

**LOCAL AUTHORITY MAJOR SCHEMES
APPLICATION FOR FULL APPROVAL**

Scheme Name	MetroBus: North Fringe to Hengrove Package (NFHP)
Local Authority	South Gloucestershire Council (SGC) and Bristol City Council (BCC)

CONTENTS

CONTENTS	2
SECTION 1: STRATEGIC CASE	3
SECTION 2: ECONOMIC CASE	5
SECTION 3: FINANCIAL CASE	6
SECTION 4: COMMERCIAL CASE	10
SECTION 5: DELIVERY CASE	15
SECTION 6: DECLARATIONS & CONTACT DETAILS	20
SUMMARY OF ANNEXES	22
LIST OF ACRONYMS	23

SECTION 1: STRATEGIC CASE

STRATEGIC CASE	
<p>1.1 Has the Strategic Case for the scheme altered in any way since the submission of your Best and Final Funding Bid? <i>In particular any external developments, changes in local plan, changes in developers plans or any new issues arising impacting upon public or business support for the scheme. If yes please provide details.</i></p> <p>The Scheme itself has not significantly altered since the Best and Final Funding Bid (BAFB) approval stage (September 2011). However, during this period the South Bristol Enterprise Area, A38/Filton Enterprise Area and Emersons Green and Bristol & Bath Science Park Enterprise Areas have been designated by the West of England (WoE) Local Enterprise Partnership (LEP).</p> <p>South Gloucestershire Council's Core Strategy was approved and adopted 11 December 2013. The Core Strategy sets out the strategy for development in the Bristol North Fringe; identifying the two areas of Cribbs Causeway/Patchway and West of the M32/East of Harry Stoke for substantial development. Collectively these areas will see the development of over 8,000 new homes. The Core Strategy clearly identifies the importance of these new developments being supported by enhanced public transport measures; namely bus rapid transit. The Core Strategy recognises the importance of the Stoke Gifford Transport Link (SGTL) in supporting the development of a new neighbourhood of 2,000 homes (East of Harry Stoke new neighbourhood) and therefore removes land from the Green Belt to enable both developments to take place. These developments have further strengthened the strategic case for the Scheme.</p> <p>At the time of writing, the Ashton Vale to Temple Meads (AVTM) MetroBus scheme has been granted Full Approval and the Full Approval submission for the South Bristol Link (SBL) MetroBus scheme is under consideration. The North Fringe to Hengrove Package is the third and final scheme forming the MetroBus programme.</p>	<p>YES</p>
<p>1.2. Has the scope of the scheme changed from that described in the Best and Final Funding Bid? <i>If so please provide details, including any changes resulting from conditions attached to statutory powers granted.</i></p> <p>Change to Route Alignment</p> <p>Following his election, the Mayor of Bristol instigated a review of parts of the MetroBus programme. Proposals for change emerging from that review were set out within a report considered by the Mayor at the BCC Cabinet meeting on 27 June 2013. Three options were set out in the report together with a summary of technical appraisal of each option. At the BCC Cabinet meeting the Mayor decided that option 2 as set out in the report should be pursued. In summary, option 2 is known as the 'Revised Section of Route' and comprises a new route alignment along Cumberland Road, Commercial Road and Redcliff Hill replacing the part of the original AVTM scheme along the heritage railway, through the Harbourside and across Prince Street Bridge.</p> <p>Whilst the Cabinet report focused on options for the AVTM route alignment, it was recognised within the report that the change of the route away from Prince Street Bridge would affect the NFHP Scheme through necessitating the MetroBus service to use</p>	<p>YES</p>

SECTION 2: ECONOMIC CASE

ECONOMIC CASE

2.1 What is the latest BCR of the scheme?

*Please provide updated AMCB, TEE and Public Accounts Tables in **Excel** form. Unless specifically requested by DfT no new analysis is required, merely the updating of information known to have changed e.g. costs; and reflecting reduced optimism bias where applicable.*

The revised Benefit:Cost Ratio (BCR) for the NFHP Full Approval is 2.34, as outlined the Value for Money Report in Annex 1. This takes into account the outcome of the tender process and revisions to DfT guidance (as included in TUBA1.9).

The Transport User Benefit Appraisal (TUBA) output tables are included as an Appendix with Annex 1 and electronic versions of the files are attached to the Full Approval submission.

2.2 Please attach an assessment of the Social and Distribution Impacts of the scheme (conducted in line with DfT guidance) including, where appropriate, include details of appropriate mitigations?

If you have already agreed with DfT that no update is required beyond that included in your BAFB please state here.

The updated Distributional Impact appraisal (formerly the Social and Distribution Impacts assessment) has been completed in line with the recently issued guidance in TAG Unit A4.2. The updated appraisal takes into account the baseline information from the 2011 Census. The Distributional Impacts report is attached in Annex 2.

