



## hub Programme

### New Project Request Guidance and Template

18<sup>th</sup> February 2022

## Introduction

The New Project Request (NPR) stage within the hub Programme, is of critical importance, both to the success of the project which is being developed and to the working relationship which will develop between the Participant and the hubCo during the development and delivery of the project. Consequently, it is in the interest of the Participant and hubCo that the NPR is well considered and fully developed.

The NPR is the starting point in the project's development; it is the stage during which the project is defined. That definition being in terms of the service(s) which will be delivered from the facility, the functionality required of the building to support those services, which in turn will enable excellence in delivery, it's physical and environmental performance, the contribution which it will make to its locality and surrounding community. The capital budget, it's future cost in use and the timeframe within which it is required to be delivered should also be defined, within the NPR.

The development of the NPR will require focus and collaboration to ensure that it defines the project as fully as possible at this early stage. It is anticipated that the NPR references an approved Business Case and that early-stage feasibility work should have been undertaken to define the general nature and size of the project. The site upon which it will be located and the underlying physical nature of the site may also have been established. Additionally, a robust development budget should have been developed. It is likely that any such background work will have been undertaken in partnership with hubCo via Strategic Support Partnering Services (SSPS) or via third party consultants, previously appointed by the Participant.

Agreement of the NPR between the Participant and the hubCo is contractually binding under the terms of the Territory Partnering Agreement and it represents the baseline against which project delivery performance will be measured.

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This New Project Request guidance reflects the changes in the project procurement environment since the inception of the hub Programme. In particular, it emphasises the focus by Scottish Government upon the priorities of Net Zero, Place and Inclusive Economic Growth. It also incorporates the knowledge gained across the hub Programme in briefing and defining projects at an early stage. The document is intended to act as a comprehensive guide to the Participant in terms of the areas which should be addressed in detail, when drafting an NPR. It is, however, recognised that the Participant may wish to adapt/enhance the content of the NPR to suit their specific project or Authority requirements.

We would encourage the Participant and hubCo to collaborate in the development of the NPR, bringing together their respective expertise in developing and responding to project briefs. This approach should result in fully developed, comprehensive NPRs, which can streamline the NPR acceptance process and the subsequent project development and ultimate delivery.

## New Project Request Template

This New Project Request is issued under the terms of the Territory Partnering Agreement. hubCo is asked as part of its Project Development Partnering Services to develop a new project in accordance with the following information.

<b>New Project Request issue date</b>	
<b>New Project Request issued by</b>	
<b>Signature</b>	

<b>Project Title</b>	
<b>Relevant Participant(s)</b> <i>If more than one Participant, indicate the Lead Participant.</i>	
<b>Single Point of Contact for Project</b> <i>Provide one point of contact for hubCo. Participants should also provide a copy of the team directory with details of roles and responsibilities.</i>	

**Project Brief**

***The Participant<sup>1</sup> should attach a separate document with their clear and objective Project Brief.***

*This should also include any available:*

- (i) Initial agreement that may be in place between the Participant and any relevant Government body.*
- (ii) Business case associated with the project, which has been developed prior to agreeing the NPR.*
- (iii) Project Initiation Document (PID), which has been prepared by the Participant.*
- (iv) Governance details and a developed responsibility matrix.*
- (v) If not defined elsewhere, a clear description of the services to be delivered from the facility being developed and its goals and objectives.*

***The Project Brief should include details in respect of the following:***

*Generally*

- (i) [Net Zero requirements.](#)*
- (ii) [Place principal considerations.](#)*
- (iii) [Inclusive Economic Growth](#) ambitions.*
- (iv) [Community Wealth Building](#) and [Social Value](#) contributions.*
- (v) Funding source, particularly if the project is centrally funded ([LEIP](#), NHS), and the specific requirements of that funding.*

<sup>1</sup>This Guidance has been drafted in the recognition that often there may be multiple Participants involved in procuring a project. In such instances, the expectation is that the nominated Lead Participant will draft the NPR on behalf of the procuring Participants.

*Design/Construction*

- (i) *Schedule of Accommodation.*
- (ii) *Room Data Sheets.*
- (iii) *Template ACR.*
- (iv) *Related feasibility studies.*
- (v) *Related SSPS studies.*
- (vi) *Relocation/decanting requirements.*
- (vii) *Extent of Fixtures, Fittings and Equipment to be provided.*
- (viii) *Work required out with the boundary of the site (access roads etc).*

*Information and Management*

*Noting any specific requirement to:*

- (i) *Submit information to the Community Infrastructure Benchmark database.*
- (ii) *Manage design and construction quality (Reference [CQAI based approaches](#)).*
- (iii) *Adopt specific environmental standards.*
- (iv) *Incorporate circular economy requirements in design and construction ([Zero Waste Scotland](#))*
- (v) *Consider [whole life cost](#) requirements.*
- (vi) *Adopt formal information management (using BIM), in alignment with [BS EN ISO 19650-1 and 2](#), to specify Participant Project Information Requirements (PIRs) and Asset Information Requirements (AIRs) (equivalent to the now superseded BIM Level 2).*
- (vii) *Adopt the SFT [Standard Information Management Plan \(SIMP\)](#) to support the delivery of an integrated information management and handover approach.*
- (viii) *Appoint a client [Project Information Manager](#).*

