

Report of the Senior Project Officer

Report to the Head of Service Learning Systems

Date: 13th November 2018

Subject: Design & Cost Report for Package Two of the ‘Early Works’ required to facilitate the Learning Places expansion of Allerton Church of England Primary School



Capital Scheme Number: 32655/ACE/EAR

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Alwoodley		
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?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: • NPS Tender evaluation report [Exempt from Publication]		

Summary of main issues

1. The purpose of this report is to seek approval to incur capital expenditure of £248,872.03 from capital scheme number 32655/ACE/EAR for the completion of ‘package two’ of essential ‘Early Works’ necessary to deliver the Learning Places Programme Expansion of Allerton Church of England Primary School. This report seeks approval for the second of three packages required as part of the identified ‘Early Works’ programme. These works are critical to prepare the Allerton CE site for commencement of the formal construction programme in January 2018 following the signing of the construction contract.
2. With effect from September 2018 Allerton CE has increased its Published Admission Number (PAN) from 60 to 90 pupils, thus taking the capacity of Allerton Church of England Primary School from 420 pupils to 630 pupils. In order to facilitate this expansion additional permanent accommodation is required to be delivered on-site for the commencement of the 2019/20 academic year. The ‘Early Works’ programme is essential to ensure the critical path is met with respect to delivering the necessary accommodation.
3. The ‘Early Works’ identified within this report are to be deducted from the final construction contract value as they represent essential works brought forward from the overall construction programme. Completion of the ‘Early Works’ programme will accelerate key

pre-construction activities including site preparation works and procurement of critical materials. It is necessary to complete the works identified herein to ensure the site is prepared for a seamless transition into full construction once the contract has been signed at the outset of 2019.

4. 'Package one' of the 'Early Works' programme was approved on the 24th October 2018 at a value of £244,057.53. This package procured critical materials with long lead-in times and established the decant accommodation necessary to sequence the expansion programme.
5. The 'Early Works' packages, of which this report details 'package two' only, has been subject to independent analysis by the City Council's appointed technical advisors, both from a financial and technical perspective. The proposals herein have suitably confirmed to adhere to the appropriate technical parameters and to offer 'value for money' to the Authority.
6. The activities in 'package two' relate purely to procurement of critical materials with long lead-in times and activities that do not require the planning determination to be in place. Determination of the application has been delayed from the 26th October 2018 to 30th November 2018.
7. The project is to be delivered via the Leeds Local Education Partner (LLEP) with their preferred construction partner, Interserve Construction Limited (ICL), and Norfolk Property Services Leeds (NPS) providing design and architectural services. The project is to be delivered by City Development's Projects & Programme's Team on behalf of Childrens & Families. Contract and Legal support is to be provided via LCC Legal who will support the drafting of construction contract in conjunction with the LLEP and our independent technical advisors.
8. The works detailed within this report are essential to ensure a September 2019 completion. Failure to meet this critical path will result in the need to provide alternative temporary accommodation at Allerton Church of England Primary School to ensure that sufficient classroom space is available to place the additional pupils on roll.

Recommendations

The Head of Service Learning Systems is requested to:

1. Sanction the requirement to enter into an 'Early Works' agreement with the LLEP for ICL to deliver 'package two' of the 'Early Works' programme necessary to meet the critical path programme for expansion of Allerton Church of England Primary School. This will take the form of an 'Early Works' agreement between the authority and Leeds D&B One Ltd for the sum of £248,872.03.
2. Approve the expenditure of £248,872.03 from capital scheme number 32655/ACE/EAR for the completion of 'package two' of the 'Early Works' programme at Allerton Church of England Primary School.
3. Note that this constitutes the second of three separate 'Early Works' packages required at Allerton Church of England Primary School prior to entering into formal contract in on the 7th January 2019. 'Package two', detailed within this report, includes for procurement of key materials with long lead-in times only.
4. Note the programme dates identified in section 4.0 of this report, in relation to the implementation of this decision, represents the critical path for project success and must be adhered to where possible.
5. Note that the officer responsible for implementation is the Head of Service Learning Systems.

1.0 Purpose of this Report

1.1. The purpose of this report is:

- To provide background information and detail to the head of Service Learning Systems on the second of three 'Early Works' packages necessary to adhere to the construction programme for the expansion of Allerton Church of England Primary School.
- Contextualise the associated cost and risk implications of the 'Early Works', both in terms of the construction programme but also wider Learning Places Programme obligations.
- To seek authority to enter into an 'Early Works' agreement with the LLEP and ICL to deliver 'package two' of the required 'Early Works' programme and to incur expenditure of £248,872.03 to facilitate this.

