

SCHEDULE 2: Performance Indicators

PPIs

1. Unless agreed otherwise by the City and the Architect, the Architect's performance under each **Call-off Contract** awarded by the City will be measured on a pass/fail basis against each of the project performance indicators (**PPIs**) listed in Table 1 below. Specific dates for the issue of information at each stage of a project under a Call-off Contract will be agreed at the commencement of each project.

Table 1

Stage	ref:	PPI
Stage 1 Preparation and Brief		
	PPI 1.1	Issue report for stage sign off and sign off achieved on programme
	PPI 1.2	Have deliverables been issued on programme
	PPI 1.3	Is design within budget
	PPI 1.4	Is design in compliance with the brief
	PPI 1.5	Has the Architect as the Lead Designer fully co-ordinated the input of other designers
	PPI 1.6	Has the Architect complied with the requirements of BIM Level 2
	PPI 1.7	Has the Architect as the PD complied with the CDM regulations
	PPI 1.8	Has the Architect as a designer complied with the requirements of the CDM regulations
	PPI 1.9	Has the Architect fully considered buildability in development of the design
	PPI 1.10	Has the Architect fully contributed to any VE required
Stage 2 Concept Design	PPI 2.1	Design report issued for sign off and sign off achieved
	PPI 2.2	Have deliverables been issued on programme
	PPI 2.3	Is design within budget
	PPI 2.4	Is design in compliance with the brief
	PPI 2.5	Has the Architect as the Lead Designer fully co-ordinated the input of the other designers
	PPI 2.6	Has the Architect complied with the requirements of BIM Level 2
	PPI 2.7	Has the Architect as the PD complied with the requirements of the CDM regulations
	PPI 2.8	Has the Architect as a designer complied with the requirements of the CDM regulations
	PPI 2.9	Has the Architect fully considered buildability in development of the design

Stage	ref:	PPI
	PPI 2.10	Has the Architect fully contributed to any VE required
Stage 3 Developed Design	PPI 3.1	Design report issued for sign off and sign off achieved
	PPI 3.2	Planning submission submitted as programmed
	PPI 3.3	Have deliverables been issued on programme
	PPI 3.4	Is design within budget
	PPI 3.5	Is design in compliance with the brief
	PPI 3.6	Has the Architect as the Lead Designer fully co-ordinated the input of the other designers
	PPI 3.7	Has the Architect complied with the requirements of BIM Level 2
	PPI 3.8	Has the Architect as the PD complied with the requirements of the CDM regulations
	PPI 3.9	Has the Architect as a designer complied with the requirements of the CDM regulations
	PPI 3.10	Has the Architect fully considered buildability in development of the design
	PPI 3.11	Has the Architect fully contributed to any VE required
Stage 4 Technical Design	PPI 4.1	Design report issued for sign off and sign off achieved
	PPI 4.2	Deliverables issued on programme
	PPI 4.3	Where planning conditions require the Architects input to discharge were these dealt with in time
	PPI 4.4	Is design within budget
	PPI 4.5	Is design in compliance with the brief
	PPI 4.6	Has the Architect as the Lead Designer fully co-ordinated the input of the other designers
	PPI 4.7	Has the Architect complied with the requirements of BIM Level 2
	PPI 4.8	Has the Architect as the PD complied with the requirements of the CDM regulations
	PPI 4.9	Has the Architect as a designer complied with the requirements of the CDM regulations
	PPI 4.10	Has the Architect fully considered buildability in development of the design
	PPI 4.11	Has the Architect fully contributed to any VE required
Stage 5 Construction	PPI 5.1	Deliverables issued on programme
	PPI 5.2	Where planning conditions require the Architects input to discharge were these dealt with by the required deadlines
	PPI 5.3	Is design within budget

