Appendix B – Details of consultation carried out

1) Initial Tender Process

The City Hall Battery Project has been in development since early 2018 as part of City Leap and the Bristol City Council objective to move towards a smart, decentralised energy system to meet carbon reduction goals. Please see below for a timeline of the consultations and key steps:

- **Soft Market Testing** – part of City Leap Prospectus soft market testing, June 2018. The project scope was initially a smaller 150kW battery, with an estimated capital cost of £95k.
- **Approval** – as under £100k threshold, the project was given approval by David White, Head of Energy Services. The project has been on the mayoral priority list.
- **Legal** – Sonya Bedford, solicitor for City Leap and Energy Service had ongoing involvement in the development of the project and creation of the legal documents.
- **Finance** – Chris Williams, Principal account, 20th February 2019
- **Property** – Gemma Dando, Service Manager, took to Strategic Property Board 20th March, approval for battery project and for use of basement room B6 for the battery
- **H&S –** Aidan Cleary, Corporate Health & Safety Surveyor, 23rd May 2019
- **Insurance** – Alison Beeston, Insurance Officer, 19th April 2019
- **IT** – Wayne Griffiths, IT Service Deliver Manager, consultation 19th April 2019
- **Capital transfer** – agreed by Patsy Mellor, please see email 13th May 2019. Approved at EDM 22nd May, see email 23rd May 2019
- **Tender report** – signed by Colin Molton 24/5/19
- Contract awarded to Omnio Energy
- **Pre start meeting** – attended by Ian Hadrell and Alan Langford in Facilities Management, Robert Davies and Aidan Cleary in Building Practice, Andrew Payne from IT. 21/6/19
- **Close of Tender Process** – Omnio lose backing of parent company British Solar Renewables. BCC withdraw contract offer to Omnio and close tender process – 9th August 2019

2) Current Tender process

Soft Market Testing – new soft market testing approach was started following closure of previous tender. Argand Solutions assigned as consultant to provide independent sizing and specification advice

Decision to increase battery size – following consultations with the market and completion of modelling by Argand Solutions, an internal Energy Service decision was taken to increase size of battery to 300kW, based on modelling results showing that this size would maximise NPV and IRR and be the optimum use of capital. A new capital cost was estimated at £356k

Consultations – many of the initial consultations and approvals carry forward as the scope of the project remains the same. Nevertheless, each area has been consulted and engaged with again for the new process. These are outlined below:

- **Corporate H&S and Property** – David Martin**,** Business Partner Commercial Services, consultation on 13th September 2019. Aidan Cleary, Fire Safety & Property Compliance Manager, ongoing since May 2018, please see Appendix A for full comment
- **Finance** - Kayode Olagundoye, Interim Finance Business Partner, and Kevin Kay, Principle Accountant. 13th November 2019. Please see Appendix G for comment
- **Legal** – Sinead Willis, Commercial and Governance Team Leader, 21 Nov 2019. Please see cabinet report for comment
- **ICT –** Tim Farrance, Service Manager Infrastructure. 11th December 2019. Please see cabinet report for comment
- **Disruption to Building** – specification has been designed to promote method statements and project plans that minimise building disruption. Soft market testing indicates that there will be no requirement to shut down or power down the building. Approximate install window is 1 week.
- **Insurance** – Paul Dury, Risk & Insurance Officer, confirmation City Hall Battery is part of BCC insurance policy based on paper in Appendix A, 27th November 2019.
- **Approvals** – although not a key decision and the project was approved by EDM on 9th October, 23rd October and 20th Nov, it is proposed the project go to Cabinet on 4th February 2020 for approval to proceed with the contract. Cabinet member briefing is scheduled for January 2020