



Haringey Council

**DELEGATED SIGNING**

Tetherdown Primary Expansion Phase 2

Agenda item:

**[No.]**

**DELEGATED SIGNING**

**On: 8 JANUARY 2008**

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

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

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

Wards(s) affected:

Report for: **Decision**

**1. Purpose**

1.1 This report seeks 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 2a Tetherdown Primary School on the basis that it does not exceed the maximum construction value, as defined in Appendix A Exempt Information presented to Procurement Committee on the 27<sup>th</sup> November 2007.

**2. Introduction by Cabinet Member**

2.1 I recommend the proposals in this report. 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 the Director of C&YPS and Cabinet Member for C&YPS agree to award the contract subject to the Agreed Maximum Price for Phase 2a as allowed under Contract Standing Order (CSO) 11.03.
- 3.2 To award approval based on receipt of tender and detailed evaluation of scope and cost.

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 ("the Framework") to which this report relates has been tendered in the EU in accordance with the Public Contracts Regulations 2006.
- 5..2 Under the Council's Contract Standing Orders CSO 11.03, any contract (whether let under a Framework Agreement or otherwise) with an estimated value of over £250,000 must be awarded by Procurement Committee.
- 5..3 In accordance with CSO 11.04 as this is also an item published in the Council's forward plan the award of the contract must be in accordance with Part 5 Section C of the Councils Constitution and therefore the decision must be taken by the Executive lead member in consultation with the Director of Children and Young People's Service.
- 5.4 On 27<sup>th</sup> November 2007 the Cabinet Procurement Committee under CSO 11.03 delegated power to award the contract for the construction of Phase 2 Expansion, Tetherdown Primary School to the Director of Children & Young People's Service in consultation with the Cabinet member for Children & Young People to award, providing that the agreed price is within the maximum construction value set out within Appendix A (Exempt information).of the report to the Cabinet Procurement Committee on the 27<sup>th</sup> November 2007.

- 5.5 Children and Young People Services have split the Phase 2 works into 2 separate works which are Phase 2a and Phase 2b for the reasons stated in the report at paragraph 9.6.
- 5.6 This report is seeking approval by the Director of Children & Young People's Service in consultation with the Cabinet member for Children & Young people to award the contract for the construction of Phase 2a Expansion, Tetherdown Primary School in accordance with the recommendations of paragraph 3 of this report.
- 5.7 The Head of Legal Services notes the content of the report and as long as the agreed maximum price for Phase 2a and Phase 2b is within the agreed maximum price agreed by members at the Cabinet Procurement Committee on the 27<sup>th</sup> November 2007 as set out in Appendix A to that Committee, there is no legal reason preventing the recommendation in paragraph 3 of this report being approved.

## **6. Head of Procurement Comments**

- 6.1 The Head of Procurement has previously commented on the procurement report tabled on 27<sup>th</sup> November, and does not have any further comment to make except to emphasise the need for stringent cost control throughout all stages of this project to ensure that the previously agreed AMP is not exceeded.

## **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)
- ❖ Appendix A – Exempt Information

- 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 The procurement report for Tetherdown Phase 2 Expansion was presented to the Procurement Committee on Tuesday 27<sup>th</sup> November 2007. The report sought delegated authority to the Director of C&YPS in consultation with the

Cabinet Member of C&YPS to award the contract providing the overall price is within the cost plan set out within Appendix A Exempt Information.

- 8.2 Delegated authority was granted on Tuesday 27<sup>th</sup> November 2007.
- 8.3 Works must commence at the start of January 2008 in order to be completed for reception admissions in September 2008. This report seeks approval by 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 for Phase 2a Tetherdown Primary School Expansion providing the overall price is within the cost plan set out in this report.
- 8.4 The scope of work is defined in two packages (1) Phase 2a and (2) Phase 2b. These packages are being tendered separately by the selected contractor during November and December 2007.
- 8.5 The tender for Phase 2a is expected to be returned and fully evaluated by the 7<sup>th</sup> December 2007.
- 8.6 The tender for Phase 2b is expected to be returned and fully evaluated by the end of January 2008.
- 8.7 The main contractor for the project has been selected under a call-off arrangement from 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.

## **9. Background**

- 9.1 The report presented to Procurement Committee on the 27<sup>th</sup> November 2007 sought authority to proceed with 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
- 9.2 To enable completion of phase 2, the school will decant into Phase 1 accommodation during Monday 17<sup>th</sup> and Friday 21<sup>st</sup> December 2007.
- 9.3 Phase 2 is intended to commence on site from the 2<sup>nd</sup> January 2008, offering completion for September 2008. Achieving this timescale is critical to meeting reception admission requirements for September 2008.
- 9.4 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 2<sup>nd</sup> 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.
- 9.5 The design for phase 2 has been developed in parallel to Phase 1.
- 9.6 In order to achieve the critical milestone of September 2008, phase 2 has been divided into 2 elements:
- ❖ Phase 2a incorporates the replacement of the roof, windows repair/replacement, internal strip out and enabling works and a 2<sup>nd</sup> floor extension. This phase is currently being tendered by the framework contractor and will be commissioned in December 2007, enabling commencement from the 2<sup>nd</sup> January 2008.
  - ❖ Phase 2b incorporates all remaining 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 December 2007 and January 2008 with a programmed commencement of construction in early February 2008.
- 9.7 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 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 25<sup>th</sup> 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. Additional surveys were conducted during October half term (22<sup>nd</sup>-26<sup>th</sup> October 2007). Reports have been received and findings as appropriate have been incorporated into the design.
- 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.

Ongoing revenue costs will be contained within the school budget. Case studies suggest that the use of controlled lighting is likely to produce a 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. Health and Safety Implications**

- 13.1 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.
- 13.2 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.
- 13.3 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.

- 13.4 A rigid security fence will be erected around the site compound to protect ongoing school activities from the construction site..

#### **14. Consultation**

- 14.1 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.

#### **15. Description of Procurement Process and Selection of Contractor**

- 15.1 Phase 2 contractor has been selected under a call off arrangement from the list of contractors for major works within the band £1,000,000 to £2,499,999.

#### **16. Contract and Performance Management**

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

#### **17. Key benefits and Risks**

- 17.1 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.

- 17.2 Completion by September 2008 is dependant on:

- ❖ 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.

## **18. Summary and Conclusion**

- 18.1 This report seeks approval by the Director of C&YPS in consultation with the Cabinet Member of C&YPS to award a contract for Phase 2a.
- 18.2 A delegated signing meeting will be arranged in January 2008 following receipt of Phase 2b tender and evaluation.