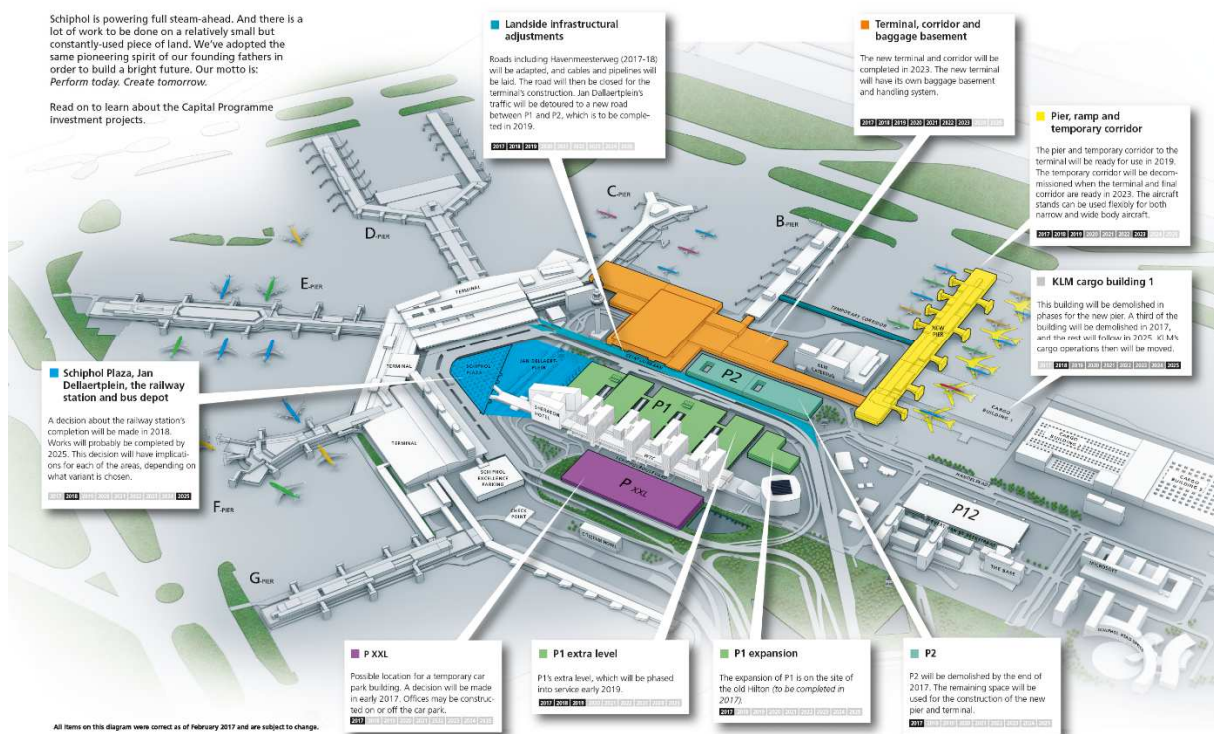


Image 1. Capital Programme Infographic

Capacity expansion and quality improvement

The implementation of the Capital Programme is essential as Schiphol wants to excel in comparison with its competitors, in terms of both capacity and quality, now and in the future. Therefore, capacity development combined with improving quality and passenger experience has been included as a central component in the strategy, whereby sufficient scope is offered for inspiring new concepts. Schiphol has set out in its strategy how it aims to maintain and further develop the position of Mainport Schiphol as a multi-modal hub and 'Europe's Preferred Airport'. The details of this strategy are broken down into five themes: 'Top Connectivity' (connecting), 'Excellent Visit Value' (competitive), 'Competitive Marketplace' (attractive place in which to work, do business and to visit), 'Development of the Group' (strengthening) and 'Sustainable and Safe Performance' (safe and future-proof). Integrating these themes in all of its projects, by 2025 the Capital Programme will enable Schiphol to welcome 25% more passengers and retain its Mainport position.

1.3 Project goal

1.3.1 The overall Capital Programme objectives are capacity expansion and improving quality at Schiphol as to further develop the position of Mainport Schiphol as a multi-modal hub and 'Europe's Preferred Airport'. The details of this strategy are broken down into the following five themes:

