HITCHIN AREA COMMITTEE 14 JULY 2015

PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No.
	6

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

INFORMATION NOTE OF THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

This note provides a further update for Members on the North Hertfordshire Museum and Town Hall Project following the last update reported to all Area Committees and published in Members Information Services in May 2015.

Project Update

The table below provides an overview of the key tasks that have been undertaken as part of the construction of the facility from December 2013 to April 2015.

Table 1

Tasks	Date Complete
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	21st March 2014
Reinforcement / concrete works	21st 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
Mechanical carcass 1st fix	4 th July 2014
Electrical carcass 1st fix	4 th July 2014
BWIC M & E Installation	30 th May 2014
Carpentry 1 st Fix	13 th June 2014
Internal Metsec boarding to ground 1st floor	4 th July 2014
Ceiling Installation	25 th July 2014
Cupboards Fitted Furniture	31st October 2014
Electrical 2 nd Fix	December 2014
Mechanical 2 nd Fix	December 2014
Lighting	December 2014
Carpentry 2 nd Fix	January 2015
Timber Flooring	January 2015
M & E Test and Commission	January 2015
Final all Trades	February 2015
Sparkle clean	March 2015
Quality Inspection/Snagging Borras/CA/Client	10 th April 2015
New Building Section (Central Core)	
Excavate Ground Beams/Cut Down Piles	11 th March 2014
Demolition works 14/15 Brand Street	31st January 2014
Infill basement / form piling mat	7 th February 2014

Piling works new structure Integrity testing – piling works Fwk/Reinforcement/Concrete Ground Beams/Pads Fwk/Reinforcement/Concrete Ground Beams/Pads Excavate/Lay Underground Drainage/Manholes Form Lift Pit/Walls/Infill Around Pit Install Structural Steelwork to New Structure Stone Formation/Insulation/Membrane Form work / reinforcement / pump in-situ grd floor slab Carpentry to stairwell roof Roof Balustrade BWIC M & E Installation Screed to Ground and First Floors Rechanical Carcass 1st Fix Mechanical Carcass 1st Fix Mechanical Installation to Plant Deck Skimmed Ceilings November 2014 Lift Finishes Relectrical 2nd Fix Lighting December 2014 Floor Finishes Toilets and Tiling Fit Out Heating System Filled IPS 1st Row January 2015 Rechanical 2nd Fix Leating Wystem Filled Person January 2015 Rechanical 2nd Fix December 2014 Rechanical 2nd Fix December 2014 Floor Finishes December 2014 Floor Finishes Toilets and Tiling Fit Out December 2014 Releating System Filled December 2014 Releating System Filled December 2014 IPS 1st Row 2nd Fix January 2015 Cermaic Tiling to Walls and Floor January 2015 Fix Sanitary Ware January 2015 Mechanical 2nd Fix January 2015 Fix Sanitary Ware January 2015 Sparkle clean March 2015 Sparkle clean March 2015 March 2015 Sparkle clean Guality Inspection/Snagging Borras/CA/Client User / Client Demonstrations Town Hall Refurbishment Strip out Basement block work walls Strelework to upper floor for museum store/plant Internal Fabric Repairs to plaster up redundant doors Basement Plantroom Mechanical Installations Basement Plantroom Mechanical Installations Borl May 2014 Bellectrician Carcass/1st Fix (Majority of work complete) BWIC M & E Installations May 2014	Integrity testing – piling works Fwk/Reinforcement/Concrete Ground Beams/Pads Excavate/Lay Underground Drainage/Manholes Form Lift Pit/Walls/Infill Around Pit Install Structural Steelwork to New Structure Stone Formation/Insulation/Membrane Form work / reinforcement / pump in-situ grd floor slab Carpentry to stairwell roof Roof Balustrade BWIC M & E Installation Screed to Ground and First Floors Mechanical Carcass 1st Fix Mechanical Installation to Plant Deck Skimmed Ceilings Lift Finishes Electrical 2nd Fix Lighting Floor Finishes Diction Finishes Diction Finishes Floor Finishes Diction Finish	
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Lighting (Majority of Work Complete) December 2014		ecember 2014
Electrical 2 nd Fix January 2015	Electrical 2 nd Fix Ja	anuary 2015
Complete floor finishes February 2015	Complete floor finishes Fe	ebruary 2015
	Seal/polish sprung floor Fo	ebruary 2015

Sparkle clean	March 2015
Quality Inspection/Snagging Borras/CA/Client	10 th April 2015
User / Client Demonstrations	22 nd April 2015

General Update

The current status of the project is illustrated in the 'project update section' above and the full project plan in the corresponding section below.

The key items to highlight at this stage:

Meeting of Council

A report will be presented to Council on 16 July 2015 providing an update on the current position of this project.

Front Entrance

As reported at the last area committee, works to the external part of the front entrance is being undertaken outside of the main construction contract. The original estimate was to complete this work by 1 July 2015, however, there has been subsequent delays as a result of difficulties in sourcing materials. The Council's Architect has given a revised completion date of the 30 July 2015.

Construction contract

Practical Completion certificate was issued to the construction contractor on Friday 26 June 2015, therefore the construction contract is complete and the twelve months dilapidation period has commenced.

Museum fit out

The fit out contractor has produced computer animated 3D models to assist them to draw up the detailed showcase designs. The cases are being built ready for installation on site. Installation of the fit-out work commenced on site week commencing 29th June 2015.

