

**Partnerships for Schools**

**Property Data Survey Programme**

**Memorandum of Supplementary Information (Revised 09/11/11)**

**9 November 2011**

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**PART A:**

**Property Data Survey Programme General Information**

**i. Introduction**

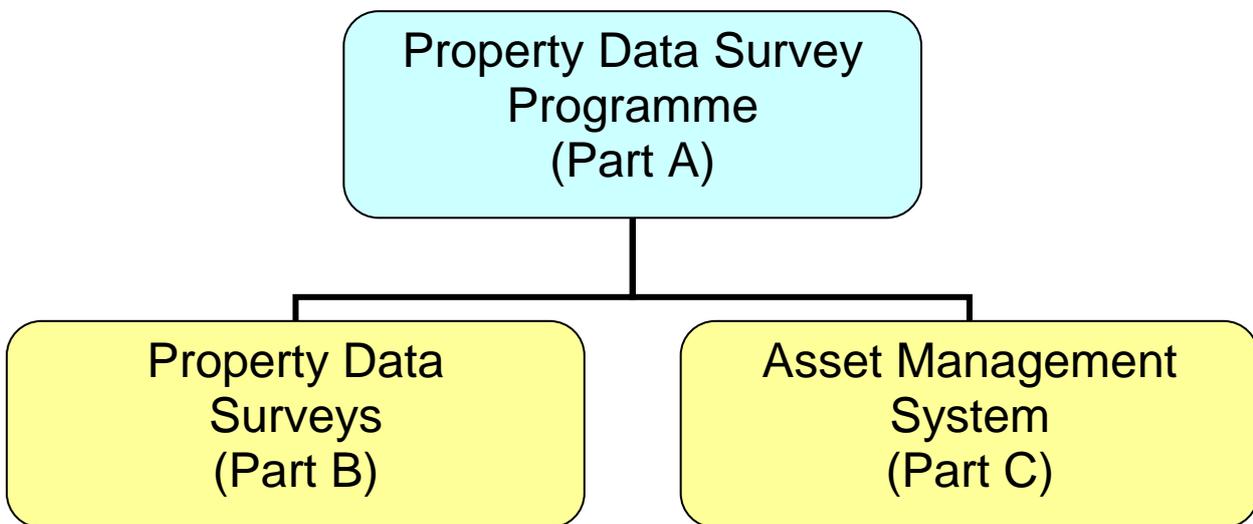
To enable the Department for Education (DfE) to obtain up-to-date condition data on schools across the country, it is procuring a centrally funded national programme of surveys - Property Data Surveys (PDS) across the educational estate of England, along with the procurement of an Asset Management Software (AMS) system to support the delivery of the programme, which will be managed by Partnerships for Schools (PFS).

Contract notices for both procurements were published on 17 October 2011.

The information contained in this memorandum will provide interested parties with:

- An overview of the proposed programme (Part A).
- Technical information that is specific to the Property Data Surveys (Part B).
- Technical information that is specific to the Asset Management System (Part C).

This information will be of assistance when completing the PQQ submission for either the PDS or the AMS:



**ii. Background and Programme Overview**

In July 2010, the Government launched a comprehensive review of all capital investment provided by the DfE, led by Sebastian James, Group Operations Director for Dixons. His report, 'Review of Education Capital: Sebastian James, April 2011' (the Review), was published on 8 April and is [available on the DfE website](#).

The purpose of the Review was to consider, in the context of the Government's fiscal consolidation plans and emerging policy, the DfE's existing capital expenditure and make recommendations on the future delivery models for capital investment for 2011-12 onwards.

The Review considered how the DfE could achieve better value for money and improve efficiency in capital investment. This is particularly important given the current tight fiscal climate. It is also at a time when, with the expansion of Academies and the creation of Free Schools, the DfE is taking forward significant changes in the schools system to provide greater choice to communities, children, parents and carers. It is also important that the response to the Review supports the aims of the Government's Construction Strategy.

