

Project NEXT

Executive Steering Group

Meeting Minute

Paper No: 202002-01

Date:	22 January 2020	
Time:	9:00am – 10:00am	
Location:	Room 2.4, 15 Walter Street, Wellington Zoom	
Steering Group	Wayne Hastie (Chair) Roger Jones (Zoom) Vanessa Ellis (Zoom) Charles Ronaldson Andrew McCallin	GWRC AT AT NZTA NZTA
In Attendance	Graham Alston section 9(2)(a) James Timperley Rebekah Duffin (Zoom) Mark McHugh (Secretariat for this meeting)	NEXT NZTA NZTA NEXT NZTA NEXT
Apologies	Stewart Gibbon Nick Donnelly	ECAN ORC

Item	Description	Action	Resp
1.	Approve Draft Minutes 11 December 2019	Minutes from 11 December 2019 steering group meeting accepted WH moved that , due to importance of key decisions that Item 2 (Project Report) is skipped and move straight to Item 3, 4 & 5. Outstanding actions not reviewed. Agreed.	
2.	Actions	Open Actions from 11 December 2019 minutes All actions closed Open Actions from 13 November 2019 minutes Proposed SSO Framework Agreed	CR – Open

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		<p>a. Working Group in Agency to align with James Timperley and Project management team (GA/MM) with make-up of Alliance Group to be determined in next 4-5 weeks</p> <p>Other Business New Year's Steering Group Meetings a. Dates for 2020 steering group meetings to be set at December steering group meeting</p> <p>Open Actions from 9 October 2019 minutes RFT Program Manager Price Sensitivity Analysis – Memo WH asked for sensitivity analysis be undertaken around the transit card volumes. It was agreed that this will be done later in the process</p> <p>Transport Operator Engagement – Memo Agreed a. Rebekah to look at the communication approach as to how a national approach to transport operator engagement can be achieved</p> <p>RFP Timeline – Dependencies Agreed a. SSO framework dependency action to be amended to Agreement in principle on proposed structure between the Agency and key stakeholders</p>	<p>St Grp - Open</p> <p>GA - Open</p> <p>GA - Open</p> <p>RD – Open</p>
3.	Timeline and Budget Update to PMB	<p>Based on two PMB papers as submitted to PMB 17 January 2020: PMB-0117-02 PMB-0117-03</p> <p>Paper 3A – Re-planned baseline date highlighted limited parallel activities with an August 2021 completion, after allowance of 3 months negotiation.</p> <p>Paper 3B – 2 models presented around budget, one being the current model and the alternative being the Agency picking up costs.</p> <p>PMB Take-outs 3 months evaluation period accepted given 150+ questions 4 evaluation teams plus finance team Acknowledged that clarification questions and presentations places pressure on time</p> <p>Opportunities to reduce timelines a. Presentations from [redacted] shortlisted respondents not required b. Approval for down-selected parties reduce to 1 month c. Reduce BAFO to 2 months, have 2x 5 day workshops in month one and replies received month 2. d. Reduce RFP documentation early, giving respondents time to plan and giving confidence in the process. Noted this reduces risk of an extension request. To be tested with Probit and legal e. BAFO could be reduced to one respondent with reduced competitive leverage</p>	

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		<p>section 91 stated that we are engaging a party for 10-15 years so we need to take time to get the right outcome.</p> <p>RJ enquired as to the proposed negotiation phase around transition.</p> <p>GA stated that this will be in the BAFO phase. The approach agreed is that there will be a SOW for each transition in accordance with the roadmap. An alliance type model will be used for each transition as it is unfair to undertake this too early in the cycle.</p> <p>GA also stated that there was a key request on the regions to identify their preferred transition approach by 17 January 2020.</p> <p>RJ enquired as to the individual transition as is it one alliance entity or multiple alliances. GA response was that the alliance approach will involve the SSO and Authority with a jointly agreed plan and CR confirmed it will be an individual transition.</p> <p>VE noted that any break in integrated fares will be an issue for the AT Board.</p> <p>CR enquired as to whether the RFP release can be brought forward to the end of February 2020.</p> <p>GA said the current position is that currently the requirements are being updated following the workshop feedback, the response questions are being developed, the pricing models are being finalised, the document set needs to be IQA'd across two parties (3-4 weeks) and then we must provide 6 weeks release date notice to the respondents. In short end of February is not achievable.</p> <p>GA did note that an option to facilitate a more timely date was for the IQA not be provided for the full documentation set (given these parties had seen earlier versions) and for them to focus on the pricing workbooks.</p> <p>section 91 noted that if Parts 1 and 3 are available in draft by the end of January then we could bring forward the RFP release by 1 month. With a 3 month response period it could be possible to evaluate and down-select by 30 September and following approval have 2 months BAFO to complete by Xmas 2020, subject to approvals and business case completion. Key point to enable this to occur is to have the RFP released one month earlier than currently re-planned.</p> <p>section 91 also commented that the period for BAFO seemed very optimistic.</p>	

