

Report of the Head of Programme, PPPU

Report to Director of Children and Families

Date: 7th July 2017

Subject: Tender Acceptance Report – Learning Places Expansion of Hawksworth Wood Primary School



Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Kirkstall	<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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. In September 2016 Executive Board approved the principal of a project to expand Hawksworth Wood Primary from 210-420 places with effect from September 2017, along with a funding envelope of £4.0m assigned to deliver the necessary construction works.
2. This strategy was approved by the Director of Children and Families on 17th January 2017. The project is to be delivered by the PPPU in conjunction with Pacy and Wheatley Limited who were selected as the Construction Partner via a Direct Selection using the YORbuild framework to undertake the phase 1 refurbishment work and to develop a price for the scheme. Norfolk Property Services (NPS) have provided technical advisor and design team services for the scheme to the RIBA stage 4
3. The purpose of this report is to request authority to accept the tender from Pacy and Wheatley Limited for the sum of £603,027.51. This will facilitate the delivery of phase 1 works which include the refurbishment of 5 classrooms, toilet blocks and extending the kitchen and need to ready to facilitate the September 2017 intake. This report also requests approval to enter into the contract with Pacy and Wheatley Limited totalling £603,027.51
4. The DCR approval for the phase 1 works was approved on 03/07/17 this will ensure the classroom spaces required by the school to take an additional form of entry in September 2107 is available. The work is scheduled to start on site in July 2017 the classroom refurbishment and toilets will be available September 2017. With the kitchen being available from October 2017.

5. The second DCR will follow after the successful completion of the detailed planning process and will seek the funding for a single storey extension to the current school, with associated landscaping, provision of additional car parking, the provision of a MUGA and the laying out of a new grass football pitch. It is anticipated this will be October 2017.

Recommendations

The Chief Officer, Learning Improvement is requested to:

- Approve the request to award the contract for the sum of £603,027.51 to Pacy and Wheatley Limited to refurbish 5 classrooms, 2 toilets blocks, provide an additional toilet block and extend the kitchen to make it suitable for a 2 FE from September 2017 for the Learning Places Programme scheme at Hawksworth Wood Primary School.
- Authorise the signature of all contractual documentation with Pacy and Wheatley Limited in relation to the tender acceptance.
- Note the programme dates identified in section 4.0 of this report, in relation to the implementation of this decision.
- Note that the whole scheme will be completed in August 2018; however sufficient accommodation, through this summer works, will be available to accommodate the increased admission number from September 2017.
- Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery.

1 Purpose of this report

1.1 The purpose of this report is to request authority:

- To accept the tender from Pacy and Wheatley Limited for the sum of £603,027.51. This budget will be used to complete refurbishment works and to facilitate the expansion from 1 FE to 2 FE for the Learning Places Programme scheme at Hawksworth Wood Primary School.
- To enter into the contract with Pacy and Wheatley Limited totalling £603,027.51.

2 Background information

Leeds has an extremely dynamic and growing economy which makes the city a very attractive proposition for families and businesses to move to. As a result, the city's population is growing rapidly, at a faster rate than many of our neighbours and this is reflected in the increasing demand for school places.

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. Under the Education and Inspections Act 2006, these changes constitute prescribed alterations, and each requires a statutory process to confirm the change and make it permanent.

The Council's response to the demographic growth pressures on school provision in the city are managed via Children's Services Learning Places Programme. Since 2010 the programme has created over 1,500 reception places in order that the Council fulfils its statutory duty to ensure sufficiency of school places. The schemes in the programme are working with a range of partners, including schools of varying governance models, to ensure enough places are created to meet demand.

For the academic year starting September 2016, a total of 3 Forms of Entry (FE) permanent and 19FE bulge/temporary have been secured to meet the level of demand from preferences received for this year, which means that every primary age child in Leeds has a sustainable, good learning place.

As a consequence of the increasing birth rate in Kirkstall and surrounding areas, it is necessary to expand provision at Hawksworth Wood Primary School from a 1 Form Entry with 210 pupil places, to a 2 Form Entry with 420 pupil places. This new scheme will be completed under the City Council's Learning Places Programme which aims to ensure its statutory duties are met with respect to ensuring a school place for every child within the city.

