

**LETCHWORTH COMMITTEE  
10 JUNE 2015**

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**8**

**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 March 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

<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
BWIC M & E Installation	30 <sup>th</sup> May 2014
Carpentry 1 <sup>st</sup> Fix	13 <sup>th</sup> June 2014
Internal Metsec boarding to ground 1 <sup>st</sup> floor	4 <sup>th</sup> July 2014
Ceiling Installation	25 <sup>th</sup> July 2014
Cupboards Fitted Furniture	31 <sup>st</sup> October 2014
Electrical 2 <sup>nd</sup> Fix	December 2014
Mechanical 2 <sup>nd</sup> Fix	December 2014
Lighting	December 2014
Carpentry 2 <sup>nd</sup> 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 Borrás/CA/Client	10 <sup>th</sup> April 2015
<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
Form work / reinforcement / pump in-situ grd floor slab	27 <sup>th</sup> June 2014
Carpentry to stairwell roof	25 <sup>th</sup> July 2014
Roof Balustrade	8 <sup>th</sup> August 2014
BWIC M & E Installation	19 <sup>th</sup> September 2014
Screed to Ground and First Floors	22 <sup>nd</sup> August 2014
Mechanical Carcass 1 <sup>st</sup> Fix	26 <sup>th</sup> September 2014
Mechanical Installation to Plant Deck	12 <sup>th</sup> September 2014
Skimmed Ceilings	November 2014
Lift Finishes	November 2014
Electrical 2 <sup>nd</sup> Fix	December 2014
Lighting	December 2014
Floor Finishes	December 2014
Toilets and Tiling Fit Out	December 2014
Heating System Filled	December 2014
IPS 1 <sup>st</sup> fix 2 <sup>nd</sup> fix cubicles	January 2015
Cermaic Tiling to Walls and Floor	January 2015
Fix Sanitary Ware	January 2015
Mechanical 2 <sup>nd</sup> Fix	January 2015
Carpentry 2 <sup>nd</sup> Fix	January 2015
Timber Flooring to 1 <sup>st</sup> Floor	January 2015
Fixtures and Fittings	January 2015
Finals all Trades	February 2015
Sparkle clean	March 2015
Quality Inspection/Snagging Borrás/CA/Client	10 <sup>th</sup> April 2015
User / Client Demonstrations	22 <sup>nd</sup> April 2015
<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
Carpentry to Mezzanine / Level Floor	July 2014
Internal Fabric Repairs (Majority of work complete)	August 2014
BWIC M & E Installations	May 2014
Electrical 1 <sup>st</sup> Fix	June 2104
Plantroom Mechanical Installations	October 2014
Mechanical 2 <sup>nd</sup> Fix (Majority of work complete)	October 2014
Carpentry 2 <sup>nd</sup> Fix	November 2014
Door Finishes	November 2014
Lighting (Majority of Work Complete)	December 2014
Electrical 2 <sup>nd</sup> Fix	January 2015
Complete floor finishes	February 2015
Seal/polish sprung floor	February 2015

Sparkle clean	March 2015
Quality Inspection/Snagging Borrás/CA/Client	10 <sup>th</sup> April 2015
User / Client Demonstrations	22 <sup>nd</sup> April 2105

### **Extraordinary Meeting of Council, Thursday, 10 March 2015**

#### **NORTH HERTFORDSHIRE MUSEUM AND COMMUNITY FACILITY AT HITCHIN TOWN HALL – PROJECT UPDATE**

The Chairman advised that this was an extraordinary meeting of the Council and that the item of business was regarding the progression of the North Hertfordshire Museum and Community Facility at Hitchin Town Hall.

She reminded Members that, at the Council meeting held on 12 February 2015, an item regarding this subject had been withdrawn prior to consideration. A revised report was to be considered at this meeting.

In view of this, consideration is currently being given to how the necessary decision(s) can be made.

Following further debate, and upon the motion being put to the vote, it was

#### **RESOLVED:**

- (1) That the Capital Budget be increased by a maximum of £253,392 [£223,392 project budget (paragraph 8.4) plus £30,000 for treatment of moisture in basement (paragraph 8.6)];
- (2) That, in the event of Hitchin Town Hall Limited not being in a position to make its contractual financial contribution of £490,000 at the likely completion of the construction contract in May 2015 (paragraph 8.3), this additional proportion of the capital cost of the project will need to be funded from Council resources;
- (3) That any implications on 2014/15 and 2015/16 capital budgets as a result of profiling project spend be reported in the third quarter capital monitoring report; and
- (4) That further reports be submitted in due course identifying any additional budgets necessary to complete the project.

**REASON FOR DECISION:** To comply with the Council's contractual commitments to complete the development to a specified standard and timescale.

#### **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:

- Construction contract – A twelve week extension was awarded to Borrás Construction Ltd, therefore, they completed the construction contract on 10 April 2015. Although the construction contract is greater than what was reported to the last committee the project completion date has not changed.

- Museum fit-out. The museum fit-out contractor LightBrigade is working with the showcase manufacturer, Armour Systems, to begin production of the individual cases. This company is one of the major firms of this type in the UK, well-known for high-quality museum cases. The Audio-Visual contract was successfully tendered, and the AV company, Ay-Pe Ltd, is developing a number of computer inter-actives for the new museum. The designers Mather & Co. are co-ordinating the fit-out and AV programme.
- Museum staff have almost completed the task of writing the object and information labels, which have been sent to representatives of various local groups for fact-checking. Staff are currently providing script and graphics for the Audio-Visual displays and inter-actives.

## 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 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
<b>Design</b>	<b>38 days</b>	<b>Wed 05/06/13</b>	<b>Fri 26/07/13</b>
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
<b>Procurement of Architect for fit out</b>	<b>766 days</b>	<b>Mon 29/10/12</b>	<b>Mon 05/10/15</b>
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>	<b>52 days</b>	<b>Fri 07/06/13</b>	<b>Mon 19/08/13</b>
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>	<b>48 days</b>	<b>Thu 27/06/13</b>	<b>Mon 02/09/13</b>
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	10 days	Tue 20/08/13	Mon 02/09/13

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Approvals			
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>	<b>30 days</b>	<b>Tue 03/09/13</b>	<b>Mon 14/10/13</b>
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
<b>PQQ Notice period</b>	<b>29 days</b>	<b>Tue 19/08/14</b>	<b>Fri 26/09/14</b>
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
<b>Stage E &amp; Preparation of Tender documentation</b>	<b>135 days</b>	<b>Mon 24/03/14</b>	<b>Fri 26/09/14</b>
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
<b>Tender period</b>	<b>107 days</b>	<b>Fri 26/09/14</b>	<b>Mon 23/02/15</b>
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
<b>Project Delivery Stage</b>	<b>160 days</b>	<b>Tue 24/02/15</b>	<b>Mon 05/10/15</b>
Off Site development & manufacture	80 days	Tue 24/02/15	Mon 15/06/15
On site installation, testing and object install	116 days	Mon 13/04/15	Mon 21/09/15
AV Software install	41 days	Mon 22/06/15	Mon 24/08/15
Contingency	10 days	Tue 22/09/15	Mon 05/10/15
Opening to public / TBC	0 days	Mon 05/10/15	Mon 05/10/15

### 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](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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13 May 2015