

Report of the Senior Project Officer

Report to the Head of Learning Systems

Date: 4th January 2019

Subject: Design & Cost Report for Package One of the ‘Early Works’ required to facilitate the Learning Places expansion of Moor Allerton Hall Primary School



Capital Scheme Number: 32737/MAL/000

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Moortown		
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 £127,687.46 from capital scheme number 32737/MAL/000 for the completion of ‘package one’ of essential ‘Early Works’ necessary to deliver the Learning Places Programme Expansion of Moor Allerton Hall Primary School. This report seeks approval for the first of two packages required as part of the identified ‘Early Works’ programme. These works are critical to prepare the Moor Allerton Hall Primary School site for commencement of the formal construction programme in February 2018 following the signing of the construction contract.
2. With effect from September 2018 Moor Allerton Hall Primary School site has increased its Published Admission Number (PAN) from 60 to 90 pupils, thus taking the capacity of Moor Allerton Hall 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, enabling works and procurement of critical materials. No permanent structures or works requiring planning are undertaken in this phase. 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. The 'Early Works' packages, of which this report details 'package one' 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.
5. The works detailed within this report relate to pre-construction activities only, with no tasks being completed or structures formed that require planning permission to be in place. Determination of the planning application is scheduled for 7th January 2019.
6. The project is to be delivered via the Leeds Local Education Partner (LLEP) with their preferred construction partner, Geo Houlton & Sons Ltd. (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 Procurement & Commercial Service who will support the drafting of construction contract in conjunction with the LLEP and our independent technical advisors.
7. 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 Moor Allerton Hall Primary School with effect from September 2019 to ensure that sufficient classroom space is available to place the additional pupils on roll.

Recommendations

The Head of Learning Systems is requested to:

1. Sanction the requirement to enter into an 'Early Works' agreement with the LLEP for ICL to deliver 'package one' of the 'Early Works' programme necessary to meet the critical path programme for expansion of Moor Allerton Hall 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 £127,687.46.
2. Approve the expenditure of £127,687.46 from capital scheme number 32737/MAL/000 for the completion of 'package one' of the 'Early Works' programme at Moor Allerton Hall Primary School.
3. Note that this constitutes the first of two separate 'Early Works' packages required at Moor Allerton Hall Primary School prior to entering into formal contract in February 2019. Package one, detailed within this report, includes for site preparation activities and enabling works 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 Projects and Programmes, Asset Management & Regeneration.

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 first of two 'Early Works' packages necessary to adhere to the construction programme for the expansion of Moor Allerton Hall 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 to deliver 'package one' of the required 'Early Works' programme and to incur expenditure of £127,687.46 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 Moor Allerton Hall 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 Moor Allerton Hall Primary School.

2.3. A report to, and approved by, Executive Board on 19th September 2018 detailed the outcome of consultation on the proposal to expand primary provision at Moor Allerton Hall 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. This proposal was subsequently 'called-in' by members and was subject to a specific Scrutiny Board on 10th October 2018, wherein it was subsequently approved and released for implementation.

2.4. Two 'bulge' cohorts have been placed at Moor Allerton Hall Primary School prior to the full formal expansion. The first in September 2017 was accommodated via provision of a three classroom modular building. This accommodation was sufficiently sized to allow placement of a second 'bulge' cohort at Moor Allerton Hall Primary School in September 2018. The latter was cognisant of the proposal to expand the school formally and utilised available space within the existing building, following minor remodelling, to accommodate the additional pupils. These works were complimentary of the future proposal to expand the school.

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 a number of construction partners were invited by the LLEP to tender for the work. Wherein Geo Houlton & Sons Ltd. were appointed as the construction partner.

- 2.6. A planning application for the proposed works was submitted on the 12th November 2018 and has a target determination date of the 7th January 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Moor Allerton Hall Primary School, were convened. The latter were attended by representatives from the project team including the construction partner and Highways Officers.
- 2.7. The proposal for Moor Allerton Hall 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 prepare the development areas in readiness for commencement of the full construction programme in February 2019.

