

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

## THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

This note provides a further update for Members on the North Hertfordshire Museum and Community Facility and follows the report that was last presented at the June 2014 committee.

**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 to July 2014.

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

## General Update

- Progress on site is progressing with the museum and central areas being built and is currently on target to complete by the middle of January 2015. Pictures of the build are regularly posted on the Council flickr page. The link for this is provided below.

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

- Mather & Co have developed and finished the museum exhibition design, which has been included in Appendix 1. Now the design is complete Mather & Co are undertaking a tender exercise to appoint the main contractor to undertake the museum fit out.
- Members will be aware that there has been considerable and speculation in the local media and elsewhere about the delivery of the project. Officers are continuing to address a number of issues connected with the delivery of the Development Agreement in accordance with the terms of that agreement and a confidential briefing for Members on the detail this was provided on 28<sup>th</sup> May 2014. In addition, a confidential site visit for all Members has now been arranged as details of this appear below.
- As discussed at the June Committee Meeting the additional Listed Building Consent application has been submitted and it is due to be considered at the August Planning Control Committee. Officers have also met on site with relevant planning officers and the Council's lead consultant to discuss the application.
- At its meeting on 24<sup>th</sup> June 2014, Cabinet approved an additional £110,000 contingency for the project, the contingency is required to ensure there is sufficient funds available to enable the project to be completed. Additional contingency was requested as the original contingency was allocated for a number of items in the early part of the project and these are detailed below.

Items that have required variations	Additional spend
Asbestos removal	£7,000
Bricks & Mortar to conform with Planning and Conservation Officer consent	£10,000
Remove lamp post to Brand street	£4,200
Electricity, gas & water supply cost exceeded original provisional sum	£10,900
Additional structural engineering works, redesign of storeroom and balcony.	£7,000
Increase floor insulation	£3,000
Fire protection works to basement ceiling	£3,000
Tanking to basement	£2,500
Additional demolition works	£5,000
Other adjustments against contingencies	£11,050
<b>Total</b>	<b>£63,650</b>

- Members are asked to note that a site visit, to inspect work in progress has now been provisionally arranged for 19<sup>th</sup> August 2014. Joining instructions for Members wishing to attend will be circulated in due course.

- Museum staff and volunteers have continued to audit and photograph the collections at all three museum sites, and cleaning those items which have been chosen for display in the new museum.

## Project Plan

A summary of current activity appears below and the full project plan appears as Appendix 2. There are no changes to the project plan that was reported in June 2014.

<b>Construction Tasks</b>	<b>Duration</b>	<b>Start</b>	<b>Finish</b>
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
<b>HLF Stage 2 Submission</b>	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
<b>Procurement and Fit-out</b>	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 vis 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

John Robinson  
**Strategic Director Customer Services**

8<sup>th</sup> July 2014

## APPENDIX 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 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
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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
<b>Procurement of Architect for fit out</b>	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

<b>Content Development</b>	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
<b>Stage C - Design</b>	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
<b>Stage D - Design</b>	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
<b>Stage D - Internal Review and Approvals</b>	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
<b>HLF Stage 2 Submission</b>	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
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