

	Officer Key Decision
	Report from Director Inclusive Regeneration and Climate Resilience
	Lead Member – Cabinet Member for Regeneration Planning & Property (Councillor Teo Benea)
Authority to award contract for Architect led Multi-Disciplinary Design Services for a new 1FE School with 2FW Infrastructure in the site of Carlton Vale Infant School, South Kilburn	

Wards Affected:	Kilburn, Queens Park
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: (If exempt, please highlight the relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	None
Background Papers¹:	None
Contact Officer(s): (Name, Title, Contact Details)	<p>Quinn Greer, Senior Project Manager 020 8937 1977 Quinn.greer@brent.gov.uk</p> <p>Luz Gonzalez, Development Manager 020 8937 1650 Luz.Gonzalez-Ramirez@brent.gov.uk</p>

1.0 Executive Summary

- 1.1 This report concerns the procurement of an Architect-led Multi-disciplinary Design Team and Principal Designer Services for a new 1FE school with 2FE infrastructure on the Carlton Vale Infant School site, South Kilburn. The project is currently concluding RIBA Stage 1. The design brief and layout options were presented to the School Capital Programme Board and have been approved by the School and Children and Young People (CYP). A Stage 1 report will be presented to the Infrastructure and Regeneration Programme Board and School Capital Programme Board alongside general update on the progress of the

project. To maintain programme milestones, this report requests authority to award contracts as required by Contract Standing Order 88. This report summarises the process undertaken in procuring a contract and recommends to whom the contract should be awarded.

2.0 Recommendation(s)

That the Corporate Director Neighbourhoods and Regeneration:

- 2.1 Notes that RIBA Stage 1 of the South Kilburn Primary School project is nearing completion and will be presented to the Infrastructure and Regeneration Programme Board and the School Capital Programme Board in July 2025.
- 2.2 Notes that the design brief and school layout options have been presented to the School Capital Programme Board in April 2025 and accepted by the School and Children and Young People (CYP) Department, establishing the basis for project progression.
- 2.3 Approve the progression of the South Kilburn Primary School project to RIBA Stages 2 and 3, enabling the development of detailed design for planning submission and tender.
- 2.4 Approves the pre-tender considerations set out in paragraph 3.4.
- 2.5 Approves the award the contract for Architect-led Multi-disciplinary Design Team, and Principal Designer Services (RIBA stages 2-3) for a new 1FE school with 2FE infrastructure on the site of Carlton Vale Infant School, South Kilburn to Cottrell & Vermeulen Architecture Ltd for 24 months including possible extensions in the sum of £995,000.00 excluding VAT, inclusive of contingency, surveys, and framework levy.

3.0 Detail

3.1 Contribution to Borough Plan Priorities & Strategic Context

- 3.1.1 South Kilburn has been identified as a strategic priority area for driving transformational change, economic opportunity, and regeneration within Brent – Prosperity and Stability in Brent, Thriving communities (Brent Borough Plan 2023-27).
- 3.1.2 The South Kilburn School project helps meet outcomes within the Borough Plan 2023-2027, namely Strategic Priority 4, The Best Start in Life, by making sure access to quality education is fair and equal, which will allow children to develop their skills and achieve their potential and realise their aspirations.
- 3.1.3 The proposal supports sustainable development and growth, aligning with the strategic objectives of the Brent Local Plan (2019-2041), the South Kilburn Masterplan, the Infrastructure Delivery Plan (IDP) and SCIL legislation by

addressing current deficiencies and meeting future demands by delivering high-quality educational facilities and green infrastructure ensuring long-term community stability and growth.

3.2 Background

- 3.2.1 The council requires the provision of Architect-led Multi-disciplinary Design Team, and Principal Designer Services (RIBA stages 2-3) for a new 1FE school with 2FE infrastructure on the site of Carlton Vale Infant School, South Kilburn. Officers have reviewed a range of procurement options and have determined that the use of a framework is the most appropriate and cost-effective means of procuring a contractor.
- 3.2.2 RIBA Stage 1 is substantially complete. A formal Stage 1 report will be presented to the Regeneration Board. It will demonstrate that the project has a well substantiated strategic case, wide stakeholder support, and a viable delivery route.
- 3.2.3 Officers have undertaken a procurement exercise by calling off from the LHC ARCHITECT DESIGN SERVICE (AD1.1) FRAMEWORK AGREEMENT (the “Framework”). Officers have identified a consultant providing the most economically advantageous offer in accordance with relevant criteria set out in the Framework and therefore recommend the award of a contract for Architectural and Principal Designer Services (RIBA stages 2-3) for a new 1FE school with 2FE infrastructure on the site of Carlton Vale Infant School, South Kilburn. (the “Contract”).
- 3.2.4 In December 2024, Cabinet approved the use of £12.9m of SCIL funding, for the construction of a 1 FE primary school with a nursery and the infrastructure to expand to a 2FE school (including decanting of Carlton Vale Infant school to Kilburn Park Junior school and the associated building works), as part of South Kilburn Regeneration Programme. For avoidance of doubt construction cost excludes professional fees incurred by the Council, the supply of Furniture Fittings and Equipment (FFE), Information and Communication Technology (ICT) and Multi-use Games Area (MUGA) to be provided in the South Kilburn Open Space.
- 3.2.5 The total projected budget for professional fees to Stage 3 including Architect-led Multi-disciplinary Design Team, Principal Designer, Cost Consultant, and Project Management Services is £1,220,000.