Having carefully considered the Review, the DfE agrees fully with its aims of focusing the available capital where it is needed most, and getting the best possible value from the capital that is spent. The scale and pace of change to the current system needs to be proportionate to the benefits that can be achieved, and taken forward consultatively with partners. In summary, DfE agrees that:

- the Department must immediately start work to collect information on the building condition of the education estate, and have robust data on where additional school places are needed for children and young people;
- the funding available should be used efficiently, allocated by a funding formula that addresses greatest need;
- there should flexibility in how best to deploy the available funding locally, with partners working together strategically to agree priorities. There will be wide consultation on a range of models for how best to achieve this in the allocation of capital funding;
- there are clear potential efficiency benefits from using a more centralised approach for procurement and building project delivery, and overall the Department wishes to move in this direction;
- there should be immediate action to progress standardised designs and specifications for school buildings, with consultation as the designs are developed;
- there is a need to revise the school premises regulations and guidance, so that a single, clear set of regulations applies to all schools.

The initial Government response to the Capital Review on the 19 July accepted these recommendations and signalled the intent to progress swiftly with this work, with the publication of Prior Information Notices (PINs) in August 2011. Further consultation with the market was undertaken in parallel with taking wider views on the best way to implement the recommendations, and these views have been considered prior to the issue of the OJEU Notices.

The Capital Review consultation (which closed on 12 October 2011) asked the following questions in relation to condition surveys:

- a) What data on the condition of the local estate should be used alongside pupil and student numbers data, as the basis of a fair allocation to address need across the range of children's and young people's institutions and facilities?

- b) Access to and quality of condition data can be variable. Do you have robust and complete data available, or have you proposals on how it can be gathered most effectively, but at the same time with minimal cost?

The feedback from the DfE's formal consultation on the Implementation of the 2010-11 Review of Capital Education (the Review) has been considered and taken into account prior to finalising the programme procurement documentation.

From April 2012, PfS will become part of the Education Funding Agency (EFA), a new Executive Agency within the DfE. The EFA will bring together staff from the Young People's Learning Agency (YPLA), PfS and the DfE to work within a single body responsible for both education capital and revenue funding, as well as the delivery of capital investment in schools across England.

### **iii. Optional Services**

The DfE has identified a number of optional services, which potential bidders may need to provide in addition to the core specification, and the Invitation to Tender (ITT) documentation will contain a detailed specification for each optional service. A decision on whether to add any of the optional services to the programme will be subject to tender values and will be made after receipt of tenders but before contract award. Details of optional services for PDS and AMS are provided in Parts B and C respectively.

## PART B:

### Property Data Surveys (PDS) Technical Information

#### i. Key Deliverables

The key programme deliverables are to procure and appoint surveyors that will:

- carry out the PDS across the whole of the schools estate. This will be a maximum of 23,000 establishments when including all categories of educational buildings, but we expect this could be in the region of 17,000 after validating existing up to date survey information and the removal of certain categories of buildings;
- commence the survey programme in late March 2012 and complete by late July 2013;
- provide robust property data assessments and the associated costs;
- deliver a consistent high-quality value for money survey programme, with minimum disruption to schools and their daily operations;
- maximise efficiency savings wherever possible.

#### ii. Scope

The scope of the Property Data Surveys is as follows;

##### Survey Methodology

The PDS will capture key elemental information, as set out in the standard survey form (please see Annex 1). This elemental breakdown follows the same format as used in previous DfE Asset Management Plan submissions. The condition of 10 major internal elements within each school block and two external elements will be assessed, graded and prioritised.

The key difference between the original and proposed methodology is that the PDS would gather strategic level information, focusing on each block as opposed to individual rooms. PDS will grade and prioritise elements, which in turn will automatically generate a numerical score and RAG rating to acknowledge the impact that a failing element may have on the block, thus providing clarity at a local and national level on which maintenance items represent the highest priority. Costings will be generated automatically based on the condition grade of each element, using standard cost rates.

