



Haringey Council

PROCUREMENT COMMITTEE REPORT

Tetherdown Primary Expansion Phase 2

Agenda item:

[No.]

Procurement Committee

On: 27th November 2007

Report Title: **Tetherdown Primary Expansion Phase 2**

Forward Plan reference number (if applicable): **N/A**

Report of: **Sharon Shoesmith, Director of The Children and Young People's Service**

Wards(s) affected:
Muswell Hill and Fortis Green

Report for: **Key Decision**

1. Purpose

- 1.1 This report seeks Member approval to assign delegated authority to the Director of Children and Young People's Service (C&YPS) in consultation with the Cabinet Member for Children and Young People to award the contract for Phase 2 Expansion, Tetherdown Primary School on the basis that it does not exceed the maximum construction value, as defined in Appendix A Exempt Information.

2. Introduction by Cabinet Member

- 2.1 I recommend the proposals in this report to the Committee. It is essential that works commence at the start of January 2008 in order to be completed for reception admissions in September 2008

3. Recommendations

- 3.1 That Members agree to award the contract subject to the Agreed Maximum Price which will be delegated to the Director of C&YPS in consultation with the Cabinet Member for C&YPS, as allowed under Contract Standing Order (CSO) 11.03 and in accordance with the recommendations stated in paragraph 20 of this report.
- 3.2 To award approval based on a robust cost plan not to exceed a maximum construction value as defined in Appendix A.

Report Authorised by:



Sharon Shoesmith
Director
The Children and Young People's Service

Contact Officers:

Ian Bailey - Deputy Director, CYPS – Business Support and Development

Claire Barnes - Project Manager, CYPS Tel: 020 8489 1962

4. Director of Finance Comments

4.1 The Director of Corporate Finance has been consulted in the preparation of this report. The current approved budget for this project is £5.8m. A review of spend to ensure that all essential and appropriate works had been incorporated into the cost plan, identified the need for additional funding of £775k, bringing the total revised project cost to £6,576k. The additional funding required has been identified from existing resources within the overall C&YP capital programme. (This does not take account of the recent 3 year capital allocation which is higher than expected). The cost of the phase 2 contract is included in the revised project total cost of £6,576k.

5. Head of Legal Services Comments

- 5.1 The Framework Agreement to which this report relates has been tendered in the EU in accordance with the Public Contracts Regulations 2006.
- 5.2 Regulation 19 of the Public Contracts Regulations, 2006, provides that selection of contractors for specific projects under a Framework Agreement may be undertaken by mini-competition.
- 5.3 Under the Council's Contract Standing Orders, any contracts (whether let under a Framework Agreement or otherwise) with an estimated value of over £250,000 must be awarded by the Procurement Committee.
- 5.4 This report is seeking that the Procurement Committee delegates its power under CSO 11.03 to award contracts for specific projects to contractors selected from the BSF Contractor Partners Framework Agreement, on receipt of an agreed maximum price for each package, to the Director of Children's and Young People Service.
- 5.5 The report states that the Construction Procurement Group has developed a rigorous selection process for the selection of contractors from the Framework. Appendix B to the report sets out this process. CSO 11.01(b) allows for tenders to be accepted on the basis of providing most benefit to the Council, as determined

by such criteria as are relevant to the type of works.

- 5.6 Under Part 3E of the Council's Constitution, the Procurement Committee may delegate its powers to an officer. This power is derived from Section 15 of the Local Government Act, 2000.
- 5.7 This contract appears in the Forward Plan version 65, 27th November.
- 5.8 The Head of Legal Services confirms that there is no legal reason preventing Members from approving the recommendations in Paragraph 20 of this report.

6. Head of Procurement Comments

- 6.1 The contractor selected to undertake the works outlined in this report has been selected in accordance with the correct selection procedure for the operation of the framework agreements.
- 6.2 The Head of Procurement therefore supports the recommendations made at paragraph 3.

