



Report of the Chief Officer (PPPU and PU)

Report to the Director of Children's Services

Date: 14th January 2015

Subject: Procurement Strategy, Design & Cost Report and Request to Access the Basic Need Programme Contingency Fund for Calverley C of E Primary School Basic Need Project



Capital Scheme Number: 16981/CAL/000

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|---|---|--|
| Are specific electoral Wards affected? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If relevant, name(s) of Ward(s): Calverley and Farsley | | |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the report contain confidential or exempt information? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Summary of main issues

1. As a consequence of the rapidly increasing birth rate in the Calverley and surrounding area, it is necessary to increase Calverley C of E Primary School. As part of the Primary Basic Need Programme for the City this school is to be expanded from a 1.5FE Primary School with 315 pupil places, to a 2FE primary school with 420 pupils. This new scheme will be completed under the City Council's Basic Need Programme which aims to ensure its statutory duties are met with respect to ensuring a school place for every child within the city.
2. The new places at the extended Calverley C of E Primary School will be available from September 2015.
3. A Procurement Strategy is required to be approved and given the relatively simple nature of the scheme, which comprises a two storey extension and internal remodelling works to the kitchen area with a total estimated value of £1,907,190, it is proposed that NPS will undertake the full design and the Construction Partner will thereafter be selected through a single stage price only procurement. The contractor will be appointed via a competitive call-off process using the YORbuild framework in line with CPR 3.1.8; CPRs 3.1.5 and 3.1.6 not applying as there are no exclusive supplier arrangements or an ISP to undertake this work. The YORbuild framework is based on the NEC3 Form of Contract and the selected options is Option A (Priced Contract with Activity Schedule).

4. The project will be delivered in conjunction with Leeds City Council's Joint Venture partner NPS Leeds Ltd. and the Council's Public Private Partnership and Procurement Unit (PPP&PU). The construction partner will be identified during the Tender phase.
5. A key objective within the Best Council Plan 2013-2017 is to build a Child Friendly City with a 14/15 priority 'ensuring sufficiency of school places. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City and directly contributes to key outcomes identified within the Children and Young People's Plan (CYPP) 2011-2015 such as our obsession to 'improve behaviour, attendance and achievement'.
6. The Scheme Budget of £2.5m was previously approved by Executive Board in the September 2014 the current total scheme costs are £2.55 as set out in section 5 of this report. This report contains a request to the access the Basic Need Programme Contingency fund to enhance the previously agreed budget by £54k. It should be noted that this is the first programme contingency application on the programme.
7. In accordance with the Basic Need Programme Approval by Executive Board in September 2014 this scheme has been considered and supported by the Deputy Chief Executive and Director of City Development at the 19th January 2015 Primary Basic Need Projects Board meeting. Consultation has taken place with the relevant Executive Members, on 15th January 2015.

Recommendations

8. The Director of Children's Services is requested to:
 - i. approve the procurement strategy and design and cost report for the scheme at Calverley C of E Primary School, the cost being £2.55 million with the appropriate details of the programme, design and cost as set out in this report;
 - ii. approve an application to the Basic Need Programme Contingency fund for £54k to enhance the previously agreed budget of £2.5m.
 - iii. agree the procurement strategy as a single stage price only competitive call off using the YORbuild framework in line with CPR 3.1.8. (CPRs 3.1.5 and 3.1.6 not applying as there are no exclusive supplier arrangements or an ISP to undertake this work),
 - iv. agree that the project at Calverley C of E Primary School to expand by 105 pupils changing it from a 1.5 Form Entry Primary School to a 2 Form Entry Primary School, from September 2015, as part of the Primary Basic Need Programme, can progress to the procurement phase, and
 - v. note that the Chief Officer, Public Private Partnerships Unit & Procurement Unit is responsible for scheme delivery which will be completed January 2016.

1.0 Purpose of this Report

- 1.1. The purpose of this report is:
 - To provide background information and detail in respect of the Basic Need scheme to construct the extension and remodelling of Calverley C of E Primary School from 1.5FE to a 2 FE Primary School.