The costings generated from the PDS will provide a high-level estimate on the overall cost of works required at block, school, group of schools i.e. by Diocese or Sponsor, local authority and national level, and allow the DfE to analyse this data alongside other data sets that feed into the Comprehensive Spending Review calculations and local capital allocations.

Property Data Surveys will provide data and costs consistent across all local authorities and schools as a result of consistent quality assurance by procuring centrally and using a small number of surveying organisations. This approach will allow a demonstrably accurate comparison of relative need across all schools and authorities.

##### Validation of Existing Local Authority Data

The DfE acknowledges that many local authorities will have existing condition data and is keen to use this data wherever possible. Where local authorities are able to provide up-to-date and

accurate existing property data, they will be invited to submit this and it will be incorporated into the programme in advance of finalising the number of schools to be surveyed.

The existing data provided by local authorities will be validated through compliance testing and sampling and if judged to be accurate and up to date, all of the data from that local authority will be imported into the AMS without the need for a further check.

Property Data Surveys will be required on all schools where the submitted data does not pass the initial compliance check and subsequent site survey validation process.

### **Schools and Other Educational Establishments Excluded from PDS Programme**

There are a significant number of schools that have either been replaced or substantially renewed (remodelled or refurbished) in recent years through either national or local programmes or individual projects, i.e. BSF, Primary Capital or local developer contribution projects etc. It is prudent to assume that these schools, that meet agreed criteria, have been built or improved to current standards and regulations and are therefore in good condition and do not need to be surveyed at this current time.

### **Condition Grades and Priorities**

The condition grades used for previous local authority Asset Management Plan returns are generally still used across the schools estate for recording condition. The PDS will use exactly the same grading criteria, as set out below.

The condition of each element and sub-element will be assessed using the following grades:

- A: Good: Performing as intended and operating efficiently.
- B: Satisfactory: Performing as intended but exhibiting minor deterioration.
- C: Poor: Exhibiting major defects and/or not operating as intended.
- D: Bad: Life expired and/or serious risk of imminent failure.

The priority grades are for work up to and beyond a five year planning period:

- P1: Urgent work that will prevent closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or a serious breach of legislation.
- P2: Essential work required within two years that will prevent serious deterioration of the fabric or services and/or remedy a less serious breach of legislation.
- P3: Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or to address a low risk to the health and safety of the occupants and/ or remedy a minor breach of legislation.
- P4: Long term work required outside the five year planning period that will prevent deterioration of the fabric or services.

Using the above grades D1 would be the worst condition and A4 the best possible condition.

### **Cost Model**

An outline cost model has been developed which will enable costs to be generated automatically for each individual building element that is assessed during the survey. The grade recorded for each element during the survey will automatically generate a total cost for the replacement or repair of the item, using one of the following categories;

- a) total replacement of the component;
- b) major repair of the component;
- c) minor repair of the component.

The model is based on using unit cost rates for each element (e.g. roof, ceilings, etc) and a simple measurement calculation to produce overall budget estimates for each block of accommodation.

**Asbestos**

Property Data Surveys will not include an assessment of asbestos, the responsibility of which currently lies and will remain with local authorities and schools under the Control of Asbestos Regulations. However whilst carrying out the PDS the surveyor will seek confirmation that the school has carried out their statutory obligations and if not will direct them to the DfE website and relevant guidance. No detailed assessment of the documents will be carried out by the surveyor. In addition, should the surveyor, during their visit, identify any health and safety concerns, such as asbestos issues, these will be brought to the attention of the school before leaving site to allow the school to undertake corrective measures.

**iii. Optional Services**

- **Sixth Form Colleges** - Successful bidders may be required to undertake property data surveys, or more detailed condition Surveys (specification to be determined) on Sixth Form Colleges (93 in number).

