

**Report of the Chief Officer, PPU**

**Report to Director of Children's Services**

**Date: 08 April 2015**

**Subject: Tender Acceptance Report - Basic Need – Broadgate Primary School**



**Capital Scheme Number: 16981/BRO/000**

|   |   |  |
|---|---|--|
| Are specific electoral Wards affected?<br>If relevant, name(s) of Ward(s): Horsforth  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 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 type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information?<br>If relevant, Access to Information Procedure Rule number:<br>Confidential under 'Access to Information' Procedure Rules 10.4 (3) – Appendix 1 &2 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

**Summary of main issues**

- 1 The Design & Cost Report to deliver the proposed Basic Need new build block and extension to Broadgate Primary School was approved on 18 December 2014 in the sum of **£2.79 million**.
- 2 The purpose of this report is to request authority to accept a tender in the sum of **£2,144,793.18** for the contractor to construct a two storey stand-alone block and remodelling to the existing buildings for the Basic Need expansion of Broadgate Primary School.

**Recommendations**

The Director of Children's Services is requested to:

Approve the request to award the contract in the sum of **£2,144,793.18** to construct a new two storey stand-alone block extension and remodelling to the existing buildings for the Basic Need new build expansion of Broadgate Primary School.

Authorise the signature of all other documentation that is required to deliver the project in the opinion of the Programme Manager Built Environment.

## **1.0 Purpose of this Report**

- 1.1 The purpose of this report is to seek authority to accept a tender in the sum of £2,144,793.18 from Strategic Team Maintenance Co Ltd to construct a new block, an extension and remodelling to the existing buildings for the Basic Need new build expansion of Broadgate Primary Junior School.
- 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.
- 2.3 On 25<sup>th</sup> June 2014 the Exec Board approved the expansion of Broadgate Primary School from a capacity of 210 to 420 pupils. This expansion will be provided on the existing school site.
- 2.4 Approval to spend was granted by Project Board on 18<sup>th</sup> December 2014. This decision granted approval to spend a total of £2.79million to cover all elements of the expansion of Broadgate Primary School. The DCR was approved by the Director of Children's Services on the 22<sup>nd</sup> December 2014.

## **3.0 Main issues**

- 3.1 The proposed work to expand Broadgate Primary School consists of the following components:
- Construction of a 2 storey structure to accommodate 6 new classrooms for key stage 2 teaching with ancillary facilities, toilets, cloaks, lift, plant and group areas which will be linked externally with a covered walkway to connect the new block with the existing block 1 of the school.
  - Creation of a new staffroom in the new block extension to replace the current standalone staffroom which has to be demolished due to age, condition, size and location in relation to the new build which will include an area with a dedicated staff work space including full IT facilities
  - Construction of a small extension to the existing block 2 building to allow for the space to accommodate the nursery pupils with direct adjacency to the two required reception year class-bases to form a complete foundation unit for the increased size school. It should be noted that this building also contains the Children's centre facility that is not included in the scope of this basic need project.

- Slight remodelling within the existing building (block 1) to accommodate the new opening out to the external covered walkway which involves the space currently taken by the Headteacher's office which includes meeting space and space used by support staff/offices being reallocated to circulation/entrance space.
- External works to improve and increase the capacity of the car park, security access points, landscaping to the play areas, in addition to on-site highways requests related to secure cycle storage provision and scooter parks for additional pupils.
- The scheme also includes necessary off-site highways works as identified by Highways.
- A sum of £40,000 for fixed furniture and fittings in the new build areas.

3.2 The admission limit will change permanently in September 2015.

3.3 Following a tender evaluation completed by NPS Leeds this report seeks to accept the tender in respect of proposed works at Broadgate Primary School and award the contract in accordance with Leeds City Council procurement rules.

#### **4.0 Programme**

4.1 Formal acceptance of the tender is required at the earliest opportunity to ensure that the contractor can mobilise and commence works in April 2015 to ensure the challenging project programme can be maintained. The construction of the new block and remodelled internal areas is scheduled for final completion of all phases in November 2015, with Phase 1 ready for occupation by September 2015 when the first intake of an additional 30 reception class pupils will arrive. There will be several years of transition until the current 1FE Primary school is reorganised to accommodate the equivalent of a 2FE primary set of pupil classes and the school will fill to maximum capacity over a period of 7 years

#### **5.0 Corporate Considerations**

##### **5.1 Consultation and Engagement**

5.1.1 The proposed scheme and associated work at Broadgate Primary School has been the subject of consultation with Children's Services Officers, school representatives and local ward members. All detailed project communication is being managed via a formal project communication plan.

