

Minutes confirming appointment of:-

- 1) Financial Advisers - Deloitte
- 2) Quality Condition Surveyors - Servus
- 3) Technical Advisers -

PROJECT TEAM

Minutes of meeting held on 25th April 2002 in Halifax Town Hall at 9.30 hours

ALL MEMBERS OF THE PROJECT TEAM ARE ASKED TO NOTE THAT ALL FUTURE MEETINGS SHALL COMMENCE AT 09.30.

Attendance

Janet Waggott – Group Director, Regeneration and Development Directorate (JW)
Steve Freeborn – Project Manager (SF)
Alan Winstanley – Schools and Children's Services (AW)
Paul Hyde – Finance (PH)
Ibrahim Hasan – Legal Services (IH)
Chris Yates – Personnel Services (CY)
Jim Metcalf – Planning Services (JM)
Glenn McCauley – Financial Adviser (GM)
Karen Andrews – Legal Adviser (KA)
Lorraine Page – Acting Head, South Halifax High (LP)
David Roberts – Governor, South Halifax High (DR)
George Owen – Head, Savile Park Primary (GO)

Apologies

Ian Adam – Head, Ryburn Valley High (IA)
Richard Barron – Governor, Ryburn (RB)
Steve Hull – Head, Sowerby Bridge High (SH)
Stefan Sotnyk – Deputy Head, Halifax High (SS)
Patricia Astwood – Governor, Halifax High (PA)
Anthony Walker – Building Consultancy (AW)

It was noted that the Trade Unions have not been advised properly of the dates and times of the Project Team meetings. This is to be remedied and their participation encouraged.
JW to action

Minutes

Due to a 'mix-up', it was regretted that there were no minutes of the previous meeting that had considered the PITN evaluation. That process is however recorded within a detailed Report considered and approved by the Cabinet of the Council.

Appointments

The appointment of Deloitte and Touche as Financial Advisers has been confirmed.

The appointment of Servus as Building Condition Surveyors has been confirmed. An initial meeting with the PFI bidders is to be held in the coming week.

3. The evaluation of Technical Advisers tenders had been completed and the Panel's recommendation is to be considered by the Steering Group shortly. Some matters of contractual detail may need attention. **IH to action**

Progress

ITN Clarifications

1. A variety of issues from the ITN had been clarified and bidders notified. It is noted that the Output Specification will need to be amended in order to reflect the amendments in readiness for inclusion in the main (final) contract. **SF to action**
2. Details of the TUPE data will be changing over time due to 'natural' factors. A central and single contact point will best 'pull' everything together. **CY to action**
3. The situation of the second "upper" playing field at Sowerby Bridge High school is complex and confusing; clarification is needed. **SF to action**

ITN Evaluation

There is a real need for all those involved in the evaluation of the ITN proposals to start planning for the process and – crucially – to allocate sufficient time within personal diaries to undertake the tasks. It is noted that all aspects of the evaluation timetable are dictated by the need to issue the "Best and Final Offer" (BAFO) documentation to bidders by the end of July at the very latest. It is also noted that the Schools inputs to the ITN evaluation process must be completed by the end of the school term i.e. 19th July. With the ITN proposals due to be received on 10th June, the 'window' of time available is therefore limited and all involved must therefore be focused.

The schools are to focus on design, furniture fixtures and fittings, 'soft' facilities management, and decant proposals.

A detailed ITN evaluation timetable will be prepared. **SF to action**

Community Consultation

The issue of whether or not to seek wide community consultation in respect of the ITN proposals was discussed, especially the number of "variants" there will be in the ITN

CONFIDENTIAL

Calderdale MBC

Schools PFI Project

Steering Group xx May 2002

Report re Appointment of Technical Advisers

16/05/02
Not lowest tender
Contract Rules require
Evidence of
appointment of
Technical
Advisers
- White Young Green

ISSUE

The Steering Group are asked to consider the recommendation of the Evaluation Panel in respect of the appointment of Technical Advisers to the Council for the Schools PFI Scheme.

NEED FOR A DECISION

The Report sets out a summary of the process used to seek competitive tenders for the role of Technical Adviser, together with a review of the criteria employed by the Evaluation Panel. The Steering Group is asked to approve the recommendation of the Evaluation Panel.

RECOMMENDATION

The Evaluation Panel recommends that the company White Young Green be appointed to undertake the role of Technical Adviser.

BACKGROUND

The Council has previously sought to appoint a company to the role of Technical Adviser in respect of the Schools PFI scheme but had been unable to do so. This was because the value of the tenders received at that time was too high to permit any appointment under the terms of the Council's Financial Regulations. Accordingly, it was determined that the brief for the role be redefined and that interest in the prospective contract be sought through public advertisements.

The role for the brief was re-assessed by the Project Manager in consultation with the Council's other advisers, and having received confirmation from in-house technical staff about the extent of their capacity to undertake various aspects of the tasks required. In addition, the Council's Legal officers prepared the proposed contractual terms.

Advertisements were placed in both local press and appropriate 'trade' publications. The adverts encouraged all those who might be interested to respond to the advert, and all respondents were issued with the proposed contract terms and a detailed covering letter.

From: Ibrahim Hasan
To: Rbaxter@rta.co.uk
Subject: Agreement

Richard Baxter
Robert Turley Associates
43 Park Place
Leeds
LS1 2RY

22nd November 2001

Evidence of appointment
of planning advisers
- Robert Turley Associates

Dear Mr. Baxter

Calderdale Metropolitan Borough Council Schools PFI Scheme - Planning Advisers

I am pleased to confirm that Robert Turley Associates have been appointed to undertake the preparation of a detailed Planning Report, in respect of each of the five sites where it is proposed that new and/or refurbished schools shall be provided through a PFI scheme.

This appointment follows the evaluation of the tender received from your organization on 23rd October 2001, and confirmation of the Officer recommendation by the PFI Project Steering Group. The terms of reference are as described in the original information supplied to you by the Council, and as confirmed in your subsequent submission, together with verbal clarifications.

[REDACTED]

All this is of course subject to contract terms and conditions being agreed. Enclosed please find a draft of the Councils standard contract. Would you please let me have your comments and also post a copy of your tender submission.

Yours sincerely,

Ibrahim Hasan

Evidence of procurement of legal advisers

"E-mail" <steve.freeborn@bignet.co.uk>
 "ibrahim hasan" <ibrahim.hasan@calderdale.gov.uk>
 04/08/01 12:56pm
 Schools PFI - Legal Advisers and OJEC

Nobarro

date:
 subject:

Dear Ibrahim,

Attached to this email is a document which sets out comments etc on the Legal Adviser tender documentation - these will need incorporation by you as I am out of the country from Thursday afternoon for just over two weeks. The document lays out a timetable for the appointment of legal advisers - it is critical that it is kept to!

[REDACTED]

Having discussed the issues re timing with Jane Longfield and Glen McCauley, I can advise that we are of the view that the OJEC be issued in the w/c 17th September. It cannot be before as we need to finalise the PQQ and the Information Memorandum - these have been timetabled by us (having agreed who does what etc.) to be completed by w/c 24th September.

Hope all is clear. Perhaps you can ring me on Monday or Tuesday and we can through the comments etc.

Regards

Steve

CC: "janet waggott" <janet.waggott@calderdale.gov.uk>, "jane longfield" <jane.longfield@calderdale.gov.uk>, "glen mccauley" <gmccauley@deloitte.co.uk>