

THE HIGHLAND COUNCIL
ADULT & CHILDREN SERVICES COMMITTEE

23rd JANUARY 2013

Agenda Item	
Report No	

Inverness Royal Academy – New Project Request

Report by Director of Education, Culture and Sport

Summary

This report provides details of the contractual process to be followed as a condition of the Scottish Government's funding contribution towards the replacement of Inverness Royal Academy and seeks permission to progress the project to the next phase by approving the New Project Request document which contains details of the project brief and the Capital and Revenue Affordability Caps.

1. THE CONTRACTUAL POSITION

- 1.1 Following receipt of a funding offer from the Scottish Government (hereafter referred to as the SG) it is required that the procurement of a replacement Inverness Royal Academy is undertaken through a government Revenue funded contract. The funding contribution towards the new Inverness Royal Academy is part of the government's Scotland's Schools for the Future (SSF) programme. The Scottish Futures Trust (SFT) is managing the SSF on behalf of the SG. This is the 3rd phase of the SSF programme which includes 30 new schools across Scotland, 6 of which are within the northern territory area which extends from Aberdeen to Shetland and all points in between. Details of the 6 new school projects within the northern territory area are outlined in **Appendix 1**
- 1.2 Under this procurement the Council will enter into a 25 year contract with Hub North Scotland Limited (Hubco) for the procurement and maintenance of a replacement Inverness Royal Academy. The contract with Hubco will be on a Design, Build, Finance and Maintain (DBFM) basis and will follow the SFT's standard contract terms. A potential benefit of entering into a partnership agreement with Hubco is that there is a commitment to ensure that local contractors have the opportunity to provide supplies and services for significant elements of the contract. In addition there are contractual conditions whereby Hubco has to ensure that a pre-determined level of community benefits are delivered during the project phase.
- 1.3 The DBFM contract process comprises of 3 distinct phases:
 - (a) **New Project Request (NPR)** document to be produced by the Council and submitted to Hubco includes the following :

- The Council's affordability caps (Capital and Revenue)
- The project brief

(b) A **Stage 1** response from Hubco to the Council (within 3 to 4 months of receipt of the NPR). The Stage 1 response in summary will confirm whether or not Hubco can deliver the specified project within the Council's affordability caps and sets a Maximum Predicted Price for the project.

(c) A **Stage 2** submission from Hubco, following completion of contract negotiations providing their final costs for the project (likely timescale for receipt by the Council is 9 months after Stage 1 agreement has been reached).

A formal contract between Hubco and the Council will then be signed which will allow construction to commence.

- 1.4 At each of the above Stages a Key Stage Review will be carried out jointly by the SFT and the Council before the project can progress to the next Stage. Also the appropriate governance procedures will be followed within the Council.
- 1.5 The SFT has indicated that there is an expectation from the SG that construction of the new schools within the SSF programme 3rd phase should commence by no later than Spring 2014. This timeline has been agreed with Council officials. There is therefore an imperative to progress this project as a priority. For this reason the design of the new school campus will be taken forward by Hubco when the education brief, accommodation schedule and ICT and Technical briefs are available. The Council's project team will monitor the design process closely to ensure that the optimum building design can be delivered within the affordability caps.
- 1.6 The SFT is also keen to promote collaborative working amongst the local authorities within the northern territory who have schools within the SSF Programme 3rd phase. For example, this would include sharing of knowledge and resources where appropriate to ensure that the efficiencies associated with collaborative working can be realised. Such efficiencies for example may be realised by the 6 local authorities collaborating for the procurement of specialist legal, financial and technical advisers. Members are asked to agree that the principle of collaboration is agreed at this stage and that further reports on the benefits of this approach will be brought to this Committee at the appropriate time. It should be emphasised, however, that each of the 6 local authorities within the northern territory will have an individual contractual arrangement with Hubco.

2.0 THE REPLACEMENT INVERNESS ROYAL ACADEMY

- 2.1 Details of the SG funding contribution towards the replacement Inverness Royal Academy are contained within the letter from the SFT dated 15/01/13 which is appended at **Appendix 2**. This letter confirms that the government funding contribution for this project is determined on a formula-based approach, based on a replacement school building with a capacity for 1,153 pupils, which is the current school capacity. The SFT has previously indicated that any additional physical

capacity included within the new school building design will not be eligible for a funding contribution.