7. Local Government (Access to Information) Act 1985

7.1 List of background documents:

- ❖ Cost report prepared by the cost consultant.
- ❖ Framework Agreement for major Works, January 2006 (Project banding £1,000,000 - £2,499,999m)

7.2 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). Exempt information is, however, held in an Appendix to this report (Appendix A).

8. Executive Summary

- 8.1 Tetherdown Primary School is a popular and successful school in Muswell Hill. The Council identified that due to a high demand for school places in the area, the school would need to be expanded from a one form entry school to a two form entry school.
- 8.2 The expansion project was divided into 2 phases. Phase 1 was approved by Procurement Committee in March 2006 and is scheduled for completion on the 20th November 2007.

- 8.3 Work is required under phase 2 to complete the accommodation and allow reception admissions in September 2008. This report relates to Phase 2 only, the refurbishment and conversion of the original school building.
- 8.4 The main contractor for the project has been selected under the Council's framework for major works of value between £1m and £2.499m. This contractor is in the process of collating detailed prices for the works, including those parts to be carried out by sub-contractors.
- 8.5 Works must commence at the start of January 2008 in order to be completed for reception admissions in September 2008. To allow this, we are seeking approval to the Director of the Children and Young People's Service, in consultation with the Cabinet Member for Children and Young People, to award the contract, providing the overall price is within the cost plan set out in this report. The scope of work has been defined within two packages (1) Phase 2a and (2) Phase 2b. These packages are being tendered by the selected contractor during November and December 2007.

9. Background

- 9.1 The expansion of Tetherdown Primary School forms an integral part of C&YPS's strategy of expanding schools to meet pupil place needs where they are greatest.
- 9.2 An opportunity arose to acquire land from the adjacent TreeHouse Trust. The Central Foundation Schools of London sold a redundant playing field to the TreeHouse Trust, a London based UK charity planning to build a school for children with autism. A surplus of land became available and this land was purchased by the Council to accommodate the expansion. The purchase of this land offered a unique opportunity to expand a successful school and meet parental aspirations in the West of the borough.
- 9.3 The expansion project was divided into 2 phases. Phase 1 incorporated the demolition of the single storey hall, servery and kitchen and construction of a new classroom building, hall and kitchen building which would be linked to the existing school. This phase was competitively tendered, presented to and approved by Procurement Committee in March 2006. The works on site are ongoing with an anticipated completion date of the 20th November 2007.
- 9.4 This report presents a proposal to implement Phase 2. The work will incorporate the remodelling of the existing Tetherdown School. The accommodation comprises of a three-storey Victorian classroom block and a later single storey timber cabin two-class reception annex. The original classrooms and facilities are very cramped, are well below current standards and due to age and limited investment opportunities are in need of extensive external and internal repairs.

- 9.5 The contractor competitively selected to complete Phase 1 was appointed prior to the introduction of the Council's Construction Framework Arrangements.
- 9.6 Phase 2 of the Tetherdown Primary School Expansion Project will be delivered under a call-off arrangement from the Council's Framework Arrangement for major construction work.
- 9.7 To enable completion of phase 2, the school will decant into Phase 1 accommodation during Monday 17th and Friday 21st December 2007.
- 9.8 Phase 2 is intended to commence on site from January 2008, offering completion for September 2008. Achieving this timescale is critical to meeting reception admission requirements for September 2008.
- 9.9 Phase 2 incorporates a complete redevelopment of the existing building:
- ❖ All internal walls will be demolished and realigned including enhancements to thermal insulation, new lighting, power and heating. It will offer an extension to 2 ground floor reception classrooms and a 2nd floor extension. Due to age and deterioration, the roof covering will be replaced as well as all sash windows. The project will attend to the removal of asbestos and previous treatment of dry rot.
 - ❖ The single storey timber cabin classrooms will be removed. This will incorporate the formation of a new retaining wall, landscaping of associated area and resurfacing of the existing key stage 2 play ground.
 - ❖ The external elevations of the existing building will be repaired and cleaned.
- 9.10 The design for phase 2 has been developed in parallel to Phase 1.
- 9.11 In order to achieve the critical milestone of September 2008, phase 2 will be divided into 2 elements:
- ❖ Phase 2a will incorporate the roof, windows and 2nd floor extension works. This phase is currently being tendered by the framework contractor and will be commissioned in December 2007, enabling commencement from Monday 7th January 2008.
 - ❖ Phase 2b will incorporate all internal redevelopment works, asbestos removal, thermal insulation within the walls and roof, mechanical and electrical services, removal of timber buildings and all external landscaping. This phase will be tendered during November and December 2007 with a programmed commencement of construction towards the end of January 2008.