SECTION 3: FINANCIAL CASE

FINANCIAL CASE

3.1 What is your estimate of the total outturn cost of the scheme? Please provide a breakdown of costs using the template below. Please use cost headings consistent with those used in your BAFB, although you may identify the contracted construction price in its own line.

In the column showing the BAFB costs please incorporate any adjustments made by DfT as advised in your Programme Entry letter.

Please ensure that in the risk/QRA cost

- You have removed risks now transferred to the contractor as part of the final tendered price
- You have not included any risks associated with ongoing operational costs
- You have used the P50 value.

Please quote all amounts in £m to three decimal points (i.e. to the nearest £1000)

Please provide detailed cost estimate and QRA as Annexes.

The costs are provided within the tables below.

BAFB Costs:

	(£m)
Total	101.606

Current Costs:

	(£m)
Total	101.884

Annex 3 contains the detailed breakdown of costs; the Quantified Risk Assessment (QRA) is in Annex 4.

3.2 Please state what inflation assumptions you are using.

Inflation rates for different categories (e.g. general inflation, construction cost, operating cost) should be separately identified.

Tendered contracts

For the highways construction contracts and the Network Rail contract the rates and prices are fixed for the contract periods, tenderers were required to hold their prices for six months to account for the delay between tender submission and contract award. To allow for the possibility of having to negotiate with one or more tenderers if contract signing is delayed a 1% inflation allocation has been applied across the construction programme.

Other infrastructure contracts

Costs for other infrastructure such as bus shelters and Intelligent Transport Systems (ITS) are not fully known but an accepted allocation has been applied to the rates which are inclusive of inflation.

Land costs

Through negotiation with landowners a value for land has been agreed – no inflation is added.

Management and Supervision

Costs for permanent, fixed term, and consultancy staff involved in the design and management of the NFHP Project have been forecast to the end of the project. An allowance of 2% for inflation

has been applied to all staff rates in the 15/16 financial year and beyond, this is based on a 1% per annum salary increase.

Statutory undertakers

Current project allowance for utility diversions is based on detailed 'C4' estimates (see NRSWA 1991) although in a small number of cases the estimate provided at the initial 'C3' stage has been used. As per 'Tendered Contracts' above, a 1% allowance for inflation has been included.

3.3 Please describe any significant remaining risks to the current cost estimates?

The QRA is appended as Annex 4 and the Risk Register is Annex 5.

As would be expected the Risk allocation has gradually reduced as the project has gained greater definition, notable Risks remaining are as follows:

Type (Delay or Financial)	Description
Delay Risks / Financial Risks	Additional costs due to presence of unforeseen utilities
Delay Risks	Delay in contract award leading to delay of seasonal ecology/environment works and resulting programme delay
Delay Risks	Delay in securing requisite TROs
Delay Risks	Contractor delay for any reason

3.4 Please provide a breakdown of the proposed funding sources for the scheme

<p>(a) Local Authority (LA) contribution <i>Please include the LA costs incurred or expected to be incurred since Programme Entry (that is the original Programme Entry approval if prior to 2011) excluding ineligible preparatory costs as defined by previous guidance and excluding the cost of any Part 1 Claims.</i></p>	<p>£36,025,279</p>
<p>(b) Agreed third party contributions <i>This should include only <u>committed</u> third party contributions, Please name each contributor on a separate line and provide evidence of agreement (e.g. a letter from the funder confirming their degree of commitment, timing for release of funds and any other conditions etc.).</i></p>	<p>£8,240,331 (see Annex 6 for detail)</p>
<p>(c) DfT funding requested <i>The funding requested from DfT <u>must not</u> exceed that requested in your Best and Final Funding Bid (BAFB).</i> <i>If the total estimated cost of the scheme is less than that quoted in the Department's Programme Entry letter, the requested contribution from DfT should be reduced by the same proportion.</i></p>	<p>£51,101,000</p>

3.5 What is the estimated funding profile?

- Please do **not** include in any of the costs shown in this table
 - ineligible preparatory costs as defined by previous guidance
 - the cost of any Part 1 Claims.
- Although the maximum level of DfT funding will be fixed, profiles across years may be subject to further discussion and agreement.
- Please specify the third party contributor(s) and list each one (if more than one) on a separate line.
- The DfT contribution to costs that have already been incurred should not exceed what was assumed in the BAFB and should include no more than 50% of eligible preparatory costs (as defined by previous guidance). Please note that the DfT contribution to costs already incurred should, if the scheme is approved, be included in the first quarterly claim submitted to the Department.

Please refer to Annex 6 for the Third Party Contributors. The estimated funding profile is provided in the table below.