3.0 Main Points

Design Proposals and Full Scheme Description

- 3.1. 'Package one' of the required 'Early Works' at Moor Allerton Hall Primary School, necessary to ensure the construction programme for the proposed expansion, consists of the following essential components:
 - Erection of temporary anti-climb fencing with debris netting and temporary solid hoarding panels, both utilising scaffold structure.
 - Complete setup of tree protection measures, including stop period for review by representatives from Parks & Countryside.
 - Installation of permanent boundary fencing to The Lodge, following consultation with occupant.
 - Service diversions and connection of temporary supplies to site compound area.
 - Establish and construct new parking areas to allow site compound area to be created. To include all drainage, service ducts, kerb edging and construction up to and including base course tarmac.

- Full site setup to be completed, including; establishment of interim site office, welfare provision, storage areas, contractor parking facilities and installation of temporary services.
 - Formation of new footpath and section of private road, connecting the existing Moor Allerton Hall Primary School access road to the PFI service road. To include all drainage requirements, service ducts, kerb edging and construction up to and including base course.
- 3.2. 'Package two' of the 'Early Works' requirement will be subject to a future design cost report dealing solely with those activities.
- 3.3. The estimated cost of 'package one' of the 'Early Works' Programme is £127,687.46. This includes £28,012.50 of temporary fencing & tree protection fencing, £35,010 for service diversions, £34,350.18 for works to form the car park and £30,314.78 for all other costs. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build projects.
- 3.4. A planning application for the proposed works was submitted on the 12th November 2018 and has a target determination date of the 7th January 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Moor Allerton Hall Primary School, were convened. The latter were attended by representatives from the project team including the construction partner and Highways Officers.
- 3.5. Extensive consultation with Planning, Highways, Landscape Design and Urban Design was undertaken throughout the design development of the proposed scheme to expand Moor Allerton Hall Primary School. The application submitted to Planning is a culmination of this consultation and addresses all the concerns raised as much as is practical.
- 3.6. Procurement & Commercial Service 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 'head' contract between LCC and D&E One Co. (the LLEP), who will in-turn have a 'pass down' contract with Geo. Houlton & Sons Ltd.
- 3.7. 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 in order to ensure sufficient accommodation and resources are available to Moor Allerton Hall Primary School with effect from September 2019. Any delay to the critical path will result in the necessity for alternative accommodation to be provided at a currently unknown expense.

4.0 Programme

- 4.1. The key milestones to achieve this programme are as follows:
- Placement of order for 'Early Works 01' w/c 7th January 2019
 - Start on-site for 'Early Works 01' w/c 14th January 2019
 - Target planning determination date 7th January 2019
 - Executive Board date for main scheme DCR 13th February 2019
 - Contract award for full scheme 15th February 2019

- Start on-site for full scheme 4th February 2019
- Building Handover 28th October 2019
- External works completion & handover 22nd November 2019
- Site Clearance / Overall completion 20th December 2019

4.2. A planning application for the proposed works was submitted on the 12th November 2018 and has a target determination date of the 7th January 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Moor Allerton Hall Primary School, were convened. The latter were attended by representatives from the project team including the construction partner and Highways Officers.

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. Delay in approval will have a commensurate impact upon the overall programme completion period.

5.0 Corporate Considerations

5.1 Consultation and Engagement

5.1.1. A report to, and approved by, Executive Board on 19th September 2018 detailed the outcome of consultation on the proposal to expand primary provision at Moor Allerton Hall 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. This proposal was subsequently 'called-in' by members and was subject to a specific Scrutiny Board on 10th October 2018, wherein it was subsequently approved and released for implementation. Further details of this process are provided within the 19th September 2018 Executive Board report appertaining to the expansion of Moor Allerton Hall Primary School (D47992).

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 series of pre-planning 'drop-in' sessions were held at Moor Allerton Hall Primary School on the 23rd and 25th October 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. A specific consultation was held with the residents of The Lodge, located within the perimeter boundary of Moor Allerton Hall Primary School, on the 23rd October 2018. Modifications to the boundary treatment in this area were completed as a consequence of the concerns raised.