- To seek approval for the scheme to proceed on the basis of the budget, scope and programme set out in this report.
- To seek approval to access the programme contingency fund to enhance the previously agreed budget of £2.5m by £54k in line with the finance information set out at section 5.
- To obtain approval for the procurement strategy, which given the relatively simple nature of the scheme (a two storey extension with internal remodelling works to the kitchen area, and a total estimated construction value of £1,907,190), is proposed for NPS to undertake the full scheme design and to select the Construction Partner via the approved YORbuild framework. Contractors from the framework will be invited to submit tenders to undertake the works required at Calverley C of E Primary School to enable the increase by 105 pupil places and change it to a 2 Form Entry school ready for September 2015
- To obtain agreement that the procurement can proceed on the basis that the Construction Partner will be procured through a single stage price only procurement via a competitive call-off process using the YORbuild framework in line with CPR 3.1.8; CPRs 3.1.5 and 3.1.6 not applying as there are no exclusive supplier arrangements or an ISP to undertake this work.

2.0 Background Information

- 2.1. The Basic Need programme represents the Council's response to the demographic growth pressures in primary school provision. The rapidly increasing birth rate in Leeds has required Leeds City Council to approve over 1300 new reception places since 2009 in order that it fulfils its statutory duty to ensure sufficiency of school places.
- 2.2. The scale of the response cannot be met through the existing estate; therefore the expansion of existing schools or the creation of new schools has been required in many instances. Under the Education and Inspections Act 2006, these changes all constitute prescribed alterations, and each requires a statutory process to confirm the change and make it permanent. Capital school building solutions to the demographic need are managed via Children's Services Basic Need Programme.
- 2.3. As a consequence of the rapidly increasing birth rate in Calverley and the surrounding area it is necessary to increase Calverley C of E Primary School from a one and a half form entry (1.5FE), 315 pupil place primary school to a 2 form entry (2FE) primary school with 420 pupil places. This work will be completed under the City Council's Primary Basic Need Programme which aims to ensure its statutory duties are met with respect to ensuring a school place for every child within the city.
- 2.4. The proposal for the extension to the school forms part of the on-going work to address capacity and sufficiency across all of Children's Services, which includes provision for primary and secondary school places, early years, as well as specialist provision. These proposals form part of the Council's Basic Need Programme that embeds the 'one council' approach that has achieved shared ownership of proposed solutions.
- 2.5. The expansion of places at this school was approved by Executive Board on the 5th March 2014 following public consultation and the publication of statutory notices for

the expansion on the 2nd January 2014. This proposal is for an increase in school places to serve the area and does not replace any existing schools or places within the community.

- 2.6. The scope of the project is to design and build a two storey stand-alone teaching block to house six new additional classrooms and ancillary facilities to provide accommodation suitable for years 3, 4 and 5 pupils. This block will also include a new small hall suitable for use as a dance / drama space or small gymnastic activities. Associated landscaping works are planned around the new classroom block including re-grading the sports pitch to ensure that it is suitable for an increased number of pupils and has the minimum required falls for ball games.
- 2.7. The scope also includes a small extension and kitchen refurbishment to ensure that all the additional pupils can be served within the dining period. This works will be undertaken by the ISP Civic Enterprise Leeds. It is envisaged that these works will be delivered as a small isolated package of works running alongside the main construction project.
- 2.8. A package of works to resurface Thornhill Drive which will then be able to be used for parent drop off and highways road safety improvements on Carr Road also form part of the overall project.
- 2.9. The construction of the new block and remodelled internal areas is scheduled for final completion in December 2015. Three modular temporary classrooms will be required on the site to facilitate the building works as two classrooms need to be demolished before building works can commence as well as dealing with the expansion of the school which starts to take effect from September 2015. It is expected that the school will become fully occupied by September 2020.
- 2.10. The project will be delivered in conjunction with Leeds City Council's Joint Venture partners NPS Leeds Ltd. and the Council's Public Private Partnership and Procurement Unit (PPP&PU). The Construction Partner will be identified during the Tender phase.
- 2.11. A key objective within the Best Council Plan 2013-2017 is to build a Child Friendly City with a 14/15 priority 'ensuring sufficiency of school places'. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City and directly contributes to key outcomes identified within the Children and Young People's Plan (CYPP) 2011-2015 such as our obsession to 'improve behaviour, attendance and achievement'.
- 2.12. Consultation has been undertaken with parents, residents and the Church of England Diocese, and support for the expansion was received through this process of consultation.
- 2.13. Consultation has taken place with the relevant Executive Members as well as the local ward members and those from the adjoining ward of Pudsey.
- 2.14. The scheme budget of £2.5m was previously approved at the September 2014 Executive Board meeting.