£M	Costs already incurred	2012/13	2013/14	2014/15	2015/16	2016/17	2017-19	Total	% of Total
LA contribution	204,855	1,862,302	6,926	310,861	4,662,974	20,779,960	8,197,401	36,025,279	38%
Third party contribution				641,775	4,090,271	1,867,380	1,640,905	8,240,331	9%
DfT Funding requested	0	0	2,500,000	9,710,000	32,420,000	6,471,000	0	51,101,000	54%
Total	204,855	1,862,302	2,506,926	10,662,636	41,173,245	29,118,340	9,838,306	95,366,610	100%

Note: Claim to the DfT for £12,210,000 in 2014/15 will include £2,500,000 for costs incurred in 2013/14

Note: Additional expected S106 contributions are included within the Local Authority contribution above

3.6 Please indicate the level of flexibility with regard to the phasing of the local contribution of the bid (including the third party contribution), should the DfT have a need to vary the phasing of its own contribution for budgetary reasons.

Please detail the level of change in DfT support per funding year you could accommodate within the project and from which sources any change would be made up.

The funding profile assumes that Full Approval is granted by the DfT in January 2015. The project team is mindful of its obligations to spend in line with this agreed profile, particularly in the 2014/15 financial year.

With this in mind, and to demonstrate SGC and BCC commitment to the project, a number of discrete areas of work (advanced construction work and land purchase) have been commissioned and will be claimed retrospectively. This strategy will ensure the maximum amount of DfT contribution can be spent within the current financial year.

3.7 Please explain how the Local Authority contribution will be funded.

Please reference any council decisions allocating the required budget or approving any necessary borrowing etc.

The total Local Authority contribution will be funded from capital receipts, committed and expected S106 contributions and from a combination of prudential borrowing and Local Transport Plan funding.

The BCC funding is funded from within the £27.68m capital expenditure identified to meet the remaining local contribution to the whole MetroBus project as part of the 2014/15 to 2016/17

Medium Term Financial Strategy approved by and approved by Full Council on 18 February 2014. The report is available on the Bristol City Council website www.bristol.gov.uk

The funding from South Gloucestershire Council was agreed by Planning, Transportation and Strategic Environment Major Schemes Sub Committee on 5 June 2014. The report is available on the South Gloucestershire Council website www.southglos.gov.uk

SECTION 4: COMMERCIAL CASE

COMMERCIAL CASE

4.1 Please provide details of the firm and final offer for the main contract, including the price and period of validity.

If there are multiple contracts and none can be regarded as the primary contract please explain this on a separate sheet, also addressing the questions below.

Please see Annex 7 for this information. The infrastructure procurement has been undertaken as per the MetroBus Joint Procurement Strategy (JPS) previously agreed with the DfT.

4.2 Is this a fixed price or target price contract?

If target price, please provide details of the pain/gain arrangements

All 17 highways construction contracts are being let on a fixed price basis, the Network Rail contract is an emerging cost contract.

4.3 Please provide details of any incentive or other clauses that may affect the total cost or the timing of payments?

None

4.4 Please list the significant risks that are transferred to the contractor, and those that remain with the authority.

Most Significant Risks:

- The most significant risks remaining with the Council are risks associated with the Scheme design.
- The most significant risks transferring to the Contractor(s) are risks associated with the pricing levels (either fixed price or rates) and programme delivery periods.

Significant Risks Transferred to the Contractor:

- Price fluctuation
- Unforeseen physical conditions (subject to force majeure)
- Additional diversion of known services as a result of the design (Design & Build contracts only)
- Delay damages
- Meeting special requirements in relation to Statutory bodies
- Discharging planning conditions (Design & Build contracts only)

Significant Risks Remaining with the Council:

- Failure by the Employer to deliver obligations such as land entry;
- The need for Employer's changes;
- Discharge of planning conditions requires a change to the Works Information;
- The Contractor reverting to claims and dispute procedures;
- Employer's pre-contract arrangements with third parties;
- Employer's delay in procuring in advance the Statutory Undertaker's diversions;
- Increased cost of identified diversions due to poor estimation by utility company ;
- Increased cost of identified diversions due to poor consideration of ground conditions by utility company or unexpected ground conditions
- Delay to Completion due to unforeseen physical conditions (Time only);
- Exceptional weather;

- “Force majeure” clause

Please also refer to the QRA attached in Annex 4, the Project Risk Register in Annex 5 and also Annex 7. The QRA contains those risks affecting the Scheme costs whilst the risk register also contains non-financial and post construction risks.

4.5 Please describe how you will ensure effective contract management

Include details of reporting and liaison requirements, meeting frequency, interface of contractor with internal governance arrangements.

The Contract Management Strategy is appended as Annex 8 and a summary of the key points is provided below. The North Fringe to Hengrove Package will be managed in accordance with the requirements of both Network Rail NR12 and the New Engineering Contract 3 (NEC3) Engineering and Construction Contract (ECC) contracts.

Delivery team

The NFHP Delivery Team has been assembled on the basis of evolution from the Preparatory stage with an emphasis on continuity as far as is possible. It is led by the Project Manager and the team uses a blend of internal local authority staff and external support with the appropriate skills and capabilities.