The proposal for the extension to the school forms part of the on-going work to address capacity and sufficiency across all of Children and Families, which includes provision for primary and secondary school places, early years, as well as specialist provision. These proposals form part of the Council's Learning Places Programme that embeds the 'one council' approach that has achieved shared ownership of proposed solutions.

Due to an immediate shortfall in pupil places in the Kirkstall area it has been necessary to provide the refurbishment works to enable school to cope with the increased intake from 2017.

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The expansion of places was approved by Executive Board in September 2016 following public consultation and the publication of statutory notices for the expansion was December 2016. 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.

The first DCR was approved on the 22nd June 2017 for refurbishment works to facilitate the classrooms required for September 2017 which consisted of removal of walls and storage cupboards, re-positioning of classroom sinks to facilitate the use of those rooms as classrooms. The kitchen will be available from October 2017.

3 Main issues

3.1 The full scope of the phase 1 works covered by this DCR will facilitate the expansion to accommodate an additional reception class required for September 2017 and the expansion of the kitchen to be completed in October 2017 will include the following scope of work:

- The re-modelling of 3 classrooms at south end of the school with the removal of a part wall and large storage cupboards. This will include the re-positioning of the teaching walls and wet areas.
- The removal of the wall between the Reception classrooms to create a single teaching area. This includes:-
 - The re-provision of teaching walls and making good where the wall was removed
 - The provision of an external teaching space accessible from both external reception rooms.
 - The extension of the fenced area towards the external school fence to create a large area. The provision of a roller shuttered external covered area to provide covered provision.
- The removal of the current kitchen, storage rooms and toilets to create and fit out the new kitchen with equipment suitable for a 2FE school.
- The conversion of the current caretakers' office and storeroom into toilets including the removal of the flooring tiles, in line with the managing asbestos guidelines.
- The refitting of the boys and girls toilets at the south end of school to ensure sufficient toilets for a 2 FE school.

- The re-modelling of the current staffroom to ensure it provides a space sufficient for the additional staff required for the 2FE provision including the provision of additional cupboard space and a new kitchenette.
- Upgrading of existing services to facilitate the expansion project.

3.2 There is no need for planning permission for the refurbishment work thus work can commence once the contract has been signed with the contractor.

3.3 To support the scheme NPS have been commissioned to provide full design team services, Technical Advice, Cost Management and whilst in construction act as the NEC Project Manager and NEC Site Supervisor.

3.4 Following a technical and financial evaluation completed by NPS, this report seeks to accept the tender for the proposed works at Hawksworth Wood primary school and award the contract in accordance with Leeds City Council's procurement rules.

4 Programme

4.1 Formal acceptance of the tender is required at the earliest opportunity to ensure the contractor's works can start on site 17/07/2017 and the overall programme meets the completion date of 23/10/2017.

Milestone	Current
Contract Award	14 th July 2017
Contractor setup on site	17 th July 2017
Refurbishment works begin	24 th July 2017
Classroom refurbishment complete	1 st September 2017
Kitchen refurbishment complete	23 rd October 2017

5 Corporate Consideration

5.1 Consultation and Engagement

5.1.1 The proposal to expand the school was subject to statutory process issued in September 2016 including public consultation. The expansion of the school was subsequently approved by the Executive Board in December 2016.

5.1.2 The proposed permanent expansion scheme has been subject to consultation with key stakeholders including Children's Services officers, Ward Members and the Executive member for Children and Families. Consultation has also involved school staff and governors, the local residents and other colleagues within the Council.

5.1.3 Throughout the design process we have, and will continue to consult with the school and the governing body to ensure that the final product meets expectations and that any changes proposed do not materially affect the operation and success

of the school. The school governing body have also formally given their support for the scheme on the 17th March 2017.

- 5.1.4 PPPU will continue to brief elected members at key stages throughout the project development life cycle.

