

Minor Works - Feasibility Report **NON-CONTROLLED**

Property Name:	St Joseph's PS, Strangford
Property Address:	31 Downpatrick Road, Strangford, BT307LZ

EA Project Manager:		EA Office:	Belfast
Telephone number:		Email address:	
Date Completed:	28/03/2024	AMS Officer:	
		Date submitted to AMS:	18/04/2024

Description of Minor Works Request	St Joseph's PS, Strangford submitted a minor works application as the Principal has no office and there is a need for an office to be created solely for use by the Principal. The school's enrolment has grown year on year and the Principal has advised that it has become increasingly more difficult to find a space to work without major disruption. They further stated that there is a clear need for an office to carry out the Principals role and to have all documents to hand in a secure area. Following scoping visits and discussions with DE it was approved that the rear modular unit could be removed, 2 new classrooms provided and internal space to be reconfigured to suit the school's needs.
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EA Reference Number:	MW22-40121521
DE Reference Number:	403-3005/10D
Manhattan Project Number:	40121521
Cost Code/Trustee Details:	

For internal EA use only:

STATEMENT OF APPROVAL

I have reviewed and confirm that this feasibility report, together with all appendices and associated documents, is an accurate and complete technical assessment for the project

MiCD Project Manager (EA)

Approved for consideration in a Business Case

MiCD Senior Project Manager/Locality Manager (EA)

Name:	
Signed:	
Date:	18/04/2024

Name:	
Signed:	
Date:	

Guidance Notes for completion of minor works technical assessment

Objectives

- All project objectives to be agreed with or provided by Asset Management Service
- The Project Manager should Include a time for achieving each objective in the measure column

Options

- The Project Manager should include a brief description of each option below the option identifier (e.g. Option 1 = Do Nothing)
- Options to be considered may include: refurbishment, replacement, extension, or temporary accommodation depending on nature of project requirements. Due consideration must be given to the Do Minimum option, which should reflect the do minimum works to address the project objectives.
- Explain the technical advantages and disadvantages of each of the options (e.g. do they meet DE Building Handbook standards, do they suite classrooms in line with the Building Handbook, do they fully/partially address H&S, DDA, Fire Risk Assessment, Building Regulation, etc. requirements, will the completion of works cause disruption to pupils/staff?)
- The Project Manager must consult with C2K at an early stage to determine if the options will impact on data installations. This consultation can be via the school or directly with C2K using the contacts listed below in the monetary assessment notes.

Monetary Assessment

- The Project Manager should provide estimated construction costs, furniture & equipment costs & statutory fees for each option – within imbedded spreadsheets provided – only these costs can be entered. Note the following:
 - For statutory fees included the origin of calculation should be evidenced, e.g. Building Control website in breakdown
 - Construction cost breakdown should be provided in an appendix (elemental/NRM format)
 - C2K costs should be included where relevant – see next point below
 - OB/Risk will be included at 10%
- Consultation with C2K should be carried out for all schemes. Any costs associated with C2K alterations as a result of the project should be included and detailed separately within the construction cost breakdown. Contacts for C2K provided below:

Area	System Analysts	Email	Telephone
Belfast/South East			
North East			
South			
West			

- Estimated professional fees and EA fees for the project will be applied as a % of the construction cost in line with the value ranges in the table below:

Project Value Range	Anticipated Professional/Consultants Fee %	EA Fee % (as agreed with EA)
£1,000 - £10,000	15%	5%
£10,001 - £100,000	12%	5%
£100,000 - £250,000	11%	3%
£250,001 - £1,000,000	10%	2%

- If the capital works are likely to either increase or decrease running/recurrent costs, an estimate of the likely change should be included (e.g. in energy, maintenance, cleaning costs, etc.) i.e. additional area added to a property will impact of the rates charge – this should be noted; LMS budget calculations – in discussions with the school the impact on their LMS budget should be highlighted
- The estimated Professional/Consultants fees are based on anticipated costs - actual costs will vary across projects

VAT

- VAT is included (where relevant) in Non-Controlled projects (VAT is NOT included in Controlled projects)

TECHNICAL ASSESSMENT – this should be a RIBA Stage 0/1 ¹comprehensive review of the site and buildings to determine the technical issues, impacts and constraints that need to be taken into consideration when planning to deliver the needs and objectives for the project. The technical assessment should be completed following adequate review of existing information, site visit and completion of all necessary surveys. A representative from Asset Management Service should be included in any arrangements to visit the school and meet with the school management team.

