



London Borough of Hammersmith & Fulham

CABINET MEMBER'S DECISION

JUNE 2014

145 KING STREET, GROUND FLOOR – ALTERATIONS TO PROVIDE NEW MEETING ROOM

Report of the Cabinet Member for Finance: Councillor Max Schmid

Open report

Classification: For Decision

Key Decision: No

Ward Affected: All

Accountable Executive Director: Nigel Pallace - Transport & Technical Services

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The Cabinet Member has signed this report...

DATE: 28 June 2014.....

1.0 EXECUTIVE SUMMARY

- 1.1 As part of the Council's Asset Management Strategy, the lease for Cambridge House will be surrendered to the Superior Landlord at the end of its term on the 1st August 2014. All services previously delivered from the building have now been relocated to alternative accommodation, with the exception of a large meeting room (26M2) used specifically for highly sensitive and confidential subjects, such as Child Protection meetings. Hence the room is required to deliver a statutory function, CHSD are currently convening an average of 11 conferences a week. Each conference takes approx half a day and if complex can take all day, but this is usually the exception. The proposed facility is required to deliver statutory services, solely for Hammersmith & Fulham Council residents and their families.
- 1.2 The options available have been fully explored with the appropriate CHSD Director and the solution recommended for adoption, is that a new facility be constructed on the ground floor of 145 King Street (Customer Services Centre) on the site of the redundant HRD reception. This location has only limited direct daylight and no natural ventilation and consequently it will be necessary to mechanical ventilate and air condition this facility, The construction will also include for a high quality partitioning system with higher than standard acoustic qualities, including double glazing, hence the relatively high construction cost to provide this facility.
- 1.3 Amey Community Limited (ACL) have obtained sub-contractor quotations for the required works as follows:

SUB – CONTRACTOR	(£)
Core Projects Limited	39,763.79
JA Cornish Limited	44,862.44
VP Contractors Limited	47,946.88

2.0 RECOMMENDATIONS

- 2.1 That approval be given for the works to be procured via Amey Community Limited (ACL) in accordance with the approved Terms and Conditions of the Tri-Borough TFM contract.
- 2.2 That approval be given to award the contract to ACL and their sub-contractor (Core Projects Limited) for works to create a new meeting room in the sum of £39,763.79, plus a 10% Contingency Sum of £3,976.00 and associated fees of £2,863.00, making a total cost for approval of £46,602.79.

3.0 REASONS FOR DECISION

- 3.1 The works detailed in this report needs to be undertaken to provide appropriately secure and confidential facilities, which will be used predominantly for highly sensitive and confidential meetings, such as Child

Protection case conferences / meetings. The facilities currently used for these meeting will no longer be available, once the lease at Cambridge House has ended on the 1st August 2014. However there is currently no suitable alternative accommodation available at 145 King Street, that fulfils the essential criteria, by way of Size, Security, Accessibility, Environmental conditions and proximity for Hammersmith & Fulham Council residents and their families.

4.0 INTRODUCTION AND BACKGROUND

4.1 As part of the Council's Asset Management Strategy, the lease for Cambridge House will be surrendered to the Superior Landlord at the end of its term on the 1st August 2014. All services previously delivered from the building have now been relocated to alternative accommodation throughout the Tri-Borough estate, with the exception of a large meeting room (26M2) used specifically for highly sensitive and confidential subjects, such as Child Protection meetings, relating solely to Hammersmith and Fulham Council residents.

5.1 PROPOSAL AND ISSUES

5.1.1 The options available have been fully explored with the appropriate CHSD Director and the solution recommended for adoption is that a new facility be constructed on the ground floor of 145 King Street (Customer Services Centre) on the site of the redundant HRD reception. This location has only limited direct daylight and no natural ventilation and consequently it will be necessary to mechanical ventilate and air condition this facility, The construction will also include for a high quality partitioning system with higher than standard acoustic qualities, hence the relatively high construction costs for providing this facility.

5.1.2 The proposed works consist of the removal of the redundant Decent Homes reception desk, alterations to the existing internal partitions, erection of new glazed office partitioning to form new large meeting room and new suspended ceiling, new lighting, air conditioning (No natural ventilation available), new floor coverings and redecoration within new meeting room.

5.2 Funding, Cash flow and programme of works

5.2.1 As previously stated in this report the provision of this facility is necessary, as a direct result of the surrendering of the lease for Cambridge House to the Superior Landlord at the end of its term on the 1st August 2014. These works will be funded from the Capital programme.

5.2.2 The anticipated cash flow for these works is as follows

	<u>2014 / 2015</u>	<u>2015/ 2016</u>	<u>TOTAL</u>
Works	£39,763.79	£0	£39,763.79

Contingency Sum	£ 3,976.00	£0	£ 3,976.00
Fees	£ 2,863.00	£0	£ 2,863.00
TOTAL	£46,602.79	£0	£46,602.79

5.2.3 Cost Code: 99205PLE001 project code...CENV 00881

5.3 Programme of works

5.3.1 The anticipated programme of work is as follows

Cabinet Member Approval	25 th June 2014
Lead-in period	2 weeks
Commencement of work	9 th July 2014
Completion of works	25 th July 2014

6.0 OPTIONS AND ANALYSIS OF OPTIONS

6.1 Procurement Details

6.1.1 The Cabinets of each of the Tri-Borough councils gave approval to the appointment of Amey Community Limited to provide Facilities Management Services for a period of 10 years (Plus 3 years optional extension). The Cabinet of Hammersmith & Fulham Council giving their approval on the 13th May 2013.

6.1.2 Client-side officers from LINK (WCC, RBKC & LBHF) have reviewed the project requirements and programme timescale and agree that the appointment of Amey Community Limited is appropriate for this project. The contractor has been approached and agrees that they can meet the specific requirements of this project.

7.0 CONSULTATION

7.1 These proposals have been developed and determined, as a result of extensive consultation with the various service heads and Directors of CHSD and HRD and the proposals are fully supported accordingly.

7.2 There are no energy saving implications for these works.

7.3 These works are a non-structural alteration and hence Landlords License will not be necessary.

8.0 EQUALITY IMPLICATIONS

8.1 Non Applicable.

9.0 LEGAL IMPLICATIONS

- 9.1 There are no direct legal or procurement implications as it is proposed to carry out the work under an existing Council contract.
- 9.2 Implication verified by Babul Mukherjee – Solicitor (Contracts) - Bi-Borough Legal Services - Extension 3410.

10.0 FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 This project is fully funded by the Corporate Planned Maintenance Programme.
- 10.2 Implications verified by Christopher Harris - Head of Corporate Accountancy & Capital – FCS - Extension: 2581

11.0 RISK MANAGEMENT

- 11.1 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.
- 11.2 Implications verified/completed by: Warren O’Leary, Interim Practise Manager, TTS- Building Property Management 020 8753 1707

12.0 PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1 There are no procurement related issues as the recommendation relates to the placing of an order under an existing term contract awarded to Amey Community Ltd for facilities management services (including planned and reactive building maintenance).
- 12.2 Implications verified/completed by:
Alan Parry Bi-borough Procurement Consultant (TTS)
Corporate Procurement Team, Extension: 2581

LOCAL GOVERNMENT ACT 2000 **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	ACL tender details and LINK recommendations	Suha: Al-Dhayf,	LINK (RBK&C)