

INFORMATION NOTE: NORTH HERTFORDSHIRE MUSEUM AND COMMUNITY FACILITY AT HITCHIN TOWN HALL

REPORT OF THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

This Information Note provides a further update for Members on the North Hertfordshire Museum and Community Facility and follows the report that was presented at the February 2014 Committee meeting.

Project Update

The Table below provides an overview of the key tasks that have been undertaken as part of the construction of the facility since December 2013 and up to May 2014.

Tasks	Date Due for completion
Construction Contract	
Former Gym	
Strip out internal items	17 th December 2013
Remove roof/gable end wall	14 th February 2014
Excavations for underground drainage	21 st March 2014
Reinforcement / concrete works	21 st March 2014
Erect Structural Steelwork	2 nd April 2014
Infill Slab Around Steelwork	28 th April 2014
Pre Cast Concrete Roof Slab	8 th April 2014
Cladding Rails	23 rd April 2014
Mechanical and Electrical Screen to Roof	16 th May 2014
New Building Section (Central Core)	
Excavate Ground Beams/Cut Down Piles	11 th March 2014
Demolition works 14/15 Brand Street	31 st January 2014
Infill basement / form piling mat	7 th February 2014
Piling works new structure	21 st February 2014
Integrity testing – piling works	12 th March 2014
Fwk/Reinforcement/Concrete Ground Beams/Pads	4 th April 2014
Excavate/Lay Underground Drainage/Manholes	25 th April 2014
Form Lift Pit/Walls/Infill Around Pit	4 th April 2014
Install Structural Steelwork to New Structure	27 th May 2014
Town Hall Refurbishment	
Strip out	24 th January 2014
Basement block work walls	14 th February 2014
Brick up redundant windows / doors	14 th March 2014
Steelwork to upper floor for museum store/plant	21 st March 2014
Form structural openings (Storerooms & office)	21 st March 2014
Carpentry to upper floor for museum store/plant	11 th April 2014
Adapt Stage to comply with ventilation requirements	25 th April 2014
Internal Fabric Repairs to plaster up redundant doors	2 nd May 2014
Basement Plantroom Mechanical Installations	30 th May 2014
Electrician Carcass/1 st Fix	30 th May 2014

General Update

- Progress on site is going well with the Museum and central areas being built and currently on target to complete by the middle of January 2015. Pictures of the build are being regularly taken and can be viewed on the Council flickr page. The link for this is provide below:

<https://www.flickr.com/photos/northhertfordshire/sets/72157638732724014/>

- The Council has received a grant of £914,400 from the Heritage Lottery Fund (HLF) for its 'Unlocking the Heritage of North Hertfordshire' as part of the Second Stage application. This money will be used to pay for the fit out of the Museum and a one year part time post.
- The Council is working closely with Mather & Co to develop the Museum exhibition design. Mather & Co. provided a presentation on their work to date at the Arts Museum and Heritage Forum on Wednesday 28th May, their progress was well received. When the design is complete Mather & Co. will tender out the works and appoint the main contractor to undertake the Museum fit out.
- Museum staff, volunteers and interns have continued to audit and photograph the collections at all three museum sites, and cleaning those items which may be chosen for display in the new Museum.
- A confidential briefing for Councillors on current project issues was held on 28h May 2014. The briefing outlined current project issues and provided context to a number of statements provided to the media and Councillors by Hitchin Town Hall Ltd. Further briefings can be arranged on request by any Member who was unable to attend.

Project Plan

The project plan provides an overview of the entire project and the key tasks that have or need to be undertaken. There are no changes to the project plan that was presented at the February 2014 Committee meeting.

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 x-mas)	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
2 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	Tues/20/05/14
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.

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10th June 2014