- 2.2 However, it is apparent from the school roll projections for Inverness Royal Academy provided by the Council's Planning and Economic Development team that a larger school will be required within the next 5 to 10 years. It is estimated that the school roll will increase to around 1,400 pupils within the next 10 years (Details are attached at **Appendix 3**). This is based on the assumptions regarding the number of Secondary-age pupils likely to be resident within the school catchment area following the completion of the known housing developments during this period, in addition to the demand for Gaelic Medium education.
- 2.3 For this reason, the following factors are being considered when determining the education brief and the accommodation schedule:
- The core of the school (kitchen, dining areas, social space, assembly space) needs to be designed in anticipation of 1,400 pupils being present in the school at some point in the future;
 - Is there merit in providing sufficient classroom space for 1,400 pupils from the day that the school opens in August 2016? The answer is probably yes as the school design will probably be 3 or 4 storeys high and it is thought to be technically challenging to add additional classrooms to a building of this configuration. Also, there is evidence that it is more cost effective to create the additional capacity during the initial construction phase as opposed to adding additional classrooms within 5 years of the new school opening;
 - The other factors that require to be considered at this pre-design stage are the accommodation requirements for pupils with Additional Support Needs and also the accommodation requirements for Gaelic Medium pupils who will transfer from Bun Sgoil Ghàidhlig Inbhir Nis.
- 2.4 Members are asked to approve the following accommodation schedule based on likely requirements within the next 5 to 10 year period (and beyond) and are therefore reflected within the specification included within the New Project Request document to be submitted to Hubco if approved by this Committee:
- The initial school design will provide accommodation for 1,400 pupils;
 - The initial school design will include 1,100M2 accommodation for pupils with Additional Support Needs which is more than 100% greater than the capacity within the current school;
 - The initial design will include 6 dedicated classrooms for Gaelic Medium to reflect the anticipated number of pupils who will transfer from Bun Sgoil Ghàidhlig Inbhir Nis on an annual basis from 2016 onwards.
 - Additional area to the sports facilities to reflect sportscotland guidelines for a Secondary School that will accommodate 1,400 pupils.

3.0 THE NEW PROJECT REQUEST DOCUMENT

- 3.1 As indicated in paragraph 1.3 above a DBFM contract comprises 3 distinct phases, each of which will be subject to a Key Stage Review by the SFT. The initial phase is submission of the NPR document to Hubco. **It should be noted that the submission of the NPR document commits the Council, under certain circumstances, to reimbursing Hubco for costs incurred to the date of cancellation if the project is subsequently cancelled by the Council.** This document outlines the project brief and the Council's Capital and Revenue affordability cap figures.
- 3.2 Approval is sought to formally submit the NPR document to Hubco on the basis of the project brief contained therein. Approval is also sought for the following financial commitments within the NPR document:
- 3.3 **Capital affordability figure** - DBFM construction project – total £31.031M to be funded from the SFT's funding and the Council's capital programme. This cost is based on Council estimates whereas the actual costs will be based on Hubco's costs which are not yet available. The SG's financial contribution to the project comprises 2 elements:
- An annual contribution towards Hubco's funding costs of constructing the school. Based on current information the total of these annual funding contributions, over the 25 year contract term, equivalent to a Capital contribution of £16.673M.
 - Over 25 years the Council will receive a total of £1.00M contribution, to cover the costs associated with it being a Revenue funded contract. (Financial Close Costs £0.5M, Construction Costs SPV costs £0.3M and Council advisory costs £0.2M). Any costs incurred in excess of these limits fall to be met by the Council.
- 3.4 **Revenue affordability figure** - The known on-going financial contractual commitments for the Council will be payment of the annual Revenue unitary charge payable to Hubco, meeting the costs of services which the Council may have to provide at the school as well as the normal revenue consequences of undertaking a capital project of this nature.
- 3.5 The costs elements to be met by the Council itself are the costs of Hard FM and Lifecycle maintenance which in total are estimated to amount to £0.509M per annum indexed over the contract term.
- 3.6 In addition, as noted in paragraph 3.3 above the SG will provide funding up to £1.0M to meet the costs associated with it being a Revenue funded contract. The current related expenditure includes estimated expenditure outlined in the NPR document of £0.697M which relate to Hubco fees which are covered to capped limits within SG funding. It is therefore assumed that the impact of it being a Revenue funded contract is cost neutral to the Council.
- 3.7 The Council's funding for this project can be summarised thus:

Capital – in accordance with the funding requirements of the DBFM contract model the Council will provide its Capital contribution for the new school when the

new school is formally handed over around early summer 2016. Based on current estimates the Council's Capital contribution towards the elements of the construction cost included within the DBFM contract will be approximately £14.358M. Over and above this contribution there will be other Capital costs associated with the new school construction that will sit out-with the DBFM contract. It is estimated that approximately £2.953M will be required to meet these additional costs which include items including provision of Smartboards and network, upgrade of grass sports pitches, the Council's project risk contingency and decanting. The Council will consider its Capital programme for financial years 2015/16 onwards during the first half of 2013 and the funding requirements for the replacement Inverness Royal Academy will be determined as part of this process.

Revenue – there is no funding within the current ECS Revenue budget for the on-going DBFM contract costs for Hard FM and Life Cycle Maintenance. In addition the Council will be required to maintain the fabric of the building and meet additional revenue consequences associated with a project of this nature which are likely to require additional funding. As a result there will be a budget pressure from financial year 2016/17 onward to meet these obligations.

3.8 The NPR document is attached as **Appendix 4**.

4.0 THE KEY STAGE REVIEW PROCESS

4.1 The Key Stage Review conducted by SFT was both rigorous and challenging. The SFT's recommendations and the Council's response to those recommendations will be outlined at the Committee meeting.

4.2 The critical issues from the SFT perspective at the outset of the project are the extent to which the Council has complied with the following:

- The floor area allocated per pupil - this is 10m² for the core facilities in a Secondary School with a capacity for 1,400 pupils
- The all-in construction cost for the project is £1,900 m² plus Council policy additions
- Construction of the new school will commence in spring 2014 at the latest

4.3 The Capital affordability cap figures within the NPR document have been calculated on the basis of the above metrics. It should be emphasised that the SG's funding contribution is based on a replacement building for 1,153 pupils and as a result the costs of providing any additional accommodation have to be met solely by the Council.

4.4 The project plan has been refined to ensure that the 3 stages in the DBFM contract process are fast-tracked and that Financial Close for the project can be achieved by April 2014 thereby allowing the construction phase to progress thereafter. In order to deliver this challenging deadline it is essential that there is close partnership working between the Council, the SFT and Hubco throughout this period.

5.0 IMPLICATIONS

- 5.1 **Resource implications** – the total Capital funding required for the replacement Inverness Royal Academy project will comprise of 2 elements, that is the Council's contribution towards the DBFM contract (current estimate £14.358M) and also those Capital costs which sit out-with the DBFM contract (current estimate £2.953M) which have to be included to deliver the overall project
- 5.1.2 In addition to the Hard FM and Lifecycle costs there will be additional Revenue Costs and consequences associated with the project, which will require to be funded. These financial consequences will be assessed, quantified and reported on during the procurement process.
- 5.2 **Legal implications** – the legal implications of the DBFM contractual arrangement will be addressed at each of the key stages in the process.
- 5.3 **Equality implications** – equality implications have been reflected in the education brief and the accommodation schedules produced for the new school campus.
- 5.4 **Climate change implications** - it is anticipated that the construction of the new educational and community facilities to replace the existing Inverness Royal Academy will result in an overall reduction in the Council's carbon foot-print as a result of the energy efficient and sustainable features incorporated within the new building design.
- 5.5 **Risk implications** – one of the main risks in relation to this project is the uncertainties surrounding the Revenue funded model. The Council was one of the “front runner” authorities in Scotland to use the DBFM contract model for the construction of the Wick High School Community Campus. The lessons learnt from this experience will be utilised to mitigate some of the anticipated risks with the Inverness Royal Academy project. Out-with this the main risk relates to the delivery of the project within the tight deadlines required by the SG.