3.0 Main Points

3.1. Design & Procurement Proposals and Full Scheme Description

The proposed work to build the extension to Calverley Primary School consists of the following components:

- Construction of a 2 storey structure to accommodate 6 new classrooms for pupils in years 3, 4 and 5 ancillary facilities such as toilets, cloaks, lift, plant and a small group area. The extension will be linked externally via a covered walkway to connect the new block with the existing main section of the school.
- Construction of a small kitchen extension including the full refurbishment of the kitchen area as a whole. This increase is required as it is not possible to provide all the facilities required within the existing area utilised as the current kitchen. This work as previously noted will be undertaken by the ISP Civic Enterprise Leeds. The works are currently valued at £150,000 and will be started during the Easter holiday period. These works will continue for approx. 12 weeks after which point the full new kitchen will be handed back over to the school.
- Construction of a new access road to facilitate the development which will then be utilised as a parent drop off zone post construction. This work will be carried out on Thornhill Drive which is owned by the Thornhill Estates Group. A licence for this use as well as a small compound area has been agreed between Legal Services and Saville's Property Management. It is expected that this roadway improvement will be undertaken during the summer holidays 2015 to reduce as far as possible any conflict between the construction company and the pupils and staff at the school.
- The demolition of a single modular classroom is included within the scheme including the conversion of the area into a green informal socialising seating area.
- External works included within the scheme are to increase the capacity of the car park, improve security access points and landscaping to the play areas. In addition to these works a significant quantity of off-site highways road safety improvements, a new traffic speeding camera and traffic calming within the surrounding area are all included.
- A contribution toward fixed furniture and fittings and ICT infrastructure upgrades for increased capacity to the site as a result of the new build areas and additional pupils teaching requirements.

3.2. The proposed new places are within the Calverley and Farsley ward. This is one of four schemes which have been brought forward to meet demand for places in this area.

3.3. The design of the scheme has progressed to the end of RIBA stage E; during each of the design stages consultation has taken place with the following key stakeholders:

- School Governors and staff

- Planning
- Highways
- Sport England
- Local Ward Members
- Local residents
- Church of England Diocese
- Building Control

- 3.4. The project submitted for planning on the 8th October 2014. As planning colleagues were actively involved in the design development of the project it was expected that there would not be any significant risks with the planning process. Full approval to the scheme was given on the 10th December 2014 with only minor conditions to discharge at a later date.
- 3.5. A detailed cost plan has been produced by NPS and cost checks have been carried out at the end of RIBA stage D.
- 3.6. The project is at design freeze.
- 3.7. Calverley C of E Primary School, as part of the Primary Basic Need Programme for the City, is to be expanded from a 1.5 Form Entry Primary School to a 2 Form Entry Primary School i.e. by 105 pupils from September 2015 and the Procurement Strategy for the scheme is now required to be approved.
- 3.8. Procurement of the Construction Partner is proposed to be via a single stage price only competitive call off using the YORbuild framework in line with CPR 3.1.8. (CPRs 3.1.5 and 3.1.6 not applying as there are no exclusive supplier arrangements or an ISP to undertake this work)
- 3.9. The basis of the tender is to appoint a Construction Partner who will be responsible for the construction of the scheme which is to be fully designed by NPS.

4.0 Programme

- 4.1. The key milestones to achieve this programme are detailed below:

- | | |
|-------------------------------------|--------------------------------|
| • Planning submitted | 8th October 2014 |
| • Planning achieved | 10 th December 2014 |
| • Approval to proceed | 19 th January 2015 |
| • Tender out | 30 th January 2015 |
| • Tender returned | 04th March 2015 |
| • Contract Award | 16th March 2015 |
| • Contractor lead-in / mobilisation | 23 rd March 2015 |
| • Start on-site | 13 th April 2015 |
| • Phase 1 Temporary Classrooms | 20 th April 2015 |
| • Phase 2 Occupation | 14 th December 2015 |
| • Remove site compound | 25 th January 2016 |

- 4.2. The planning application was approved on 10th December 2014. Start on site is due for 23rd March with the installation of a temporary car park for staff. This is followed by the installation of the three teaching rooms during the Easter holidays 2015 so that occupation of these units can take place on 20th April 2015. This will then allow the construction phase to begin on the new extension. This phase will then complete prior to the Christmas holidays. Landscaping to the area where the

site compound is positioned will then complete shortly before the end of January 2016.

