

LEISURE COMPLEX AND BUS STATION PROGRAMME BOARD

Thursday 25 April 2019

Present:-

Councillor Bialyk (Chair)
Councillors Mrs Henson, Pearson, Prowse, Sutton and Wardle

Apologies:-

Councillor Edwards

Also Present

City Surveyor, Communications and Marketing Lead and Democratic Services Officer (SLS)
Justin Pickford (Baker Ruff Hannon)

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MINUTES

The minutes of the meetings held on 30 October and 27 November 2018 were taken as read and signed by the Chair as correct.

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DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made.

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PRESENTATION BUS STATION OPERATOR PROCUREMENT UPDATE

The City Surveyor introduced the presentation on the procurement for the operator/tenant of the new Bus Station. A copy of the presentation was attached to the minutes. He provided an indication of the approach, procurement process, and scope of the agreement, costs, risk and timeframe. He presented the detail which included two illustrations of the passenger areas and an indicative outline of the site area, which included the 12 bus bays and walkway to the adjacent Leisure Centre, which was currently being built.

Previous expressions of interest had resulted in four operators coming forward and they would be invited to make submissions as well as attract further competition to run the facility. An updated tender pack would ensure that any prospective tenant would be clear as to what the Council would be providing. The anticipated time line for procurement included:-

- May 2019 - Update documentation (new design and new requirements) by the end of May, documentation for the tender and site will be produced.
- 1 June - 2 July 2019 - Revised Expression of Interest to be sought – including issuing the Tender documentation, covering financial standing, ability to proceed, experience of running bus stations, Landlord references, draft documents and the financial offer.
- 1 July 2019 - Tender Returns.

- 2 July – 1 August 2019 - Tender Evaluation.
- 1 September 2019 - Agreement for Lease to be signed.
- Autumn/Winter 2020 – (at the practical completion of the building) Tenant fit out works.
- Winter 2020/21 - Lease Executed: Bus Station open and operational.

The City Surveyor set out the scope for the lease and duration of the tenancy of twenty years, which would provide a reasonable period to allow the tenant to fulfil their repair and maintenance duties and ensure the safe running of the Bus Station. He also stated that as part of the agreement, the potential operator would be asked how they would address the following areas:-

- cleaning/cleanliness
- opening and closing hours
- toilets (paid or free to use)
- advertising and signage/information boards (including Devon County Council information boards)

The project was being delivered in-house by Exeter City Councillor officers, and it was not anticipated that any third party costs would be incurred for this procurement exercise. It was noted that the identification of a basic minimum requirement as part of the contract package would be made explicit. The main risks and mitigation to alleviate any potential risks were set out, and there would be some flexibility for the future operator with few onerous conditions. In response to a question from the Chair, he stated that non-structural or internal changes to the fixtures and fittings would be permitted, and every effort would be made to ensure there was adequate guidance and controls in place to ensure that the enclosed areas remained enclosed and these matters would be made clear in the documentation.

Councillor Sutton referred to past discussions with stakeholders such as Living Options, and she asked if their requests had been included in the specification for the Bus Station. She hoped that consideration would be at the top end of best practice. Justin Pickford confirmed that the comments made during the engagement with Living Options had been duly noted and from a design prospective those comments were fed into the design at the time.

Councillor Pearson hoped the requirement to ensure the provision of toilets would be written into the agreement. The City Surveyor confirmed that the intention would be made clear, and the key would be to ensure that the standard for areas such as the cleaning regime was set to ensure compliance as part of the communal proposition.

Councillor Mrs Henson referred to the removal of passivehaus from the back office element and the effect on the allocation of funding for the project. She also referred to the toilet provision and increasingly with the cashless society, if users would be able to pay by card. The City Surveyor would raise that matter with the Portfolio Holder. At the behest of the Chair Justin Pickford explained the subsequent change to the back office facility, and invited Councillor Mrs Henson to discuss further with him. The City Surveyor also responded to a comment on the elements of risk when running a procurement exercise. He would also speak to Councillor Mrs Henson about the officer costs attributed to this part of the project.

The City Surveyor responded to a comment on the arrangements for the temporary bus bays in Paris Street and Sidwell Street. Justin Pickford added that the intention had always been that the stands would only be in place whilst the interim arrangements for the Bus Station were in place and ultimately would be removed. He also responded to a comment on the cafe provision and concept of a pop up cafe unit, with the infrastructure in place, but that would be a commercial decision for the future operator.

The City Surveyor thanked Members for their useful contributions and undertook to keep the Board apprised of progress.

Members noted the progress update.

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DATE OF NEXT MEETING

A further meeting of the Leisure Complex and Bus Station Programme Board would occur as and when required to suit the needs and demands of the projects within the programme.