1. Top Connectivity (connecting);

2. Excellent Visit Value (competitive);
 3. Competitive Marketplace (attractive place in which to work, do business and to visit);
 4. Development of the Group (strengthening);
 5. Sustainable and Safe Performance (safe and future-proof).
- 1.3.2 The Project goal is to provide SNBV with engineering capability during the implementation of its Capital Programme. The Scope of Services that the Appointment of the Engineering Advisor encompasses is trifold:
- Task 1.** The Engineering Advisor will conduct peer reviews of all design deliverables that will be submitted to the Capital Programme – the masterplan design deliverables, preliminary design deliverables, definitive design deliverables and technical design deliverables.
- Task 2.** The Engineering Advisor will:
- a. deal with any architectural, engineering or technical queries that the parties who will be awarded the integrated design appointments for the Capital Programme might have;
 - b. deal with any architectural, engineering or technical queries during construction of all Capital Programme projects that neither the contracted Design Consultants nor the contracted PMCM can answer;
 - c. review O&M manuals and the content of BIM models once the construction of all buildings and infrastructure for the Capital Programme has been completed.
- Task 3.** The Engineering Advisor will second a number of professional experts with several years of architectural and engineering experience, including experience in aviation, to the Capital Programme team. The needed expertise will at minimum encompass the following roles:
- a. Terminal/aviation architect/planner
 - b. Civil or structural engineer
 - c. Mechanical engineer
 - d. Electrical engineer

1.4 Location of the Services

Depending on the task at hand, the Services can be delivered either at the offices / places of work of the Engineering Advisor or at Amsterdam Schiphol Airport, the Netherlands.

2. GENERAL REQUIREMENTS

2.1 General provisions

- 2.1.1 The Consultant's general obligation under the Agreement is to serve as an advisor to the Client.
- 2.1.2 In general, the Consultant's role is to provide SNBV with engineering capability during the implementation of the Capital Programme. At all times the Consultant shall act in the best interests of the Client and the Project.
- 2.1.3 The services of the Consultant shall be provided so as to enable the Client to achieve the overall Capital Programme objectives. For important Project issues or opportunities in light of achieving the Capital Programme objectives in line with its strategic themes, the Consultant is expected to provide advice and recommendations to the Client.
- 2.1.4 The Consultant's Scope of Services defined herein shall not be interpreted as relieving the Consultant of its obligation to fully comply with all the terms and conditions contained in the Agreement.
- 2.1.5 The Consultant shall commence the Services on the day the Agreement for the Project is signed. The Core Team Members shall be approved by SNBV, appointed and available to provide the Scope of Services within 14 days after the Agreement was signed.
- 2.1.6 The Consultant shall immediately advise the Client in writing and shall make written recommendations to the Client for addressing any unsatisfactory performance it comes across, as well as quality or other issues adversely affecting successful achievement of the Capital Programme objectives.
- 2.1.7 The Consultant shall immediately advise the Client in writing in case of any delay to the Services it provides.

2.2 Requirements related to Task 1

- 2.2.1 Task 1 of the Engineering Advisor is to conduct peer reviews of all design deliverables that will be submitted to for the Capital Programme – the masterplan design deliverables, preliminary design deliverables, definitive design deliverables and technical design deliverables.
- 2.2.2 In general, the design reviews are conducted to ensure that the Client will receive what it set out for. As such, the Consultant shall ensure that the integrated designs comply with the Client's requirements and are aligned with its strategic vision.
- 2.2.3 More specifically, the design reviews will focus on all technical aspects of the design deliverables.
- 2.2.4 For each required peer review the design deliverables will be submitted to the Consultant. The design deliverables will typically encompass the documents as summarized in annex I (work sheets 1 and 2).

- 2.2.5 Peer reviews need to be conducted within seven (7) work days after a design deliverable has been submitted to the Consultant. On the seventh (7th) work day the Consultant shall present its findings at the Client's offices. A peer review report detailing all findings, results, advice and recommendations in relation to the submitted design deliverable will be provided by the Consultant ten (10) work days after the submittal date of the design deliverable.
- 2.2.6 The peer review report issued by the Consultant shall include a chapter that schematically summarizes its findings, results, advice and recommendations according to their priority level – distinguishing between top priority (red), medium priority (orange) and low priority (green). This chapter shall provide the Client with an instant (dashboard) overview of the Consultant's conclusions and recommendations.
- 2.2.7 A peer review is not completed until the report submitted by the Consultant has been approved. If the peer review report does not meet the quality standards, the Client is entitled to ask the Consultant to revise the peer review report.