**iv. Procurement Strategy**

The PDS programme will be delivered on a regional basis with nine regions created. Each region will represent one procurement LOT:

LOT	Sub-Region	LOT	Sub-Region
LOT 1	North West	LOT 6	East of England
LOT 2	North East	LOT 7	South West
LOT 3	Yorkshire & the Humber	LOT 8	South East
LOT 4	West Midlands	LOT 9	London
LOT 5	East Midlands		

The geographical coverage of each LOT is identified in the map below:



Each LOT will consist of one service provider; bidders may bid for up to nine LOTS and will be awarded no more than three. It is anticipated therefore that up to a maximum of nine appointments will be made.

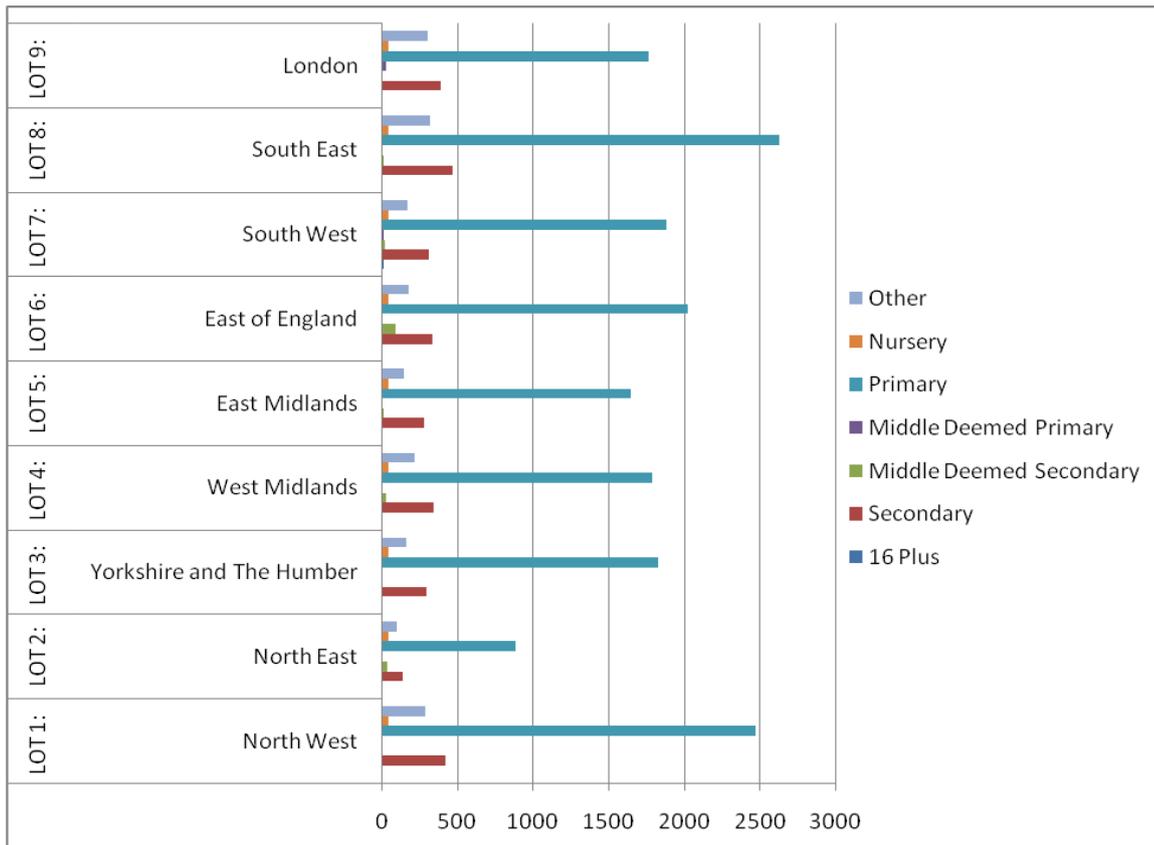
Surveying organisations will be required to liaise with schools for some information and access arrangements and other bodies i.e. local authorities, Dioceses etc. for other data.

