

## Report of the Head of Service, Learning Systems

### Report to the Director of Childrens & Families

**Date:** 19<sup>th</sup> February 2019

**Subject: Design & Cost Report and Tender Acceptance Report for the Learning Places expansion of Carr Manor Community School (Primary Phase)**



**Capital Scheme Number: 32655/CAR/000**

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

### Summary of main issues

1. The purpose of this report is to seek approval to incur capital expenditure of £4,674,243.89 from capital scheme number 32655/CAR/000, noting that £997,750 of this has been previously approved to facilitate the 'Early Works' enabling package, to provide supplementary accommodation necessary to support the increase in the Published Admission Number (PAN) from 30 to 60 pupils with effect from September 2018. Thus taking the capacity of Carr Manor Community School (Primary Phase) from 210 pupils to 420 pupils. The project detailed within this report will follow-on from the several previously completed 'bulge' cohort projects and will provide the final tranche of accommodation necessary for the school to provide 420 permanent learning places going forward.
2. The works required at Carr Manor Community School (Primary Phase) are critical to ensure the Learning Places expansion accommodation is in place for commencement of the 2019/20 academic year. The works detailed within this report cover the full design and construction costs for the expansion at Carr Manor Community School (Primary Phase), inclusive of all professional fees, surveys, services, and all other costs associated with the development that sit outside of the construction contract.
3. The project is to be delivered via the Leeds Local Education Partner (LLEP) with Norfolk Property Services Leeds (NPS) providing landscape design and commercial review services. Portakabin Ltd. are the appointed construction partner. 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.

4. Of the funding requested within this report a cumulative total of £997,750 has been approved separately to undertake packages of 'Early Works'. This was necessary to ensure the critical delivery path was met and the essential accommodation available for the commencement of the 2019/20 academic year. As per the prior approval, dated 7<sup>th</sup> February 2019 (DDN reference D48282) and 14<sup>th</sup> February 2019 (DDN reference D48348), these works have now been undertaken. The costs associated with the 'Early Works' package do not constitute part of this approval but are detailed within this report for context as they are included within the contract sum figures. The 'Early Works' packages sought to secure the manufacturing slot within Portakabin's factory, procure key materials, commence fabrication off-site, complete pre-construction activities and enabling works including establishment of the construction compound.
5. The project at Carr Manor Community School (Primary Phase) has been subject to market testing. These returns have since been analysed by NPS Leeds on behalf of the Authority, from both a technical and financial perspective. Following this robust analysis the work package returns have been confirmed to adhere to the appropriate technical parameters and to offer 'value for money' to the Authority.
6. Planning for Carr Manor Community School (Primary Phase) was determined on the 18<sup>th</sup> February 2019. Any pre-commencement conditions will be discharged prior to work starting on-site, if they have not already been completed as part of the separately approved 'Early Works' package in consultation with the relevant statutory consultees.
7. The works detailed within this report are required to ensure a handover of the essential accommodation, necessary to facilitate the 2019/20 academic year intake of pupils. The project has been phased accordingly to ensure this requirement is met, the remainder of the project will complete in late autumn 2019. Failure to meet this critical path will result in the need to provide alternative temporary accommodation at Carr Manor Community School (Primary Phase) to ensure that sufficient classroom space is available to place the additional pupils on roll. An unknown cost implication will be associated with this based on the length of any delay.
8. In June 2017, Executive Board approved the recommendation to set a budget of £5m for the Carr Manor Community School (Primary Phase) expansion and to delegate future approval reports within this limit to the Director of Childrens & Families. Subject to consultation with the Director of City Development, the Director of Resources & Housing and the Executive Member for Learning, Skills and Employment. In accordance with this requirement this report has been issued to the required parties for consideration on the 19<sup>th</sup> February 2019.

