

# **Preliminary Invitation to Negotiate**

**The Provision of Serviced Accommodation**  
for  
**An Acute Hospital, Mental Health Unit, and an  
Integrated Care Centre**

**Volume 1 - Overview & Questions for Bidders**

January 2004

## Foreword

The publication of this document marks a significant point in the implementation of the Greater Peterborough Health Investment Plan. It is also an indication of the successful way in which the three NHS Trusts have driven the investment plan forward and their commitment to its realisation. A recent stage 2 Gateway review of the project reported,

*“The Review team have rarely encountered such alignment of purpose and positive intent across all stakeholders in a project of this type and complexity.”*

An important aspect of the development of the project is the level of preparation that has been undertaken. We fully understand, and have defined in detail, how local clinical services will be provided in the future and the pathway the patient will take through the health system. We have taken great care to ensure our stakeholders have been fully involved in its development. Over 1,000 people have contributed to the plans during the past two years.

The partners' skills and experience lie in healthcare delivery, we are innovative and we are successful. However, we are not architects or builders. We do not have the wider experience of integrating services and buildings, identifying how building design can influence operational costs or how flexibility in construction can future proof the building.

We have a clear vision of the future of local health services, now we need your help to deliver that vision. Our success has come from focusing on the needs of our patients, from working in partnership, from a willingness to be critical of ourselves and a willingness to change. We will bring these qualities to the procurement process.

We look forward to working with you over the coming months and ultimately developing a true partnership with the successful consortium.

Chris Banks  
Project Director

Greater Peterborough Health Investment Plan

*for*

Cambridgeshire and Peterborough Mental Health Partnerships NHS Trust  
Greater Peterborough Primary Care Partnership  
Peterborough Hospitals NHS Trust

## Contents

1	INTRODUCTION .....	10
1.1	Introduction .....	10
1.2	The PITN .....	10
1.3	PITN objectives .....	10
1.4	Responses.....	11
1.5	Confidentiality, copyright and disclaimer.....	11
1.6	Conflicts of interest.....	11
1.7	Right of rejection.....	12
1.8	Non-canvassing and contacts .....	12
1.9	Non-collusive tendering.....	12
1.10	Publication of information and publicity.....	13
1.11	Access for bidders.....	13
1.12	Supporting information .....	13
1.13	Communications and requests for information.....	14
2	THE GPHIP PROJECT .....	15
2.1	The background and objectives to the scheme.....	15
2.2	Summary of the project milestones reached so far.....	17
2.3	Support for the project.....	17
2.4	Key elements of the project.....	17
2.5	The public sector comparator designs .....	18
2.6	Programme management of the GPHIP .....	19
2.7	Project management arrangements for the PFI procurement.....	19
2.8	Bidder support .....	20
2.9	On-line project and document management system.....	20
2.10	Design champions.....	20
2.11	An overview of the timetable .....	21
3	STRATEGIC CONTEXT AND BACKGROUND INFORMATION.....	22
3.1	Introduction.....	22
3.2	Healthcare in Peterborough and the surrounding area .....	22
3.3	The PCTs .....	23
3.4	Peterborough Hospitals NHS Trust.....	23
3.5	Cambridge and Peterborough Mental Health Partnerships NHS Trust .....	26
3.6	Existing property and sites, including current condition .....	27
3.7	Recent and current developments on the ECH site.....	28

---

3.8	Current format of FM service provision .....	28
3.9	Third party income streams.....	30
3.10	Surplus land and buildings .....	30
3.11	Town planning issues.....	30
3.12	ICT strategy.....	31
4	THE OBCS, PREFERRED OPTION AND THE PSCS .....	32
4.1	Introduction.....	32
4.2	Functional content.....	32
4.3	Consumerism .....	32
4.4	Acute Hospital (ECH Redevelopment).....	32
4.5	Mental Health Unit.....	33
4.6	Integrated Care Centre .....	34
4.7	Capital costs.....	34
4.8	Phasing .....	35
4.9	Enabling projects.....	36
4.10	Site plans.....	37
5	THE PRIVATE SECTOR OPPORTUNITY .....	39
5.1	Introduction.....	39
5.2	Partnership opportunities .....	39
5.3	Provision of new serviced accommodation.....	39
5.4	Transfer of services and decanting.....	40
5.5	Services to existing accommodation.....	40
5.6	Provision of FM services .....	42
5.7	Income generating services .....	43
5.8	Provision and maintenance of equipment and other items.....	43
5.9	Provision of ICT.....	43
5.10	Change management.....	44
5.11	The timing of service transfers .....	44
5.12	Interim period .....	45
5.13	Concession commencement and duration.....	45
5.14	Site constraints.....	45
6	OUTPUT SPECIFICATIONS .....	46
6.1	Introduction.....	46
6.2	Statement of design principles .....	46
6.3	Whole hospital policies.....	46
6.4	Clinical specifications .....	46