6.0 Recommendations

6.1 The Committee is asked to agree:

- That the principle of working in collaboration with the other local authorities within the northern territory partnership progressing new school projects as part of phase 3 of Scotland's Schools for the Future project be agreed on the basis outlined in paragraph 1.6 above;
- That the initial school design will be based on a capacity of 1,400 pupils to meet the estimated increase in the school roll during the next 5 to 10 year period;
- That the initial school design will include a floor area of 1,100 m² for Additional Support Needs provision to meet the anticipated demands during the next 5 years;
- That the initial school design should include 6 dedicated classrooms for Gaelic Medium education to meet the level of demand created by the number of pupils currently progressing through Bun Sgoil Ghaidhlig Inbhir Nis;
- That the initial school design includes sports facilities to reflect current sportscotland guidelines for a Secondary School with a 1,400 pupil capacity;
- The New Project Request document as detailed in Appendix 4;
- That the approval of the related Stage 1 submission from Hubco can be approved under delegated powers by the Depute Chief Executive/Director of Housing and Property Services, the Director of Education Culture & Sport and the Director of Finance on the basis that the affordability figures approved within the New Project Request document are not exceeded.

Signature:

Designation: Director of Education, Culture and Sport

Date: 7th January 2013

Authors: Ron MacKenzie, Head of Support Services, ECS

Michael Fraser, Finance Manager, Partnerships and Joint Ventures

Background Papers

Appendix 1 – details of the 6 new school projects within the northern territory partnership included within Phase 3 of Scotland's Schools for the Future programme;

Appendix 2 – the letter from SFT that confirms the funding details for the replacement Inverness Royal Academy

Appendix 3 – school roll projections for Inverness Royal Academy

Appendix 4 – the New Project Request document for the replacement Inverness Royal Academy

Appendix 1

New Schools within the Northern Territory Area

- Aberdeen City Council – new secondary to replace Torry and Kincorth Academies
- Aberdeenshire Council – Alford Community Campus
- Argyll & Bute Council – Oban High School
- Highland Council – Inverness Royal Academy
- Moray Council – Elgin High School
- Shetland Islands Council – Anderson High School

15 January 2013

SCOTTISH FUTURES TRUST

Ron MacKenzie
Head of Support Services
Education, Culture and Sport
The Highland Council
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Inverness
IV3 5NX

Dear Ron

SCOTLAND'S SCHOOLS FOR THE FUTURE – INVERNESS ROYAL ACADEMY

Thank you for returning the status evaluation form and for providing the additional information requested. The information is extremely helpful in furthering our understanding of your project.

The implementation of this programme has several strategic objectives and we look forward to working closely with you to help you and the other Local Authorities meet these aims; which are as follows:

- Effective and efficient procurement
- Cost efficiency
- Sustainable lifecycle solutions
- Improved environmental performance and reduced carbon footprint
- Implementation of the nine guiding principles included in the School Estate Strategy:
Building Better Schools: Investing in Scotland's Future

As you are aware, SFT in their role as programme manager will be supported by Scottish Government's Schools Infrastructure Unit, A+DS and the Carbon Trust. Together, we will work in a collaborative, supportive and enabling manner with all of the Local Authorities involved in the programme.

Required information has now been received from all of the Local Authorities involved in the third phase of the programme. These details have been reviewed and I am now able to advise on the anticipated delivery timetable and funding contribution for your project.

Delivery Timetable

You will be aware that this investment programme is scheduled to be delivered from 2010-11 through to 2017-18. You will also be aware that your project was identified as one of the phase 3 projects which has the potential to be onsite within 12-18 months of the September 2012 announcement.

As noted in the recently issued Scottish Government's terms and conditions of funding letter, it is important that we direct and drive forward our collective efforts to strive to achieve this timescale. SG reserves the right to reallocate funds previously agreed for any individual school in the event that there is a material change in the circumstances that affect the timescale for delivery of that school if an Authority cannot show that demonstrable effort has been undertaken.

Funding Contribution

Your Council should anticipate receiving a maximum funding contribution of £16.770m.

This amount represents two-thirds of a reference capital cost of building the new school. This figure is calculated using the current school capacity information of 1,153 pupils rounded up to the nearest 20 pupils, a space allocation of 11 square metres per pupil and an all-in base cost of £1,900 per square metre; with a base date of 1 April 2011. The funding calculation is provided in the attached spreadsheet.

The funding contribution also includes provision for the replacement of the following existing additional facilities: ASN provision.