- 4.3. The resurfacing of Thornhill Drive will be undertaken over the summer holidays 2015 to remove as far as possible any implications associated with vehicular / pedestrian conflict as there will not be pupils within the area during close down.

5.0 Corporate Considerations

5.1. Consultation and Engagement

- 5.1.1. The proposal to expand the school was subject to statutory process including public consultation which took place between the 2nd January 2014 and 14th February 2014. The expansion of the school was subsequently approved by the Executive Board on the 5th March 2014.
- 5.1.2. The proposed scheme and associated work at Calverley C of E Primary School has been the subject of consultation with Children's Services Officers, school representatives, local ward members and the local residents. All detailed project communication is being managed via a formal project communication plan.
- 5.1.3. Pre-planning meetings were held with officers from Planning, Highways and building control prior to the submission of the planning application. Substantial engagement has taken place with key stakeholders. All three ward councillors have been invited to the public consultation events that have taken place during the design process or at the planning consultation event on the 6th November 2014. The ward members have also been briefed at various stages during the design stages.
- 5.1.4. Sport England has been consulted about the impact of the proposals on the playing fields along with other local interested parties such as residents who also attended the consultation session.
- 5.1.5. Local Members have been briefed on progress of the scheme as part of regular meetings by Children's Services Senior Officers with the Deputy Executive Board Member, Children's Services (Learning). Children's Services and PPP&PU will continue to brief Councillors at key stages throughout the expansion project as required.
- 5.1.6. In accordance with the Basic Need Programme Approval by Executive Board in September 2014 this scheme has been considered and is supported by the Deputy Chief Executive and Director of City Development at the 19th January 2015 Basic Need Projects Board.

5.2. Equality and Diversity / Cohesion and Integration

- 5.2.1. The recommendation within this report does not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared and an independent impact assessment is not required for the approvals requested. A copy is included as appendix A to this report.

5.3. Council Policies and City Priorities

- 5.3.1. This scheme is due to be delivered under the City Council's Basic Need Programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places.
- 5.3.2. CPRs apply to this process and this Report confirms that the relevant CPRs have been adhered to.
- 5.3.3. A key objective within the Best Council Plan 2013-2017 is to build a Child Friendly City with a 14/15 priority, 'ensuring sufficiency of school places'. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City. A good quality school place contributes to the achievement of targets within the Children and Young People's Plan such as our obsession to 'improve behaviour, attendance and achievement'.
- 5.3.4. A further objective of the Best Council Plan 2013-2017 is to become a more efficient and enterprising Council. We want to promote choice and diversity for parents and families and deliver additional school places in the areas where families need them. Meeting this expectation while demonstrating the five values underpinning all we do is key to the basic need programme.

5.4. Resource and Value for Money

- 5.4.1. The YORbuild framework is the Council's approved process for securing contractors to deliver Council's outcomes.
- 5.4.2. An up to date estimate at RIBA Stage D for construction works (excluding FFE, IT and off site Highways works) has been received from NPS in the sum of £1,855,144 which gives a total projected scheme cost of £2,553,280.
- 5.4.3. The total projected scheme costs are circa £54k above the previously approved budget. This report requests that the programme contingency be accessed to enhance the previously agreed budget. It should be noted that this is the first programme contingency application. If this application is approved there remains £9.946m of programme contingency available to support the remainder of the programme.
- 5.4.4. The cost will be met through capital scheme number 16981/CAL/000 as part of the Basic Need Programme.