3.3 The Procurement Process

- 3.3.1 The Contract will be called off from the Framework, using the form of award and standard call-off terms and conditions prescribed under the Framework.
- 3.3.2 The Framework permits award by way of further competition and by way of direct award and sets out rules for the identification of the most economically

advantageous contractor under both procedures. Officers consider that identification of the most economically advantageous contractor using the Framework's direct award procedure is most appropriate for the procurement of the Contract as Cottrell & Vermeulen Architecture Ltd who has previous experience in South Kilburn and their previous involvement in the Masefield, Wordsworth, and Dickens scheme, including the design of a 2FE school.

Brent Council remains committed to delivering value for money (VfM) in all its procurement activities, ensuring financial prudence and alignment with strategic priorities. Officers confirm that the below-listed factors have been considered in respect of this contract, ensuring VfM while mitigating risks and supporting the timely and effective delivery of the school, a project critical to Brent's long-term strategic development goals:

- Specialised Expertise and Continuity
- Cost Efficiency and Resource Optimisation
- Mitigation of Service Disruption Risks
- Alignment with Strategic Objectives and Broader Benefits

3.3.3 The design lead services for Stage 1 were provided by Cottrell & Vermeulen Architecture Ltd, who have successfully developed the project brief and concept in close collaboration with all stakeholders. Officers are satisfied that Cottrell & Vermeulen Architecture have demonstrated the capability, understanding and continuity required and is best placed to lead the design team through RIBA stages 2-3, to development of detailed design for planning submission and tender.

3.3.4 In compliance with the Framework guidance, Officers have reviewed the framework information for all contractors on [Lot 2 Education/ Social Care/ Community Provisions] the Framework. Officers have identified Cottrell & Vermeulen Architecture Ltd as the most economically advantageous contractor. The contract is for 24 months, including possible extensions in the sum of £995,000.00 excluding VAT.

3.3.5 The contract will commence on 30th May 2025 subject to call-in.

3.4 Pre-tender Considerations

The pre-tender considerations relevant to the contract are as follows:

Ref.	Requirement	Response
(i)	The nature of the services / supplies / works.	As detailed above.
(ii)	The value.	£995,000.00 excluding VAT
(iii)	The contract term.	24 months

Ref.	Requirement	Response	
(iv)	The tender procedure to be adopted.	Direct Award from a Framework	
(v)	The procurement timetable.	Stage in Procurement	Indicative dates
		Invited Bid	N/A Direct award
		Checking Bid	N/A Direct award
		Contract start date	30th May 2025
(vi)	The evaluation criteria and process.	N/A – Direct Award	
(vii)	Any business risks associated with entering the contract.	No specific business risks are considered to be associated with entering into the contract.	
(viii)	The Council's Best Value duties.	For the reasons set out in Section 3, it is considered that Direct Award will result in the Council achieving best value.	
(ix)	Consideration of Public Services (Social Value) Act 2012	Officers have had regard to the Public Services (Social Value) Act 2012.	
(x)	Any staffing implications, including TUPE and pensions.	There are no implications for Council staff arising from the procurement.	
(xi)	The relevant financial, legal, and other considerations.	Financial – See Financial Considerations at Section 5.	
		Legal – See Legal Consideration at Section 6.	
		Other – N/A	
(xii)	Sustainability	Given the nature and value of the contract, it is not possible to include specific sustainability requirements.	
(xiii)	Key Performance Indicators / Outcomes	Appropriate Key Performance Indicators / Outcomes will be included in the contract.	