- 9.12 Bennett Sef, who were appointed lead designer for phase 1 from the Haringey Construction Related Consultancy Services (CRCS) Framework Agreement will continue with phase 2.
- 9.13 Phase 2 tenders will be sought on agreed packages of work between the contractor and cost consultant. On receipt, the tender will be evaluated against the cost plan, design and measurement of works prior to reaching and agreeing an AMP.
- 9.14 Planning Applications Sub-Committee granted permission for the development of Tetherdown Primary School, including conservation area consent to demolish the hall and timber cabins on the 10th October 2006.
- 9.15 The project has been developed in accordance with the Department for Children Schools and Families (DCSF) Building Bulletin BB99 "Briefing Framework for Primary School Projects" and follows extensive consultation with key stakeholders including school staff and governors. A number of consultation events were previously held at the school, inviting parents, local residents and other interested parties to view and comment on the project proposal

10. Budget

- 10.1 Initial funding provision was made for the Tetherdown Expansion project of £5.8m through DSCF Formulaic allocation to the Council for New Pupil Places 2005-2008.
- 10.2 The construction budget previously apportioned to Phase 2 stood at £980k. The value reported to the Agenda Clearing Committee on the 25th October 2007 reported an estimated construction value of £1.080m. The updated cost plan issued within this report offers a revised construction value of £1.272.568m. An explanation for the differential is in Appendix A.
- 10.3 A review has been undertaken to ensure all essential and appropriate works had been considered and incorporated into the design and cost plan. This included a condition survey of the roof and a specialist condition survey of roof beams, dry rot and windows and asbestos. The surveys are being conducted during October half term (22nd-26th October 2007) and reports will be available thereafter. The cost plan incorporates a provisional sum for this work which will be determined on receipt of the associated report and final tender price.
- 10.4 The allocation has been revised and reported to members within the budget monitoring report. A separate report has been passed to Corporate Finance demonstrating how this could be met from existing resources. This does not take account of the recent 3 year capital allocation which has exceeded expectations.

- 10.5 Ongoing revenue costs will be contained within the school budget. Case studies suggest that the use of controlled lighting is likely to produce an revenue saving of 30%. A combination of longer lamp life and reduced operating hours should double the interval between lamp replacement and halve the maintenance burden of proper disposal of fluorescent tubes. The predicted annual heating usage is estimated to produce a 37% saving on revenue.

11. Strategic Implications

- 11.1 The expansion of Tetherdown Primary School forms an integral part of C&YPS's strategy of expanding schools to meet pupil place needs where they are greatest.

12. Financial Implications

- 12.1 The allocation noted in 10.4 covers the period 2007-8, 2008-9 and 2009-10.

13. Equalities Implications

- 13.1 The design includes a link between the new block (phase 1) and the existing school (phase 2) at each level with a lift, stairs and level access and circulation to all areas of the school.
- 13.2 The scheme is designed to ensure the Authority complies with statutory requirements in relation to the Building Regulations Part M 2004 "Access to and Use of Buildings", and the Disability Discrimination Act 2005. This includes accessibility for wheelchair users by means of level access, 900mm clear door openings and accessible toilet. External ramps will be installed with a slip preventing tarmac.
- 13.3 The internal circulation space has been designed to be clear and simple in order to facilitate easy use and means of escape. Places around the building will be clearly identified through a range of devices including colour, graphics, shape and texture. Principal circulation routes will offer clear lines of vision assisting in promoting and monitoring a safe environment.
- 13.4 Expansion of the school will mean that an additional 210 pupils (30 per year) from the local area will be able to attend the school, which is popular and high achieving. This is in line with Government policy to expand successful schools. The expanded school will reach full pupil capacity of 420 pupils in 2012-13.

