

PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No. 6
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INFORMATION NOTE: NORTH HERTFORDSHIRE MUSEUM AND COMMUNITY FACILITY AT HITCHIN TOWN HALL

REPORT OF THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

Project update

Table 1 below provides an overview of the key tasks that have been undertaken since September 2013.

Table 1

Tasks	Date Due	Date Completed
Construction contract		
Award Contract	5 th September 2013	5 th September 2013
Removal of asbestos	7 th October 2013	29 th November 2013
Contractors Mobilisation complete	7 th October 2013	29 th November 2013
Start on site	8 th October 2013	2 nd December 2013
Appoint Clerk of Works	14 th November 2013	14 th November 2013
Demolition of 14 & 15 Brand Street	31 st January 2014	31 st January 2014
Remove roof off gymnasium	14 th February 2014	*
[*Due to current weather conditions, the roof has remained on to enable piling works to be completed]		
Exhibition Design		
Presentation on progress	28 th August 2013	1 st October 2013
Award Contract	5 th September 2013	5 th September 2013
Presentation on progress	1 st October 2013	1 st October 2013
Evaluation and Audience Consultation	1 st October 2013	1 st October 2013
Detailed design	14 th October 2013	14 th October 2013
Content Development work	14 th October 2013	14 th October 2013
Submit HLF Application	11 th November 2013	11 th November 2013

Project Issues

Well under 15 Brand Street

Following the demolition of 14 and 15 Brand Street a well was uncovered. The Council's Archeologist attended site and concluded it was lined with nineteenth century bricks and was cheaply built (around 10% of the bricks are ordinary house bricks rather than well lining bricks). It was believed to be contemporary with 15 Brand Street, so estimated to date from the 1840s but was of no great historic significance (though archaeologically interesting) and did not need to be retained or protected. The Archeologist took a photographic record and further details have been posted on the Museum's blog - <http://www.northhertsmuseum.org/>

Additional Asbestos

Whilst removing the brick work for 15 Brand Street additional asbestos was located in a filled in fire place. Due to the nature of the asbestos, the statutory two weeks notice was given to the owners of adjacent properties before this could be removed. Removal took place during the week commencing 10th February 2014.

New Bricks for the Museum

The Council's Planning Officer and Conservation Officer have attended site and approved the bricks to be used on the Museum. To ensure that the bricks area similar match to the bricks of the Town Hall the Council has had to purchase bricks of a higher specification than originally anticipated.

Change of design

During the demolition work, it was identified that a small storeroom in the Town Hall had to be slightly amended. Hitchin Town Hall Ltd and North Hertfordshire District Council agreed the amendment and these changes have been approved and instructed to Borrás Construction Ltd.

Heritage Lottery Fund visit

On Wednesday 12th February 2014 the Heritage Lottery Fund team visited the site to see how the project was progressing as part of the stage 2 grant application for the fit out. The Council is due to find out if our stage 2 bid is successful in the middle of March 2014.

Project Plan

The current high level project plan is outlined below in Table 2.

Table 2

Tasks	Duration	Start	Finish
Council & Trust to agree 15 Brand Street	14 days	Thu 04/04/13	Tue 23/04/13
Negotiate new DA and legal approval	14 days	Thu 04/04/13	Tue 23/04/13
ACF to agree to extension and conditions	1 wk	Wed 24/04/13	Tue 30/04/13
BFAW lead in time	3 wks	Wed 01/05/13	Tue 21/05/13
2 weeks contingency	2 wks	Wed 22/05/13	Tue 04/06/13
Design	38 days	Wed 05/06/13	Fri 26/07/13
Review existing scheme for statutory compliance	0.5 wks	Wed 05/06/13	Fri 07/06/13
Develop revised areas to stage E	4.5 wks	Fri 07/06/13	Tue 09/07/13
Redevelop affected adjoining areas to stage E	0.5 wks	Fri 21/06/13	Tue 25/06/13
Develop revised areas to stage F	2 wks	Mon 15/07/13	Fri 26/07/13
Redevelop affected adjoining areas to stage F	0.5 wks	Wed 10/07/13	Fri 12/07/13
Revise Bills of Quantities	2 wks	Mon 29/07/13	Fri 09/08/13
Negotiate with preferred contractor	3 wks	Mon 12/08/13	Fri 30/08/13
Project Board	1 day	Wed 04/09/13	Wed 04/09/13
Award Contract	1 day	Thu 05/09/13	Thu 05/09/13