The ECC project management function will be led by a dedicated team of NEC3 Project Managers reporting to a Contract Manager; recruitment of the Contract Manager role is currently underway. The NEC3 Project Managers will be supplemented by a resource pool of Engineers, Site Supervisors and Quantity Surveyors (QS) to comprise the Delivery Team.

This Delivery Team will be required to:

- Attend commercial meetings;
- Administer the contract;
- Co-ordinate the project team to meet contract and project objectives;
- Co-ordinate and chair project meetings;
- Produce the monthly progress report;
- Work with the project team to manage design changes whilst maintaining the focus of project aims, constraints and risks;
- Maintain the Change Control register;
- Manage early warning tracker and project risks through the Risk Register;
- Monitor progress against the programme and undertake project team work to address any programme delays; and
- Assist in the satisfactory contract completion.

The NFHP project team delivery structure is appended as Annex 9. This structure does not include the various contractors’ team structures. The Project & Programme (Delivery) Manual has been updated to reflect the delivery of the project through construction.

Quality Management System

There is a requirement for the contractor to operate a Quality Management System (QMS) QMS in accordance with BS EN ISO 9001 and described in a Quality Plan. The Quality Plan will cover:

- Contractor’s organisation and management;
- Contractor’s method statements and construction procedures;
- Contractor’s construction quality control;

- Suppliers' quality plans; and
- Contractor's consultation with affected parties.

Progress meetings

In addition to daily meetings between the Delivery Team and the Contractor which will cover, amongst other things, on site progress, issues and opportunities, specific monthly progress meetings will also be undertaken.

Representatives of the Employer, the Project Manager and Contractor shall attend monthly progress meetings. In advance of these meetings the Contractor will provide a progress report.

The Project Manager will have monthly delivery team meetings with the ECC Project Managers and support team. The Project Manager will also meet monthly with the Finance Officer to assess spend, budget and risk profile.

The Project Manager will meet monthly with the Senior Responsible Owner (SRO) to report on progress and issues, consider latest financial report, programme update and risk review.

Any escalation beyond SRO is defined within the governance structure, see section 5.6.

Cost Management and Payments

The project team will provide cost management services which will include but not be limited to:

- Administering the appropriate Conditions of Contract;
- Certifying contractor's monthly cost applications;
- Auditing contractor's costs;
- Maintaining and facilitating financial communication between the Employer finance team and contractor;
- Reviewing compensation event quotations;
- Producing financial reports;
- Attending pre-commencement and monthly progress meetings;
- Providing continuous commercial and contractual support; and
- Preparing final accounts.

The Contractor will make submissions for acceptance rather than approval. The ECC Project Manager will assess the submissions and recommend to the Employer the actual level of payment due. The QS will also assess and agree the target prices.

Authority Levels

There is a reporting mechanism through the governance arrangements (identified in Section 5.6) to the Project Board, Project Assurance Board and Joint Transport Board. The QRA risk budget will be held by the NFHP SRO with authorisation for its use by the Project Board as required.

Risk Management

Project risk assessments have been completed and used to influence the approach to Scheme delivery, contract methodology and delivery team composition and size.

The project risk register has identified the main risks, mitigation measures and owners. This register will be reviewed and updated at regular intervals during the Scheme delivery phase to ensure that it accurately reflects changing circumstances.

There is a requirement to operate a formal risk register of notified events and an up to date realistic programme maintained by the contractor but used in joint decision making between contractor and the Project Manager.

4.6 Please provide brief details of procurement arrangements for works outside the main contract, and what stage these have reached?

Procurement Strategy for MetroBus Services

The letter from the DfT dated 21 December 2011 confirming Programme Entry states that the formal request to the Department for Full Approval will need to include “confirmation that the necessary agreements are in place to guarantee the delivery of bus services, broadly as set out in the Best and Final Funding Bid”.

The approach to procurement of MetroBus operations described in the BAFB was subsequently developed and set out within the Joint Procurement Strategy which was most recently revised in February 2014 and agreed with the DfT. The JPS notes that operations procurement will:

- Reflect the nature of the three MetroBus schemes taking a combined network approach;
- Build on the Greater Bristol Bus Network (GBBN) completed in 2012 to create an umbrella strategy for the area;
- Place a degree of control with the local authorities in line with opportunities provided by recent legislation, whilst making sure the bus operators, who are best placed to deliver bus services, provide suitable levels of quality. This to be achieved through a statutory Quality Partnership Scheme (QPS) made under legislation included within the Local Transport Act 2008.

Progress in securing commitment to operate MetroBus services

Our process towards securing operator arrangements for MetroBus has drawn on experience of similar UK schemes (in particular, the Cambridgeshire Guided Busway, South Hampshire Bus Rapid Transit (BRT) Phase 1, and Luton - Dunstable Busway Schemes), modified to suit the specific MetroBus circumstances.