2.0 Background Information

- 2.1. The Learning Places programme represents the Council's response to the demographic growth pressures in school place provision. The increasing birth rate in Leeds has required Leeds City Council to approve an increasing number of new school places since 2009 in order to fulfil its statutory duty. 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. The capital school building solutions to the demographic need is managed via Childrens & Families Learning Places Programme.
- 2.2. This proposal has been brought forward to meet the projected demand for primary school places within North Leeds, current demographic data suggests that there is a need for additional secondary places within the vicinity of Allerton Church of England Primary School. The proposed works outlined in this report is a response to this demand and will ensure there are sufficient school places available for local children. This proposal builds upon the previous instances where temporary 'bulge' cohorts have been placed at Allerton Church of England Primary School.
- 2.3. A report to and approved by Executive Board on 21st March 2017 detailed the outcome of consultation on the proposal to expand primary provision at Allerton Church of England Primary School from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90 with effect from September 2018.
- 2.4. The first year of this formal expansion would be accommodated by the undertaking of a 'bulge' project, this project was subsequently school led with the Authority providing funding only and was completed for the commencement of the 2018 academic year. The proposal detailed herein will provide the final tranche of accommodation necessary to ensure the school can accommodate 630 pupils on a permanent basis.
- 2.5. In order to deliver the required accommodation in time for commencement of the 2019 academic year a project was instigated utilising the LLEP, as procurement vehicle, and NPS Leeds, as architectural lead. Following completion of the enhanced feasibility Interserve were appointed as the preferred construction partner.

- 2.6. A planning application for the proposed works was submitted on the 31st August 2018 and has a target determination date of the 26th October 2018. The determination date has since been delayed and a new target date of 30th November 2018 provided by Planning. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Allerton Church of England Primary School, were convened.
- 2.7. The proposal for Allerton Church of England Primary School will form part of the on-going work to address capacity and sufficiency across all of Childrens & Families; which includes secondary places in addition to primary, early years and specialist provision.
- 2.8. These proposals form part of the Council's Learning Places Programme that embeds the 'One Council' approach in terms of shared ownership of proposed solution across the various departments involved.
- 2.9. NPS Ltd. (Leeds) have been formally commissioned to undertake technical and financial review of the proposals and cost plan submitted by the LLEP & ICL.
- 2.10. Due to the compressed construction programme, mandated by the fixed deadline of occupation for commencement of the 2019 academic year, it is necessary to approve and undertake a programme of 'Early Works' prior to signing of the construction contract. The intention of these packages is to complete works necessary to setup the site, procure key materials and secure temporary accommodation necessary to support the construction programme.
- 2.11. The 'Early Works' programme for Allerton Church of England Primary School is split into three distinct packages, all necessary prior to commencement of the construction contract to ensure programme is met and critical materials procured. 'Package one' was approved on 24th October 2018 at a value of £244,057.53 and secured the installation of essential decant accommodation and orders for critical materials. 'Package Two' is the subject of this report. 'Package Three', which will be the subject of a future design and cost report, will establish site access and welfare as well as commencing a package of enabling works.

3.0 Main Points

Design Proposals and Full Scheme Description

- 3.1. 'Package two' of the required 'Early Works' at Allerton Church of England Primary School, necessary to ensure the construction programme for the proposed expansion, consists of the following essential components:
- Procurement of site cabins and associated welfare provision.
 - Procurement and off-site fabrication of pre-cast items (e.g. concrete stairs)
 - Procurement of brickwork and blockwork.
 - Additional costs associated with the above including insurances, design development costs and main contractor fees.
- 3.2. 'Package three' of the 'Early Works' requirement will be subject to a future design cost report dealing solely with the final batch of pre-start activities.

- 3.3. The estimated cost of 'package two' of the 'Early Works' Programme is £248,872.03. This includes £33,943 for the procurement of Interserve's site accommodation and welfare, £30,000 for the procurement and fabrication of pre-cast items, £85,000 for the procurement of brickwork and blockwork, £62,500 of contractor preliminaries and £37,429 of support fees and services. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build project.
- 3.4. A planning application for the proposed works was submitted on the 31st August 2018 and has a target determination date of the 26th October 2018. The determination date has since been delayed and a new target date of 30th November 2018 provided by Planning. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Allerton Church of England Primary School, were convened.
- 3.5. LCC Legal have been appointed to provide legal and contractual support with the drafting of the construction contract. This will take the form of a JCT 2016 contract between LCC and D&E One Co. (the LLEP), who will in-turn have a pass down contract with Interserve Construction Limited
- 3.6. The works detailed herein are on the critical path for completion of the construction programme, as such it is essential they are completed within the identified timeline.

