

Agenda item:

**[No.]**

**Report to Procurement Committee**

**30 June 2011**

Report Title. **Downhills Primary School Reception and Kitchen Works**

Report of : Peter Lewis, Director of Children and Young People's Service

Signed :

Contact Officer :

Brendan Bannister, Senior Project Manager, Children and Young People's Service

Wards(s) affected: West Green

Report for: **Key Decision**

**1. Purpose of the report (That is, the decision required)**

- 1.1. To seek Procurement Committee approval to appoint the recommended contractor named in Part B of this report for re-modelling works at Downhills Primary School.
- 1.2. To seek approval to issue letter of intent prior to formal contract signature for 10% of the contract value in accordance with CSO 12.02.

**2. Introduction by Cabinet Member)**

- 2.1. I believe that all appropriate procedures have been followed and am happy to support the recommendation in this report.
- 2.2. I am very pleased that we are able to improve facilities in this school.

**3. State link(s) with Council Plan Priorities and actions and /or other Strategies:**

The project at Downhills Primary School aims to significantly improve the school security and the environment for pupils and teachers.

### 3.1. Council Priorities

#### 3.1.1 Making Haringey one of London's Greenest Boroughs

3.1.1.1 The design and construction will support each of the seven Haringey Greenest Borough Strategy Priorities in the following ways:

· Priority One - Improving the Urban Environment:

- The building project will aim for zero waste.

· Priority Two - Protecting the Natural Environment:

- Extended community use of the school, exploiting the significantly improved facilities.

· Priority Three - Managing Environmental Resources efficiently:

- Within the school design, measures to be incorporated to minimise the utilities used on a daily basis.
- This will include minimising the use of water and energy through the installation of energy efficient fixtures and fittings.

· Priority Four - Leading by example, managing the public sector sustainably:

- ICT design will ensure energy use is minimised by incorporating automatic switch off of all devices within the software used.
- In addition the size of each device installed will be appropriate to the required tasks and the numbers of servers used will be minimised by centralising data centres creating further energy savings.
- Where possible legacy equipment to be reused or recycled. All new "white good" appliances to be AAA energy rated.
- Through a combination of good design and school best practice achieve a 10% reduction in energy used by the catering facilities

· Priority Five - Sustainable design and construction:

- Only certified (COC) timber will be used in construction and there will be

reduced use of VOC materials.

- A Site Waste Management Plan to national WRAP standards ensuring best practice in site construction management is included.

· Priority Six - Promoting sustainable travel:

- The works design has been integrated with the school's travel plan promoting the use of sustainable travel to school, such as cycling.

· Priority Seven - Raising awareness and involvement:

### **3.1.2 Creating a Better Haringey: Cleaner, Greener and Safer**

3.1.2.1 The Downhills Primary School project will vastly improve the school security by relocating the reception adjacent to the primary entrance route, remodelled kitchen to provide a modern and energy efficient facility and generally improve site accessibility and an improved aesthetic for the greater school community.

### **3.1.3 Encouraging Lifetime Well Being, at Home, Work Play and Learning**

3.1.3.1 The Primary Capital Programme will contribute to the transformation in outcomes for young people in Haringey by improving the learning environment, providing anywhere/anytime access to ICT and providing a wider range of pathways of study.

3.1.3.2 The project will promote learning through access to greater opportunities for all within the community.

### **3.1.4 Promoting independent living while supporting adults and children when needed**

3.1.4.1 The contractor will look to implement, wherever possible, the council's policies in respect of employing local labour, and creating apprenticeships for local people.

### **3.1.5 Delivering Excellent, Customer Focussed, Cost Effective Services**

3.1.5.1 Key to the success of this project and the Primary Capital programme is the improvement of standards in schools.

### **3.2 Council Strategy**

The development project at Downhills Primary School is being carried out to improve site and building circulation, site security, catering and reception facilities, learning and is considered a high priority within the Primary Capital Programme.

#### **3.2.1 The Children & Young People's Plan**

3.2.1.1 The successful completion of this project will be instrumental in Haringey achieving the aims and objectives of the Children and Young People's Plan 2006 – 2009 which are aligned with those in the national Children's Plan 2008 – 2020.

3.2.1.2 The project will help deliver the Every Child Matters agenda and provide an opportunity to transform education in Haringey by delivering a school that our young people, our teachers and our local communities deserve.

#### **3.2.2 The Primary Strategy for Change**

3.2.1 The planned design and construction programme for the school improvements will support and contribute towards the following five principles of Haringey's Primary Strategy for Change:

- **Principle 1:** We want all children to be able to enjoy their learning and to make good progress;
- **Principle 2:** We want to promote learning through access to greater opportunities for all within the community;
- **Principle 3:** We want to secure the health and well-being of our children and young people and safeguard their welfare, especially the more vulnerable;
- **Principle 4:** We want to further develop the leadership capacity in our schools;
- **Principle 5:** We want to integrate ICT throughout as part of the transformation of learning experiences for children, young people and the community.

## **4. Recommendations**

4.1. That Members agree to award the contract for the above project to the contractor named in Part B as allowed under Contract Standing Order CSO.11.03.

4.2. That Members agree to the issue of a letter of intent at 10% of the contract value in accordance with CSO 12.02.

## **5. Reason for recommendation(s)**

- 5.1. The contractor named in Part B paragraph 2.12 was evaluated on cost (60%) and quality (40%). The combined scoring is considered to represent the best value for money and is considered to be satisfactory as the basis for a contract.
- 5.2. To enhance the built environment, improve school security, modernise catering facilities and improve the learning environment for both pupils and teachers at Downhills Primary School.

## **6. Other options considered**

- 6.1. A total of six contractors on the Framework Agreement for the provision of Major Works Construction Services were invited to tender for the works. One contractor declined during the tender period. Details of this are contained in Part B, exempt information.