In October 2013, the Councils published an advert in the technical press seeking Expressions of Interest in running MetroBus services. Local bus operators had been alerted to the imminent appearance of the advert through a presentation to the West of England Bus Operators Association.

Six operators responded to the advertisement and formally expressed an interest in operating MetroBus services. Two operators subsequently withdrew their expressions of interest. Dialogue continues with the remaining four and a series of meetings (both unilateral and multilateral) have taken place.

A copy of a document - the initial Service Delivery Plan (SDP) - was sent to each of the respondents. The SDP describes the delivery arrangements that the promoting authorities consider would best meet the overall objectives for the MetroBus scheme and the process proposed to secure MetroBus services. The SDP is in two parts; Part A summarises the scope of MetroBus, the rationale behind it, the implementation timetable, and proposals for construction, management and operation of the infrastructure. Part B describes the promoting authorities' initial proposals and the process for settling with bus operators the key components of the SDP, including a commitment to run a MetroBus service, access arrangements, quality standards and,

ticketing and fares.

Each operator has been invited to sign a Development Agreement (a generic copy of the Development Agreement is contained in Annex 10), which is intended to regulate the co-operation between the Councils and operators in the period of activity up to the commencement of MetroBus services. All four operators have now signed the Development Agreement. The Development Agreement recognises that further agreements will be required as the project progresses. Operator dialogue has now moved to detailed discussion on the draft QPS document, prior to the making of a statutory QPS by Summer 2015.

Agreements, in so far as is legally possible at this stage, are therefore in place committing operators to provide services on a commercial basis, in accordance with the JPS. In the unlikely event that a commercial service is not provided, the councils will tender a service to a similar standard to that set out in the QPS.

Bus Shelters and Intelligent Transport Systems

A Programme approach to the procurement of Bus Shelters and ITS is being taken forward as outlined in the Joint Procurement Strategy, and supplemented by any project-specific arrangements.

Summary details of bus shelter and ITS for the MetroBus network include:

- Bus Shelter Procurement. Tender documents have been issued to potential contractors for a new Bristol-wide 'supply and maintain' contract being procured by BCC, this includes MetroBus shelters in both South Gloucestershire and Bristol (as well as North Somerset), and is scheduled for completion by March 2015;
- Real Time Information (RTI) units at 'Type A' (interchange) stops to be procured through BCC's existing RTI contract;
- iPoint (containing smartcard readers, RTI, touch screen, Wi-Fi etc.) contract specifications are being finalised for tender documents;
- Signals, cameras and other ITS infrastructure will be procured via BCC's existing Imtech contract;
- Fibre Optic cabling for communication systems – the tender process is nearing completion led by BCC (with the procurement of complementary wireless communications to be undertaken by SGC); and
- Smart and cash ticket vending machines for 'Type A' bus stops – procurement options are being finalised, including use of the Crown Commercial Service.

Note: Tenders for the various works described above will be procured in accordance with the procuring local authority's Standing Orders and Financial Regulations.

The West of England Smartcard Programme Board is delivering the Ticketing Strategy for MetroBus, including additional sourcing as required and through close liaison with operators on all aspects of on-street and on-vehicle ITS.

SECTION 5: DELIVERY CASE

DELIVERY CASE

5.1 Please provide details of the statutory powers you have acquired

Please list separately each power obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers, and any conditions attached to them.

Planning Approval

The Stoke Gifford Transport Link element of the NFHP route was progressed through the Planning process as a separate entity, and approval was granted in July 2014. The remainder of the entire NFHP route was submitted for planning determination by both BCC and SGC, approval was granted on 27 August and 9 September 2014 respectively.

Conditions associated with the Planning Applications are detailed in Annex 11.

SGTL Compulsory Purchase Order and Side Roads Order

The Compulsory Purchase Order and Side Roads Order for the SGTL were confirmed by the DfT on 14 October 2014.

Traffic Regulation Orders (TROs)

TROs will be subject to design consultation in November and December 2014 with any resultant amendments made before formal TRO consultation is undertaken in Spring 2015.

Public Rights of Way (PROW)

PROW diversions are being addressed in consultation with the relevant statutory bodies. Formal consultation on proposed permanent and temporary diversions are anticipated to take place in early 2015.

5.2 Please provide details of further engagement since the BAFB with the Statutory Bodies (Environment Agency, Natural England, English Heritage)

Please include evidence of how you have taken account of their views and any requirements for mitigation etc.

In the time between the submission of the Best and Final Bid and submission of the planning applications, the Scheme promoter, through their agent, has consulted with statutory bodies either through a combination of written communication and meetings. BCC as Local Planning Authority (LPA) provided an Environmental Impact Assessment (EIA) scoping opinion on the NFHP; SGC SGC LPA provided the same for the SGTL. At the pre-planning application stage the following statutory bodies were consulted:

- British Waterways;
- Coal Authority;
- Environmental Agency;
- English Heritage;
- Local Highway Authorities;
- Local Planning Authorities; and
- Natural England.

