

**HITCHIN AREA COMMITTEE
12 JANUARY 2016**

PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

10

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 this Committee and published in Members Information Services in November 2015.

Project Update

Construction

Borras have been on site recently undertaking snagging works which needs to be undertaken prior to the building opening.

As mentioned in the last update, a few items were identified by the Building Control officer that need to be completed before the Building Control Certificate can be issued.

The current status of the project is illustrated in the 'project plan' that is provided on page 2 of this report, tasks that have been completed are shaded in grey.

Museum fit out

The showcases in the first floor 'Living in North Hertfordshire' gallery and on the Terrace Gallery are now all in situ, and the object installation process has begun. The showcases on the ground floor 'Discovering North Hertfordshire' gallery are also now all in place, and the fit-out work is going well.

The majority of the museum fit-out work (the structures which surround the showcases) has been completed and the remaining, which consists of the interactive elements of the museum displays, that are outside the showcases, will be installed in January 2016.

Audio-Visual

The Audio-Visual aspects of the museum are now almost complete. The AV hardware for the first floor and Terrace Gallery (4 screens and 2 projectors) was fitted in early December; the ground floor hardware will be fitted in January.

Town Hall Fit Out

The Council awarded the contract for the café and kitchen works; however, this has not progressed as it has taken longer than anticipated to sign off the final design. Due to the delay the contractors will be commencing work in the new year, with an aim to complete by the middle of February 2016.

Project Plan

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

Table 1

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
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	Original date Mon 13/04/15	Original date Mon 11/10/15
	183 days	Revised date Mon 13/04/15	Revised date Awaiting updated programme from contractor

Public opening / TBC			TBC
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
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
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 team	8 days	Thu 29/01/15	Mon 09/02/15
Client approval	3 days	Tue 10/02/15	Thu 12/02/15
Notify successful contractors	0 days	Fri 13/02/15	Fri 13/02/15
Standstill period (10 calendar days)	7 days	Fri 13/02/15	Mon 23/02/15
Project Delivery Stage	160 days	Tue 24/02/15	Mon 05/10/15
Off Site development & manufacture	80 days	Tue 24/02/15	Mon 15/06/15
On site installation, testing and object install	116 days	Original date Mon 13/04/15	Original date Mon 11/10/15
	183 days	Revised date Mon 13/04/15	Revised date Awaiting updated programme from contractor

AV Software install	36 days	Original date Mon 27/08/15	Original date Mon 15/10/15
	74 days	Revised date Mon 27/08/15	Revised date Awaiting updated programme from contractor
Opening to public / TBC			TBC

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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