



Cabinet

30 JANUARY 2012

LEADER

Councillor Stephen Greenhalgh

WORKS TO ENABLE THE RELOCATION OF THE REGISTRARS SERVICE FROM FULHAM TOWN HALL TO HAMMERSMITH TOWN HALL

Ward:
Hammersmith Broadway

This report seeks approval to place an order under the Council's Measured Term Contract for Non Housing Projects 2011/2015. The works are construction related and are proposed at Hammersmith Town Hall (ground floor and second floor areas including the Mayor's Parlour). The works of adaptation and refurbishment are required in order to enable the relocation of the Registrars Service from Fulham Town Hall. This project is part of the package of works necessary to facilitate the total decant of Fulham Town Hall, to achieve vacant possession of the building prior to disposal of the freehold in 2012/2013.

This procurement route is based on a framework agreement with three contractors.

A separate report on the exempt Cabinet agenda provides exempt information about the procurement process and its outcome.

CONTRIBUTORS:

ENV(BPM)
EDFCG
FCSD (HL&DS)
FCSD (PITS)
ADLDS,
EDELRS

**HAS THE REPORT
CONTENT
BEEN RISK
ASSESSED?
YES**

**HAS AN EIA BEEN
COMPLETED?
YES**

Recommendations:

- 1. That approval be given for an order to be placed under the Measured Term Contract for Non-Housing Projects 2011/2015, at an estimated cost of £310,000 (inc contingency of £30,000) to which fees of £46,500 will be added, making a total cost of £356,500 as set out in section 3 of this report.**
- 2. That the funding for this project be met from the Corporate Planned Maintenance Programme 2011/2012 as approved by Cabinet on 7 February 2011 and the agreed protocol for variation as delegated to the Executive Director of Finance and Corporate Governance and the Assistant Director Building and Property Management.**
- 3. To note that the contract is programmed to start on 20 February 2012 for a period of 12 working weeks.**

1. BACKGROUND

- 1.1 The proposed works constitute a variation to the 2011/12 Planned Maintenance - Capital Programme for which the Cabinet Member for Environment and Asset Management has responsibility.
- 1.2 These works need to be undertaken to facilitate the relocation of the Registrars Service from the ground floor of Fulham Town Hall to the ground floor of Hammersmith Town Hall, with the use of Ante-room 2 and shared the use of the Mayor's Parlour for wedding ceremonies. The Registrars service currently occupies 509.48 m2 of floor space at Fulham Town Hall and will occupy 393.16 m2 of floor space at Hammersmith Town Hall. The existing floor plan Appendix A and proposed floor plan Appendix B are attached to the report for information

2. BRIEF DETAILS OF THE WORKS

- 2.1 The proposals require internal alterations to Hammersmith Town Hall ground floor to provide a reception area, six interview rooms, waiting area, staff offices, secure file storage and works comprise of the following;
 - Demolition of existing internal walls and partitions to form open plan office space
 - Re-plastering and making good to all surfaces
 - Installation of an "Equality Act 2010" compliant visitor toilet
 - Provision of new doors and acoustic glazed screens
 - New partitioning for the formation of interview rooms
 - Provision of fully accessible toilet and kitchenette facilities
 - Formation of a marriage waiting room with reception desk
 - Painting and redecoration works
 - New carpets
 - New lighting
 - New roller racking system for births, deaths and marriages certificates
 - Temperature control for vault for storage of paperwork (listed above)
 - Keypad security access
 - New entrance doors at exit one
 - All power and data connections for telephones, PCs and MFDs
 - Smoke detection and emergency lighting
 - Heating and ventilation alterations
 - Furniture
- 2.2 The Mayor's Parlour, Ante Room 2 and associated 2nd floor Mayoral offices will be fully redecorated. and the kitchenette within will also be renewed as part of this project.
- 2.3 All new lighting will be low energy fittings
- 2.4 The proposed works require Listed Building Consent which has been submitted as part of the overall application for the proposed Hammersmith Town Hall - Smart Accommodation programme of works. No works will be carried out until formal consent has been received.

3. FEES

- 3.1 The professional services previously provided by Building & Property Management (Environment Directorate) are now, following market testing, being provided by EC Harris LLP. Consequently fees are calculated on the basis of the tendered schedule of rates plus the cost of the Client Agent Team, which is funded via a percentage fee to the value of the commissions placed. Fees are charged on the basis of 15% with final account reconciliation at the end of each financial year. Therefore fees are applicable to the proposed works at a rate of 15% which is an amount of £46,500. Hence, the total of works and fees recommended for approval is £356,500.