Stakeholders have been consulted by the Local Planning Authorities as part of the statutory development management process. During this period the promoter's agents have liaised with the various functions of the two Local Authorities in the form of meetings and written communication.

5.3 Please provide brief details of your evaluation plans for the scheme and attach your full evaluation plan as an Annex.

The MetroBus Evaluation Plan is attached in Annex 12, this has been supplied previously to the DfT as part of AVTM and SBL submissions.

5.4 Please provide details of your construction milestones below

Please include interim milestones (at least one but no more than 5 or 6) between start and completion of works. If the completion date has slipped from the date estimated in your BAFB please provide an explanation. Please provide a copy of the latest project plan (programme) as an Annex.

The Project programme is available as Annex 13. This is based on DfT approval of the Full Approval submission in January 2015 and subsequent award of construction contracts by the end of March 2015.

The dates provided below are overall dates; time frames for completion of each work element will vary by contract but are not intended to extend beyond the overall time frame given below.

The overarching cause of slippage between the BAFB and current estimations is the need for a planning application to both LPAs for the whole NFHP Scheme. A planning application of this scale was not anticipated at BAFB. Additional causes have been the Change to the Route Alignment as outlined within Section 1.2 and the Compulsory Purchase Order process undertaken for the SGTL.

Milestone	Date Estimated in BAFB	Current Estimated Date
Start of Works	December 2013	March 2015
Ecological Surveys / works	not provided	May - August 2015
Contractor Design*	not provided	April - September 2015
Main works	not provided	June 2015 - July 2017
Work Completed	December 2016	Late Summer 2017
Opening Date	December 2016	Late Summer 2017

*Design & Build Contracts only

5.5 Please briefly describe the most significant risk remaining to the above timetable and attach the latest version of your project risk register (if different from the QRA risk register).

See section 3.3 and Annexes 4 and 5.

5.6 Have your governance arrangements changed since submission of your BAFB?

If so please provide details, including changes to SRO, Project Manager, Project Board composition, approval processes and, in particular, details of how your contractor will fit into your governance structure.

Since the BAFB submission, the Programme Delivery Board has been replaced with Programme Assurance Board (PAB). Project Boards for each MetroBus scheme report to PAB which provides high level challenge and independent assessment to the Project SROs with particular emphasis of overseeing the programme budget. Notwithstanding the ultimate political decision-making process provided by the Joint Transport Executive Committee, the chair of the PAB has overall accountability for the delivery of the programme.

The NFH SRO is Richard Gillingham, Major Projects, South Gloucestershire Council. The Rapid

Transit Network SRO has been replaced by a MetroBus Integration Manager who works alongside the PAB and SROs in delivering the MetroBus Network and Vision.

These changes have been reflected in the updated Programme Manual which sets out how the scheme is governed and managed, including the change management process and respective tolerances of the SRO, Programme Assurance Board and JTEC.

The diagram below outlines the MetroBus Governance structure.