The distribution of local authorities and schools on a LOT/regional basis (as at September 2011) is as follows:

	LOT 1: North West	LOT 2: North East	LOT 3: Yorkshire and The Humber	LOT 4: West Midlands	LOT 5: East Midlands	LOT 6: East of England	LOT 7: South West	LOT 8: South East	LOT 9: London	TOTAL
<b>16 Plus</b>	4	4	6	8	5	3	15	8	5	58
<b>Secondary</b>	421	141	300	347	280	340	312	473	395	3,009
<b>Middle Deemed Secondary</b>	2	40	9	30	13	93	24	19	3	233
<b>Middle Deemed Primary</b>			1	5		2	15	8	29	60
<b>Primary</b>	2,470	889	1,826	1,789	1,647	2,020	1,879	2,621	1,762	16,903
<b>Nursery</b>	50	50	50	50	50	50	50	50	50	450
<b>Other</b>	289	103	165	221	147	180	174	320	304	1,903
<b>Total Schools</b>	3,236	1,227	2,357	2,400	2,092	2,638	2,419	3,449	2,496	22,616
<b>Local Authorities</b>	<b>23</b>	<b>12</b>	<b>15</b>	<b>14</b>	<b>9</b>	<b>11</b>	<b>16</b>	<b>19</b>	<b>33</b>	<b>152</b>

The 'total schools' figure in the above table includes **all schools**; it will be necessary to reduce this total by the number of 'excluded' schools and 'validated' schools, however the geographical spread of the first category is currently being obtained and the validation of existing data will fluctuate between regions and cannot be identified at this stage.

The following graph provides a visual picture of the comparative number of schools within each region:



**Total Schools per Region (LOT)**

**v. Procurement Timescale**

The procurement programme for PDS is as follows:

Procurement Programme	PDS	
	Start	Finish
Issue OJEU (Restricted)	17 Oct 11	17 Oct 11
Bidder Information Event	26 Oct 11	26 Oct 11
Expressions of Interest	17 Oct 11	16 Nov 11
PQQ Submission (Deadline)	n/a	16 Nov 11
PQQ Compliance and Evaluation	17 Nov 11	28 Nov 11
ITT Issue	29 Nov 11	29 Nov 11
ITT Period	29 Nov 11	04 Jan 12
ITT Compliance Check and Evaluation Period	05 Jan 12	6 Feb 12
Bidder Interviews	19 Jan 12	27 Jan 12
Standstill Period	07 Feb 12	18 Feb 12
Contract Award	19 Feb 12	20 Feb 12
Pilot, live testing and evaluation	21 Feb 12	16 Mar 12
Briefing/Training	19 Mar 12	30 Mar 12
Mobilisation	02 Apr 12	13 Apr 12
Survey Programme	16 Apr 12	26 Jul 13

## PART C:

### Asset Management Software (AMS) System Technical Information

#### i. Key Deliverables

The key project deliverables are to procure an Asset Management Software System that will:

- hold the property data gathered from the surveys;
- be in place and operational to accept Property Data from late March 2012;
- provide clear outputs that will feed into and inform future DfE Capital Spending Review (CSR) settlements and local authority capital allocations;
- permit web based portal access to property data to DfE, PfS/ EFA, local authorities and other Responsible Bodies, and schools to assist them with prioritising investment in maintenance and repairs;
- deliver streamlined and efficient programme processes to support the delivery of property data surveys.

#### ii. Scope

The scope of the Asset Management Software system is as follows:

The AMS will provide a database to record the property data collected by the PDS programme and provide a repository for validated data currently held either at local authority level or similar body and direct uploads from surveying organisations following surveys undertaken. It will be required to capture and store the assessment data, priority grading and cost data of each element to permit the analysis of data at block, school, local authority, regional, and national level, and to provide a series of standard and bespoke reports.

The AMS will hold records on the maintained school estate circa 23,000 schools across 152 local authorities, on a wide range of property related data, assessment data, utility usage and CO<sub>2</sub> data.