## **7. Summary**

### **Background**

- 7.1. The London Borough of Haringey identified Downhills Primary School requiring much need improvements to the school site security, catering facilities and reception.
- 7.2. The project will be carried out in 3 phases aimed to minimise disruption to the school :
  - **Phase 1:** Develop Main kitchen and corridor to resources room, including external opening and step access to playground.
  - **Phase 2:** running concurrently with Phase 1 this phase includes remodelling of existing kitchen to form new reception, entrance and office accommodation
  - **Phase 3:** Remodel existing reception space to be used for general teaching space.
- 7.3. The planning application for the works was approved on 9<sup>th</sup> June 2011.
- 7.4. Building control application has been submitted by the lead consultant.
- 7.5. The current budget in SAP for the project is £500,000. The PCP programme also contains an approved PCP contingency budget of £250,000 and formal approval of a virement from PCP contingency of £25,000 to bring the cash limit budget up to £525,000 has been agreed by the Primary and Pre-School capital

Commissioning Board. This will be processed through the Council's SAP system once ratified by Cabjnet in July 2011. The project budget is inclusive of construction works, professional fees, disbursements, furniture and fittings, and contingency.

- 7.6. The key decision is included in the Forward Plan.
- 7.7. The Children and Young People's Service is project managing this project. Norfolk Property Services were appointed from the Haringey Design Framework as lead designer in February 2011 and will progress the project to completion as contract administrator.

### **Procurement Process**

- 7.8. Competitive tenders were invited from six firms from the Framework Agreement for the Major Building Construction Works banding value £250,000 to £999,999 on the basis of their financial capability to undertake the project.
- 7.9. The defects liability period (rectification period) is 12 months.
- 7.10. Five tenders were received for Tender A (contract period 14 weeks), one contractor declined during the tender period.
- 7.11. The tenders were adjudicated by the lead consultant and checked for arithmetical accuracy and compliance with the tender specification. One tendered price has been adjusted due to minor arithmetical errors. The quality assessment summary is contained at Part B.
- 7.12. The contract is to be awarded on a fixed price basis.
- 7.13. The procurement route is based on a fully designed scheme.
- 7.14. Tenders include site establishment and management costs, overhead and profit.
- 7.15. A letter of intent is intended to be issued for 10% of the contract value.
- 7.16. The London Housing Consortium (LHC) Network offers a selection of products, services and contractors through pre-tendered framework arrangements. A review of the LHC framework arrangements has been carried out and goods and services, where applicable, have been applied. This was referenced in the tender documents. This document is appended to Part B, appendix A.

### **Programme**

- 7.17. The work is scheduled to commence on site in July 2011 and complete in November 2011.

7.18. The construction period will be 14 weeks, in defined phases of completion.

### **Sustainability**

7.19. A Site Waste Management Plan has been allowed within the project and has been produced ready to be taken forward by the contractor.

7.20. Based on the remodelling nature of the project BREEAM is not considered for this project.

7.21. Timber will be obtained from certified sustainable sources.

7.22. The design includes energy efficient lighting systems.

## **8. Chief Financial Officer Comments**

8.1. There is sufficient funding available within Primary Capital Programme funding to finance the capital works of £525,000.

## **9. Head of Legal Services Comments**

**9.1** The Framework Agreement for Major Works was tendered in Europe in compliance with European procurement legislation (the Public Contracts Regulations 2006).

**9.2** Six contractors on the Council's Framework Agreement for the provision of Major Works Construction Services were invited to tender for the works at Downhills Primary School.

**9.3** Children and Young People's Service Directorate now wishes to award the contract to the contractor named in Part B of the report.

**9.4** Because of the value of the contract, the award must be approved by the Procurement Committee in accordance with Contract Standing Order 11.03.

**9.5** The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations contained in this report.

## **10. Head of Procurement Comments**

10.1. The contractors invited to tender have been selected from the Council's

Framework Agreement for Major Building Construction Works 2010, banding value £250,000 to £999,999...

- 10.2. The tender has been prepared and tendered on a quality/price basis of 40%/60% and evaluated as the most economically advantageous tender for this award.
- 10.3. The selected contractor as recommended in Part B Exempt Information (paragraphs 2.10 and 2.14) represents best value for the council.

## **11. Equalities & Community Cohesion Comments**

- 11.1. An Equality Impact Assessment is not deemed necessary for this project

## **12. Consultation**

- 12.1. Stage events have taken place at design stages B and E, which invited comments and debate from parents, teachers and members of the local community. Feedback from events/ consultation was collated and incorporated into the design.
- 12.2. The Children and Young People's Service, Governors, the school head and staff have all had input in agreeing the scheme.
- 12.3. A fortnightly steering/ user group was established with representatives from the School's Governing Body, Staff and C&YPS Officers of the Council.
- 12.4. Project newsletters will be issued to update the school and the local community on progress.
- 12.5. Regular progress updates will be placed within the school newsletter.
- 12.6. A design stage review group was established with Client officers to appraise the design at each key stage. Stage approval was obtained prior to proceeding to the next stage.

## **13. Service Financial Comments**

- 13.1. The capital programme contains sufficient Primary Capital Programme funds to support the projected costs of £525,000. The sum of £525,000 includes a total contingency in excess of 10% and is considered adequate.

## **14. Use of appendices /Tables and photographs**



14.1. Part B of this report contains exempt information.

**15. Local Government (Access to Information) Act 1985**

15.1. List of background documents: Framework Agreement for Major Works, January 2006.

15.2. This report contains exempt and non-exempt information. Exempt information is under the following category (identified in amended Schedule 12A of the Local Government Act 1972). s. (3) Information relating to financial or business affairs of any particular person (including the authority holding that information).