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		<p>WH confirmed that this can be taken to the PMB at the end of the month.</p> <p>GA said that the RFP could be released early April, we can let respondents know mid February through an early release of requirements.</p> <p>GA also noted that the approvals process has consistently proven to be a problematic element in finalisation of release documents.</p> <p>CR stated that a paper to the Agency board will address:</p> <ul style="list-style-type: none"> - Funding Requirement - RFP to be released in Agency name - Subscription (Participation) Agreement - Governance and management structure <p>WH confirmed that the Councils need to be targeted for February and a short lineout to be held to look at how this can be achieved.</p> <p>Action Project team to work with Brett Rigden to see how timeframes can be collapsed, as we still need to work towards a Xmas deadline</p> <p>Agreed</p> <ol style="list-style-type: none"> 1. To progress early release of draft Requirements (Part 1 and Part 3) in early February 2. That recommendation 3 of PMB-0117-02 "Approve proposed plan and development of detailed plans on this basis" was approved subject to the project team working with the Agency to identify options to expedite the timeline; 3. That recommendation 3 of PMB-0117-03 "the proposed budget and development of detailed plans on this basis" was approved" 4. That the funding model described in Table 3, NZTA to provide all additional funding requirements from 1 July 2020" would be adopted. 	GA
4	Procurement Plan	<p>Procurement Plan workshop on 30 January will be driven by the project with the outcome being jointly provided by GA and Brett Rigden.</p> <p>Basis of workshop is to recap where we have got to and agree how we are going forward and in particular to address a number of unresolved questions on the detail of evaluation (mostly financial evaluation).</p> <p>No other comments on Procurement Plan</p>	

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5.	Implementation Roadmap	<p>Discussion on the various options as presented.</p> <p>Feedback from the PMB that Option 3, ECan Bus/ GWRC Rail with Rail design and infrastructure being developed in parallel with ECan bus implementation was the single preferred approach.</p> <p>Agreed</p> <ol style="list-style-type: none"> 1. That the SG approves “ the ‘Decision in Principle’ of the Project Management Board, 13 December 2019, to include Option 3 in the RFP as the proposed implementation approach”; 2. The RFP will reflect this version of the Roadmap; and 3. SG members will inform their respective Councils / Boards of the proposed approach, noting that this will be a change from previously communicated sequencing. 	
6.	General Business	<ol style="list-style-type: none"> 1. <u>MPGG Meeting Agenda for 28 January 2020</u> Includes: Draft Board paper for SSO responsibility moving to Agency; Business Case Summary; Framework Agreement, including sub agreement. WH also requested that a verbal project update is also provided CR confirmed that the MPGG material will be distributed to the steering group members Action: MPGG meeting material to be distributed to steering group members 2. <u>Bus and Coach Workshop</u> This is a project update and will be held Friday 23 January with 8-9 BCA members attending 3. <u>Bus Pre-wiring Memo</u> Agreed there is no value in specify bus wiring. Essential to ensure that ducting is in place for cables 	CR
	Project Report (To 31 December 2019) Item 2 on Agenda	<p>Replan – GA confirmed this is key with a refreshed plan to move forward. This will allow a reset on the budget and schedule status to green.</p> <p>Steering Group membership to be updated to accommodate the change from section 9(2)(a) to Charles Ronaldson</p>	GA
8.	Meeting Closed 9:59am	Next Meeting: Friday 21 February 2020 at 10:00am.	