4. COMMENTS OF THE EXECUTIVE DIRECTOR OF TRANSPORT AND TECHNICAL SERVICES AND DETAILS OF FUNDING PROVISIONS

- 4.1 The comments of the Executive Director are contained within the main body of the report.
- 4.2 The 2011/2012 Corporate Planned Maintenance Programme (CPMP) was approved at the Cabinet meeting of 7 February 2011. The CPMP has subsequently been amended to support this project in accordance with the agreed protocol for change and scheme substitution, by the Assistant Director Building and Property Management and the Executive Director of Finance and Corporate Governance. The monitoring report that went to the Environment Cabinet member meeting (ECM) on 10 October 2011 and then to Corporate Asset Delivery Team on the 31 October 2011, forecast a programme underspend of £738,277 (Works and Fees) against the approved budget. Consequently it is proposed that the funding for this project (£356,500) should be met from the 2011/2012 CPMP. This programme variation will be reported in the next monitoring report to ECM and CADT.
- 4.3 The anticipated cashflow of the project is as follows:

| | 2011/2012 £ | 2012/2013 £ | Totals: £ |
|------------------|----------------|----------------|--------------|
| Works: | 160,000 | 120,000 | 280,000 |
| Contingency Sum: | 20,000 | 10,000 | 30,000 |
| Fees: | 26,500 | 20,000 | 46,500 |
| Total: | 206,500 | 150,000 | 356,500 |

5. PROGRAMME OF WORK

- 5.1 The anticipated programme of work is as follows:

| | | |
|-----------------------------|-------------|-------|
| | Date: | Year: |
| Approval (Cabinet) : | 30 January | 2012 |
| Issue Letter of Acceptance: | 7 February | 2012 |
| Proposed Start on Site: | 20 February | 2012 |
| Anticipated Completion: | 7 May | 2012 |

6. RISK MANAGEMENT

- 6.1 Risks relating to the project's pre-construction processes have been ascertained, and the project will not commence until the necessary actions identified on the register have been undertaken. A post-contract risk register will be developed jointly with the contractor once they have been appointed, in order that risks can be managed throughout the duration of the project.

7. COMMENTS OF THE EXECUTIVE DIRECTOR OF ENVIRONMENT, LEISURE AND RESIDENTS SERVICES

- 7.1 The relocation of the Registrars Service from Fulham Town Hall to Hammersmith Town Hall provides an opportunity to review the Registrars Service provision. A lean approach to both front and back office processes provides the opportunity for the Registrars Service to require less space.
- 7.2. Siting the Registrars Service at Hammersmith Town Hall provides further opportunity to deliver synergies for co-locating front line services, thus supporting the wider customer access strategy.

8. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE

- 8.1 The total estimated cost of the proposed scheme - £356,500 (including fees) - can be contained within the overall corporate planned maintenance programme for 2011/12. As per the cashflow, detailed in 5.3 above, slippage of £150,000 will be carried into 2012/13.
- 8.2 Other comments are in the separate report on the exempt Cabinet agenda.

9. COMMENTS OF THE ASSISTANT DIRECTOR FOR PROCUREMENT AND IT STRATEGY.

- 9.1 These are in the separate report on the exempt Cabinet agenda.

10. COMMENTS OF THE ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)

- 10.1 The AD Legal and Democratic Services agrees with the recommendation contained in this report.

LOCAL GOVERNMENT ACT 2000
BACKGROUND PAPERS

| No. | Description of Background Papers | Name/Ext of holder of file/copy | Department/ Location |
|------------|--|--|---|
| 1. | Tender preparation details, Specification, Approximate order of costs, correspondence, project file, Quality Assurance Plan. | Nick Wallsworth 07855 323723 | EC Harris 181 King Street Hammersmith W6 9JU |
| 2. | Project development | Adele Casey Ext. | BPM/ENV, 6 TH floor, Hammersmith Town Hall Extension King Street, Hammersmith W6 9JU |

| | |
|-------------------------|--|
| CONTACT OFFICER: | NAME: Mike Cosgrave EXT: 4849 |
|-------------------------|--|

Final Version 7.11.11