(The meeting commenced at 6.00 pm and closed at 6.40 pm)

Chair

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Exeter City Council

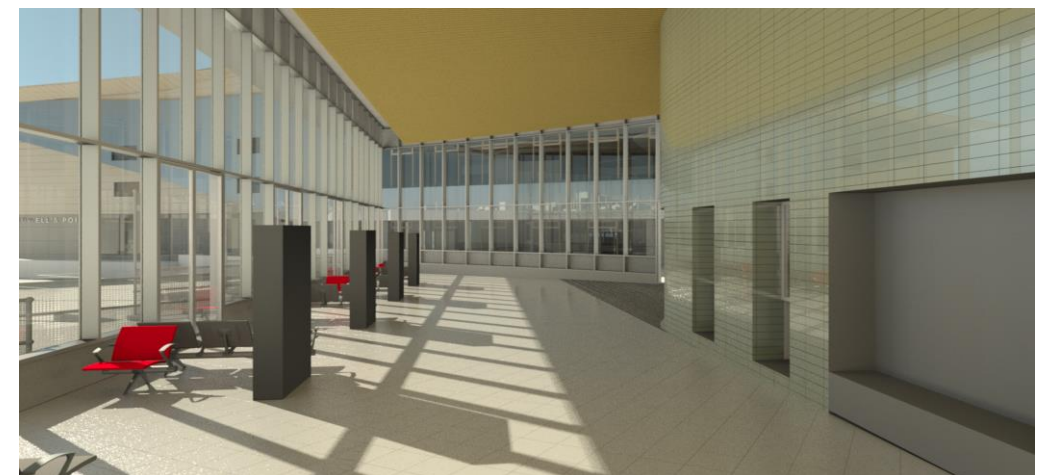
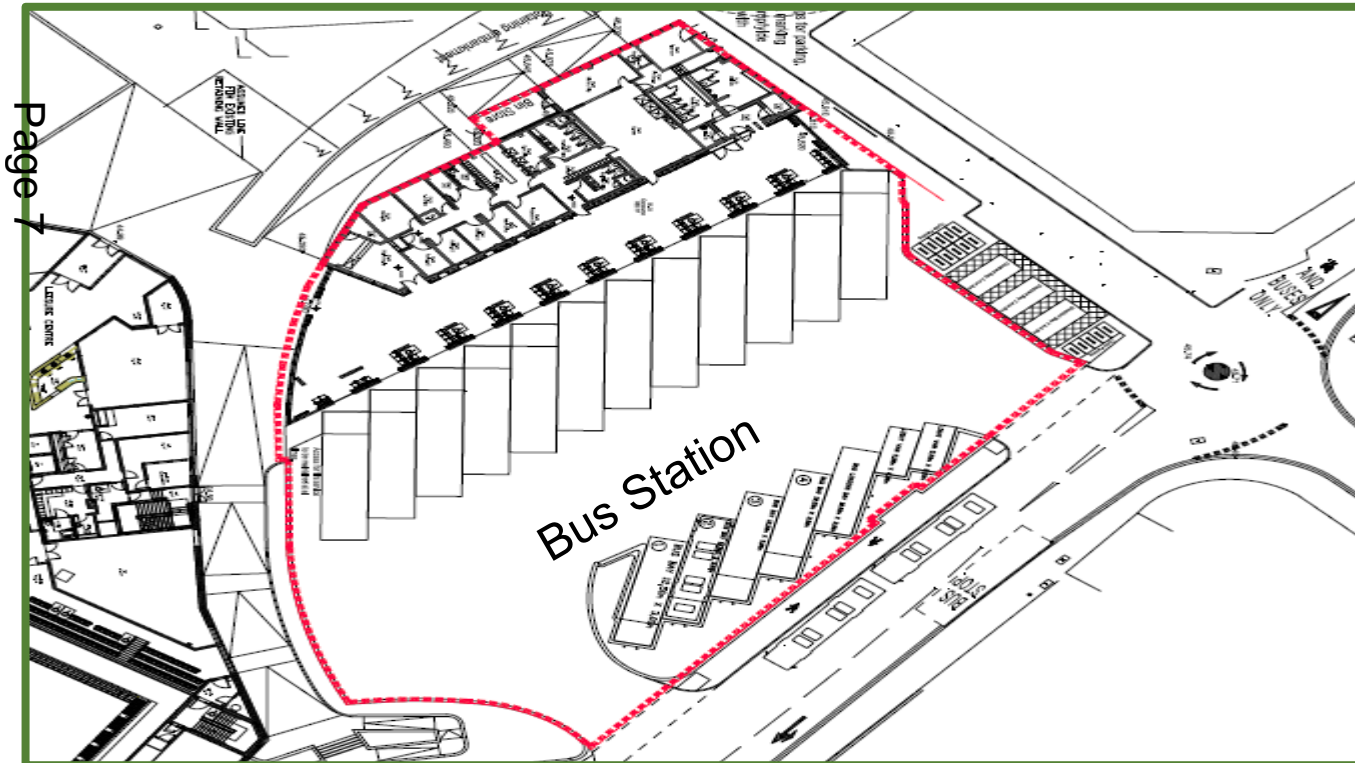
Update on the procurement of the operator for the new
Bus Station

