

Town Hall Refurbishment Project Update Report June 2022

The Town Hall Working Group met on Friday 11th June to consider the following matters:

1. Architect Plans, Building Refurbishment Works and Project Timescales

a) To review Stage 1 of Architect work – Preparation, Briefing and Drawings

Stage 1 – Preparation and Briefing

Review of all information, and to complete any missing relevant information

Check drawings and undertake site survey to check for accuracies.

Prepare a new set of existing drawings Plans / Sections / Elevations

On 27th April 2021 the architect, Darren Knight, advised that he had completed a set of existing drawings as follows:

- 21-105-D-01_Site Location Plan
- 21-105-D-02_Existing Site Plan
- 21-105-D-03_Existing Ground Floor Plan
- 21-105-D-04_Existing Roof Plan
- 21-105-D-05_Existing Sections & Elevations

This concluded the architect services for Stage 1. These documents have been reviewed by the Working Group.

b) To consider tender responses for additional consultants, discuss recommendations from the architect and make recommendations to full Council for the appointment of these services

Stage 2 - Consultants Tendering Update

Approval was provided at a full Council meeting for the architect to assist in obtaining three quotes for additional consultants. This was not included in his original fee therefore a time charge of £50phr up to the limit of £500 was also approved. This included:

- Preparation of the Brief to 3 Consultants:
 - Quantity Surveyor / Cost Consultant
 - Mechanical and Electrical Engineer
 - Building Control Officer
- Assessing the return tenders and produce a summary schedule together with recommendations.
- Preparing a report to the Council to approve on the additional appointments

On 18th May the architect advised that he had put together the tendering packages for the additional consultants. He explained that to this date he had recorded 6hrs in preparing the packages and making enquiries to get to this stage.

On 19th May the architect advised that he had formulated our consultants schedule and made the relevant approaches to each of the companies under 'Expression of Interest'. Please see detail in the 'Consultants Appointment Report' attached. At this point the architect advised that once the consultants responded to the Expression of Interest, he would move onto the next stage and issue the relevant tender packages to allow them to price for the services.

On 24th May the architect advised that he had found three companies to tender for their relevant services and had emailed each company directly. Three different tender briefs which have been

tailored for their relevant skills have been circulated to the Working Group Members for their information. The architect has explained that the programme shown in the briefs is illustrative and will be fine-tuned and condensed when the team is fully established.

The deadline for responses to the tenders was set for Friday 28th May in order for the architect to provide Council with a tender report with the recommendations in early June.

Unfortunately, the third M&E Consultant decided to withdraw their interest as they have just secured other big projects and the two M&E quotes received are considerably higher than anticipated. At this time, the architect only had two quotes and was asking other M&E consultants if they would be interested as the third tender. The architect enquired if it would be possible to go with just two quotes as opposed to three as this will delay things on his side in producing / finalising the Stage 2 design drawings.

Unfortunately, the architect was not available to attend the Working Group meeting on 11th June due to prior commitments therefore a further Working Group meeting with the architect was arranged for Friday 18th June.

c) To review a proposed timescale for the refurbishment works and completion of the project

The architect proposed the following timescales based on his professional knowledge and experience:

STAGE 1: June to Mid-July

- Further Consultants Appointments W/C 14th June
- M&E Stage 1 Survey (Critical) W/C 28th June
- M&E Stage 1 Drawings issued W/C 12th July
- Expression of Interest for Contractors – Bridgend Town Council to produce a list of Contractors to approach. W/C 12th July

STAGE 2: Mid-July to Mid-August

- Architects Stage 2 Design Drawings issued W/C 19th July (*this has been informed by the M&E survey*)
- M&E Stage 2 Design Drawings issued W/C 26th July (*produced upon receipt of the architects drawings*)
- Working Group comments on Stage 2 Design drawings 1 week – Approval is needed before the project can move forward.
- Once approval is granted the Quantity Surveyor can produce the Stage 2 Cost Plan – 2 weeks W/C 16th August
- Stage 2 Cost Plan issued to the working group with the set of drawings.

STAGE 3: Mid-August to Mid-September

- Further Stage 3 design changes by the Working Group.
- Colours / Material Palette of the rooms and external spaces
- Plan Check with Building Control in regard to fire, compliance with the Approved Documents etc..
- Architect and M&E Specification Documentations to be produced for Tender.

STAGE 4: Mid-September to Mid-November

- Working Group to review and approve the Tender Packages prior submission.

- Tenders to be submitted Mid-September (by the Quantity Surveyor) We will need to know the Councils Procurement Process.
- Tenders return first week in November. Followed by review by the Quantity Surveyor.
- Tender report issued to the Council for review and decision on the appointment.
- Contractor awarded the contract mid/late November -

STAGE 5: Mid-November to Mid-April

- Works start Mid-Nov (assuming contractor availability)
- Assume a 20-week programme.

This would result in completion of the works in approximately mid-April 2022.

The Working Group members discussed this timeframe and noted that no decisions regarding the appointment of additional contractors can be made until the Town Council meeting on Monday 28th June, therefore this could delay the proposed timeline by an additional 2 weeks.

The Town Hall Working Group met with the architect on Friday 18th June to consider the following matters:

- In line with BTC Financial Regulations, the appointment of the Quantity Surveyor, M&E consultant and Building Control Officer must be considered at a Town Council meeting. It was noted that the next scheduled meeting is due to take place on Monday 28th June 2022 however an extraordinary meeting can be called at anytime with 3 clear days notice.
- The preferred completion date for the project is by the end of March 2022.
- Members discussed the procurement structure for the refurbishment works and whether it should be sought under one contract or split into individual packages and noted that one contract will be easier to manage.
- Members discussed the Contractors Tender List. The Working Group would like to include Manning Construction as they originally provided a quote for the work for budgeting purposes. The Council do not have a list of other companies to approach but would support using a local, reputable company. The Quantity Surveyor will be responsible for putting together the tender packages with a Bills of Quantity and to review all the returned tender prices to determine if everything is present, fair and correct.
- Due to demand in the building industry the architect suggested issuing an Expression of Interest to construction companies that would be available to undertake the work from November 2022.
- The Town Clerk advised that for contracts over £25,000, the 'Contracts Finder Advertising Rules' in Part 4 of the Public Contracts Regulations 2015 (SI 2015 No 102) apply: <https://www.legislation.gov.uk/ukxi/2015/102/part/4/made> Wales has its own dedicated public sector procurement websites: <https://www.sell2wales.gov.wales/> that we must use. Please see 'Section 10 – Contacts' from our Financial Regulations for further information.
- The architect presented a first draft design drawing of the new layout of the Town Hall. Members discussed the Chamber area with the architect. It was also noted that interconnecting doors are required in the staff offices. Please see revised design for information and comment.

Members discussed the timeline with the architect and it was suggested that works should be completed by March 2022 at the latest.

In regard to the programme, as soon the M&E consultants are appointed, significant progress can be made in the design and to call out the tender packages.

Please find attached the latest tender report for your consideration with the recommendations from the architect highlighted in 'yellow'. The architect has confirmed in writing that he does not have any financial interest in any of the companies tendering for the project.

Please note:

If you have any questions regarding the above, please contact me before the Town Council meeting so that information can be checked and provided in advance of Council discussions.