2.3 Requirements related to Task 2

- 2.3.1 Task 2 of the Engineering Advisor is to:
 - a. deal with any architectural, engineering or technical queries that the parties who will be awarded the integrated design appointments for the Capital Programme might have;
 - b. deal with any architectural, engineering or technical queries during construction of all Capital Programme projects that neither the contracted Design Consultants nor the contracted PMCM can answer;
 - c. review O&M manuals and the content of BIM models once the construction of each building or infrastructure for the Capital Programme has been completed.
- 2.3.2 The receipt of all queries/demands for reviews submitted to the Consultant needs to be confirmed within two (2) work days. This confirmation shall contain a provisional date when the required input can be expected. Small queries/demands for reviews, which require less than five (5) one person work days, may be directly executed and charged based upon the rates as included in the Agreement. For larger queries/demands for reviews, which require five (5) one person work days or more, the confirmation shall include an offer containing a lump-sum fee for the required services based upon the rates as included in the Agreement. Once an agreement on this lump-sum fee has been reached, the Consultant shall have ten (10) work days at maximum to submit a report detailing its findings, results, advice and recommendations in relation to the submitted query/demand for review. If necessary, the Consultant shall present its findings at the Client's offices – or any other location within The Netherlands if agreed upon – within two (2) work days after the submittal date of its report.
- 2.3.3 For pressing issues that may result in a delay of the construction of a Capital Programme project, the Consultant's response time may be reduced from ten (10) work days to five (5) work days.
- 2.3.4 In order to adequately respond to the Client's queries/demands for reviews, the Consultant will be able to provide or deploy the following specialists both on a daily and monthly rate basis (please note that this list is not exhaustive);
 - a. Terminal / aviation architect/planner (Core Team Member)
 - b. Civil or structural engineer (Core Team Member)

- c. Mechanical engineer (Core Team Member)
- d. Electrical engineer (Core Team Member)
- e. Acoustic engineer
- f. Airport docking specialist
- g. Automated people mover specialist
- h. Baggage handling engineer
- i. Building physics engineer
- j. Building systems engineer
- k. Environmental engineer
- l. Façade engineer
- m. Fire engineer
- n. Food and beverage specialist
- o. Geotechnical engineer
- p. Interior architect / hardware specialist
- q. Landscape engineer
- r. Lighting engineer
- s. Parking specialist
- t. Plumbing engineer
- u. Rail / signaling specialist
- v. Retail specialist
- w. Security advisor
- x. Signage specialist
- y. VHTS specialist
- z. Water feature engineer

These specialists may be made available from within Consultant's own organisation or by autonomously hiring sub-consultants and/or independently working specialists. In case a Consultant provides or deploys specialists by autonomously hiring them, this shall not compromise any of the response times as described in this Scope of Services.

- 2.3.5 The Consultant bears full responsibility for third parties it engages.
- 2.3.6 A query/demand for review is not completed until the report submitted by the Consultant has been approved. If the report does not meet the quality standards, the Client is entitled to ask the Consultant to revise the report.

2.4 Requirements related to Task 3

- 2.4.1 Task 3 of the Engineering Advisor is to second a series of professional experts with several years of architectural and engineering experience, including experience in aviation, to the Capital Programme team. The needed expertise will at minimum encompass the following roles:
 - a. Terminal / aviation architect / planner (Core Team Member)
 - b. Civil or structural engineer (Core Team Member)
 - c. Mechanical engineer (Core Team Member)
 - d. Electrical engineer (Core Team Member)

- 2.4.2 Upon Award of the Agreement, the Consultant will second the Core Team Members whose names have been included in the Consultant's Proposal (in the Pricing Schedule, annex I) to SNBV.
- 2.4.3 The receipt of any further demand for secondment of a professional expert submitted to the Consultant needs to be confirmed to SNBV within two (2) work days. This confirmation shall contain at least two (2) CV's of professional experts meeting the Client's requirements and provisional dates when these professional experts can commence their work. Upon receipt of the confirmation including CV's, the Client shall invite the professional expert that might meet its requirements for an interview at its offices or decline the secondment of the proposed professional expert within seven (7) work days. In case an interview is held with a professional expert, the Client shall inform the Consultant whether it approves or declines the secondment of this professional expert within two (2) work days after the interview was conducted. In case the proposed professional experts do not meet the Client's requirements, the Client is entitled to ask for at least two (2) additional CV's of professional experts. The Consultant shall provide these additional CV's within two (2) work days after having received the request. The Consultant shall ensure that any required professional expert will be available for full-time secondment to SNBV within a maximum of thirty (30) days after SNBV has approved the secondment of this professional expert based on his/her CV and interview.
- 2.4.4 All seconded personnel is expected to work at least eighty (80) % of their working time at the engineering department of SNBV, located in Amsterdam Airport Schiphol.
- 2.4.5 All seconded personnel is expected to work under direction of the Client's employees.
- 2.4.6 SNBV reserves the right to immediately discontinue the secondment of one or more professional experts – either permanently or temporarily, for whatever reason, at SNBV's sole discretion.