14. Sustainability Implications

- 14.1 The site enjoys ease of access to good public transport links with bus and access to tube links via East Finchley.
- 14.2 The expansion will enable local children to attend Tetherdown Primary School rather than other schools outside the immediate area, thus reducing travel distances and emissions.
- 14.3 Delivering sustainable design solutions and managing and minimising waste have been significant factors in the selection criteria for choosing the contractor. During the design and construction process materials will be assessed with regards to source, waste, energy, recyclability and use of standard component sizes to minimise waste.
- 14.4 Waste management solutions will be further developed with the contractor and implemented through Key Performance Indicators where feasible
- 14.5 Phase 1 and 2 has been designed to operate as one building with a common approach to sustainability.
- 14.6 Heating controls include compensation and optimisation to ensure the building is heated only when required. Insulated steel pipe work and steel radiator panels will replace existing.
- 14.7 Sanitary appliances will be water efficient low flush WC's and aerator spray taps.
- 14.8 The classrooms will be naturally ventilated via open windows. Mechanical ventilation will be provided in all WC's.
- 14.9 Hot water and ventilation plant will be time switch controlled. All controls will have the facility to be over-ridden, or for the pre-set periods to be extended, if required.
- 14.10 Energy saving electric lighting will be provided throughout the school including low energy light sources, occupancy sensors and time switch/photocell control of external lighting. This is estimated to increase energy efficiency by 15%. The total lighting load on completion of remodelling will offer an overall reduction of 4kw, giving a reduced annual energy consumption and a potential 50% energy saving compared to the existing building. The expected lamp life will increase from 10,000 to 15,000 hours.
- 14.11 Sound absorbing materials will be used to comply with acoustic separation requirements of BB93 with enhancements between the ground and 1st floor to reduce noise generation between floors due to the alignment of corridor space.
- 14.12 Rooms will include reflective and absorbing finishes to optimise reverberation times and speech intelligibility.
- 14.13 The development will provide opportunities for staff and children to influence their classroom and outdoor environments. The contractor will be able to

arrange educational visits so that children can understand more about the construction process and be aware of what is done and what jobs are involved to bring a project of this nature together.

- 14.14 Heating energy usage has been modelled using the DCFS BB87 Energy and CO2 Workbook Calculation Programme for existing wall, roof structure and internal insulation. The construction will meet the thermal performance requirements of the Building Regulations, Part L.
- 14.15 Landscaping and planting will include elements for acoustic screening of external play areas from neighbours.

15. Health and Safety Implications

- 15.1 The selected contractor has been assessed as competent under The Construction Health and Safety Assessment Scheme (CHAS), which is an industry-wide body. They also comply with the requirements of the Council's Health and Safety Policy.
- 15.2 As part of this contract and in conjunction with the Head teacher, the contractor will organise a presentation of the school from their Health and Safety advisor. There will also be regular supervised on-site visits for pupils, staff and Governors focusing on areas relating to the National Curriculum.
- 15.3 As required by the Construction, Design and Management (CDM) Regulations 2007, the Principal Contractor's Construction Phase Health and Safety Plan will be checked and approved by the client and the CDM Co-ordinator prior to the commencement of work on site and assistance will be given to the school to modify its own Health and Safety Plan should it be necessary on completion of the expansion project.
- 15.4 The school will be occupied during the works and delivering a full curriculum. The tender evaluation, in particular the interviews, sought solutions from the contractors for effective management of the works within an occupied school to minimise noise and disruption and ensure health, safety and security are maintained at all times
- 15.5 A rigid security hoarding will be erected around the site compound to protect ongoing school activities from the construction site.
- 15.6 Biodiversity considerations have been incorporated into the planting plan of the gardens for the new school in a number of ways. A blend of flowering and fruiting trees and shrubs have been included in the design to provide food and habitats for a variety of birds and insects. The extensive planting of lavender will provide pollen and nectar for bumblebees, many species of which have undergone steep declines in Britain. A number of species used in the plantings,

especially of shrubs and small tree's are native to southern England, which will help to support a range of insects and also native small birds. Additionally, works to eliminate dry rot will have an impact on fungal diversity in the building and the extensive renovation and cleaning may reduce bacteriological variety.