There is a requirement for remote access to system data and functionality for the DfE, PfS/EFA, local authorities and schools, as required, at differing levels of access and functionality.

The workflow/data sharing function will be required to accommodate electronic orders to surveyors, electronic invoices, and property data survey reports and it will provide a contract management and reporting function for the 'day-to-day' management of surveying organisations, including allocation of work, issuing variation orders and monitoring of performance.

#### iii. Optional Services

- **Energy Consumption:** Surveyors will collect data on energy consumption during the Property Data Survey and the AMS system will need to be able to receive, store and report on this data, specifically data on Display Energy Certificates relating to annual electricity and heating (fossil fuel) consumption including renewable consumption each year, measured in kwh/m<sup>2</sup> year.

- **Statutory Testing** - The AMS System will need to be able to hold data relating to Statutory Testing on all Schools (up to a maximum of c 23,000 schools). Schools will be offered a facility to provide PfS with annual/6 monthly certification dates for each maintenance item that is subject to either statutory testing or recommended testing in accordance with relevant codes of best practice, this will include fire alarms, lift maintenance and mechanical hoists, electrical and gas installations, water hygiene, boiler maintenance and fire detection systems. The AMS system will also be required to have a facility to notify all schools in advance of the expiry date of each certificate, by email, including the facility to provide periodic reminders until confirmation of receipt is received. The AMS system will need to be able to provide a number of reports on the number of schools with data on the system, including reports on a school by school basis to show the number of outstanding certificates.
- **Suitability Data** - To gather and store suitability data for schools and other educational establishments. The facility should cover the following aspects of teaching and non-teaching accommodation (including staff facilities):
  - number, size, shape and location of spaces;
  - environmental conditions;
  - fittings and fixed furniture;
  - information and communications technology (ICT) infrastructure;
  - health & safety and security issues.

- **Sixth Form Colleges**

PfS may be asked to commission surveys on Sixth Form Colleges (93 in number). The specification for these surveys may be similar to property data surveys or be a more detailed condition survey (specification to be determined). The successful bidder may be required to accommodate survey data based on a different survey specification and clients' requirements.

- **New Build Cost Data**

In addition to the core data requirements DfE/PfS would like to explore the possibility of recording rebuilding cost estimates. The AMS system will need to be able to hold data relating to new build cost rates per m<sup>2</sup>, the total floor area of the school in m<sup>2</sup>, and be able to calculate the total rebuild cost for a particular school with the ability to run data reports at local, regional and national level

#### iv. **Procurement Strategy**

The intention is to appoint a single provider for the AMS system, to provide the full range of functions highlighted in the scope.

## v. Procurement Timescale

The procurement programme for the AMS system is as follows:

Procurement Programme	AMS	
	Start	Finish
Issue OJEU (Restricted Accelerated)	17 Oct 11	17 Oct 11
Bidder Information Event	26 Oct 11	26 Oct 11
Expressions of Interest	17 Oct 11	31 Oct 11
PQQ Submission (Deadline)	n/a	31 Oct 11
PQQ Compliance and Evaluation	1 Nov 11	11 Nov 11
ITT Issue	14 Nov 11	14 Nov 11
ITT Period	14 Nov 11	28 Nov 11
ITT Compliance Check and Evaluation Period	29 Nov 11	16 Dec 11
Bidder Interviews	12 Dec 11	13 Dec 11
Standstill Period	20 Dec 11	03 Jan 12
Contract Award	04 Jan 12	04 Jan 12
Develop AMS Platform & Test	04 Jan 12	13 Feb 12
AMS Platform Operational	n/a	13 Feb 12
Pilot, live testing and evaluation	21 Feb 12	16 Mar 12

### Survey Form

The table below sets out the elemental breakdown proposed for the PDS and how this compares with that used up until 2005 by DfE as part of the local authority Asset Management Plan returns for condition.

