

Record of operational decision

Decision title:	To appoint a multi-discipline design and professional services team to progress detailed design and to support the construction process for the Shirehall refurbishment and Library fit-out projects.
Date of decision:	10/04/2024
Decision maker:	Director of Resources and Assurance, in consultation with Director for Community Wellbeing
Authority for delegated decision:	<p>The authority for this decision is set out in two key decisions below:</p> <p><u>Decision - Shirehall Phase 1 Refurbishment Work and Care Leavers Base - Herefordshire Council</u></p> <p>a) To approve the expenditure of £3.0m for the purpose of bringing forward phase 1 of the refurbishment work proposed for the Shirehall building and £0.1m to secure improvements and enhancements to the existing Care Leavers Base, as approved in the current 2023/24 capital programme; and</p> <p>b) The Director for Resources and Assurance be authorised to take all operational decisions to deliver the projects described in (a) above and to spend within the budgets defined.</p> <p><u>Decision - Review Of The Full Business Case For The Shirehall As A Location For The Future Of Hereford City Library - Herefordshire Council</u></p> <p>a) Cabinet approves the Shirehall as the location for Hereford Library and Learning Centre (HLLC);</p> <p>b) The full business case (FBC) be submitted to the Stronger Towns Board with a request to transfer the funding associated with the Maylord Orchards project to Shirehall;</p> <p>c) Subject to recommendations (a) and (b), the Stronger Town grant be accepted with permission to spend the full budget allocation of up to £3.005m with all operational decisions to progress the project to conclusion delegated to the Corporate Director Community Wellbeing in consultation with the Cabinet Member for Community Services and Assets and the Deputy s151 Officer</p> <p>Further authority to approve expenditure of residual budget previously allocated for Shirehall within the Property Services Estates Capital Programme is also contained within the key decisions below:</p> <p><u>Decision - Property services estates capital programme 2020/21 - Herefordshire Council</u> http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?id=7736&LLL=0</p>
Ward:	Central
Consultation:	The proposal was included in a briefing to Cabinet on 21 March 2024. The Corporate Director for Community Wellbeing has also been informed and consulted over the strategy leading to this decision.

Decision made:	<p>To award a contract to Mace Ltd for core design and professional support services through RIBA stages 3-6 in order to progress the refurbishment of the Shirehall and the fit-out for the new Library and Learning Centre (excluding the specialist fit-out design of the latter which will be procured separately). The appointment to be made in line with council procurement rules using the North-West Framework, and secured under the NEC4 standard form of contract for professional services.</p> <p>To commission such surveys and site investigations that may be necessary to inform the design process.</p> <p>To appoint a Principal Designer to satisfy both CDM and Building Regulation requirements incumbent on the council.</p> <p>The Senior Project Manager be authorised to manage and spend the budget and contingency allocated to the services within scope of this decision, in consultation with the Senior Responsible Officer, the Project Board and other specialist officers within the council as relevant.</p>																				
Reasons for decision:	<p>Key decisions have been taken and capital budgets approved to progress phase 1 of the Shirehall refurbishment, along with the fit-out of a new Library and Learning Centre within the refurbished shell as part of the Stronger Towns grant programme.</p> <p>In order to proceed with this at pace and secure the operational building as soon as is practicable it is necessary to further develop previous investigation and design work to complete first a RIBA stage 3 level of design, and then the more detailed RIBA stage 4 design and statutory approval. The design process will feed into the procurement for a construction contractor and the subsequent construction phase.</p> <p>The procurement strategy chosen has been recommended by the project board following consideration of an options appraisal. Use of the North-West Framework offers time and value for money benefits, but also maintains the design team from previous design stages, maximising the benefit of the knowledge they have amassed and the design work they have already completed in respect of the building and its needs.</p> <p>The appointment with Mace Ltd will include architectural design, structural design, mechanical/electrical/plumbing design, statutory approvals, quantity surveying, contract administration and specialist technical/design co-ordination. The professional support services will continue through delivery of the procurement, construction and building handover phases.</p> <p><u>Financial Summary:</u></p> <table><tr><th></th><th>Shirehall Phase 1</th><th>Library</th><th>Total</th></tr><tr><td>Multi-discipline services – RIBA stage 3 – functional design</td><td>£229,795</td><td>£41,250</td><td>£271,045</td></tr><tr><td>Multi-discipline services – RIBA stage 4 – detailed design</td><td>£339,002</td><td>£61,250</td><td>£400,252</td></tr><tr><td>Multi-discipline services – RIBA stage 5 - construction</td><td>£111,504</td><td>£47,875</td><td>£159,379</td></tr><tr><td>Multi-discipline services – RIBA stage 6 - handover</td><td>£3,068</td><td>£1,315</td><td>£4,383</td></tr></table>		Shirehall Phase 1	Library	Total	Multi-discipline services – RIBA stage 3 – functional design	£229,795	£41,250	£271,045	Multi-discipline services – RIBA stage 4 – detailed design	£339,002	£61,250	£400,252	Multi-discipline services – RIBA stage 5 - construction	£111,504	£47,875	£159,379	Multi-discipline services – RIBA stage 6 - handover	£3,068	£1,315	£4,383
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	Principal Designer appointments RIBA stages 3-6	£15,200	£3,800	£19,000
	Allowance for surveys and investigations	£40,000	£10,000	£50,000
	HC Project Management	£100,000	£50,000	£150,000
	Contingency sum	£50,000	£15,000	£63,284
	Total:	£888,569	£230,490	£1,119,059
Equality Considerations	The design process will take account of both statutory requirements under the Equalities Act and the views of local user groups where appropriate.			
Highlight any associated risks/finance/legal/equality considerations:	<p>A risk was identified in respect of harmonisation of future, as yet unconfirmed phases of work forming the longer term strategy for the building. The costs above include for sufficient design work relating to future phases to ensure that the application for listed building consent is all-encompassing, with no requirement to go back for piecemeal consents in future phases.</p> <p>Other risks associated with market conditions, material and labour cost increases and the emergence of as yet unidentified building defects are considered and regularly reviewed within the live project risk register.</p>			
Details of any alternative options considered and rejected:	Various options involving open procurement for professional services were considered. These options were assessed to involve higher costs in the next stage due to the need for new consultants to develop an understanding of the building and repeat much of the RIBA stage 2 work already carried out. There would also be a time factor associated with this, in addition to the procurement timescale itself, which would delay the opening of the building and jeopardise the ability to meet grant expenditure deadlines.			
Details of any declarations of interest made:	None			

Signed..... Date: 10/04/2024

Please ensure that signatures are redacted before publishing.