Ref.	Requirement	Response
(xiv)	London Living Wage	The Contract will require the payment of the London Living Wage.
(xv)	Contract Management	A contract manager will be appointed, and appropriate contract management provisions will be included in the contract.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 The South Kilburn regeneration team, along with Schools' Capital delivery and Children and Young People have worked closely with the two schools in developing designs for the primary school. The proposal has been and will continue to be the subject of extensive consultation and engagement with the community in and around South Kilburn estate. The council will continue to work with local stakeholders to update the school, local community, and Ward Councillors as each project progresses.

5.0 Financial Considerations

- 5.1 Part 3 of the Council's Constitution states that the Corporate Director Neighbourhoods and Regeneration has delegated authority to approve the award of contracts for services valued at less than £2 million. The estimated value of the contract is under this threshold.
- 5.2 The overall budget for the school project is £14.37m and this covers the construction costs, as well as cost of the contract for Architect-led Multi-disciplinary Design Team, and Principal Designer Services (RIBA stages 2-3) .The budget for the school is funded by £12.9m of Strategic CIL and £1.47m of existing Section 106 allocations.
- 5.3 It is vital that the school project remains within this £14.37m as no funding has been identified beyond this. Using capital receipts for this project would reduce the amount of capital receipts available to fund affordable housing.

6.0 Legal Considerations

- 6.1 The procurement of the contract commenced in January, 2025, and thus the procurement is governed by the Public Contracts Regulation 2015 (the "PCR 2015") The value of the contract over its lifetime is in excess of the PCR 2015 threshold for Services and the award of the contract is therefore governed by the PCR 2015.

- 6.2 Officers recommend the use of a framework to procure the contract. The PCR 2015 allow the use of framework agreements and prescribes rules and controls for their procurement. Contracts may then be called off under such framework agreements without the need for them to be separately advertised and procured through a full procurement process. Call-offs under the framework agreement need to be carried out in accordance with the framework rules, to include using evaluation criteria specified in the framework agreement and utilising the terms and conditions set out in the framework agreement.
- 6.3 The Council's Contract Standing Orders state that no formal tendering procedures apply where contracts are called off under a framework agreement established by another contracting authority, where call off under the framework agreement is approved by the relevant Corporate Director or Director and provided that the Corporate Director, Governance has advised that participation in the framework is legally permissible. The Corporate Director, Governance has confirmed that participation in the Framework is legally permissible.
- 6.4 The award of the contract is subject to the Council's own Standing Orders in respect of Medium Value Contracts. The Corporate Director has delegated power to award Medium Value Contracts in accordance with paragraph 9.5 of Part 3 of the Constitution.
- 6.5 The decision to award the contract will be subject to call-in as provided for in the Council's Constitution. As the procurement of the contract is from a framework, there is no requirement for the Council to observe a 10-day standstill period under the PCR 2015. Subject to no challenge preventing award, Officers will seek to implement the decision to award.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

- 7.1 Pursuant to s149 Equality Act 2010 (the "Public Sector Equality Duty"), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act.
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,
- 7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of

persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

- 7.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.
- 7.5 The proposals in this report have been subject to screening and officers believe that there are no adverse equality implications.

8.0 Climate Change and Environmental Considerations

- 8.1 The council declared a climate and ecological emergency in 2019. The council has also embarked on a pioneering 'Green Neighbourhoods' programme as one of the key focal points of its 2022-24 Delivery Plan, of which South Kilburn was selected as a 'development-led' Green Neighbourhood.
- 8.2 The existing school buildings are old and poorly insulated and use fossil fuels to heat them. By reducing the number of school buildings and providing a new, modern building, built to current building regulations and energy efficiency standards it is expected to reduce the levels of carbon produced to operate the school. The new building could include low carbon technologies such as solar PV, air source heat pumps and/or connection to the proposed District Heat Network.

9.0 Human Resources/Property Considerations (if appropriate)

- 9.1 There are no direct Human Resource implications of this report.
- 9.2 Should this proposal be approved, Officers will need to work with the schools to relocate the Infant School to the Junior School site and complete any necessary works (e.g. toilet adaptations, dining facilities) to accommodate this move.
- 9.3 Depending on when this is completed, there may be the need to secure the vacant Infant School building and site until such time a contractor takes ownership of the site as part of the build works contract.

10.0 Communication Considerations

- 10.1 South Kilburn Regeneration programme including the development of the physical proposals of the area has been and will continue to be the subject of extensive consultation and engagement with the community in and around South Kilburn estate. The council will continue to work with local stakeholders to update the local community and Ward Councillors as each project progresses.

Related document(s) for reference:

Cabinet Report (9 December 24) - Request for Strategic Community Infrastructure Levy Allocation for the South Kilburn Primary School & South Kilburn Urban Park -

Report sign off:

Alice Lester

Corporate Director Neighbourhoods
and Regeneration