Stage	ref:	PPI
	PPI 5.4	Is design in compliance with the brief
	PPI 5.5	Has the Architect as the Lead Designer fully co-ordinated the input of the other designers
	PPI 5.6	Has the Architect complied with the requirements of BIM Level 2
	PPI 5.7	Has the Architect as the Principal Designer complied with the requirements of the CDM regulations
	PPI 5.8	Has the Architect as a designer complied with the requirements of the CDM
	PPI 5.9	Has the Architect fully contributed to any VE required
Stage 6 Handover and close out	PPI 6.1	Was handover satisfactorily carried out
	PPI 6.2	Was project completed on programme
	PPI 6.3	Was project completed to budget
	PPI 6.4	Was design delivered in compliance with the brief
	PPI 6.5	Have all statutory approvals been achieved and on programme
Stage 7 In use	PPI 7.1	Has the Architect properly contributed to the closing out of snagging and defects
	PPI 7.2	Carry out post project review/ lessons learned
	PPI 7.3	Has the Architect properly contributed to the settling of the final account

2. The Architect's performance under a Call-off Contract will be assessed by the Administering Officer (acting reasonably), in consultation with the Architect, and the number of passes will be expressed as a percentage for each project stage (e.g. if under Stage 2 the Architect scores 10 passes out of a total of 12 their percentage score will be 83%).
3. Where the number of passes achieved for a project stage fall below 80%, this will be classified as a "**PPI Default**" and the Architect will put in place Improvement Plan in accordance with clause 8.1, unless the Architect's engagement pursuant to the Call-off Contract is to be terminated pursuant to paragraph 4 below.
4. Where the number of passes achieved for:
 - a) a project stage under a Call-off Contract falls below 60%; or
 - b) more than one project stage under a Call-off Contract fall below 80%,
the Architect will be deemed to be in material or substantial breach of the performance standard required under the Call-off Contract and the City will be entitled to terminate the Architect's engagement pursuant to the Call-off Contract.
5. If a Call-off Contract is terminated due to poor performance the City may in its absolute discretion:
 - a) terminate this Agreement in accordance with clause 8.2.1(b); or

- b) restrict the Architect from participating in Further Competitions until it has demonstrated to the City’s satisfaction that the Architect has undertaken remedial actions to prevent reoccurrence on any Call-off Contracts that may be awarded to it in the future.

KPIs

6. Unless agreed otherwise by the City and the Architect, a strategic review of the Architect’s performance under this Agreement will be assessed against each of the key performance indicators (**KPIs**) listed in Table 2 below.

Table 2

Ref:	KPI	Definition	Criteria for Measurement	Means of verification	Performance criteria
KPI 1	Delivery and Customer satisfaction on the Design of Projects	To obtain a satisfactory PPI performance rating on live and completed Call-off Contracts	Aggregate PPI score from each Call-off Contract	Contract meeting with the City Projects team and the Consultant. Including review of programme, progress reports, milestones achieved	To obtain an overall score of not less than 70% on live and completed Call-off Contracts
KPI 2	Management information reports.	To provide management on information on performance on the framework	Reports to be provided 7 days before Framework review meetings.	Meeting to be held quarterly, unless otherwise agreed with the City's Contract Management team.	100% reports provided 7 days ahead of review meetings
KPI 3	Participation in the framework	To actively participate in the framework	% of contracts bid for out of invitations to bid No. of contracts awarded	Detail provided in management reports with rationale given to the results.	To have bid on at least 75% of all invitation to tender on the framework
KPI 4	Business and financial standing	Consultant	Mandatory - pass/fail Discretionary - pass/fail -	Consultant to confirm adherence to mandatory and discretionary criteria as set out in tender documents.	Mandatory - pass/fail Discretionary - pass/fail -

7. The “**Review Period**” will be a 3 month period with the first such period starting from the Commencement Date.
8. A “**KPI Default**” occurs when the Architect fails to achieve the performance criteria indicated in Table 2 above for one or more of the KPIs in respect of the relevant Review Period. Upon the occurrence of a KPI Default, the Architect will put in place an Improvement Plan in accordance with clause 8.1.

9. A “**Serious KPI Default**” occurs when the Architect fails to achieve the performance criteria indicated in Table 2 above for:

- KPI 1 on two consecutive Review Periods;
- KPI 4 on any Review Period; or
- two or more times on either (or both) KPI 2 and KPI 3 on two consecutive Review Periods

Upon the occurrence of a Serious KPI Default the City may terminate this Agreement in accordance with clause 8.2.1(c).