Audio-Visual

The Audio-Visual aspects of the museum are coming on extremely well. The Audio Visual fit out contractor has produced three excellent shadow theatre folktale scripts, and engaging scripts for the four Biggin scenarios. The next Audio-Visual task is to label the photographs which will be displayed on digital screens; visitors will see changing digital images of every village in North Hertfordshire, and many of our paintings.

Project Plan

The project plan provides an overview of the entire project and the key tasks that have or need to be undertaken.

Table 2

Tasks	Duration	Start	Finish
Council & Trust to agree15 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
Extension of time (12 weeks)	12 wks	Mon 19/01/15	Fri 10/03/15
fit out works (community) currently on hold			
Museum on site fit out, installation, testing and object install	116 days	Mon 13/04/15	Mon 21/09/15
2 weeks contingency	2 wks	Tue 22/09/15	Mon 05/10/15
Public opening / TBC	0 days	Mon 05/10/15	Mon 05/10/15
Procurement of Architect for fit out	766 days	Mon 29/10/12	Mon 05/10/15
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
		Tue 03/09/13	Mon 14/10/13
Detailed Design Contant Development work	30 days	Tue 03/09/13 Tue 03/09/13	Mon 14/10/13
Content Development work	30 days		
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
Tilla revisions to clage 2 submission	o days	1011 0-1/11/10	111 00/11/10
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
PQQ Notice period	29 days	Tue 19/08/14	Fri 26/09/14
Issue of PQQ notice	0 days	Tue 19/08/14	Tue 19/08/14
Period of notice (30 calendar days)	23 days	Tue 19/08/14	Thu 18/09/14
End of notice period	0 days	Thu 18/09/14	Thu 18/09/14
PQQ assessment by client & design team	6 days	Thu 18/09/14	Thu 25/09/14
Conclusion of assessment period	0 days	Fri 26/09/14	Fri 26/09/14
List of tenderers notified	0 days	Fri 26/09/14	Fri 26/09/14
Stage E & Preparation of Tender documentation	135 days	Mon 24/03/14	Fri 26/09/14
Preparation of tender documentation	120 days	Mon 24/03/14	Fri 05/09/14
Deadline for object lists & dimensions	0 days	Wed 30/04/14	Wed 30/04/14
Tender documentation issue	0 days	Fri 05/09/14	Fri 05/09/14
Client sign off of tender documentation & amends	16 days	Sat 06/09/14	Fri 26/09/14
Tender period	107 days	Fri 26/09/14	Mon 23/02/15
Tender documents issued	1 day	Fri 26/09/14	Fri 26/09/14
Tender period (35 calendar days)	25 days	Fri 26/09/14	Thu 30/10/14
Tenders returned	0 days	Fri 31/10/14	Fri 31/10/14
Tender assessment by client & design team	10 days	Mon 03/11/14	Fri 14/11/14
Approval of recommended contractors	0 days	Fri 14/11/14	Fri 14/11/14
Retender documents issued	1 day	Fri 19/12/14	Fri 19/12/14
Retender period (35 calendar days)	28 days	Mon 22/12/14	Wed 28/01/15
Tenders returned	0 days	Wed 28/01/15	Wed 28/01/15
Tender assessment by client & design	8 days	Thu 29/01/15	Mon 09/02/15
team	o dayo	1110 25/01/15	
client approval	3 days	Tue 10/02/15	Thu 12/02/15
Client approval	3 days	Tue 10/02/15	Thu 12/02/15
Client approval Notify successful contractors	3 days 0 days	Tue 10/02/15 Fri 13/02/15	Thu 12/02/15 Fri 13/02/15
Client approval Notify successful contractors Standstill period (10 calendar days)	3 days 0 days 7 days	Tue 10/02/15 Fri 13/02/15 Fri 13/02/15	Thu 12/02/15 Fri 13/02/15 Mon 23/02/15
Client approval Notify successful contractors Standstill period (10 calendar days) Project Delivery Stage	3 days 0 days 7 days 160 days	Tue 10/02/15 Fri 13/02/15 Fri 13/02/15 Tue 24/02/15	Thu 12/02/15 Fri 13/02/15 Mon 23/02/15 Mon 05/10/15
Client approval Notify successful contractors Standstill period (10 calendar days) Project Delivery Stage Off Site development & manufacture On site installation, testing and object	3 days 0 days 7 days 160 days 80 days	Tue 10/02/15 Fri 13/02/15 Fri 13/02/15 Tue 24/02/15 Tue 24/02/15	Thu 12/02/15 Fri 13/02/15 Mon 23/02/15 Mon 05/10/15 Mon 15/06/15
Client approval Notify successful contractors Standstill period (10 calendar days) Project Delivery Stage Off Site development & manufacture On site installation, testing and object install	3 days 0 days 7 days 160 days 80 days 116 days	Tue 10/02/15 Fri 13/02/15 Fri 13/02/15 Tue 24/02/15 Tue 24/02/15 Mon 13/04/15	Thu 12/02/15 Fri 13/02/15 Mon 23/02/15 Mon 05/10/15 Mon 15/06/15 Mon 21/09/15

Further Information

The Council's website provides information on the background and progress on this project at http://www.north-herts.gov.uk/index/leisure_and_culture/museums.htm

A dedicated Museum Service Blog is available at http://www.northhertsmuseum.org/

Updates on the significant events in the project are provided on the Council's Facebook page https://www.facebook.com/northhertsmuseums Twitter feed https://twitter.com/NorthHertsDC and Flickr pages http://www.flickr.com/photos/northhertfordshire/sets/

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1 July 2015