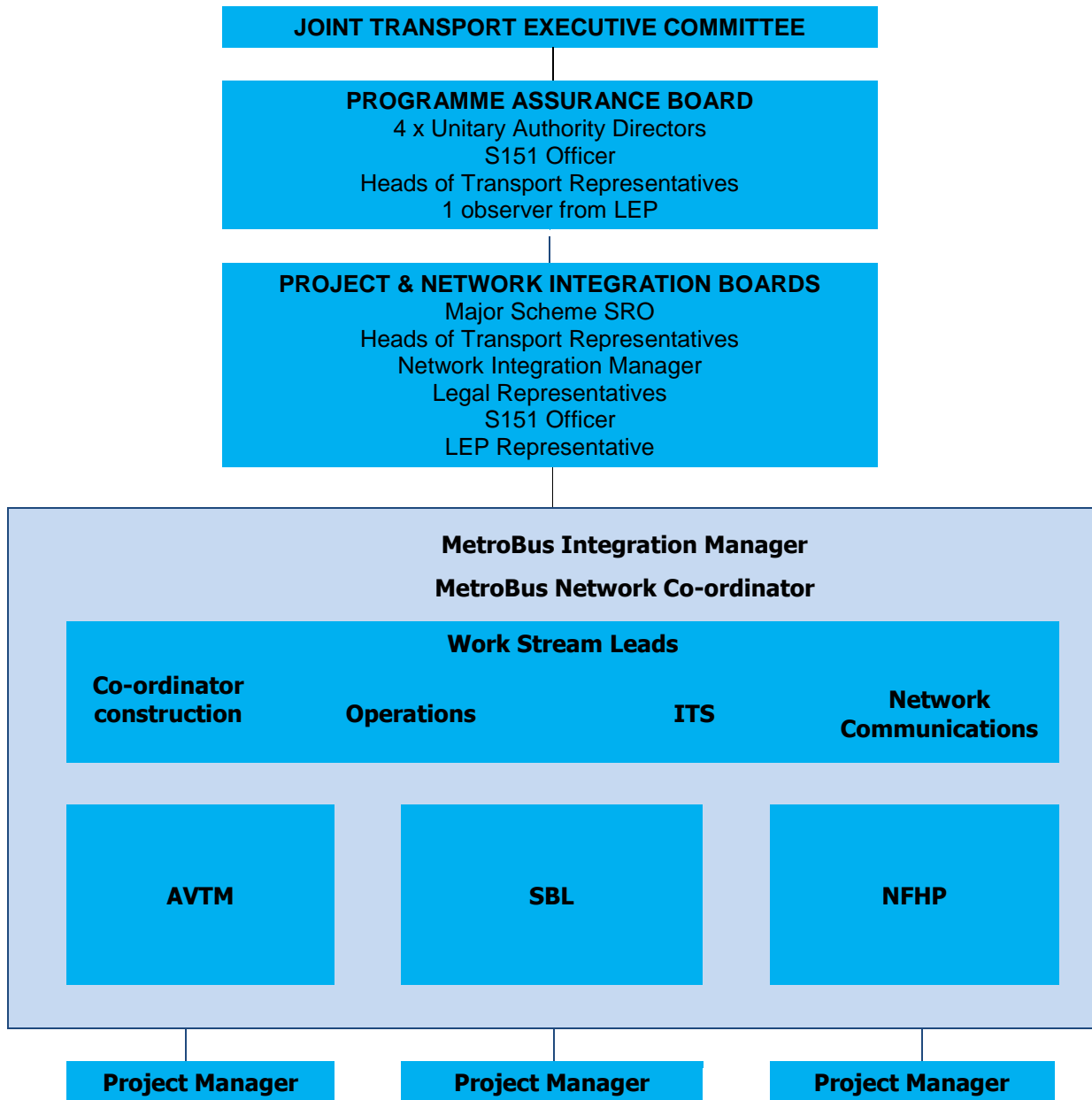


Figure 2 MetroBus Programme Governance Structure - Overview

The Project Board Members for the NFHP are:

Job Title	Local Authority / Organisation
Deputy Head of Finance (S151 Officer)	South Gloucestershire Council
NFHP Senior Responsible Owner	South Gloucestershire Council
AVTM Senior Responsible Owner	Bristol City Council
SBL Senior Responsible Owner	North Somerset Council
Head of Transport and Strategic Projects	South Gloucestershire Council
Head of Transport	Bristol City Council
Head of Transport	Bath and North East Somerset Council
MetroBus Programme Integration Manager	West of England Office

5.7 Please provide details of the assurance process you have undertaken including results of any project assurance reports since your BAFB, with any resulting action taken or planned.

Please attach a copy of the summary recommendations of the most recent project assurance report.

An independent Stage 3 Gateway Review was undertaken by Local Partnerships over 4 days commencing 20 October 2014, the NFHP project was rated as an Amber/Green.

The Gateway Review report was issued to the DfT 12 November 2014 for consideration.

5.8 If not provided in previous submissions, please provide a copy of your benefits realisation plan.

The NFHP Benefits Realisation Plan is appended as Annex 14

5.9 Please provide brief details of major stakeholder and public engagement carried out since the BAFB and further engagement planned during construction.

Please provide a copy of your Stakeholder Analysis and Communications Plans.

Please also highlight whether any significant shifts of stakeholder opinion have taken place or new issues have arisen and describe and how you are responding to them.

Annex 15 contains the Stakeholder Analysis Plan and Annex 16 contains the Communications Plan.

2012 pre-planning consultation

Pre-planning consultation for NFHP was carried out between May and July 2012. 32,000 postcards were sent to properties within 400 metres of the route and 11 public exhibitions were held. Detailed Scheme proposals were presented at the public exhibitions, in leaflets, and on the consultation website.

The Community Involvement Statement published with the NFHP planning application provides detailed information about the consultation and includes the project team's responses to the comments received.

Parson Street/Hartcliffe Way consultation

In June 2013 the MetroBus Communications team undertook additional consultation with residents in the Parson Street and Hartcliffe Way area of Bedminster. Residents had been included in the

postcard mail-out for the 2012 pre-planning consultation, however it was decided that additional consultation in this area would be beneficial.

Following the consultation, designs for the area were amended. The new designs reduced the amount of pavement narrowing required in the area, which was a key concern raised in the consultation.

2013 route change consultation

As set out within Section 1.2 above, the AVTM and concurrently the NFHP, route alignment was approved for amendment in June 2013. In accordance with this motion and ahead of sign off by JTEC, consultation on the changes was undertaken in July and August 2013. 11,692 postcards were sent to properties within 400 metres of the route and two public exhibitions were held. Detailed Scheme proposals were presented at the public exhibitions, in leaflets, and on the consultation website.