Presentation to the Leisure Complex and Bus Station
Programme Board

25th April 2019

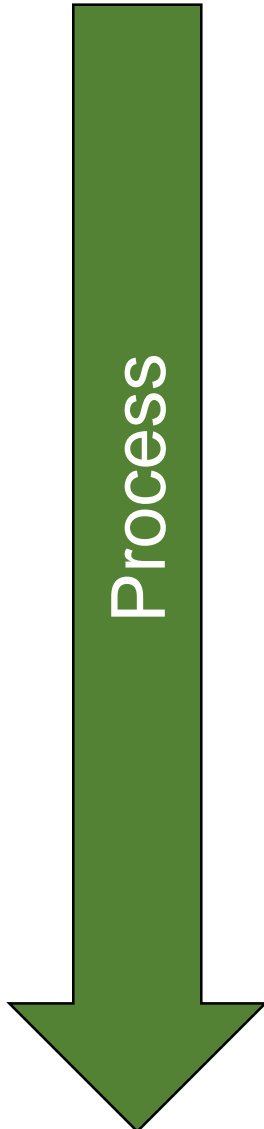
1. What is being sought ?
2. How is it being procured and when ?
3. Specification / Scope of the Agreement
4. Costs & Risks
5. Any Questions ?

An operator for the new bus station facility.....

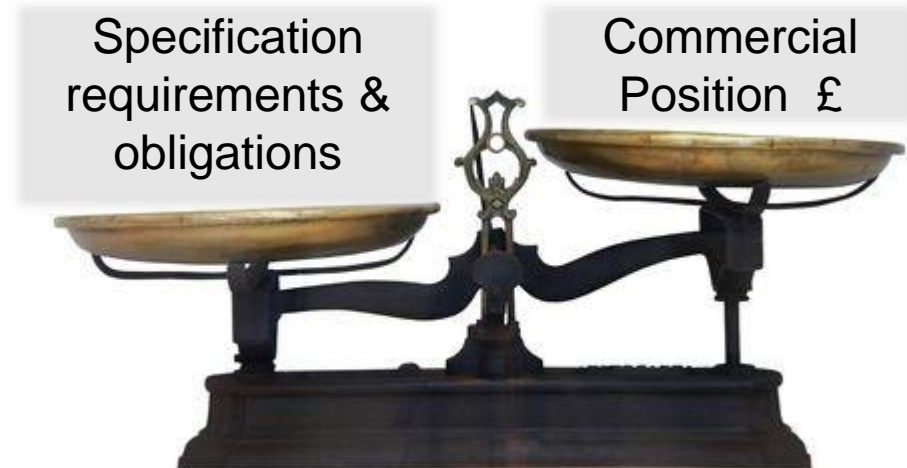




Procurement approach and Timeline



1. Overall approach : Tenancy agreement
2. Duration of tenancy
3. Lease : Full repairing
4. Other items
 - a) Cleaning / cleanliness
 - b) Opening and closing hours
 - c) Toilets – turnstiles and payment
 - d) Advertising
 - e) Signage / information boards (incl DCC electronic information boards)
5. Explicit identification of minimum requirements





Costs

This project is being delivered in-house by ECC Officers. It is not anticipated that any third party costs will be incurred for this procurement exercise (ie surveys, external legal, etc)

Risks

The pertinent risks are summarised as :

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Risk	Cause	Mitigation
1. No tenders are submitted. Operators are not interested in the proposition.	The specification is too restrictive, placing too much cost & obligation on the operator.	Allow the operators / bidders the flexibility to propose commercial positions regarding paying for the toilets, etc.
2. The tenders received create an annual revenue liability for the Council	The specification is too costly and onerous. Complying with the specification costs significant amounts annually	Allow the operators / bidders the flexibility to propose commercial positions regarding paying for the toilets, etc
3. The Building is not ready on the date specified in the Agreement for Lease	Construction works are delayed, resulting in the building not being ready for the agreed date.	Ensure the Agreement for Lease includes flexibility for the tenant fit-out works and Lease commencement dates.



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Any Questions ?

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