4.0 Programme

4.1. The key milestones to achieve this programme are as follows:

- Placement of order for 'Early Works 02' w/c 19th November 2018
- Target planning determination date 30th November 2018
- Executive Board date for main scheme DCR 19th December 2018
- Contract award for full scheme 7th January 2019
- Start on-site for full scheme 4th February 2019
- Building Handover / Removal of decant accommodation 13th September 2019
- External works completion & handover 18th October 2019
- Overall completion 6th November 2019

4.2. A planning application for the proposed works was submitted on the 31st August 2018 and has a target determination date of the 26th October 2018. The determination date has since been delayed and a new target date of 30th November 2018 provided by Planning. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Allerton Church of England Primary School, were convened.

4.3. Approval of this report and contract award represent the critical path and are therefore essential to ensure delivery of the project in accordance with the dates above.

5.0 Corporate Considerations

5.1. Consultation and Engagement

- 5.1.1. A report to Executive Board on 21st March 2018 detailed the outcome of consultation on the proposal to increase from 420 to 630 pupils, with effect from September 2018. With the initial year of the formal expansion to be accommodated by a 'bulge' cohort project. This recommendation was put forward following a full formal consultation led by the Sufficiency & Participation Team. Further details of this process are provided within the 21st March 2018 Executive Board report appertaining to the expansion of Allerton Church of England Primary School.
- 5.1.2. The proposed permanent expansion scheme has been subject to consultation with key stakeholders including Childrens & Families 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. Pre-planning consultation has been held with representatives from the Planning Department, Urban Design, Landscape, Sport England and LCC Highways. A package of supporting off-site Highways works have been identified as part of the planning permission in response to the required expansion.
- 5.1.4. A formal pre-planning 'drop-in' sessions were held at Allerton Church of England Primary School on the 17th July 2018, prior to the planning application being submitted. Three sessions were held covering early morning drop-off, afternoon collection and an evening. These were open to the general public, parents, carers and any other interested parties. Comments taken from these events have been addressed, where possible, within the proposals and construction phase plan.
- 5.1.5. Childrens & Families will continue to brief elected members at key stages throughout the project development.

5.2. Equality and Diversity / Cohesion and Integration

- 5.2.1. The recommendations with this report do not have any direct nor specific impact upon any of the groups falling under the remit of the equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared to this effect and an independent impact assessment is not required for the approvals requested. The screening document has been sent to the Equality Team to be approved, publishing and held on-file. A copy is included with this report as 'Appendix A'.

5.3. Council Policies and Best Council Plan

- 5.3.1. 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 accessibility of local and desirable school places, and thus reduce any risks of non-attendance.
- 5.3.2. 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.

5.4. Resource and Value for Money

5.5. The estimated cost of 'package two' of the 'Early Works' Programme is £248,872.03. This includes £33,943 for the procurement of Interserve's site accommodation and welfare, £30,000 for the procurement and fabrication of pre-cast items, £85,000 for the procurement of brickwork and blockwork, £62,500 of contractor preliminaries and £37,429 of support fees and services. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build project.

5.5.1. The cost will be met through capital scheme number 32655/ACE/EAR as part of the Learning Places Programme.

5.5.2. NPS have advised that the tender return reflects the value of the scheme and recommends the tender is accepted subject to standard practice of ensuring an acceptable Construction Phase Health & Safety Plan being provided.

5.5.3. Completion of the works detailed herein is essential to prepare the site for the proposed construction programme and ensure that the construction project commences in-line with the programme, noting the critical date of 1st September 2018 for essential accommodation to facilitate the increased intake for the commencement of the 2019/20 academic year.

