

**DELEGATED POWERS REPORT NO.****1202****SUBJECT:** Acceptance of Quotation for an extension to Canada Villa Youth Centre**Control sheet**

**All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to Democratic Service for publishing**

<b>All reports</b>		
1. Democratic Services receive draft report	Name of DSO Date	Nick Musgrove 21 <sup>st</sup> October 2010
2. Democratic Services cleared draft report as being constitutionally appropriate	Name of DSO Date	Nick Musgrove 22 <sup>nd</sup> October 2010
3. Finance clearance obtained ( <i>report author to complete</i> )	Name of Fin. officer Date	John Hooton 29 <sup>th</sup> October 2010
4. Staff and other resources issues clearance obtained ( <i>report author to complete</i> )	Name of Com. officer Date	Craig Cooper 21 <sup>st</sup> October 2010
5. Trade Union response received (Staffing issues only)	Name of TU rep. Date	N/A
6. Legal clearance obtained from ( <i>report author to complete</i> )	Name of Legal officer Date	Steven Strange 25 <sup>th</sup> October 2010
7. Policy & Partnerships clearance obtained ( <i>report author to complete</i> )	Name of P&P officer Date	Andrew Nathan 21 <sup>st</sup> October 2010
8. Equalities & Diversity clearance obtained ( <i>report author to complete</i> )	Name of officer Date	Andrew Nathan 21 <sup>st</sup> October 2010
9. The above process has been checked and verified by Director, Head of Service or Deputy ( <i>report author to complete</i> )	Name Date	Craig Cooper / Val White 29 <sup>th</sup> October 2010
10. Signed & dated report, <u>scanned or hard copy</u> received by Democratic Services for publishing	Name of DSO Date	Jonathan Regal 3 <sup>rd</sup> November 2010
11. Report published by Dem Services to website	Name of DSO Date	Jonathan Regal 3 <sup>rd</sup> November 2010
<b>Officer reports:</b>		
12. Head of Service informed report is published and can be implemented.	Name of DSO Date	Jonathan Regal 3 <sup>rd</sup> November 2010
<b>Cabinet Member reports:</b>		
13. Expiry of call-in period	Date	
14. Report circulated for call-in purposes to COSC members & copied to Cabinet & Head of Service	Name of DSO Date	
	Date	

## ACTION TAKEN BY CABINET MEMBER(S) UNDER DELEGATED POWERS (EXECUTIVE FUNCTION)

<b>Subject</b>	<b>Acceptance of Quotation for an extension to Canada Villa Youth Centre</b>
<b>Cabinet Member(s)</b>	Cabinet Member for Resources and Performance; and Cabinet Member for Education, Children and Families
<b>Date of decision</b>	1 <sup>st</sup> November 2010
<b>Date decision comes into effect</b>	1 <sup>st</sup> November 2010
<b>Summary</b>	To accept the quotation from T&B Contractors for an extension and minor internal refurbishment works to Canada Villa Youth Centre
<b>Officer Contributors</b>	Bernard Gallagher – Project Manager, Commercial Services
<b>Status (public or exempt)</b>	Public with separate exempt report
<b>Wards affected</b>	Mill Hill
<b>Enclosures</b>	None
<b>Reason for exemption from call-in (if appropriate)</b>	N/A

Contact for further information: Bernard Gallagher – Asset Management and Capital Programmes Team, Commercial Services – [bernard.gallagher@barnet.gov.uk](mailto:bernard.gallagher@barnet.gov.uk).

Serial No. 1202

## 1. RELEVANT PREVIOUS DECISIONS

- 1.1 Cabinet Resources Committee 30 July 2009 – decision item 14 agreed the location of the phase 3 Children’s Centres to be established within the Borough – Canada Villa was named as one of the locations.
- 1.2 Cabinet Resources Committee 2 September 2010 – decision item 10 (Appendix C) agreed a final project budget of £260,000 for Canada Villa.

## 2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 Better services with less money – one of the key objectives of this priority is to ensure that the Council can ‘intervene early to strengthen families and ensure that children and young people are able to achieve their potential’.
- 2.2 Sharing opportunities and sharing responsibilities – one of the key objectives of this priority is to ‘embed a safeguarding culture throughout Barnet to make sure our children, young people and adults remain safe’.