The level of funding received by the Council will be adjusted to take account of any movements in inflation between 1 April 2011 and the tender date using the BCIS All-in Tender Price Index.

Should the funding contribution represent more than two-thirds of the out-turn cost of the project, the contribution will be reduced to reflect the principle of two-thirds funding from Scottish Government.

SFT will be working with local authorities to ensure that their projects are deliverable within these parameters. We will take the opportunity to work in a strategic capacity across the programme to assist Local Authorities achieve continuous improvement in cost efficiency.

Offer of Grant

SFT will work with you to complete a formal grant application process. This will be followed by an Offer of Grant letter from the Scottish Government which will set out the terms and conditions of the Grant including:

- the main objectives and expected outcomes of the Grant;
- targets / milestones against which progress in achieving objectives / expected outcomes shall be monitored;
- eligible costs for which the Grant can be claimed;
- efficiency incentives; and
- payment procedures.

Next Steps

We look forward to working with you through an efficient procurement process to deliver a high quality, well designed and sustainable school.

Yours sincerely



Gemma Gordon
Associate Director

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APPENDIX 3

INVERNESS ROYAL ACADEMY – ROLL PROJECTIONS

The published Roll Projections for the IRA are as follows:

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Roll	935	925	944	965	1,004	1,036	1,098	1,140	1,195	1,257	1,278	1,312	1,311	1,319	1,313
New Houses	69	69	101	101	87	87	87	95	95	91	91	91	59	51	51

The capacity of the current school is 1153. The above takes no account of the **second** phase Ness Castle development (not dependent of the river crossing) nor of any potential increase in Gaelic Medium pupils from outwith the IRA catchment area. In addition, with a river crossing, Ness side developments could come on stream.

Cameron Thomas (Research Officer, Planning & Development Service) was asked to look at both the above issues to gauge the effect on the school roll over the next 15 years.

Placing Requests

Placing Requests in recent years have been negligible – a “-1” has been used in the published calculation of projected rolls. If reduced to 0, this would have the effect of adding 6 pupils to the rolls – so has been omitted. The question remains of whether the new IRA would become a magnet school. Given the neighbouring school from which possible Placing Requests may come (Millburn Academy) is also new, this is seen as unlikely. It is possible that with the distributor road complete, that parents from Charleston / Inverness High could request to attend the new IRA. Initially they could be accommodated, but the Council is able to manage this process should the new school near capacity.

Ness Castle Developments

CT indicated that the Council’s Housing Need and Demand Assessment calls for 700 houses across the Inverness Area (Beauly to Ardersier, Inverness to Fort Augustus), although he indicated that this number is driven by Government Guidelines rather than an actual requirement – he assessed housing requirement will be lower than this.

However, there is a chance that the second phase Ness Castle plus Ness side could come on stream from 2016/17 onwards at 50 houses per year, giving a projected roll as follows:

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Roll	935	925	944	965	1,007	1,046	1,116	1,167	1,230	1,301	1,332	1,377	1,385	1,400	1,402
New Houses	69	69	101	101	137	137	137	145	145	141	141	141	109	101	101

Gaelic Medium Provision

There are currently 167 pupils in Bun-sgoil Ghaidhlig Inbhir Nis (BSGI), P1 - 28, P2 – 32, P3 – 30, P4-25, P5-21, P6 – 16 and P7 – 15. Currently 35% of the roll is from the IRA ASG (catchment area). The capacity of the school is being reached, and the Council is looking at how to accommodate the demand.

CT is his calculations included 130 S1 to S6 Gaelic Medium pupils in the above projections. It is likely this would increase in the medium to long term, but much depends on demand and capacity.

I propose therefore to allow capacity for an extra 70 GM pupils in the new build. This would reflect any increase in demand from **outwith** the IRA catchment area – any pupil within the IRA catchment area who opts for GM is already accounted for in the projections.

Proposed Projections

In the medium term (10 years ahead) therefore, the projected roll would be 1332 plus 70 = 1402. In the longer term (15 years), the projected roll would be 1470.

New IRA Calculated Capacity

Using the current formula (which is under review), the proposed Accommodation Schedule (Rev 3) gives a capacity of 1442. Any review would increase this number, as the larger a school becomes, efficiencies as regards Curriculum Choice and resulting class sizes, and Timetabling are possible. The calculations above assume a 65% efficiency, which is low for a school of this size. Elsewhere in Scotland, a school of this capacity ranges from 72% efficiency up to 80%. Assuming a 70% efficiency, the capacity of the new school as detailed in the Accommodation Schedule (Rev 3) would rise to 1552.