5.4.5. Capital Funding & Cash Flow

| | | | | | | | |
|--|----------------|----------------------|-----------------|----------------|--------------|-------------------|-------------------|
| Funding Approval : | | | | | | | |
| Previous total Authority to Spend on this scheme | TOTAL | TO MARCH 2014 | FORECAST | | | | |
| | £ | £ | 2014/15 £ | 2015/16 £ | 2016/17 £ | 2017/18 £000's | 2018 on £000's |
| LAND (1) | 0.0 | | | | | | |
| CONSTRUCTION (3) | 0.0 | | | | | | |
| FURN & EQPT (5) | 0.0 | | | | | | |
| INTERNAL FEES (6) | 0.0 | | | | | | |
| OTHER COSTS (7) | 0.0 | | | | | | |
| TOTALS | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Authority to Spend required for this Approval | TOTAL | TO MARCH 2014 | FORECAST | | | | |
| | £ | £ | 2014/15 £ | 2015/16 £ | 2016/17 £ | 2017/18 £000's | 2018 on £000's |
| LAND (1) | 0.0 | | | | | | |
| CONSTRUCTION (3) | 1,865.2 | | | 1,725.3 | 139.9 | | |
| FURN & EQPT (5) | 105.0 | | | 105.0 | | | |
| INTERNAL FEES (6) | 58.0 | | 28.0 | 30.0 | | | |
| OTHER COSTS (7) | 525.1 | | 53.7 | 471.4 | 10.0 | | |
| TOTALS | 2,553.3 | 0.0 | 81.7 | 2,331.7 | 149.9 | 0.0 | 0.0 |
| Total overall Funding (As per latest Capital Programme) | TOTAL | TO MARCH 2014 | FORECAST | | | | |
| | £ | £ | 2014/15 £ | 2015/16 £ | 2016/17 £ | 2017/18 £000's | 2018 on £000's |
| Basic Need Grant | 2,553.3 | 0.0 | 81.7 | 2,331.7 | 149.9 | | |
| Total Funding | 2,553.3 | 0.0 | 81.7 | 2,331.7 | 149.9 | 0.0 | 0.0 |
| Balance / Shortfall = | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

Parent Scheme Number: 16981/CAL/000

Title: Basic Need Primary Expansion 2014/2015

5.5. Revenue Effects

5.5.1. Any revenue implications arising from this new development will be managed through the school's own budget.

5.6. Legal Implications, Access to Information and Call-In

5.6.1. The approval for this project to proceed as set out in this report follow the delegations for the basic need programme approved by Executive Board in September 2014. Executive Board has already approved the authority to spend for the project as required in Financial Procedure Rules and the decision to proceed in this report constitutes a key decision and as such will be subject to call in.

5.6.2. The Director of Children's Services has been granted the delegated authority to approve this project to proceed after complying with the conditions established by Executive Board in September 2014. As outlined in this report the Director of Children's Services has the support for the decisions in this report from the Deputy

Chief Executive and Director of City Development and has consulted with the appropriate Executive Members on the proposals.

- 5.6.3. The YORbuild framework is an approved framework and the proposed procurement process is in line with CPR 3.1.8; 3.1.5 and 3.1.6 not applying as there are no Exclusive Supplier arrangements and there is not an ISP that is able to provide undertake the Works.

5.7. Risk Management

- 5.7.1. Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'Delivering Successful Change' methodology. Experienced Project Management resource has been allocated from within the Public Private Partnerships Unit.
- 5.7.2. A risk log will be maintained throughout the project and escalation is via the Built Environment Programme Manager.

6.0 Conclusions

- 6.1. The proposal to remodel the existing buildings and construct a two storey new block extension at Calverley C of E Primary School by 14th December 2015 will enable the increased demand for pupil places in Calverley and surrounding areas served by the school to be met.
- 6.2. The project to remodel and extend Calverley C of E Primary School is being managed by PPP&PU on behalf of Children's Services in partnership with NPS Leeds and other key stakeholders. The cost of the accommodation will be met through capital scheme 16981/CAL/000 to the value of £2.55 million.
- 6.3. The Basic Need Project team has reviewed the scheme requirements and procurement options available and have concluded that the appropriate procurement route to ensure the scheme is attractive to the market and best value is achieved by the Council is the single stage price only via a competitive call-off using the YORbuild framework.

7.0 Recommendations

- 7.1. The Director of Children's services is requested to:
- i. approve the procurement strategy and design and cost report for the scheme at Calverley C of E School, the cost being £2.55 million with the appropriate details of the programme, design and cost as set out in this report,
 - ii. approve an application to the Basic Need Programme Contingency fund for £54k to enhance the previously agreed budget of £2.5m.
 - iii. Agree the procurement strategy as a single stage price only competitive call off using the YORbuild framework in line with CPR 3.1.8. (CPRs 3.1.5 and 3.1.6 not applying as there are no exclusive supplier arrangements or an ISP to undertake this work),

- iv. Agree that the project at Calverley C of E to expand by 105 pupils changing it from a 1.5 Form Entry Primary School to a 2 Form Entry Primary School, from September 2015, as part of the Primary Basic Need Programme, can progress to the procurement phase, and
- v. Note that the Chief Officer, PPP&PU is responsible for scheme delivery which will be completed by January 2016.

8.0 Background Documents¹

- 8.1. None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.