## 3. RISK MANAGEMENT ISSUES

- 3.1 A risk assessment has been carried out and the main issues listed have been summarised in the following table:

Risk	Early Warning Mechanisms/ Hazards	Residual Risk		Consequences / Mitigating Actions
		Likelihood	Impact	
Poor performance of Contractor	Construction programme does not run to schedule, no information produced.	Low	High	Delay and additional cost. Contractors both have proven experience of working for Barnet and have demonstrable experience of working in Schools and educational settings.
Contractor insolvency	Monitoring of progress and performance	Low	Medium	Delay and additional costs. Contractors known to LBB, no previous financial problems known, present workload provides evidence of financial competence.
Inaccurate base data/information provided to Contractor at tender	Requests for information from Contractor.	Low	Medium	Delay and additional costs. Lead designer known to LBB, relevant surveys completed as part of design process.

Ground contamination	Contractor monitoring	Low	High	Delays and additional cost. Soil investigation surveys undertaken and made available to both, local risk of contamination due to made ground, construction contingency budget increased in the event small amount of ground needs to be disposed of as contaminated, this will be confirmed before works commence.
----------------------	-----------------------	-----	------	--

3.2 I have considered whether the issues involved are likely to raise significant levels of public concern or give rise to policy considerations *and they do not*.

#### 4. EQUALITIES AND DIVERSITY ISSUES

4.1 The proposed works will enhance Barnet's reputation as a good place to live and work and will assist in enshrining a safeguarding culture within the Borough.

#### 5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

5.1 The source of funding and cost projection for both projects is as follows:

<b>Funding:</b>	
SureStart phase 3 Children's Centre Grant funding	£260,000 – Canada Villa
<b>TOTAL</b>	<b>£260,000</b>
<b>Cost Projection Canada Villa:</b>	
Design fees, asbestos removal, construction, refurbishment and contingency costs	£225,700
Surveys and statutory fees	£6,220
Car Park improvement works	£28,080
<b>TOTAL</b>	<b>£260,000</b>

5.2 Options for delivering the new accommodation were looked at in detail by the design team at feasibility stage and a new build extension at Canada Villa was identified as the option preferred to derive maximum value for money and meet all the project deliverables as identified in the Business Case.

5.3 The works were procured in line with Council Contract Procedure Rules in partnership with the Corporate Procurement Team. Five written quotations based on a works specification and tender drawings were invited from suitably qualified Contractors with the returns noted in the table below:

<b>Bidder</b>	<b>Quotation Cost</b>
1. T&B Contractors	£186,842.61
2. Contractor B	£183,997.61

3. Contractor C	£178,490
4. Contractor D	£205,665.75
5. Contractor E	£216,030

5.5 The quotations were assessed by the Client Project Manager, the project Architect and the Head of Centre. The scoring ratio was based on cost – 40% and quality - 60% to ensure a value for money quotation. T&B's quotation was deemed to be the best value option as their quality criteria based on previous experience and capacity and resources available scored the highest. The final scores from the assessment matrix are included in the exempt report.

5.6 The two highest scoring bidders (T&B and Contractor B) were then asked to revise their quotation prices in line with a Planning condition relating to the foundations of the building which were notified to the project architect post quotation return date. The revised quotations were as follows:

<b>Bidder</b>	<b>Revised Quotation Cost</b>
1. T&B Contractors	£199,094.29
2. Contractor B	£197,802.83

5.7 The revised tender matrix is included in the exempt report.

5.8 The car park improvement works will be procured using the present Highways Maintenance and Improvement Contract 2007-2012 with Ringway Ltd, using an existing and previously tendered schedule of rates to provide a value for money solution.

5.9 The extension will include the relevant IT infrastructure to enable the staff to provide suitable and modern IT learning and teaching.

5.10 The site is Council owned and the project will improve the suitability of the asset.

5.11 The construction methods to be employed will include modern, sustainable elements including sensor controlled lighting, underfloor heating, thermally insulated walls, floors and roofs, passive ventilation controls and acoustic control standards.

## **6. LEGAL ISSUES**

6.1 None except any mentioned or referred to in the body of this Report.

## **7. CONSTITUTIONAL POWERS**

7.1 The Council's Contract Procedure Rules Table 5.1 authorises a Cabinet Member to accept tenders where the tenders represent value for money and are the best available options for the Council.