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This New Project Request is issued under the terms of the Territory Partnering Agreement (TPA) entered into by hub North Scotland Ltd and the Relevant Participant dated 28 January, 3, 4, 8, 9, 10, 11, 15, 22, 24 February and 17 March 2011.

Section	Requirement
1. Relevant Participant:	The Highland Council
2. Project name:	Inverness Royal Academy
3. The maximum Unitary Charge which can be committed to the New Project (the 'Affordability Cap'):	<p>Total Capital Cost: £31,031,150 excluding VAT and inflation, made up of:</p> <p>Construction Cost: £30,333,480 (including FF&E, design team and statutory fees) with a base date of 1 April 2011</p> <p>Hubco development fee & Hubco portion: £697,670</p> <p>Revenue costs: Hard FM: To be priced on the lowest unit cost achievable and to be no more than £15 per m² subject to a maximum of £238,680 p.a. excluding indexation and VAT with a base date of 1 April 2012</p> <p>Life Cycle Maintenance: To be priced on the lowest unit cost achievable and to be no more than £17 per m² subject to a maximum of £270,504 p.a. excluding indexation and VAT with a base date of 1 April 2012</p> <p>Financial Close Costs: not to exceed £350,000 excluding VAT</p> <p>Construction Phase SPV costs: not to exceed £300,000 excluding VAT</p> <p>Operational Phase SPV costs: not to exceed £100,000 excluding VAT</p> <p>Finance related costs are excluded from this NPR and will be determined in due course.</p>
4. A project brief is provided	<p>The new Inverness Royal Academy is to be built on the existing Inverness Royal Academy site. The school will cater for a maximum of 1400 pupils.</p> <p>The development is to achieve a Scottish Sustainable Building Standard Gold rating and an</p>

	<p>Energy Performance Certificate of B+ before renewables.</p> <p>The following briefing documents are attached:</p> <ol style="list-style-type: none"> 1. Authority Requirements 2. Programme revision E 3. Draft Room Data Sheets. (To Follow) <p>Note that HubCo is to provide all furniture, fittings and equipment with the exception of:</p> <ul style="list-style-type: none"> - computers, printers/photocopiers, telephones, hubs and switches - fitness equipment - smartboards <p>FM Service Specification:</p> <p>SFT Schools Service Specification as amended for Wick DBFM without swimming pool or Response Times references, (filename : <i>Standard SLS with THC tracked Changes 041212 V2</i>)</p> <p>The Council will retain responsibility for maintenance etc of all carpets and other non-permanent floor coverings and all semi-permanent floor finishes that are subject to wear and tear such as wooden floors as per clauses 23.13.2 and 23.13.3 of the Standard Form DBFM Project Agreement.</p> <p>The Council will review response times set out in the Service Specification with Hubco prior to finalisation of the NPR and during Stage 1.</p> <p>Core hours are set out on the attached document entitled Inverness Royal Academy Core Hours DRAFT Rev 0</p> <p>This project forms part of the Scottish Government's Scotland's Schools for the Future programme. Hubco is to comply with requirements of the Scottish Government in respect of this programme. The requirements are set out by the Scottish Futures Trust, copies of which are attached to the NPR.</p>
<p>5. Programme or other requirements comprise:</p>	<p>Master programme attached (revision E). Where relevant, the timescales set out in The Partnering Agreement for HubCo to produce the Stage 1 proposal are superseded by the timescales set out in this programme.</p>

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6. Preparatory work already undertaken comprises:	<p>Topographic survey (attached)</p> <p>Site Investigation (desk top study attached, full study to be commissioned by Highland Council)</p> <p>Flood Risk Assessment (desk top study attached, full study to be commissioned by Highland Council)</p> <p>Transport Assessment (to follow)</p> <p>Technical Brief (attached)</p> <p>Accommodation Schedule Rev 3 (attached)</p> <p>Education brief (attached)</p> <p>Consultation with staff, pupils and parents (no document attached)</p> <p>Pre-application consultation with statutory authorities (initial consultation with planning undertaken, pre application and advice pack to follow)</p>
7. Details of any designers/advisors currently retained:	Architect and Quantity Surveyor: The Highland Council
8. Are any current designers/advisors able to be novated to hubco:	No