The Community Involvement Statement published with the NFHP planning application provides detailed information about the consultation and includes the project team's responses to the comments received.

MetroBus newsletter

MetroBus newsletters are sent out to a mailing list of around 600 individuals and organisations. Anyone can ask to be added to the list and this offer is regularly promoted in communications. Newsletters are sent out to coincide with key project milestones.

The West of England TravelWest website and Twitter accounts are regularly updated with the latest news on the project. In addition, the project team has a long standing email address where the public can submit queries and an up-to-date website where the latest Scheme information is available.

Construction communications

Scheme contractors will appoint a communications and public liaison manager who will, in combination with the West of England communications team, ensure the project continues to engage with the community and stakeholders as appropriate.

Contractors will be required to create and update a webpage about the build. A central construction webpage will be created on the MetroBus website which will provide easy navigation to each of the contractors' websites.

Current and anticipated issues

We recognise that there are small groups of vocal campaigners who continue to be opposed to specific elements of the Scheme.

The project has sought to engage with these campaign groups, however, objections are often 'in principle' and cannot be addressed through mitigation. A number of groups have formed an umbrella organisation, and some are part of larger national campaign groups.

Some community groups and residents have voiced opposition to the Scheme due to concerns about construction and environmental impacts locally, rather than objecting in principle to the plans. The project team recognises the importance of continued engagement with all stakeholders throughout delivery of the Scheme.

SECTION 6: DECLARATIONS & CONTACT DETAILS

SENIOR RESPONSIBLE OWNER DECLARATION

As Senior Responsible Owner for North Fringe to Hengrove Package I hereby submit this request for Full Approval to DfT on behalf of South Gloucestershire Council and confirm that I have the necessary authority to do so.

I confirm that South Gloucestershire Council has acquired all the statutory powers (Traffic Regulation Orders excepted) necessary to construct the scheme.

Name: Richard Gillingham

Signed:



Position: Major Projects SRO

SECTION 151 OFFICER DECLARATION

As Section 151 Officer for South Gloucestershire Council I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that South Gloucestershire Council

- has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution at section 3.4(a) above
- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties
- accepts responsibility for meeting any ongoing revenue requirements in relation to the scheme
- accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested

Name: Dave Perry

Signed:



CONTACT DETAILS FOR FURTHER ENQUIRIES

Lead Contact:

Richard Gillingham

Position:

NFH SRO

Tel:

01454 864 448

E-mail:

Richard.Gillingham@southglos.gov.uk

Alternative Contact:

Will Miller

Position:

NFH Project Manager

Tel:

01454 865 035

E-mail:

William.Miller@southglos.gov.uk

CONTACT DETAILS OF YOUR CHIEF FINANCE OFFICER

(If the scheme is granted Full Approval we will need these details for the formal offer of DfT grant)

Name:	Dave Perry
Job Title:	SGC Head of Finance
Full Postal Address:	South Gloucestershire Council Chief Executive & Corporate Resources Department PO Box 300 Finance Civic Centre High Street Kingswood Bristol BS15 0DS

SUMMARY OF ANNEXES

Annex No.	Description
1	Value for Money Report
2	Social and Distributional Impacts analysis
3	Detailed Cost Estimate
4	Quantified Risk Assessment
5	Project Risk Register
6	Funding Sources – Agreed Third Party Contributions
7	Contract Summary
8	Contract Management Strategy
9	Delivery Team
10	Operator Development Agreement [Generic]
11	Planning Condition Discharge
12	Evaluation Plan
13	Project Plan (Programme)
14	Benefits Realisation Plan
15	Stakeholder Analysis Plan
16	Communications Plan

LIST OF ACRONYMS

Description	Acronym
Ashton Vale to Temple Meads	AVTM
Benefit:Cost Ratio	BCR
Best and Final Funding Bid	BAFB
Bristol City Council	BCC
Bus Rapid Transit	BRT
Department for Transport	DfT
Environmental Impact Assessment	EIA
Engineering and Construction Contract	ECC
Greater Bristol Bus Network	GBBN
Intelligent Transport Systems	ITS
Joint Procurement Strategy	JPS
Joint Transport Executive Committee	JTEC
Local Authority	LA
Local Enterprise Partnership	LEP
Local Planning Authority	LPA
New Engineering Contract 3	NEC3
North Fringe to Hengrove Package	NFHP
North Somerset Council	NSC
Programme Assurance Board	PAB
Public Rights of Way	PROW
Quality Management System	QMS
Quality Partnership Scheme	QPS
Quantified Risk Assessment	QRA
Quantity Surveyors	QS
Real Time Information	RTI
Senior Responsible Owner	SRO
Service Delivery Plan	SDP
South Bristol Link	SBL
South Gloucestershire Council	SGC
Stoke Gifford Transport Link	SGTL
Traffic Regulation Orders	TROs
Transport User Benefit Appraisal	TUBA
West of England	WoE