2.5 Consultant's personnel

- 2.5.1 The Consultant will establish a Core Team of professional experts that will deliver the Services. This Core Team will be qualified to adequately handle all submitted queries/demands for reviews and will ensure that accrued knowledge is maintained and continuous improvement in the quality of delivered Services is realised. The replacement of Core Team Members will be limited as much as possible.
- 2.5.2 The Core Team forms part of the Project Team that is responsible for the delivery of individual Services – or is at least closely involved. Core Team Members always form part of the Project Team for Services that fall under Task 1. As for services that fall under Task 2, it will be determined per query/demand for review together with SNBV whether the Core Team will form part of the Project Team. Independent of the nature of the provided Service, the Core Team will always be responsible for:
- The start-up of each new query/demand for review, determining the approach to all new queries/demands for reviews and if necessary agreeing upon lump-sum fees for new queries/demands for reviews based upon the rates as included in the Agreement;

- The involvement of qualified specialists – either from within the Consultant’s own organisation or by autonomously hiring sub-consultants and/or independently working specialists;
 - The direction of the Project Team in the provision of Services;
 - The delivery of Services within the set lead-times or on the agreed deadline.
- 2.5.3 The Consultant shall provide the appropriate number of adequately experienced, trained and qualified personnel who are highly responsive, will establish and maintain effective and harmonious working relationships and continuous communication between all parties involved and will promote a positive project morale. Management procedures must be streamlined, quick, simple and effective.
- 2.5.4 All personnel shall be appropriately qualified and experienced in the duties assigned to them. The Consultant shall submit to the Client a detailed CV for each Core Team Member and shall obtain acceptance from the Client before each Core Team Member is employed, including any replacement personnel. Replacement of Core Team Members will be timely announced (at least thirty (30) days before the replacement date) and will only be accepted if the replacing professional expert disposes of a level of knowledge and experience that is comparable to the one of the departing professional expert. Any such acceptance or approval by the Client shall not relieve the Consultant from responsibility for the performance of that personnel member or the performance of the Services. In principle, the Core Team Members will be the professional experts as seconded to the Client under Task 3 of this Appointment.
- 2.5.5 Core Team Members that remained inactive during an extended period of time, for instance because of the fact that their expertise was not required during this time period, may be submitted to a re-evaluation. During this re-evaluation the quality of their expertise and availability for the project will be re-assessed and re-determined.
- 2.5.6 In addition to the Core Team Members the Consultant will provide various specialists who dispose of expert knowledge on a wide range of subjects (as listed under Task 2). In general, these specialists do not form part of the Core Team and may be interchangeable per query/demand for review. However, the Consultant will endeavour to employ the same specialist, either from within its own organisation or by autonomously hiring sub-consultants and/or independently working specialists, for various queries/demands for reviews that require the same expert knowledge. The Consultant will inform SNBV about every specialist it employs or hires by submitting a detailed CV. Should SNBV have any objection to employing or hiring the proposed specialist, it will inform Consultant within five (5) work days after having received the CV.
- 2.5.7 All personnel provided by the Consultant, including autonomously hired sub-consultants and/or independently working specialists, must be free from conflicts of interest in the responsibilities they take on. No personnel provided by the Consultant may provide engineering services, either as a Syndicate Member or as a third party, to the parties that will be awarded any and all of the construction appointments and the integrated design appointments. Possible conflicts of interests must be notified by the Consultant and are to be decided by Schiphol.
- 2.5.8 The Client shall at all times have access to the Consultant’s offices and files and documentation relating to the Project. The Client may request both hard copies and electronic copies for review and audit. All such files shall be made

available immediately upon request and no such files and documentation shall be withheld on the grounds of confidentiality or any other reason.

- 2.5.9 Upon the request of the Client, the Consultant shall arrange for any Core Team Member(s) to meet with the Client at its offices.
- 2.5.10 The Consultant shall be represented during meetings by Core Team Member(s) with suitable authority and knowledge to address the content of the meeting.

2.6 Communication and cooperation

- 2.6.1 The Consultant will cooperate with the PMCM and where necessary any other parties contracted by the Capital Programme to realise the overall Capital Programme objectives.
- 2.6.2 Upon request, the Consultant will be available to attend meetings and resolve issues with the PMCM and where necessary any other parties contracted by the Capital Programme.

2.7 Document management

- 2.7.1 The Consultant shall use the Client's Electronic Document Management System ("EDMS") and shall procure sufficient licences for its use. The Client EDMS will include a sophisticated data base and document/drawing numbering system for storage and easy retrieval of all design deliverables.
- 2.7.2 The Consultant's document management services shall include the reviewing of documents, the referencing and numbering of all specifications, documents and drawings, the reviewing of technical information, and the management of the change (of documents) process.