## Recommendations

The Director of Childrens & Families is requested to:

1. Approve the expenditure of £4,674,243.89 from capital scheme number 32655/CAR/000 for the construction work and associated fees for the expansion of Carr Manor Community School (Primary Phase) necessary for occupation from September 2019.
2. Authorise acceptance of the tender submitted via the Leeds Local Education Partnership in the sum of £3,977,804 inclusive of all professional design fees incurred by the appointed contractor, development costs and surveys incurred by the contractor. Noting that this figure includes the previously approved sum of £997,750 for the completion of the necessary 'Early Works' packages. Release of funding for the construction costs will be subject to valuations completed and validated by NPS Ltd. (Leeds).
3. Authorise the requirement to enter into a contractual agreement with Leeds D&B One Co. to deliver the development at Carr Manor Community School (Primary Phase). This will take the form of a JCT 2016 head contract between the authority and Leeds D&B One Ltd for the sum of £3,977,804.
4. Note that the estimated scheme cost of £4,674,243.89 includes; £3,977,804 for construction works (this is the contract / tender submission value inclusive of £997,750 of previously approved 'Early Works' costs), professional fees and survey costs of £253,696, £90,000 for loose furniture & equipment to support the expansion to 2FE and the setting up of Primary and Secondary SEN provision, £54,409 for supporting costs and a client held contingency commensurate to the scale and complexity of the project.
5. Note that the officer responsible for implementation is the Head of Service Learning Systems and the Head of Projects and Programmes, Asset Management & Regeneration and authorise them to enter into all other agreements required to deliver this project.

## **1.0 Purpose of this Report**

### **1.1. The purpose of this report is:**

- To provide background information in respect to the expansion at Carr Manor Community School (Primary Phase) and the necessity to enter into a JCT 2016 contract with Leeds D&B One Co. for the delivery of critical works required to adhere to the expansion programme.
- Contextualise the associated cost and risk implications of the proposed works, both in terms of the construction programme at Carr Manor Community School (Primary Phase) and the wider Learning Places programmes implication.
- To seek approval to incur expenditure of £4,674,243.89 for the proposed project.
- To seek authority to enter into contract with the LLEP (Leeds D&B One Co.), at a contract value of £3,977,804, for the construction programme at Carr Manor Community School (Primary Phase).
- Seek acceptance of the tender submitted by the LLEP in the sum of £3,977,804 for the aforementioned works.

## **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. Project management of schemes arising from this process are delivered by City Development's Projects & Programmes Team.
- 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 primary places within the vicinity of Carr Manor Community School (Primary Phase). 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 Carr Manor Community School (Primary Phase) in 2015, 2016 and 2017 respectively. Temporary accommodation was placed on-site in September 2018 for one academic year to accommodate the permanent increase in pupil numbers.
- 2.3. A report to and approved by Executive Board on 8<sup>th</sup> February 2017 (D44133) detailed the outcome of consultation on the proposal to expand primary provision at Carr Manor Community School (Primary Phase) from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2018. This approval also included for the creation of a SEN provision at Carr Manor Community School specialising in children with autism, six places have been generated for both primary and secondary age and are include within the roll of the two respective 'phases' of the through school.

- 2.4. In June 2017, Executive Board approved the recommendation to set a budget of £5m for the Carr Manor Community School (Primary Phase) expansion and to delegate future approval reports within this limit to the Director of Childrens & Families. Subject to consultation with the Director of City Development, the Director of Resources & Housing and the Executive Member for Learning, Skills and Employment.
- 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 Ltd. (Leeds), as architectural lead. Following the appointment of Portakabin Ltd. as the principal contractor design services were brought in-house with NPS Ltd. (Leeds) retained as landscape designer only.
- 2.6. A planning application for the proposed works was validated on the 5<sup>th</sup> December 2018 and was determined on the 18<sup>th</sup> February 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Carr Manor Community School (Primary Phase), were convened.
- 2.7. Extensive consultation has taken place with Highways, Planning and the respective PFI management team with respect to the works relating to the Secondary SEN provision.
- 2.8. Due to the compressed construction programme, mandated by the fixed deadline of occupation for commencement of the 2019 academic year, it was necessary to approve and undertake packages of 'Early Works'. The intention of these packages was to complete works necessary to setup the site, procure key materials and complete enabling works necessary to support the construction programme.
- 2.9. Package one of the 'Early Works' programme was approved on the 7<sup>th</sup> February 2019 (DDN reference D48282) at a value of £248,750, this package secured the fabrication slot within the Portakabin factory and commenced procurement of key materials. Package two, for a value of £749,000, was approved on the 14<sup>th</sup> February 2019 (DDN reference D48348) and focused on module fabrication within the Portakabin factory and enabling works to facilitate the ground works package. The 'Early Works' programme completes at the end of February 2019 wherein it is anticipated a seamless transition to the full construction contract will occur, in-line with the programme detail in section 3.2 of this report.
- 2.10. The modular accommodation purchased during the 2016 'bulge' is to be re-used, re-located and re-furnished to provide the secondary age SEN provision. These works will be part of the future construction contract and associated report submitted prior to contract sign in March 2019.
- 2.11. The proposal for Carr Manor Community School (Primary Phase) 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.
- 2.12. 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.
- 2.13. NPS Ltd. (Leeds) have been formally commissioned to undertake technical and financial review of the proposals and cost plan submitted by the LLEP & Portakabin Limited.