6 Equality and Diversity / Cohesion and Integration

- 6.1 The recommendations within this report do 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 (**Appendix A Equality, Diversity, Cohesion & Integration Assessment**) and an independent impact assessment is not required for the approvals requested.

7 Council policies and Best Council Plan

- 7.1 This scheme is due to be delivered under the City Council's Learning Places Programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. In providing places close to where the children live the proposals will improve the accessibility of local and desirable school places and thus reduce the risk of non-attendance.
- 7.2 Contract Procurement Rules (CPRs) apply to this process and this Report confirms that the relevant CPRs have been adhered to.
- 7.3 This contributes to the 2016/17 Best Council Plan outcomes for everyone in Leeds to 'Do well at all levels of learning and have the skills they need for life'; 'Be safe and feel safe' and 'Enjoy happy, healthy, active lives'. It also supports the vision in the supporting Children and Young People's Plan 2015-19 to build a child-friendly city with a focus on ensuring all children and young people are safe from harm; do well at all levels of learning and have the skills for life; enjoy healthy lifestyles; have fun growing up; are active citizens who feel they have a voice and influence. The programme seeks to deliver a supply of good quality accessible local school places which can contribute to these outcomes.

8 Resources and value for money

- 8.1 Pacy and Wheatley were procured off the YORBuild 2 framework using direct selection. Working in partnership with the Council, they have developed the cost for the Hawksworth Wood project refurbishment phase of the project.
- 8.2 NPS have carried out an evaluation of the tender received and confirm that the tendered figure from Pacy and Wheatley of £603,027.51 is arithmetically correct.
- 8.3 Pacy and Wheatley's Ltd tender of £603,027.51 is 9% less than NPS Pre-tender estimate of £663,086.00.

- 8.4 From what analysis and comparison that can be made, within LCC's urgent programme constraints, the tender appears to represent reasonable Value for Money.

9 Legal Implications, Access to Information and Call In

- 9.1 The Project has been detailed on the future list of 'Key Decisions' and has not been subject to any 'call-in' requests.
- 9.2 The approval of this report constitutes a 'Significant Operational Decision' and as such will not be subject to 'Call-In'
- 9.3 The tender has been procured in accordance with the City Council's contract procedure rules.

10 Risk Management

- 10.1 Risk has been managed through application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' risk methodology. Project management resource from the Projects, Programmes and Procurement Unit (PPPU) is tasked with ensuring the project remains within the predetermined risk tolerances.
- 10.2 A priced risk log has been developed for the scheme by Leeds City Council and the contractor to ensure all the risks for the project have been identified together with the relevant owner of the risk. The priced risk register has been used to inform the client contingency for the project. The council's project risk log will be maintained and updated throughout the project and escalation of any risks that sit outside of the agreed tolerances will be managed via the Head of Programme (PPPU).
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- 10.4 A client held contingency commensurate with the value of the project has been included within the approval figure to address any risks that might occur during construction.

11 Conclusions

- 11.1 From what analysis and comparison that can be made, within LCC's urgent programme constraints, the tender appears to represent reasonable Value for Money.

11.2 The recommendation therefore is to accept Pacy and Wheatley's cost for the works of the sum of (£603,027.51) and proceed with contract award as soon as possible in order to achieve the programmes dates.

12 Recommendations

12.1 The Chief Officer, Learning Improvement is requested to:

- Approve the request to award the contract for the sum of £603,027.51 to Pacy and Wheatley Limited to refurbish 5 classrooms and provide an extended kitchen to provide accommodation for teaching and support services for phase 1 of a 1FE to 2 FE expansion for the Learning Places Programme scheme at Hawksworth Wood Primary School.
- Authorise the signature of all contractual documentation with Pacy and Wheatley Limited in relation to the tender acceptance.
- Note the programme dates identified in section 4.0 of this report, in relation to the implementation of this decision.
- Note that the whole scheme will be completed in August 2018, however the refurbishment phase will provide sufficient accommodation to accommodate the increased admission number from September 2017 with the kitchen works complete October 2017.
- Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery.

13 Background documents¹

13.1 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.