



MEETING SUMMARY

PROJECT: CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS, CHELMSFORD, CM1 1RW
EXPANSION BY 1FE

Project Team Meeting at MLM Offices

1:30pm On Tuesday 2nd July 2019

- | | | | ACTION |
|------------------------------|---|----------------------|------------|
| 1. Present | | | |
| Jonathan Page | (JP) | - MLM Group | (MLM) |
| Sam Burgess | (SB) | - MLM Group | (MLM) |
| Nick Buxton | (NB) | - Tillyard | (Tillyard) |
| Panos Raptis | (PR) | - PCH Associates Ltd | (PCH) |
| Rebecca Alexander | (RA) | - PCH Associates Ltd | (PCH) |
| Mark Hatley | (MH) | - PCH Associates Ltd | (PCH) |
| 2. Purpose of Meeting | | | |
| 2.1 | General catch up on progress of project and outstanding information required to complete the planning application and the Employer's requirements. | | |
| 3. Enabling Package | | | |
| 3.1 | RA/MH confirmed that work is progressing on site. JP is making contact with Dean from Bakers of Danbury to ensure he is satisfied on the resolution to the gas divisions. | | MLM |
| 3.2 | MLM to issue final drawing and then the enabling package invoice can be paid. | | |
| | <i>Post Meeting Note- Drawing issued on 3rd July. MLM invoice has been issued.</i> | | |

4. Planning Application4.1 Drawing Package

- PR has sent through updated drawings to all parties so surveys/reports can be finalised.
- PCH are completing the planning drawings/updated visuals this week for inclusion in the planning application.

PCH

4.2 Supporting Surveys/Reports

- Geosphere to issue updated surveys/ reports reflecting final layouts.
- MTC to issue final transport statement.
- Draft landscaping scheme is completed.
- MLM have circulated the acoustic report for inclusion with the application.
- MLM are several weeks away from recovering the light spillage information for the floodlit tennis courts. For the purposes of the planning application, PCH will include information for a similar scheme they have carried out.

Geosphere
MTC

PCH

4.3 Submission

- PCH are completing the planning statement this week and have drafted the application on the planning portal. To expedite this, PCH will pay the application fee for the school and charge back on their next invoice.

PCH

4.4 Programme

- The intention is to submit the planning application by the end of the week (5th July).

5. Tender Documentation5.1 Employer's Requirements Document

- NB has drafted the preliminaries and general information.
- PCH have completed the NBS section and are completing the Specific Elemental Requirements and Room Data Sheets.

PCH

5.2 Structural/Civil Information

- Inertia to circulate details of the scheme based upon using SIPS panels.
- Inertia to circulate an outline Performance Spec for the works.
- It was reiterated that, in order to provide best price, contractors will have the option of building the teaching block traditionally, using a steel frame or using CLT/SIPS panels.
- Inertia to co-ordinate the MLM above ground drainage drawing with their drainage scheme.

Inertia
Inertia

Inertia

5.3 M&E Information

- PCH to circulate updated elevations in .dwg format so MLM can complete their thermal model. PCH
- MLM to confirm U-values/provide testing so they can be provided to tendering contractors. MLM
- The overall strategy was discussed as follows:
 - i. Heating –
 - A combination of radiant panels and underfloor heating in the Sports Hall.
 - - A combination of radiant panels and radiators in the Teaching Block
 - ii. A/C – Generally only to server rooms
 - iii. Ventilation – Both blocks to have a combination of mechanical and natural ventilation.
 - iv. Lighting – All LED. Low level bollard to be provided to car parks etc.
- As utilities quotations could take several more months to receive MLM are to advise on provisional allowances for gas, water and electricity supplies for inclusion in the ER's. MLM
- MLM will be providing the following drawings.

	Sports Hall	Teaching Block
Utilities/External Services	✓	✓
Heating	✓	✓
A/C	✓	✓
Ventilation	✓	✓
Hot & Cold Water services	✓	✓
Small Power	✓	✓
Lighting	✓	✓
Data/IT/CCTV etc	✓	✓
Lifts	Included on small power/data drawings	Included on small power/data drawings
External Lighting	✓	✓
Above Ground Drainage	✓	✓

- MLM to issue Performance Specification. MLM

5.4 Generally

- It was re-confirmed that Inertia will be novated and MLM will remain client side during the contract.

6. PQQ

6.1 The PQQ has been issued to the following:

- Barnes Construction
- Brooks and Wood
- Cadmans
- Coulsons
- Cocksedge
- Davis Construction
- Horizon Construction
- Phelans
- TJ Evers

6.2 Due to workload Barnes have declined to return.

6.3 Bakers of Danbury have expressed an interest. There was a concern that the scheme may be too big but they will submit a return that can be assessed.

7. Overall Programme

7.1 Re-confirmed as follows:

Completion of planning surveys/ reports	- 8 th April 2019 to 13 th May 2019
Co-ordination of surveys/ reports	- 6 th May 2019 to 14 th June 2019
Planning Application	- 8 th July 2019 to (say) 14 th October 2019
Completion of Employers Requirements	- By 12 th July 2019
Completion of PQQ Exercise	- 21 st June 2019 to 12 th July 2019.
Contractor Selection	- By 12 th July 2019.
Issue of Tender Documents to Selected Contractors (7 weeks)	- 19 th July to 6 th September 2019.
Tender Analysis/ Selection of Contractor	- 6 th September 2019 to 27 th September 2019
VE/ Contractor to Carry Out Detail	- 27 th September 2019 to 21 st December 2019.
Design/ Discharge Planning Conditions & Mobilise	
On Site	- 3 rd January 2020 to 23 rd April 2021.

7.2 The associated internal remodelling is to take place from Easter 2021 and over the summer. The project will be completed for the 2021/22 academic year.

8. Cost Plan

8.1 NB re-iterated that the biggest risk to the cost plan are around the levels of oh/p/ preliminaries and design fees exceeding those from the tender that the bid was based upon. The extent of internal remodelling is also greater but items that are advantageous are:

- Due to the political situation and uncertainty contractors could price extremely competitively.

- The tender is providing significant amounts of information making it appealing to price and reducing the amount of risk that contractors will need to price for.

9. Any Other Business

9.1 Science Labs- Shield to provide updated layouts for close of play on 4th July.

Shield

9.2 SSEF Monitoring Forms- Ongoing

PCH/ School

9.3 OJEU- The following was discussed/ confirmed:

- The tender acceptance for the new builds cannot exceed £4.5M.
- The ER's will request an 'itemised' price for the external works which could then be added in via a CAI. It would be cost prohibitive, disruptive and also have H&S implications to let as a separate contract.

9.4 Swimming Pool

- Inertia to issue their report on the long-term structural solutions for the pool.
- Upon receipt PCH/ Tillyards are to produce a cost benefit analysis and broker a meeting with Sport England.

Inertia

PCH/ Tillyards

Circulation - via e-mail