### **3.0 Main Points**

#### **3.1. Design Proposals and Full Scheme Description**

3.1.1. The works at Carr Manor Community School (Primary Phase), necessary to facilitate the proposed expansion, consists of the following essential components:

- Construction of a seven classroom two storey modular building including a dedicated SEN primary age resource base and studio space.
- Construction of a dedicated primary age SEN playground.
- Construction of a kitchen extension including remodelling of the kitchen to generate efficiencies for delivery of 2FE meal through-put.
- Remodelling of existing space within the legacy 1FE block to create a new staff room space suitable for increased staffing numbers.
- Relocation and remodelling of the 2016 'bulge' cohort modular building for use as a dedicated secondary age SEN resource base. Includes associated external landscaping works for SEN pupils and recladding of building to achieve permanent planning permission.
- Extension of the car park and parent drop-off loop in line with requirements stipulated by Highways Development Control. Includes for dedicated SEN drop-off provision and mandatory electronic vehicle charging points at the appropriate ratio.
- Formation of a new 'Multi-Use Games' court in-line with Sport England guidance.
- Drainage improvement works to the existing sports field.

3.1.2. The estimated scheme cost is £4,674,243.89; this includes £3,977,804 for construction works (this is the contract / tender submission value inclusive of £997,750 of previously approved 'Early Works' costs), professional fees and survey costs of £253,696, £90,000 for loose furniture & equipment to support the expansion to 2FE and the setting up of Primary and Secondary SEN provision, £54,409 for supporting costs and a client held contingency commensurate to the scale and complexity of the project.

3.1.3. A market testing exercise has been undertaken to ensure that the financial close contract sum is both affordable, within market trends and represents value for money to the Authority. Due to the bespoke and proprietary in-house construction methods utilised by Portakabin, as a consequence of their patented modular build system, it has not been possible to market test all work packages. Those that have been submitted for review have been confirmed to offer value to the Authority.

3.1.4. A planning application for the proposed works was validated on the 5<sup>th</sup> December 2018 and was determined on the 18<sup>th</sup> February 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Carr Manor Community School (Primary Phase), were convened.

3.1.5. The works detailed within this report have been procured under the Strategic Partnering Agreement (SPA) between the LLEP and Leeds City Council. The associated procurement rules apply to this process has been adhered to. The

exclusive supplier arrangements, detailed under CPR 3.1.5, have been invoked in this instance.

- 3.1.6. Procurement & Commercial Service will 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). Signing of the head contract will be subject to the evidence of the agreed 'step-in' requirements being enacted in all the pass down contracts.
- 3.1.7. As part of the design development process Highways have been commissioned to complete the transport assessment and the associated 'off-site' works required as a consequence of the proposal. At present the following is proposed; pedestrian improvements to Stainbeck Road and Stainbeck Lane's controlled signalised junction, introduction of a raised junction / plateau at the junction between Bowood Avenue and Stainbeck Lane, bird-mouth fencing to the junction around Carr Manor Road and Wesley Drive and other associated minor improvements. Noting that these measures are indicative at present and subject to further analysis by Highways engineering to confirm their suitability. Note, these costs will be subject to a future design and cost report utilising monies from the original 'approval to spend' not release as part of the recommendations within this report.
- 3.1.8. Post completion monitoring of peak school pick-up and drop-off times is also required for a period of 12 months to assess the impact of the development on the highway infrastructure, costs for which are included within this plan.
- 3.1.9. Due to the constricted programme and necessity to deliver the additional accommodation for commencement of the new academic year in September 2018 it is essential to approve the works detailed herein by 1<sup>st</sup> March 2019 if the critical path is to be met.
- 3.1.10. The construction contract for the project is a combination of a 'head' JCT 2016 contract, between LCC and Leeds D&B One Co., and a 'pass down' JCT 2016 contract, between Leeds D&B One Co. and the main contractor, Portakabin Limited. Evidence of the LLEP's step-in rights to the various pass down contracts is to be provided before contract signature can be enacted.