¹ Please refer to Stage 0/1 2020 RIBA Plan of Work at <https://www.architecture.com/-/media/GatherContent/Test-resourcespage/Additional-Documents/2020RIBAPlanofWorkoverviewpdf.pdf?la=en>

An unavoidable minor works application was received for the provision of a principal's office at St Joseph's, Strangford. In March 2022. Discussions took place between AMS, the School and DE regarding the scope of the project in January 2023. In January 2023, DE asked if the existing modular classroom could be surveyed with the possibility of increasing the scope of the project to include works to the existing mobile. A condition surveyed was undertaken and found that the modular unit should be condemned. DE confirmed that the scope of the project has now increase to include the replacement of existing mobile with 2 new classrooms and reconfiguration of internal space for a principal's office and multi-purpose room.

St Joseph's PS, Strangford

St Joseph's Primary School has a site of approx. 3,042 m² located off Downpatrick Road. The school is situated across one main building comprising of a 4-classroom school, with one modular unit on site. The school's enrolment has grown year on year and the principal has advised that it has become increasingly more difficult to find a space to work without major disruption. The condition survey of the existing mobile states that "the building was built in the 1970s and has had subsequent refurbishments but is no longer in a financially viable condition for restoration and ideally requires replacing with a new structure".

Existing Site:

- The school extends to an area of approx. 3,042m² inclusive of hard and grassed play areas.
- The school is situated within the rural village of Strangford in County Down.
- The site has one main accessible entrance for both vehicles and pedestrians. This entrance is located along the eastern boundary of the site and is located off the Downpatrick Road.
- There is one existing modular classroom located in the southwest corner of the site. This is often used by the principle for a workspace when not being used for teaching and extra-curricular activities, i.e. music, art
- The topography of the site slopes from south to north with the school being situated at an elevated position in comparison to the main pedestrian entrance to the site.
- There is some existing car parking provision on site with the remaining of staff and visitors availing of on street parking, outside of the school site.
- There is limited hard and soft play area within the school site which was needs to be taken into consideration when reviewing the proposed options.

Proposed options:

- Option 1 – Do nothing.
- Option 2 – Do minimum – Replacement of double modular and reconfiguration of internal space for Principals office and multi-purpose space & removal of existing mobile.
- Option 3 - Replacement of mobile with 2 separate modular classrooms and reconfiguration of internal space for Principals office and multi-purpose space & removal of existing mobile.
- Option 4- Replacement of mobile with extension to provide 2 classrooms and reconfiguration of internal space for Principals office and multi-purpose space

Condition Survey:	See Appendix 1
Suitability Survey:	

OBJECTIVES – please ensure objectives have been agreed with/provided by Asset Management Service prior to commencement of Feasibility report

Description of Objective	How the Objective will be achieved and measured
Provide necessary modifications or enhancements to the building environment to meet the shortfalls identified in the capacity assessment report and to ensure continued delivery of the NI curriculum	15 m2 additional ancillary Principal's Office accommodation by September 2024. 120 m2 additional teaching accommodation by September 2024. 15 m2 additional multipurpose space by September 2024.
Avoidance of disruption to pupils while facilities improvements are being provided	Zero school days lost as a during the construction period as recorded in the PPE by September 2025
Improve the standard of the accommodation for occupants.	15 m2 additional ancillary [Principal's Office accommodation by September 2024 Works carried out will comply with legislative requirements such as Building regulations, DDA etc. and adhere /align with all relevant statutory approvals granted. This compliance check will be carried out at Project close September 2024 and recorded at Post Project Evaluation stage September 2025.
Improvement of staff and pupil morale.	Improvements in Staff and pupil morale will be captured in the Post Project Evaluation via a customer satisfaction survey where at least 70% of the people /users surveyed achieve at least a satisfactory response to the staff morale question to be completed by September 2025