Sign DA & OA	1 day	Mon 09/09/13	Mon 09/09/13
10 working days for purchase of 14 & 15 Brand Street	10 days	Tue 10/09/13	Mon 23/09/13
Asbestos removal	12 days	Thu 14/11/13	Fri 29/11/13
Contractor Mobilisation	10 days	Mon 18/11/13	Fri 29/11/13
Start on site	0 days	Mon 02/12/13	Mon 02/12/13
Construction period (includes 2 wks closure during Christmas)	59 wks	Mon 02/12/13	Fri 16/01/15
Fit out works (community)	4 wks	Mon 19/01/15	Fri 13/02/15
Museum fit out on site	41 days	Mon 16/02/15	Mon 13/04/15
Object installation and testing	40 days	Tue 14/04/15	Mon 08/06/15
Two weeks contingency	2 wks	Tue 09/06/15	Mon 22/06/15
Public opening	0 days	Mon 22/06/15	Mon 22/06/15
Procurement of Architect for fit out	691 days	Mon 29/10/12	Mon 22/06/15
Develop brief for exhibition design	10 days	Mon 29/10/12	Fri 09/11/12
OJEU Notice for Exhibition Design	0 days	Thu 15/11/12	Thu 15/11/12
Response Period - PQQ returns (30 calendar days)	22 days	Thu 15/11/12	Fri 14/12/12
Closing Date for PQQ responses	0 days	Fri 14/12/12	Fri 14/12/12
Evaluate expressions of interest	20 days	Mon 17/12/12	Fri 11/01/13
Moderation meeting for PQQ's	1 day	Tue 08/01/13	Tue 08/01/13
Confirm tender list	0 days	Fri 11/01/13	Fri 11/01/13
Prepare Tender Documents	10 days	Mon 14/01/13	Fri 25/01/13
Dispatch Tender Documents	0 days	Wed 30/01/13	Wed 30/01/13
Tender Period for designer (40 calendar days)	29 days	Wed 30/01/13	Mon 11/03/13
Evaluation/Review tenders	10 days	Tue 12/03/13	Mon 25/03/13
Moderation meeting for tender documents	1 day	Tue 26/03/13	Tue 26/03/13
Amalgamating all the evaluation sheets	3 days	Wed 27/03/13	Fri 29/03/13
Project Executive sign off	5 days	Mon 01/04/13	Fri 05/04/13
Stand still period (10 days)	8 days	Mon 08/04/13	Wed 17/04/13
Partial ward	0 days	Fri 07/06/13	Fri 07/06/13
Content Development	52 days	Fri 07/06/13	Mon 19/08/13
Collections Meeting (1)	0 days	Tue 11/06/13	Tue 11/06/13
Review Collections	52 days	Fri 07/06/13	Mon 19/08/13
Theming and narrative development	52 days	Fri 07/06/13	Mon 19/08/13
Collections Meeting (2)	0 days	Tue 16/07/13	Tue 16/07/13
Stage C - Design	48 days	Thu 27/06/13	Mon 02/09/13
Concept Design work	38 days	Thu 27/06/13	Mon 19/08/13
Interface with architect development	38 days	Thu 27/06/13	Mon 19/08/13
Compile Stage C Report	6 days	Mon 12/08/13	Mon 19/08/13
Design Award of Contract	0 days	Mon 19/08/13	Mon 19/08/13

Stage C - Internal Review and Approvals	10 days	Tue 20/08/13	Mon 02/09/13
HLF Presentation - Stage C	0 days	Wed 28/08/13	Wed 28/08/13
Evaluation and Audience Consultation	10 days	Tue 03/09/13	Mon 16/09/13
Stage D - Design	30 days	Tue 03/09/13	Mon 14/10/13
Detailed Design	30 days	Tue 03/09/13	Mon 14/10/13
Content Development work	30 days	Tue 03/09/13	Mon 14/10/13
Mid-Stage Presentation	0 days	Mon 23/09/13	Mon 23/09/13
Stage D - Internal Review and Approvals	14 days	Tue 15/10/13	Fri 01/11/13
HLF Presentation - Stage D	0 days	Wed 23/10/13	Wed 23/10/13
Final revisions to Stage D submission	5 days	Mon 04/11/13	Fri 08/11/13
HLF Stage 2 Submission	0 days	Mon 11/11/13	Mon 11/11/13
HLF Response and Grant Award	91 days	Mon 11/11/13	Mon 17/03/14
HLF Mobilisation	20 days	Tue 18/03/14	Mon 14/04/14
Procurement and Fit-out	298 days	Thu 01/05/14	Mon 22/06/15
OJEU Tender Period	86 days	Thu 01/05/14	Thu 28/08/14
Mobilisation	10 days	Fri 29/08/14	Thu 11/09/14
Fit-out off site	40 days	Fri 12/09/14	Thu 06/11/14
Fit-out on site	41 days	Mon 16/02/15	Mon 13/04/15
Object Installation and Testing	40 days	Tue 14/04/15	Mon 08/06/15
Contingency and soft opening	10 days	Tue 09/06/15	Mon 22/06/15
Public Opening	0 days	Mon 22/06/15	Mon 22/06/15

Conclusion

Regular updates will continue to be provided via MIS and to stakeholders more generally via the Council's website, media releases and mailings to the Arts, Museums & Heritage Forum and Hitchin Area Committee

In addition a photographic record of construction works can be viewed on the Council's Flickr site (<http://www.flickr.com/photos/northhertfordshire/sets/>) and the Museum Service's blog also provides regular project updates (<http://www.northhertsmuseum.org/>)

John Robinson
Strategic Director Customer Services