## 3.2. **Programme**

- 3.2.1. The key milestones to achieve the programme are as follows, noting that this presumes 'Call-in' has been exempted:

- Placement of order for 'Early Works 01' w/c 31<sup>st</sup> December 2018
- Factory slot secured under 'Early Works 01' w/c 31<sup>st</sup> December 2018
- Factory mobilisation period 2<sup>nd</sup> Jan to 5<sup>th</sup> Feb 2019
- Commencement of site setup works under 'Early Works 01' From 2<sup>nd</sup> January 2019
- Manufacture period under 'Early Works 02' 6<sup>th</sup> Feb to 8<sup>th</sup> April 2019

- Planning determination date 18<sup>th</sup> February 2019
- Contract award for full scheme w/c 25<sup>th</sup> February 2019
- Start on-site for full scheme 4<sup>th</sup> March 2019
- Delivery of modules to site 14<sup>th</sup> May to 19<sup>th</sup> May 2019
- Building Handover 23<sup>rd</sup> August 2019
- External works completion & handover 8<sup>th</sup> October 2019

3.2.2. Completion of the works detailed herein is essential to provide the critical accommodation for the expansion at Carr Manor Community School (Primary Phase) for the next academic year and achieve an occupation date of 1<sup>st</sup> September 2019, wherein the new modular block must be complete and occupied. This element represents the critical path and the essential accommodation needed. The external works package, with the exception of the Primary SEN playground, will follow in the autumn along with the Secondary SEN provision. Progress on the latter is restricted due to its occupation with the various 'bulge' cohorts until the end of the 2018/19 academic year.

3.2.3. A planning application for the proposed works was validated on the 5<sup>th</sup> December 2018 and was determined on the 18<sup>th</sup> February 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Carr Manor Community School (Primary Phase), were convened.

## **4.0 Corporate Considerations**

### **4.1. Consultation and Engagement**

4.1.1. The proposal detailed herein has been subject to consultation with the Head of Projects & Programmes (City Development), Head of Service Learning Systems and Chief Officer Resources & Strategy (Childrens & Families). It was agreed that the measures detailed wherein were necessary to adhere to programme and meet project objectives, but also conditioned the approval of commencement of groundworks on-site to be subject to issue of the planning determination. Funding was to be approved for this element to ensure swift implementation once the planning milestone had been met.

4.1.2. A report to Executive Board on 8<sup>th</sup> February 2017 detailed the outcome of consultation on the proposal to increase from 210 to 420 pupils and the creation of a 12 place SEN facility (six primary and six secondary), with effect from September 2018. 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 8<sup>th</sup> February 2017 Executive Board report appertaining to the expansion of Carr Manor Community School (Primary Phase).

4.1.3. In line with the devolved approval process set out in the February 2017 Executive Board report this report has been issued to the Executive Member for Learning Skills & Employment, Director of City Development and the Director of Resources of Housing on the 19<sup>th</sup> February 2019.



- 4.1.4. 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.
- 4.1.5. Pre-planning consultation has been held with representatives from the Planning Department, Urban Design, Landscape, Sport England and LCC Highways.
- 4.1.6. A formal pre-planning 'drop-in' sessions were held at Carr Manor Community School (Primary Phase) on the 26<sup>th</sup> September 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.
- 4.1.7. Childrens & Families will continue to brief elected members at key stages throughout the project development.

#### **4.2. Equality and Diversity / Cohesion and Integration**

- 4.2.1. 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'.