IDENTIFICATION OF OPTIONS

No.	Option number & description	Shortlisted (S) or Rejected (R)	Reason for Shortlisting or Rejection
1	Status Quo – do nothing to change the existing situation	S	Requirement of NIGEAE
2	Do minimum – (Replacement of mobile with double modular 2 classrooms and reconfiguration of internal space for Principals office and multi-purpose space)	S	These are the minimum works required to address the needs identified
3	(Replacement of mobile with double modular with 2 classrooms and reconfiguration of internal space for Principals office and multi-purpose space)	S	These works will address the needs identified

4	Traditional build extension	R	2 60m2 classrooms and associated accommodation does not fit onto site without major civils work
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CONSIDERATION OF SHORTLISTED OPTIONS

Option 1 – Do Nothing	
Detailed description of Option 1 in the box below:	
n/a	
List the advantages with this option	• No expenditure. • No statutory applications/approvals required. • No disruption to existing facilities.
List the disadvantages with this option	• Does not meet the objective, <i>'Provide necessary modifications or enhancements to the building environment to meet the shortfalls identified in the capacity assessment report and to ensure continued delivery of the NI curriculum'</i> No works carried out • Does not meet the objective, <i>'Avoidance of disruption to pupils while facilities improvements are being provided.'</i> No works carried out • Does not meet the objective, <i>'Improve the standard of the accommodation for occupants.'</i> No works carried out • Does not meet the objective, <i>'Improvement of staff and pupil morale.'</i> No works carried out • School still operating with significant deficiencies in accommodation. • School will still be operating without a safe space for parent/ principal meetings/ confidential meetings to take place
Provide details of technical impacts, assumptions or risks associated with this option (i.e. phasing implications, disruption, etc.):	
n/a	

Option 2 – Do Minimum (Replacement of mobile with double modular 2 classrooms and reconfiguration of internal space for Principals office and multi-purpose space)

Detailed description of Option 2 in the box below:

Provision of standalone double modulars to provide 2 new classrooms and associated toilets with internal refurb of undersized classrooms. Removal of existing mobile at rear of site and relocation of containers to boundary corner

Double modular accommodation to provide

- 2no. classrooms @ 60m²
- Male and female WC's
- Disabled WC
- 2 no classrooms store @6m²
- 1 no. plantroom

Internal refurb-

- 2no. multipurpose rooms with acoustic divider @15m² with option to open up to one 30m²
- principals offices @17m²
- Female staff toilets
- Disabled WC/ Visitor/ Male staff toilet
- Reprographics rooms @4m²
- Existing toilet to be converted to store
- Resource store @4.5m²

Modular building to be sited on grass play area, this has been agreed in principle with the school.

Proposed Works Process

A retaining wall near the existing car parking will be required. Relocation of large piece of play equipment and replacement wet pour will be required. Modular will be accessed via play area.

Contractor and school will share access during construction. The contractor will require a site compound during the works to be agreed with the school.

Phasing of the works will have an impact on the school- internal refurb will reduce the number of usable spaces within the school building during the works. Work would be best scheduled over a summer period to reduce disruption to school

Temporary accommodation is not a viable option due to size of site.

Car Parking

The existing car park has a capacity of 7 standard car parking bays and 2 disabled parking bays. The works associated with this option will not have an impact on existing car parking numbers.

Services

Data, mains water and an electricity supply will be available to service the site.

Storm drainage can be discharged to existing infrastructure within the site of St Joseph's PS

Foul could be connected to the existing infrastructure within the site of St Joseph's PS

List the advantages with this option

- Meets the objective, *'Provide necessary modifications or enhancements to the building environment to meet the shortfalls identified in the capacity assessment report and to ensure continued delivery of the NI curriculum'* Provision of appropriately sized classrooms.
- Meets the objective, *'Avoidance of disruption to pupils while facilities improvements are being provided.'* No works carried out.
- Meets the objective, *'Improve the standard of the accommodation for occupants.'* Provides suitably sized accommodation.
- Meets the objective, *'Improvement of staff and pupil morale.'* Provides appropriate accommodation to address some of the school deficiencies.
- Classrooms and internal refurb can be completed in tandem to reduce time on site
- Short contract period; no requirement to phase works as the majority of works takes place in isolation of main school building. Extent of works known and identified at tender stage, minimising impact on contract duration and costs due to unforeseen works.
- Minimal nuisance, noise, vibration and dust impact on the main school building.
- The works are not phased; the manufacture of the accommodation takes place in the factory setting and delivered to site for second fix installation and finishing out.