- 5.1.6. Consultation with representatives from Parks & Countryside has been ongoing throughout the project with reference to the activities due to take place on Allerton Fields to connect the PFI service road to Moor Allerton Hall Primary School. Specifically in relation to the proposals detailed within this report a meeting was held with officers from Parks & Countryside out on site on the 20th December 2018 to discuss tree protection requirements. Wherein it was agreed that Geo Houlton & Sons Limited would introduce a 'stop and hold' period to allow representatives from Parks & Countryside to review the installed tree protection measures prior to further work progressing in the affected areas.
- 5.1.7. Extensive consultation with Moortown Children's Centre and Lidgett Lane Community Centre has been completed throughout the project development. This has focused primarily on their relocation to the Highwood Public House, necessary to free up accommodation at Moor Allerton Hall Primary School for expansion of the sporting facilities and Early Years setting, and the required renovation of this facility to accommodate its proposed new use as a community hub. Planning for these works was granted on the 30th November 2018 and are subject to a separate design & cost report tabled and approved at the 19th December 2018 Executive Board.
- 5.1.8. Consultation with Allerton Grange High School, and their PFI delivery team, has been extensive throughout project development, this will continue through to project completion.
- 5.1.9. 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 one' of the 'Early Works' Programme is £127,687.46. This includes £28,012.50 of temporary fencing & tree protection fencing, £35,010 for service diversions, £34,350.18 for works to form the car park and £30,314.78 for all other costs. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build projects.

5.5.1. The cost will be met through capital scheme number 32737/MAL/000 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)	0.0					
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	0.0					
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2017 £000's	2018/19	2019/20	2020/21	2021 On
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	127.7		127.7			
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	0.0					
TOTALS	127.7	0.0	127.7	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2017 £000's	2018/19	2019/20	2020/21	2021 On
			£000's	£000's	£000's	£000's
Basic Need Grant	127.7		127.7			
Total Funding	127.7	0.0	127.7	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 32737/000/000

Title: Basic Need Expansions 2019/20

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 Moor Allerton Hall Primary School. The items included are limited to pre-commencement activities with no construction work taking place on-site other than preparatory work for the site construction compound. 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 and additional unknown cost will be incurred to ensure sufficient accommodation is available at Moor Allerton Hall Primary School for the commencement of the 2019/20 academic year.
- 5.9.2. As planning determination is still awaited, target date of the 7th January 2019, no permanent construction activities will take place or structures formed. The works detailed within this report are limited to pre-construction activities and site preparation works.
- 5.9.3. 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 Procurement & Commercial Service. NPS will be providing technical support.
- 5.9.4. 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 Moor Allerton Hall 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 report refers to 'package one', is required to ensure the critical path dates of the construction programme are met. This package completes critical pre-commencement activities and establishes a site presence. As noted above the programme cannot be met if these activities are not completed as advised.
- 6.2. The delivery of the works at Moor Allerton Hall 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), Geo. Houlton & Sons Ltd., the school and other key stakeholders.

- 6.3. The estimated cost of 'package one' of the 'Early Works' Programme is £127,687.46. This includes £28,012.50 of temporary fencing & tree protection fencing, £35,010 for service diversions, £34,350.18 for works to form the car park and £30,314.78 for all other costs. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build projects.
- 6.4. The requirement to provide additional accommodation at Moor Allerton Hall 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 Learning Systems is requested to:
- 7.2. Sanction the requirement to enter into an 'Early Works' agreement with the LLEP for ICL to deliver 'package one' of the 'Early Works' programme necessary to meet the critical path programme for expansion of Moor Allerton Hall 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 £127,687.46.
- 7.3. Approve the expenditure of £127,687.46 from capital scheme number 32737/MAL/000 for the completion of 'package one' of the 'Early Works' programme at Moor Allerton Hall Primary School.
- 7.4. Note that this constitutes the first of two separate 'Early Works' packages required at Moor Allerton Hall Primary School prior to entering into formal contract in February 2019. Package one, detailed within this report, includes for site preparation activities and enabling works only.
- 7.5. 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.
- 7.6. Note that the officer responsible for implementation is the Head of Projects and Programmes, Asset Management & Regeneration.

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.