

Public Sector Decarbonisation Scheme Phase 1 Change Requests Form

The purpose of this form is to enable you to formally seek approval for any significant changes that you need or want to make to deliver your Public Sector Decarbonisation Scheme (PSDS) project. As projects are delivered, there are occasions when applicants decide that they wish to request changes to the terms of the grant awarded to deal with new circumstances. Therefore, please use this form as an opportunity to describe the details of your change request to Salix.

To support you in completing the form, below is some useful guidance that outlines the key principles involved in a change request to your project. You are required to outline the reason for the request, the options considered and a revised delivery plan, as appropriate.

On receiving your completed form, Salix will seek to make a decision on your change request within ten working days, unless there are circumstances that require more detailed consideration and you will be informed if that is the case. The outcome of the change request will be communicated, if approved, you will be issued a letter of amendment to reflect the change.

Change Request Key Guidance Principles

- A change is defined as any significant alteration in the scope of the project or any request for an extension to the grant end date beyond 30th September 2021.
- Salix will manage change requests taking account and making judgements on the case as presented, the proposed outcomes and the certainty of delivery.
- All agreed changes to scope or content of projects must remain compliant with the agreed PSDS criteria including carbon savings and value for money.
- All projects must complete by 31st March 2022, and extension requests must be supported by robust revised delivery plans. Salix will require the size or nature of the project to be reduced if this is necessary for completion by 31st March 2022.
- Salix are unable to support extensions beyond 31st March 2022.
- Once you have filled out the Change Request Form, please send it to your Relationship Manager. Salix will make a decision on your change request within ten working days and this will be communicated via your Relationship Manager.

Change Request Form

Part I: This section should be completed by the applicant

Organisation name	Torbay Council
Request made by	Phil Black
Date of request	23/07/2021
Project name	Torbay Leisure Centre
Project URN	CTOR01G17627V01/17627

a) Description of proposed change

<p>Reason for change request</p> <p><i>Please outline your request, giving a short description of the reason for the request, options considered and the nature of the proposed change with any revisions to delivery programme, specification, costs and payment schedule.</i></p> <p><i>Please list supporting documentation below and append with your Change Request form</i></p> <p><i>Supporting documentation:</i></p> <ul style="list-style-type: none"> • Correspondence from Natural England 	<p><i>As detailed design and procurement has progressed and as anticipated throughout the monthly Salix reports it has been necessary to formally request a change to timescale and scope for the following reasons:</i></p> <p><i>Grant condition delays</i></p> <ul style="list-style-type: none"> - Delays in acceptance and Salix offering of the grant has delayed the initial project timetable by 1 month - Completion of tender to comply with Torbay Council's public procurement procedures as required as a condition of the grant delayed the initial project timetable by 1 month. <p><i>Nesting seagulls</i></p> <ul style="list-style-type: none"> - Seagulls are nesting on various parts of the roof at Torbay Leisure Centre. We have been advised by Natural England that the redevelopment works would not qualify for a licence to remove the nests and eggs. The Solar PV project therefore is unable to be started until the nests are legally allowed to be removed. There is no defined nesting season but the nest can only be removed when no longer active, this could be end of August / early September before nests can be removed and a date scheduled for the PV installation.
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<ul style="list-style-type: none"> • Evidence from GOV.UK regarding wild birds protection. • Revised project timetable from principal contractor 	<ul style="list-style-type: none"> - It is therefore expected that the PSDS project will not be able to be completed by 30 Sep 2021 and therefore an extension is requested. Attached supporting correspondence from Natural England, and supporting evidence from GOV.UK to confirm. - Programme extension to March 31st 2022, due to nesting seagulls of the roof not enabling us to proceed with works. <p>Supply chain</p> <ul style="list-style-type: none"> - As per the tender response for successful bidder, project timetable has been delayed. - Air Source Heat Pump has been ordered and expected delivery is mid Sept 2021. However there remains uncertainty regarding delivery channels from Europe. - Programme extension to March 31st 2022 due to delays in delivery of ASHP. <p>Further to the tender exercise we are able to increase the scope to include the items listed, below, within the existing budget.</p> <ul style="list-style-type: none"> - Hot water distribution services upgrades and pipework insulation - Increased lighting replacement and lighting controls - The works will also require making good after completion. <p>Please see attached updated programme from our principal contractor; timings are indicative at this stage, and will be reviewed upon roof survey results, detailed design, and Asbestos survey.</p>
<p>Risk mitigation</p> <p>Please state the key risks and outline the mitigation actions regarding delivery of the revised project.</p>	<ul style="list-style-type: none"> • Supply chain risk- further unforeseen delays to the delivery of the air source heat pump from Europe. Regular communication with supply chain. COVID and Brexit delays are well documented and as such tolerance has been added to programme timings to reflect current situation. Demand and supply issues are likely negligible, due to key items already being ordered and sub-contractor to supplier relationship. • Roof structure – full structural survey has been commissioned. Should the survey identify issues with the roofs structure, there is sufficient lag between the programmes proposed end date and solar installation to allow for re-design of the