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A Stage 1 Submission shall be prepared and include in respect of Clause 4.2 of Schedule Part 5 of the TPA the following:	
9. A detailed option appraisal (4.2.1)	Not required
10. A value for money assessment (4.2.2)	A Value for Money Assessment is required in accordance with the requirements of the TPA (4.2.2) and supporting Method Statements
11. A description and outline design to RIBA stage C (4.2.3)	Required.
12. A desktop geotechnical/environmental study and where applicable (4.2.4):	Hubco shall review the available geotechnical information as part of stage 1 and undertake a gap analysis to advise any further investigations to be carried out by the Council or the HubCo.
a. Topographical survey	Hubco shall review the available topographical information as part of stage 1 and undertake a gap analysis to advise any further topographical information to be provided by the Council or the HubCo.
b. Site investigation Studies	Hubco shall review the available site investigation information as part of stage 1 and undertake a gap analysis to advise any further investigations to be carried out by the Council or the HubCo.
c. Geotechnical report	Hubco shall review the available geotechnical information as part of stage 1 and undertake a gap analysis to advise any further investigations to be carried out by the Council or the HubCo.
d. Asbestos report	Hubco shall review the information as part of stage 1 and undertake a gap analysis to advise any further investigations to be carried out by the Council or the HubCo.
e. Condition report	Not required
f. Traffic study	Hubco shall review the available traffic studies as part of Stage 1 and undertake a gap analysis and advise any further investigations to be carried out by the Council or the HubCo.
g. Environmental impact report	Not required

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13. The transfer of properties by Participant(s) to Hubco or to Project Service Providers (details required) (4.2.5)	Not required
14. a schedule of material amendments/benefits required to the standard terms of the relevant Template Project Agreement (4.2.6)	Required
15. Names of the Participant(s) and/or other parties who will become Project Agreement Counterparties. Also tenants (4.2.7)	Not required
16. How the New Project fits into the service delivery strategy as set out in the TDP and evidence of how the New Project meets the Relevant Participant(s)' requirements including the Specific Requirements (4.2.8)	Required
17. The effect on any employees of the Relevant Participant(s) or relevant third party service providers, including any potential transfer of any such employees (TUPE) (4.2.9)	Not required
18. An equipment strategy and risk transfer assumptions (4.2.10)	Required
19. What land (including Participant land) is required and where appropriate, an indicative value of that land (4.2.11)	Not required
20. The appropriate contractual route to deliver the New Project (4.2.12)	DBFM The project will be revenue funded adopting the Standard Form DBFM Project Agreement issued by Scottish Futures Trust in June 2012 Note that the Council is providing capital funding for its share of the project cost. Details of the proposed method for payment of the Council's capital funding share to be provided.
21. Evidence of planning permission in principle (outline) including a report on any	Not required. Hubco is required to consult with the Planning Authority during Stage 1, to assess planning risks

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conditions attached setting out Hubco's recommended strategy (4.2.13)	and to include a report detailing proposed mitigation measures in their Stage 1 submission. Hubco will be required to carry out pre-application public consultation and submit a detailed planning application during Stage 2. . HubCo will be required to discharge planning conditions within the HubCo's areas of responsibility prior to Stage 2 submission.
22. A maximum time period for submission of a Stage 2 Submission on the assumption that the New Project achieves Stage 1 Approval (and indicating alternative time periods to accommodate market testing if required) (4.2.14)	Required. The target date for the Stage 2 approval is as per the attached programme. The maximum Stage 2 period is 32 weeks from Stage 1 approval or such other period as is agreed by both parties.
23. The proposed Project Development Fee referred to in paragraph 1.2 of schedule Part 4 (Partnering Services Costs) (4.2.15)	Required
24. A Site Waste Management Plan (incorporating design stage waste reduction actions). (4.2.16)	Not required. Note that this will be required at Stage 2.
25. Most recent Hubco Performance Report and confirmation whether or not the Track Record Test has been passed at the date of submission of the Stage 1 submission. (Not referenced)	Required. Stage 1 submission to set out proposed project-specific KPI's.