<p>(ix) Adopt <a href="#">SFTs Briefing and evaluation Framework</a>.</p> <p>(x) Undertake surveys pre-construction to enable post occupation evaluations to be undertaken.</p> <p><i>Land Details</i></p> <p>(i) Land/site details and plans.</p> <p>(ii) Site restrictions.</p> <p>(iii) Known wayleaves and rights of way.</p> <p>(iv) Existing utilities information.</p> <p>(v) Asbestos register.</p> <p><i>Project delivery programme</i></p> <p>(i) Stage 1 submission date.</p> <p>(ii) Stage 2 submission date.</p> <p>(iii) Construction completion date.</p> <p>(iv) Operational date.</p> <p>(v) Key Participant internal/Committee approval dates.</p> <p>(vi) Key Portfolio/Funder approval dates and Gateways (SCIG etc).</p> <p><i>Project specific contract considerations</i></p> <p>(i) The adoption of Project Bank Accounts (PBAs), is mandated on Scottish Government projects (with values of £2,000,000 or more) and is encouraged across the Public Sector in accordance with <a href="#">Scottish Government's Guidance on PBAs</a>. The Standard Form hub DBDA incorporates PBA drafting for this approach.</p>	
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<p><b>Specific Requirements</b></p> <p><i>The Participant should provide details of any requirements in relation to the new project that must be satisfied as part of a Stage 1 and/or Stage 2 Submission.</i></p> <ul style="list-style-type: none"> <li><i>(i) Include any governmental or similar approval requirements (for example, the requirement to comply with the <a href="#">Scottish Government’s Capital Investment Manual</a> process, and <a href="#">NHS Assure Guidance</a>), funding approvals or grant conditions.</i></li> <li><i>(ii) Agreed project related KPIs.</i></li> <li><i>(iii) Identified Social Value outcomes.</i></li> </ul>	
<p><b>Scope of Project Development Partnering Services</b></p> <p><i>If a significant degree of preparatory work relative to the new project has been carried out which would reduce the scope for the Project Development Partnering Services, this should be indicated.</i></p> <p><i>The following should be provided:</i></p> <ul style="list-style-type: none"> <li><i>(i) Details of the preparatory work done to date.</i></li> <li><i>(ii) Details of any designers and/or advisers retained, including reference to internal resource.</i></li> </ul> <p><i>If services which are in addition to the standard Project Development Partnering Services are required, these should be identified. An agreed cost, calculated using either SSPS rates or value for money lump sums as appropriate, should be incorporated within the Affordability Cap.</i></p> <p><i>Additional services may include those identified within the Project Brief section (above).</i></p> <p><i>The Participant and hubCo will agree the timeframe for the new project approval process.</i></p>	



**Affordability Cap**

*The Affordability Cap must be clearly defined and should include all development costs associated with the project which hubCo is responsible for delivering including:*

- (i) The cost of construction.*
- (ii) Associated development fees.*
- (iii) Fees associated with services which are in addition to the standard Project Development Partnering Services.*
- (iv) Inflation.*
- (v) Risk (as defined within the hubCo's Project Development Partnering Services Method Statement).*
- (vi) Utilities and diversion of utilities.*
- (vii) Fixtures, Fittings and Equipment.*
- (viii) Decant and relocation costs.*
- (ix) Demolition and site clearance.*
- (x) Associated infrastructure (access roads, drainage etc).*

*The Affordability Cap must take cognisance of associated funding metrics where applicable (e.g., LEIP) and the Affordability Cap should be reconciled to these cost metrics.*

<p><b>Comparator Agreement Programme</b></p> <p><i>The Participant and hubCo are required to agree a programme for meeting and agreeing, no later than 4 weeks after the commencement of the new project approval process, which elements and components of the Pricing Data as contained within the Territory Partnering Agreement Proformas are appropriate comparators for the new project.</i></p> <p><i>The Participant should suggest some appropriate dates to hubCo to start this process.</i></p>	
<p><b>Project Additionality</b></p> <p><i>The requirement for hubCo to deliver/perform against project specific KPIs contained within, or appended to, the Territory Partnering Agreement, should be identified.</i></p> <p><i>Similarly, the requirement to deliver specific Social Value outcomes, particularly those which will have an impact upon the community local to the project, should be defined. SFT's social value model should be adopted, at the appropriate stage, to identify the committed social and local economic value which procurement of the project will deliver.</i></p> <p><i>Contributions to the Participant's Community Wealth Building strategies, Social Value Plans or Community wish lists should also be referenced.</i></p>	

<p><b>Stage 1 Requirements</b></p> <p><b>hubCo will produce a Stage 1 Submission in accordance with paragraph 4 of Schedule Part 5 to the TPA.</b></p> <p><i>The Participant should indicate to hubCo if an options appraisal is <b>not</b> required. hubCo will carry out a desktop study and will recommend what, if any, further studies as listed in 4.2.4 of Schedule Part 5 should be carried out. The Participant should therefore advise hubCo of any studies that have already been completed.</i></p>	
<p><b>Other Information</b></p> <p><i>Provide details of any other relevant information, which may include information that is to follow if not yet ready for submission with this NPR and when it will be available.</i></p>	
<p><b>Circulation</b></p> <p><i>A copy of the completed New Project Request should be issued formally by the Participant to:</i></p> <ol style="list-style-type: none"> <li><i>1. hubCo.</i></li> <li><i>2. The Territory Programme Director.</i></li> </ol>	