	<p>solar proposal and/or remedial work to roof structure.</p> <ul style="list-style-type: none"> • <i>Nesting Seagulls – unknown timescale for seagull departure. Will work in conjunction with Natural England regarding the clear up of nests following end of nesting season. Gulls behaviour and nesting season is well documented and with support from Natural England, the programme extension will provide the necessary time to remove and remediate. Additionally, the design is being considered for proofing IWO nesting birds, to limit future issues.</i> • <i>Asbestos. Invasive asbestos survey complete in 2019 but full further testing to be completed. Risk is minimal. Areas of concern in plant room, to be considered in final design in order to minimise disturbance and removal of asbestos. To further minimize risk, an asbestos R&D survey has been commissioned. Should this survey discover additional asbestos, the extended project completion date provides ample opportunity for remediation during plant design and procurement windows</i> • <i>Wiring faults – if found during lighting replacement. Minimal risk. The LED lighting works are being scheduled to start as soon as possible, this work will provide early indicators of wiring faults throughout the building, and (as above) extended completion date will provide ample window for remediation during design and procurement windows.</i>
Revised completion date	31 st March 2022

b) Revised Payment Schedule

Please specify here your revised grant value, payment received to date and proposed payment schedule based on your change request and revised delivery timetable.

Revised grant value	£1,849,899
Payment received to date	£1,849,899

(please remove rows as appropriate)

Month	Payment request
March 2021	Full Grant Value received in March 2021
Total	£1,849,899

c) Project delivery implications of request

Please specify here the implications to your project if your change request is rejected.

Without the extended deadline, the full project will not have sufficient time to be completed by any of the bidders whom responded to the Tender.

Without the extended scope fewer savings would be realised.

d) Appendix

Please append any supporting documentation referred to in the above sections when submitting your change request form.

Part II

This section should be completed by the Salix Relationship Manager and authorised by a Programme Manager

1. Reason for change request (please check appropriate box and include short summary)

Change of scope <input checked="" type="checkbox"/>	Small increase in scope - hot water distribution upgrades and increased lighting works. Remains within budget and compliancy – does not need to be assessed by tech until conditions are met.
Supply chain issues (specify measure and lead time; contractor availability/price) <input checked="" type="checkbox"/>	Delays from ordering of ASHP. Remains uncertainty over delivery channels from Europe. ASHP has been ordered but expected delivery is mid-September.
Change to completion date <input checked="" type="checkbox"/>	<p>Torbay have experienced delays as a result of following:</p> <ul style="list-style-type: none"> - Complying with Torbay's public procurement rules delayed project by 1 month - Nesting seagulls on roof of building preventing installation of solar PV - Supply chain delays for ASHP

2. Implications to payment schedule

N/A

3. Assessment required from Salix Technical Team (please check appropriate box and include conditions following technical assessment)

Yes ☐

No ☒

Technical conditions:

4. Any other conditions to include with Change Request

e.g. fortnightly / monthly meetings to discuss project progress and risk management

5. Salix recommendation and reason for recommendation

Torbay have completed procurement for principal designer and the contract for delivery of full project has been signed. Tender for works packages by principal contractor is also complete.

However, they have experienced delays to the original project programme as a result of tender delays, nesting seagulls, and ASHP lead in times.

Project risks to new programme have been identified and proposed mitigating measures are well demonstrated. Potential delay as a result of these risks has been accounted for within new programme.

Recommendation is to approve the extension request as they will be unable to complete any of the proposed works by 30th September 2021.

6. Authorisation

Salix Finance Authorisation	
Change request decision:	Approved
Reason for decision:	Happy to approve extension request to 31 st March 2022. The project programme shows completion of the project by March 24 th which would allow 5 working days to turn around completion documentation before the 31 st March. The client has given extensive reasons for the need for an extension, and has provided a strong list of mitigating actions it is/will be taking. It is clear that the two more complex delays are the nesting seagulls and the supply chain delays. It is recommended that the client is meet with at least once a month in order to receive verbal updates on these delays, as any further delays to the programme would take the client beyond 31 st March.
Programme Manager Name:	Ed Clark
Signature:	