#### **4.3. Council Policies and the Best Council Plan**

- 4.3.1. 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.
- 4.3.2. 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.

#### **4.4. Resource and Value for Money**

- 4.4.1. The estimated scheme cost is £4,674,243.89; this includes £3,977,804 for construction works (this is the contract / tender submission value inclusive of £997,750 of previously approved 'Early Works' costs), professional fees and survey costs of £253,696, £90,000 for loose furniture & equipment to support the expansion to 2FE and the setting up of Primary and Secondary SEN provision, £54,409 for

supporting costs and a client held contingency commensurate to the scale and complexity of the project.

- 4.4.2. A value engineering exercise is underway, a number of cost saving measures have been identified along with high level costings which will result in a commensurate reduction in the contract sum figure and overall cost of the project. This process is on-going and its completion and acceptance is conditional to signing of the construction contract. The design team are currently reviewing these proposals with a view to assessing impact, revising designs and providing detailed costs.
- 4.4.3. The cost will be met through capital scheme number 32655/CAR/000 as part of the Learning Places Programme.
- 4.4.4. 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.
- 4.4.5. 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 1<sup>st</sup> September 2019 for essential accommodation to facilitate the increased intake for the commencement of the 2019/20 academic year.
- 4.4.6. **Capital Funding & Cash Flow**

| Previous total Authority to Spend on this scheme        | TOTAL<br>£000's | TO MARCH<br>2019<br>£000's | 2018/19<br>£000's | 2019/20<br>£000's | 2020/21<br>£000's | 2021 On<br>£000's |
|---|-----------------|----------------------------|-------------------|-------------------|-------------------|-------------------|
| LAND (1)  | 0.0             |                            |                   |                   |                   |                   |
| CONSTRUCTION (3)  | 998.0           |                            | 998.0             |                   |                   |                   |
| FURN & EQPT (5)   | 0.0             |                            |                   |                   |                   |                   |
| DESIGN FEES (6)   | 0.0             |                            |                   |                   |                   |                   |
| OTHER COSTS (7)   | 0.0             |                            |                   |                   |                   |                   |
| <b>TOTALS</b>   | <b>998.0</b>    | <b>0.0</b>                 | <b>998.0</b>      | <b>0.0</b>        | <b>0.0</b>        | <b>0.0</b>        |
| Authority to Spend required for this Approval           | TOTAL<br>£000's | TO MARCH<br>2019<br>£000's | 2018/19<br>£000's | 2019/20<br>£000's | 2020/21<br>£000's | 2021 On<br>£000's |
| LAND (1)  | 0.0             |                            |                   |                   |                   |                   |
| CONSTRUCTION (3)  | 2980.0          |                            | 2980.0            |                   |                   |                   |
| FURN & EQPT (5)   | 90.0            |                            | 90.0              |                   |                   |                   |
| DESIGN FEES (6)   | 19.0            |                            | 19.0              |                   |                   |                   |
| OTHER COSTS (7)   | 588.0           |                            | 588.0             |                   |                   |                   |
| <b>TOTALS</b>   | <b>3677.0</b>   | <b>0.0</b>                 | <b>3677.0</b>     | <b>0.0</b>        | <b>0.0</b>        | <b>0.0</b>        |
| Total overall Funding (As per latest Capital Programme) | TOTAL<br>£000's | TO MARCH<br>2017<br>£000's | 2018/19<br>£000's | 2019/20<br>£000's | 2020/21<br>£000's | 2021 On<br>£000's |
| Basic Need Grant  | 4675.0          |                            | 4675.0            |                   |                   |                   |
|   | 0.0             |                            |                   |                   |                   |                   |
| <b>Total Funding</b>                                    | <b>4675.0</b>   | <b>0.0</b>                 | <b>4675.0</b>     | <b>0.0</b>        | <b>0.0</b>        | <b>0.0</b>        |
| <b>Balance / Shortfall =</b>                            | <b>0.0</b>      | <b>0.0</b>                 | <b>0.0</b>        | <b>0.0</b>        | <b>0.0</b>        | <b>0.0</b>        |

**Parent Scheme Number:** 32737/000/000

**Title:** Basic Need Expansions 2019/20

#### **4.4.7. Revenue Effects**

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

#### **4.5. Legal Implications, Access to Information and Call-In**

- 4.5.1. The approval of this report constitutes a 'Key Decision' and as such will be subject to 'Call-In'.
- 4.5.2. 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 June 2017. This report was shared with the Director of City Development, the Director of Resources & Housing and the Executive Member Learning Skills & Employment on the 19<sup>th</sup> February 2019.
- 4.5.3. There are no other legal implications or access information issues arising from this report.