---

6.5	Non-clinical specifications .....	47
6.6	Equipment specifications.....	47
6.7	ICT specifications .....	48
6.8	Architectural, building and engineering specifications .....	48
7	CONTRACT STRUCTURE AND KEY COMMERCIAL ISSUES .....	49
7.1	Introduction.....	49
7.2	Confirmation and acceptance of project agreement .....	49
7.3	Project specific issues .....	50
7.4	Staff transfer issues.....	50
7.5	Allocation of risks.....	50
7.6	Payment mechanism.....	51
7.7	Insurance.....	51
8	THE BIDDING REQUIREMENTS .....	53
8.1	Introduction.....	53
8.2	Selection procedure and evaluation criteria .....	53
8.3	Outline timetable for bidding process .....	54
8.4	The Trusts Bidder interface during the PITN stage.....	55
8.5	Format for responses to the PITN.....	58
8.6	Index date.....	59
8.7	Bid presentation and clarification .....	59
8.8	Return of certificates .....	59
8.9	Reference bid requirements .....	59
8.10	Variant bids.....	59
8.11	Involvement of Trades Unions and other stakeholders.....	59
8.12	Data library and virtual data room .....	60
8.13	Principal points of contact .....	60
8.14	Enquiries and further information .....	60
	APPENDIX A - QUESTIONS FOR BIDDERS.....	62
1.	Introduction.....	62
2.	Questions .....	62
3.	PITN Pricing Proforma .....	72
	APPENDIX B - SERVICES MATRIX.....	77
1.	Buildings PDH Site .....	77
2.	Buildings ECH Site .....	81
3.	Buildings Other Sites.....	82

APPENDIX C - EQUIPMENT RESPONSIBILITY MATRIX ..... 84

1. Responsibility Categories..... 84

2. General Responsibility Matrix ..... 84

APPENDIX D – PITN EVALUATION FRAMEWORK ..... 87

APPENDIX E - PLANNED PROCUREMENT TIMETABLE ..... 88

APPENDIX F - CERTIFICATES..... 90

    NON-CANVASSING CERTIFICATE..... 91

    NON-COLLUSION CERTIFICATE..... 92

    CERTIFICATE OF ACCEPTANCE OF PFU STANDARD TERMS ..... 93

    CONFIDENTIALITY UNDERTAKINGS..... 94

    PQQ VALIDATION CERTIFICATE ..... 96

APPENDIX G - GLOSSARY ..... 97

## Index of Tables

Table 1 – Current and Planned Bed Numbers .....	24
Table 2 – Clinical Services Provided by Peterborough Hospitals NHS Trust .....	25
Table 3 – Trust Activity .....	26
Table 4 – The Key Healthcare Sites in Peterborough .....	27
Table 5 – Current Method of Provision of FM Services by Site .....	29
Table 6 – Trust Third Party Income Streams.....	30
Table 7 – Application of Key Consumerism Issues .....	32
Table 8 – Acute Hospital Capital Costs (inc VAT) .....	34
Table 9 – Integrated Care Centre Capital Cost (inc VAT) .....	35
Table 10 – Mental Health Unit Capital Cost (inc VAT) .....	35
Table 11 – Core Requirements, Construction of Serviced Accommodation.....	39
Table 12 – Backlog Maintenance (2001 prices) .....	41
Table 13 – Core FM Services.....	42
Table 14 – Commercial Opportunities .....	43
Table 15 – Potential Retention of Employment Model Transfers .....	44
Table 16 – NHS Equipment Group Definitions .....	47
Table 17 – Scoring Definitions for the PITN .....	53
Table 18 - PITN Weightings .....	53
Table 19 – The Planned Procurement Timetable.....	54
Table 20 – Key PITN Meetings and Dates .....	56
Table 21 – Formats for Electronic Documents .....	58
Table 22 – Format and Content of Bidders Response to the PITN .....	62
Table 23 – PITN Pricing Pro-forma .....	72
Table 24 – Reference Bid Requirements for Retained Buildings – PDH Site.....	77
Table 25 – Reference Bid Requirements for Retained Buildings – ECH Site.....	81
Table 26 – Reference Bid Requirements for Retained Buildings – Other Sites.....	82
Table 27 – Equipment Responsibility Categories.....	84
Table 28 – Equipment Responsibility Matrix .....	84

---

## Index of Figures

Figure 1 – Health System Patient Pathways .....	16
Figure 2 – The Location of the Three Developments .....	18
Figure 3 – Project Structure .....	19
Figure 4 – Nominal Catchment Area .....	23
Figure 5 – Location of the Main Health Sites in Peterborough .....	24
Figure 6 – Key Healthcare Sites in Peterborough .....	27
Figure 7 – An Artist’s Impression of the main Entrance of the Acute Hospital Development.....	33
Figure 8 – An artist’s Impression of the Integrated Care Centre.....	34
Figure 9 – The Timeline for the Project .....	36
Figure 10 – Possible land Acquisition from Peterborough Town Sports Club Sites .....	36
Figure 11 – The ECH Site Development Zones .....	37
Figure 12 – Fenland Wing, Site of the Integrated Care Centre .....	38