	• Residual value of unit – can be relocated to other premises if required. • Low maintenance building. Reduction in maintenance costs. Eco-friendly construction. • Reliable construction time frame. • Compliance with DDA Regulations and recommendations. • Compliance with Building Regulations. • Contractor is wholly responsible for all Building Control applications, notifications and approvals.
List the disadvantages with this option	• Does not meet the objective, <i>'Avoidance of disruption to pupils while facilities improvements are being provided.'</i> This is subject to the phasing of works and when budget becomes available. • Loss of useable greenspace • Modular classrooms not linked to existing school • Does not address all school deficits • 2 classrooms and area around main entrance will be out of use during construction • Not permanent construction. • Contractor and school will have to share access during construction period.
Provide details of technical impacts, assumptions or risks associated with this option (i.e. phasing implications, disruption, etc.):	
Planning permission required, there may be objections from the neighbouring house due to proximity of proposed building. Planning approval may delay tender of contractor. Building control will be required. Phasing of work will need careful management to avoid severe disruption to school, this scheme would be best programmed over summer months. No temporary accommodation has been factored in due to there being no room on the site to accommodate this.	

Option 3 (Replacement of mobile with double modular with 2 classrooms and reconfiguration of internal space for Principals office and multi-purpose space)

Detailed description of this Option in the box below:

Provision of 2 standalone single modulars to provide 2 new classrooms and associated toilets with internal refurb of undersized classrooms

Each single modular accommodation to provide

- 1no. classroom @ 60m²
- Male and female WC's
- Disabled WC
- 1 no classroom store @6m²
- 1 no. plantroom

Internal refurb-

- 2no. multipurpose rooms with acoustic divider @15m² with option to open up to one 30m²
- principals offices @17m²
- Female staff toilets
- Disabled WC/ Visitor/ Male staff toilet
- Repographics rooms @4m²
- Existing toilet to be converted to store
- Resource store @4.5m²

List the advantages with this option	• Meets the objective, <i>'Provide necessary modifications or enhancements to the building environment to meet the shortfalls identified in the capacity assessment report and to ensure continued delivery of the NI curriculum'</i> Provision of appropriately sized classrooms. • Meets the objective, <i>'Avoidance of disruption to pupils while facilities improvements are being provided.'</i> No works carried out. • Meets the objective, <i>'Improve the standard of the accommodation for occupants.</i> Provides suitably sized accommodation. • Meets the objective, <i>'Improvement of staff and pupil morale.'</i> Provides appropriate accommodation to address some of the school deficiencies. • Classrooms and internal refurb can be completed in tandem to reduce time on site • Short contract period; no requirement to phase works as the majority of works takes
	place in isolation of main school building. Extent of works known and identified at tender stage, minimising impact on contract duration and costs due to unforeseen works. • Minimal nuisance, noise, vibration and dust impact on the main school building. • The works are not phased; the manufacture of the accommodation takes place in the factory setting and delivered to site for second fix installation and finishing out. • Residual value of unit – can be relocated to other premises if required. • Low maintenance building. Reduction in maintenance costs. Eco-friendly construction. • Reliable construction time frame. • Compliance with DDA Regulations and recommendations. • Compliance with Building Regulations.