16. Consultation

- 16.1 Extensive consultation has been carried out with the end users in arriving at the agreed layout. Prior to the approval by Members for Phase 1, an open evening was held to invite comments and debate. C&YPS, Governors, Head Teacher and school staff have all had input in agreeing the design for Phase 1 and 2. Information and feedback from the consultation event and ongoing monthly Expansion Group Meetings have been incorporated into the final layout and design.

17. Description of Procurement Process and Selection of Contractor

- 17.1 The Construction Procurement Group has in place a number of Framework Agreements available for the call-off of contractors and consultants work.
- 17.2 Phase 2 contractor has been selected from the list of contractors for major works within the band £1,000,000 to £2,499,999.
- 17.3 The consultants were commissioned to complete both phases 1 and 2.
- 17.4 In line with the management arrangements for the Framework Agreements, a panel is required to jointly consider the appointment of any contractor off the framework. The project panel met on in May 2007 and was made up of the Project Manager (C&YPS), Construction Procurement Group and Contract Administrator (Bennett Sef).
- 17.5 The Construction Procurement Group has developed a rigorous selection process for the selection of contractors from the Framework. This process has been agreed by audit. It includes such factors as price and quality, health and safety performance, financial status, ranking under the original framework agreement evaluation process and the client's essential project criteria.
- 17.6 A meeting was held with the selected contractor on the 11th October 2007 to discuss the project in detail. This meeting concluded that the contractor has sufficient resource and ability to undertake the works.
- 17.7 The information referring to the selected contractor is exempt; refer to Appendix A.

18. Contract and Performance Management

- 18.1 Contract and performance management will be overseen by C&YPS working closely with the Construction Procurement Group.

19. Key benefits and Risks

19.1 Tetherdown is a popular and successful primary school that is heavily oversubscribed. The Council has previously agreed to expand this school to allow more local children to attend.

19.2 Completion by September 2008 is dependant on:

- ❖ Procurement approval is granted on the 27th November 2007. This was indicated within the agenda clearing report presented on Thursday 25th October 2007.
- ❖ Submission of tenders and detailed evaluation is carried out as programmed. Close monitoring of the programme and sufficient resources will support this activity.
- ❖ The tender return for Phase 2a and 2b are within the budget approved within C&YPS and cost plan provided. The cost plan provided by Potter Raper Partners is based on competitive market rates for such activities and has been measured against the design drawings issued by Bennett Sef.
- ❖ Issue of a letter of acceptance for each phase, followed by formal contract. This has been agreed with the Council's Legal Department.
- ❖ Construction commences in January 2008. The selected contractor considers they are able to support delivery.
- ❖ If completion for September 2008 cannot be achieved due to inclement weather or general unforeseen delays, a contingency plan will be implemented to ensure the school is able to accommodate reception admissions in 2008. Options are currently being reviewed between the Council, Head Teacher and Governors to support this admission.
- ❖ The school will move into phase 1 accommodation during the 17th-21st December 2007. The space available offers limited and minimal storage and welfare facilities. This will be managed in the short term but would be difficult to accommodate if a delay in construction occurred beyond September 2008.

20. Summary and Conclusion

20.1 This report seeks Member approval to assign delegated authority to the Director of C&YPS within the boundary of the project budget (refer to Appendix A)

20.2 The completion of phase 1 and 2 will accommodate increased pupil numbers from September 2008 and achieve design standards of BB99. The expansion project will offer modern and flexible facilities, benefiting teaching methods and enhance the environment for pupil learning.

21. Use of Appendices / Tables / Photographs

1. Appendix A – Exempt Information