5.6. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2019 £000's	2018/19	2019/20	2020/21	2021 On
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	217.1		217.1			
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	26.9		26.9			
TOTALS	244.0	0.0	244.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2017 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021 On £000's
LAND (1)	0.0					
CONSTRUCTION (3)	248.9		248.9			
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	0.0					
TOTALS	248.9	0.0	248.9	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2017 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021 On £000's
Basic Need Grant	492.9		492.9			
Total Funding	492.9	0.0	492.9	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 32655/000/000

Title: Basic Need Primary Expansion 2018/19

5.7. Revenue Effects

- 5.7.1. Any additional revenue consequences that may arise as a result of the project will be managed within the respective school budgets.

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

- 5.8.1. The approval of this report constitutes a 'Significant Operational Decision' and as such will not be subject to 'Call-In'.
- 5.8.2. There are no other legal implications or access information issues arising from this report.

5.9. Risk Management

- 5.9.1. The requirement to complete this package of 'Early Works' is essential to ensure the construction programme is met for the development of the new accommodation at Allerton Church of England Primary School. The items included are limited to pre-commencement activities with no construction work taking place on-site under this package. If the works detailed herein do not commence as per the programme in section 4.0 there will be a commensurate delay in the completion of the main construction programme. This would constitute a minimum of 12 weeks and will require the decant accommodation to be required for an unknown extended period of time at additional expense.
- 5.9.2. As off-site works are taking place, namely the design and fabrication of the steel frame for the new block, ICL are to provide vesting certificates to the Authority. Payment for these items will be subject to these being issued.
- 5.9.3. As planning determination is still awaited, a revised target date of the 30th November 2018 has been issued, no permanent construction activities will take place. The works to the modular classroom accommodation are temporary and are intended to be in place only for the duration of the decant requirement necessary to construct the new block from January 2019.
- 5.9.4. Risk is to be managed through the application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' methodology. Experienced project management resource has been allocated from within the Built Environment. Contractual and legal support for the formation of the grant agreement is to be provided to Childrens & Families from within PP&PU. NPS will be providing technical support.
- 5.9.5. A risk log has been developed for the scheme and will be updated and maintained throughout the project by the assigned project officer. Escalation of risk will be via the Childrens & Families Head of Service Learning Systems.

6.0 Conclusions

- 6.1. In order to provide the necessary accommodation to implement the formal expansion of Allerton Church of England Primary School, up to three forms of entry per year, it is necessary to undertake a project to construct new accommodation. A programme

of 'Early Works', of which this reports refers to 'package two', is required to ensure the critical path dates of the construction programme are met. This critical materials with long lead-in times are procured ready for the full construction programme commencing on-site. As noted above the programme cannot be met if these activities are not completed as advised and will result in a minimum of a 12 week delay to completion.

- 6.2. The delivery of the works at Allerton Church of England Primary School will be managed by City Development's Projects & Programme's Team on behalf of Childrens & Families in conjunction with the joint venture partners (NPS), the Leeds Local Education Partner (LLEP), Interserve Construction Limited (ICL), the school and other key stakeholders.
- 6.3. The estimated cost of 'package two' of the 'Early Works' Programme is £248,872.03. This includes £33,943 for the procurement of Interserve's site accommodation and welfare, £30,000 for the procurement and fabrication of pre-cast items, £85,000 for the procurement of brickwork and blockwork, £62,500 of contractor preliminaries and £37,429 of support fees and services. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build project.
- 6.4. The requirement to provide additional accommodation at Allerton Church of England Primary School for a September 2019 delivery has been developed through continued consultation with the appropriate stakeholders.

7.0 Recommendations

- 7.1. The Head of Service Learning Systems is requested to:
 - 7.1.1. Sanction the requirement to enter into an 'Early Works' agreement with the LLEP for ICL to deliver 'package two' of the 'Early Works' programme necessary to meet the critical path programme for expansion of Allerton Church of England Primary School. This will take the form of an 'Early Works' agreement between the authority and Leeds D&B One Ltd for the sum of £248,872.03.
 - 7.1.2. Approve the expenditure of £248,872.03 from capital scheme number 32655/ACE/EAR for the completion of 'package two' of the 'Early Works' programme at Allerton Church of England Primary School.
 - 7.1.3. Note that this constitutes the second of three separate 'Early Works' packages required at Allerton Church of England Primary School prior to entering into formal contract in on the 7th January 2019. 'Package two', detailed within this report, includes for procurement of key materials with long lead-in times only.
 - 7.1.4. Note the programme dates identified in section 4.0 of this report, in relation to the implementation of this decision, represents the critical path for project success and must be adhered to where possible.
 - 7.1.5. Note that the officer responsible for implementation is the Head of Service Learning Systems.

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.