Major element	Sub-element	DfE up to 2005	PDS
		A	B
<b>1. Roofs</b>	Flat roofs		
	• Structure	•	•
	• Coverings and insulation	•	•
	• Drainage	•	•
	• Other	•	•
	Pitched roofs		
	• Structure	•	•
	• Coverings and insulation	•	•
	• Drainage	•	•
	• Other	•	•
<b>2. Floors and stairs</b>	Ground floor		
	• Structure	•	Overall Assessment
	• Screed and finish	•	
	Upper floors		
	• Structure	•	Overall Assessment
	• Screed and finish	•	
	Staircases		
	• Structure	•	Overall Assessment
	• Treads and risers	•	
	• Soffit finish	•	
Other	•		
<b>3. Ceilings</b>	Ground floor	•	•
	Upper floors	•	•
<b>4. External walls, windows and doors</b>	Walls		
	• Structure	•	Overall Assessment
	• External linings/finishes	•	
	• Internal linings/finishes	•	
	Windows and doors		
	• Framing	•	Overall Assessment
• Glazing	•		
• Ironmongery	•		
<b>5. Internal walls and doors</b>	Walls and partitions		
	• Structure	•	Overall Assessment
	• Linings/finishes	•	
	Doors and glazed screens		
	• Framing	•	Overall Assessment
• Glazing	•		
• Ironmongery	•		
<b>6. Sanitary services</b>	Toilets		
	• Fittings	•	Overall Assessment
	• Waste plumbing	•	
	Kitchens		

	<ul style="list-style-type: none"> <li>Fittings</li> </ul>	•	Overall Assessment
	<ul style="list-style-type: none"> <li>Waste plumbing</li> </ul>	•	
<b>7. Mechanical services</b>	Heat source and equipment	•	•
	Heating		
	<ul style="list-style-type: none"> <li>Distribution</li> </ul>	•	Overall Assessment
	<ul style="list-style-type: none"> <li>Controls</li> </ul>	•	
	Hot and cold water		
	<ul style="list-style-type: none"> <li>Storage tanks and equipment</li> </ul>	•	•
	<ul style="list-style-type: none"> <li>Distribution</li> </ul>	•	•
	Gas distribution	•	•
	Ventilation	•	•
	Air conditioning	•	•
	Other	•	•
<b>8. Electrical Services</b>	Control gear	•	•
	Power		
	<ul style="list-style-type: none"> <li>Wiring</li> </ul>	•	Overall Assessment
	<ul style="list-style-type: none"> <li>Fittings</li> </ul>	•	
	Lighting		
	<ul style="list-style-type: none"> <li>Wiring</li> </ul>	•	Overall Assessment
	<ul style="list-style-type: none"> <li>Fittings</li> </ul>	•	
	Fire Alarms	•	•
	Intruder Alarms	•	•
	Lightning protection	•	•
	Communications systems	•	ICT Systems
Lifts and hoists	•	•	
<b>9. Decorations</b>	External	•	•
	Internal	•	•
<b>10. Fixed furniture and fittings</b>	Teaching		
	<ul style="list-style-type: none"> <li>Science</li> </ul>	•	Overall Assessment
	<ul style="list-style-type: none"> <li>Technology</li> </ul>	•	
	<ul style="list-style-type: none"> <li>Other</li> </ul>	•	
	Non-teaching		
	<ul style="list-style-type: none"> <li>Kitchen</li> </ul>	•	Overall Assessment
<ul style="list-style-type: none"> <li>Other</li> </ul>	•		
<b>11. External areas</b>	Roads and car parks	•	•
	Paths and pedestrian paved areas	•	•
	Hard landscaping	•	•
	Soft landscaping	•	•
	Walls, fences and gates	•	•
	Ancillary premises	•	•
	Outdoor swimming pools	•	•
	Drainage	•	•
	Mains Services	•	•
	Roads and car parks	•	•
<b>12. Playing fields</b>	Generally	•	•