#### **4.6. Risk Management**

- 4.6.1. Risk is to be managed through the application of 'best practice' project management tools and techniques via the City Council 'PM Lite' methodology. Experienced project management resource has been allocated from within City Development's Projects & Programmes Team. Contractual support is being provided by Procurement & Commercial Service. NPS will be providing technical support.
- 4.6.2. An Authority held contingency, commensurate with a project of this value, has been included within the approval figure to address any risks that occur during construction. This is to be used at the Authority's discretion and is not accessible by any other party.
- 4.6.3. Further support on risk is to be provided by the independent technical advisors assigned to the project and will be extended to any necessary value engineering requirements. NPS Ltd. (Leeds) have been appointed to undertake this function for the wider project.
- 4.6.4. 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 City Development's Head of Projects & Programmes, Asset Management & Re-generation.

#### **5.0 Conclusions**

- 5.1. In order to provide the necessary accommodation to implement the formal expansion of Carr Manor Community School (Primary Phase), up to two forms of entry per year, it is necessary to undertake the project detailed herein.
- 5.2. The delivery of the works at Carr Manor Community School (Primary Phase) 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), the school and other key stakeholders. The principal contractor is Portakabin Ltd.

- 5.2.1. The estimated scheme cost is £4,674,243.89; this includes £3,977,804 for construction works (this is the contract / tender submission value inclusive of £997,750 of previously approved 'Early Works' costs), professional fees and survey costs of £253,696, £90,000 for loose furniture & equipment to support the expansion to 2FE and the setting up of Primary and Secondary SEN provision, £54,409 for supporting costs and a client held contingency commensurate to the scale and complexity of the project.
- 5.2.2. 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 1<sup>st</sup> September 2019 for essential accommodation to facilitate the increased intake for the commencement of the 2019/20 academic year.
- 5.2.3. The requirement to provide additional accommodation at Carr Manor Community School (Primary Phase) for the commencement of the 2019/20 academic year has been developed through continued consultation with the appropriate stakeholders.

## **6.0 Recommendations**

6.1. The Director of Childrens & Families is requested to:

- 6.1.1. Approve the expenditure of £4,674,243.89 from capital scheme number 32655/CAR/000 for the construction work and associated fees for the expansion of Carr Manor Community School (Primary Phase) necessary for occupation from September 2019.
- 6.1.2. Authorise acceptance of the tender submitted via the Leeds Local Education Partnership in the sum of £3,977,804 inclusive of all professional design fees incurred by the appointed contractor, development costs and surveys incurred by the contractor. Noting that this figure includes the previously approved sum of £997,750 for the completion of the necessary 'Early Works' packages. Release of funding for the construction costs will be subject to valuations completed and validated by NPS Ltd. (Leeds).
- 6.1.3. Authorise the requirement to enter into a contractual agreement with Leeds D&B One Co. to deliver the development at Carr Manor Community School (Primary Phase). This will take the form of a JCT 2016 head contract between the authority and Leeds D&B One Ltd for the sum of £3,977,804.
- 6.1.4. Note that the estimated scheme cost of £4,674,243.89 includes; £3,977,804 for construction works (this is the contract / tender submission value inclusive of £997,750 of previously approved 'Early Works' costs), professional fees and survey costs of £253,696, £90,000 for loose furniture & equipment to support the expansion to 2FE and the setting up of Primary and Secondary SEN provision, £54,409 for supporting costs and a client held contingency commensurate to the scale and complexity of the project.
- 6.1.5. Note that the officer responsible for implementation is the Head of Service Learning Systems and the Head of Projects and Programmes, Asset Management & Regeneration and authorise them to enter into all other agreements required to deliver this project.

## **7.0 Background Documents<sup>1</sup>**

7.1. 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.