5.1.2 Pre-planning meetings have been held with officers from Children's Services, Planning & Highways prior to the submission of the planning application. Substantial engagement has taken place with key stakeholders. A pre-planning drop in session was held for local residents and parents on 3<sup>rd</sup> March 2014 attended by representatives from PPPU, Highways, the School and the Governors to answer any queries. There were several other public consultation sessions held in the period between November 2013 and April

2014. Elected members have been briefed on various occasions. The last formal consultation took place in January 2015.

5.1.3 Consultation meetings with reference to the proposed designs have been held with the School.

5.1.4 Local Members have been briefed on progress of the scheme and the Basic Need Programme Manager holds regular 6 weekly meetings with the Deputy Executive Board Member, Children's Services (Learning). Children's Services and PPPU will continue to brief Councillors at key stages throughout the expansion project as required.

## **5.2 Equality & Diversity / Cohesion & Integration**

5.2.1 The recommendations within this report do not have any direct nor specific impact upon any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality.

5.2.2 An 'Equality, Diversity, Cohesion & Integration' screening document was completed to support the 'Design Cost Report' for this project; this is appended to this document as Appendix 4.

## **5.3 Council Policies & 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 All proposals within the report have been brought forward to fulfil the Council's statutory duty to secure sufficient school places. In providing places close to where the children live the proposals will improve accessibility of local and desirable school places, and thus reduce any risks of non-attendance.

5.3.3 The Broadgate Primary School scheme is linked to the Best Council Plan 2013-2017 objective of becoming a Child Friendly City and an efficient and enterprising council by improving how we're organised and making best use of our assets. The council are ensuring value for money is achieved and costs are minimised through the effective procurement and delivery of projects.

## **5.4 Resource & Value for Money**

5.4.1 NPS have carried out an evaluation of the tenders received and recommended that the tender of **Strategic Team Maintenance Co Ltd** in the sum of **£2,144,793.18** that is arithmetically checked and acceptably priced be accepted

5.4.2 NPS Leeds have provided the cost estimate provided within the DCR (produced at RIBA Stage E) and have provided Architectural, Quantity Surveyor and project administration services during the tender period.

5.4.3 All works have been procured in accordance with Leeds City Council's contract procedure rules. Following specific advice from LCC Procurement Unit the scheme was tendered through a competitive process utilising a JCT contract form.

## **5.5 Full Scheme Estimate**

5.5.1 The tender submission provided by **Strategic Team Maintenance Co Ltd** of **£2,144,793.18** is within the cost envelope set out in the DCR approval. An evaluation of this submission has been completed by NPS and LCC and it has been confirmed to offer value for money and a competitive rate for the works.

## **5.6 Prior Approvals**

5.6.1 The planning application was submitted in October 2014. The decision was received on **2<sup>nd</sup> February 2015**.

5.6.2 Approval to spend was granted by Project Board on 18<sup>th</sup> December 2014. This decision granted approval to spend a total of **£2.79million** to cover all elements of the expansion of Broadgate Primary School. The DCR was approved by the Director of Children's Services on the 22<sup>nd</sup> December 2014. (see DCR Appendix 3). The original DCR table of approved costs is set out at Confidential Appendix 2 – 'Table 1 DCR Cost Breakdown', along with a revised spend profile in Table 2 - 'Tender Award Budget Breakdown' to reflect the proposed distribution of cost, actual spend to date and tender cost to be accepted.

An application for Building regulation approval is due to be submitted shortly.

## **6.0 Legal Implications, Access to Information & Call-in**

6.1 Implications for Council Policy & Governance

6.1.1 The Project has been detailed on the future list of 'Key Decisions' and has not been subject to any 'call-in' requests.

6.1.2 The tender has been procured in accordance with the City Council's contract procedure rules.

## **7.0 Risk Management**

7.1 General risk to the project as a whole is to be managed through the application of 'best practice' project management tools and techniques via the Council's Delivering Successful Change Methodology. Experienced Project Management resource from PPPU will be tasked with ensuring the project remains within the predetermined risk tolerances.

7.2 A risk log has been maintained throughout the project and escalation is via the Basic Need Programme Manager.

## 8.0 Conclusions

8.1 An evaluation of the tender submission from **Strategic Team Maintenance Co Ltd** and verification against the RIBA Stage D cost estimate, has determined that the price provided is competitive and displays value for money. The recommendation therefore is to accept cost for the works in the sum **£2,144,793.18** and proceed with contract award as soon as possible in order to achieve the programmes dates stipulated in section 4.1 of this report.

## 9.0 Recommendations

9.1 The Director of Children's Services is requested to:

1. Approve the request to award the contract in the sum of **£2,144,793.18** to **Strategic Team Maintenance Co Ltd** to construct a two storey new block to house six new additional classrooms and ancillary facilities to provide accommodation suitable for key stage 2 pupils and a small extension and remodelling to the block 2 existing building for the Basic Need new build expansion of Broadgate Primary School.
2. Authorise the signature of all other documentation that is required to deliver the project in the opinion of the Programme Manager Built Environment.

## 10. Background documents<sup>1</sup>

10.1 None

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<sup>1</sup> 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.