	Contractor is wholly responsible for all Building Control applications, notifications and approvals.
List the disadvantages with this option	- Does not meet the objective, <i>'Avoidance of disruption to pupils while facilities improvements are being provided.'</i> This is subject to the phasing of works and when budget becomes available. - Loss of useable greenspace in 2 areas Modular classrooms not linked to existing school. - Does not address all school deficits. 2 separate modulars results in 2 different construction works areas causing more disruption to school 2 classrooms and area around main entrance will be out of use during construction - Not permanent construction.
	Contractor and school will have to share access during construction period.
Provide details of technical impacts, assumptions or risks associated with this option (i.e. phasing implications, disruption, etc.): Planning permission required, there may be objections from the neighbouring house due to proximity of proposed building. Planning approval may delay tender of contractor. Building control will be required. No temporary accommodation has been factored in due to there being no room on the site to accommodate this.	

MONETARY ASSESSMENT (please refer to guidance notes at end of template)

Please confirm the following by checking the box:

Construction cost breakdown (elemental/NRM breakdown) is included in appendices ☐

C2K have been consulted and all impact costs are included in the construction costs ☐ If either of the above boxes is not checked please provide an explanation why in the option description on previous page.

QUANTIFYING RISK FOR COVID-19 IMPLICATIONS: The potential impact on Construction Costs and Delivery Times caused by the Covid-19 Pandemic restrictions must be assessed using the following approach:

$$\frac{8\% \text{ of Construction Cost} \times \text{Estimated number of months operating under social distancing}^*}{\text{Estimated total number of months construction}}$$

*For the above calculation assume social distancing will be in operation until September 2021

Options	Estimated Capital Cost	Estimated Impact on Recurrent Costs per annum
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1	Do Nothing			Detail recurrent costs below
	Item	Cost		
1	Construction Cost	£ -		
2	Professional Fees	£ -	FALSE	
3	Furniture & Equipment	£ -		
4	Statutory Fees	£ -		
5	EA Fees	£ -	FALSE	
	SUBTOTAL	£ -		
7	Optimism Bias (on Sub Total)	£ -		
8	Risk: Covid-19	£ -		
	SUBTOTAL	£ -		
	VAT (on items 1-3 & 5-8)	£ -		
	Total	£ -		

2	Do Minimum – Replacement of mobile with double modular 2 classrooms and reconfiguration of internal space for Principals office and multi-purpose space			Detail recurrent costs below
	Item	Cost		
1	Construction Cost	£ 503,417.10		

2	Professional Fees	£ 50,341.71	10%	
3	Furniture & Equipment	£ 36,000.00		
4	Statutory Fees	£ 4,082.00		
5	EA Fees	£ 10,068.34	2%	
	SUBTOTAL	£ 603,909.15		
7	Optimism Bias (on Sub Total)	£ 60,390.92		
	SUBTOTAL	£ 664,300.07		
	VAT (on items 1-3 & 5-8)	£ 132,043.61		
	Total	£ 796,343.68		

3	Replacement of mobile with 2 separate modular clas rooms and reconfiguration of internal space for Principals office and multi-purpose space.	Detail recurrent costs below		
Item	Cost			
1 Construction Cost	£ 494,665.18			
2 Professional Fees	£ 49,466.52	10%		
3 Furniture & Equipment	£ 36,000.00			
4 Statutory Fees	£ 4,037.00			
5 EA Fees	£ 9,893.30	2%		
SUBTOTAL	£ 594,062.00			
7 Optimism Bias (on Sub Total)	£ 59,406.20			
SUBTOTAL	£ 653,468.20			
VAT (on items 1-3 & 5-8)	£ 129,886.24			
Total	£ 783,354.44			

Outline of cost assumptions made by EA Cost Commercial Unit in estimating the costs of each shortlisted option.

All project costs have been verified by an EA Quantity Surveyor, Capital Commercial Unit:



Signature

Print Name

Date of project costs 28/03/2024

PROJECT MANAGEMENT PROGRAMME

Provide realistic key milestone dates for each option – programme should be estimated from approval of Business Case ie 4 weeks following submission of Feasibility Report to AMS

		Option 1	Option 2	Option 3
	Design Development & Planning Approval			
Start Date:		n/a	May 2024	May 2024
Completion Date:		n/a	October 2024	October 2024
	Procurement			
Start Date:		n/a	April 2025	April 2025
Completion Date:		n/a	May 2025	May 2025
	Construction			
Start Date:		n/a	May 2025	May 2025
Completion Date:		n/a	September 2025	September 2025
	Post Project Evaluation (12 months after completion of project)			
Post Project Evaluation Due Date:		September 2025		
Who is expected to undertake Post Project Evaluation:		EA Asset Management Service		

INTEGRATED DESIGN TEAM (if applicable)

IDT:		IDT Contact Name:	
IDT Date Appointed:		IDT Bundle:	
IDT Telephone & E-mail:		IDT Date Site Visit:	

DETAILS OF PROPOSED PROCUREMENT PROCESS

DSS-MS
DSS-PA

APPENDIX OF SUPPORTING DOCUMENTS

Appendix Number	Appendix Title
1	Construction Cost Breakdown
2	Drawings
3	Condition Survey

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Appendix 1: Construction cost breakdown. Elemental analysis should be provided for each option. As a minimum the format below may be used with any additional cost information included in separate appendices.

Job / Order Number: MW22-40121521 DE Ref 403-3005/10D

School: St Joseph's PS Strangford

Description of works: Replacement double modular and Reconfiguration for Principals office & Multi purpose space **OPTION 2**

Date: 26/03/2024



Term Service	☐	GIFA:	m2	
DSS	☒		Amount	
PRELIMINARIES				
Preliminaries			£	79,432.83
DEMOLITIONS AND ALTERATIONS				
Removal of existing modular			£	8,000.00
Relocation of existing container and shed			£	300.00
Strip out of existing rooms			£	7,347.00
Internal refurbishment			£	74,790.00
SUBSTRUCTURE				
Substructure for double modular			£	13,666.43
SUPERSTRUCTURE				
Modular build classrooms			£	163,000.00
FIXTURES & FITTINGS				
Fixtures & fittings			£	13,200.00
SERVICES INSTALLATIONS				
Mechanical Installation Incl BWICS			£	27,223.00
Electrical Installation Incl BWICS			£	30,323.00
EXTERNAL WORKS				
Siteworks			£	43,073.80
Drainage & External services			£	9,933.00
ABNORMAL WORKS				
Asbestos			£	6,000.00
Hire unit for principals office - delivery and collection - 12 months including services			£	20,700.00
Total (Excluding VAT)			£	303,417.10

Cost per/m2 (excl VAT) #DIV/0!

Total (Including VAT)		£	604,100.32
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Prepared by: _____

Exclusions

1. Professional Fee's
2. EA Fee's
3. Statutory Fee's
4. Furniture & Equipment
5. Business Case Development Fee's

Job / Order Number: MW22-40121521 DE Ref 403-3005/10D
 School: St Joseph's PS Strangford

Description of works: Replacement Modular with 2nr single mobiles and
 Reconfiguration for Principals office & Multi purpose space **OPTION 3**
 Date: 26/03/2024



Term Service	☐	GIFA:	m2
DSS	☒		Amount
PRELIMINARIES			
Preliminaries		£	79,432.85
DEMOLITIONS AND ALTERATIONS			
Removal of existing modular		£	8,000.00
Relocation of existing container and shed		£	300.00
Strip out of existing rooms		£	7,347.00
Internal refurbishment		£	74,790.00
SUBSTRUCTURE			
Substructure for double modular		£	15,813.23
SUPERSTRUCTURE			
Modular build classrooms		£	166,433.00
FIXTURES & FITTINGS			
Fixtures & fittings		£	13,200.00
SERVICES INSTALLATIONS			
Mechanical Installation Incl BWICS		£	27,223.00
Electrical Installation Incl BWICS		£	30,523.00
EXTERNAL WORKS			
Siteworks		£	29,322.10
Drainage & External services		£	15,335.00
Hire unit for principals office - delivery and collection - 12 months including services			£20,700.00
ABNORMAL WORKS			
Asbestos		£	6,000.00
Other		£	-
Total (Excluding VAT)		£	494,665.18
Cost per/m2 (excl VAT) #DIV/0!			
Total (Including VAT)		£	593,598.22

Prepared by: _____

Exclusions

1. Professional Fee's
2. EA Fee's
3. Statutory Fee's
4. Furniture & Equipment
5. Business Case Development Fee's