

**MANCHESTER CITY COUNCIL
REPORT**

COMMITTEE: RESOURCES AND GOVERNANCE
OVERVIEW AND SCRUTINY COMMITTEE

DATE: 18th JUNE 2009

SUBJECT: TOWN HALL COMPLEX
TRANSFORMATION PROGRAMME

REPORT OF: CITY TREASURER
STRATEGIC DIRECTOR - MIP

PURPOSE OF REPORT:

To highlight the key decisions involved in the first stages of the Town Hall Complex Transformation Programme and inform the Committee that, in view of the urgency of the decisions, the Chair may be requested to agree 'exemption from call in'.

RECOMMENDATIONS:

That the Committee note key decisions which are forthcoming and agree that the Chair of the Committee may exempt them from 'call in' where there are valid grounds of urgency.

FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS

Capital – These consequences are covered by the capital approval contained within the "Report for Resolution" issued to full Council in 11th March 2009.

Revenue – Total costs associated with Leases identified in Appendix A, including rent, service & estate charges and dilapidation allowances are included in the overall budget for the Town Hall Complex project.

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BACKGROUND DOCUMENTS

Executive Report for Resolution dated July 2008

Interim Report to Executive 3rd October 2008

Update Report to Executive 17th December 2008

Report to R&G Overview & Scrutiny Committee 5th February 2009

Executive Report for Resolution dated 11 February 2009

Report For Resolution in relation to the Town Hall Complex Programme –

Transforming Customer Experience dated 11th March 2009

Scrutiny Report on Town Hall Project dated 21 May 2009

WARDS AFFECTED

City Centre

IMPLICATIONS FOR:

ANTI

POVERTY

No

EQUAL

OPPORTUNITIES

Yes

ENVIRONMENT

Yes

EMPLOYMENT

OPPORTUNITIES

Yes

- 1.1. Members are requested to note that following this Scrutiny process, the Chair of the Committee may be requested to agree that Key Decisions for the entering into of leases and procurement of the services set out in Appendix A, B & C be exempted from call-in,
- 1.2. In March 2009 after the approval of the “Report For Resolution in relation to the Town Hall Complex Programme – Transforming Customer Experience” issued to the Executive Committee and Resource and Governance Overview and Scrutiny Committee on 5 and 11 February 2009, the Procurement Strategy for the sourcing of all goods, services and works required to deliver the programme commenced and is being developed as the requirements for the Town Hall Complex Transformation Programme are developed. It is likely that separate Key Decisions will be required for individual projects under the programme due to timing of the procurement programme for the major construction projects.
- 1.3. The following lease arrangements have been identified as being required: (full detail at Appendix A)
 - Temporary accommodation for staff and facilities decanted from the Town Hall Extension

- Temporary accommodation for staff and facilities decanted from the Library
- 1.4. The following services have been identified as being required and have been reviewed by the Committee.
- Electronic Document Record Management (EDRM) system
 - Customer Relationship Management (CRM) system
- A report was presented to Scrutiny Committee on the 21st May and the Executive on the 27th May approved funding for the above systems. It was agreed that the outcome of the procurement process would be brought back to Scrutiny for information at a later date.
- 1.5. The following services have been identified as being required prior to the formal CAPEX approval associated with the main construction refurbishment works. These comprise: (full detail at Appendix B)
- Design and technical consultancy services for the Town Hall Extension and Central Library projects. The requirements for St Peter's Square and Library Walk will follow at a later date
- 1.6. The following goods have been identified as being required prior to the formal capex approval associated with the main construction refurbishment works. These comprise: (full detail at Appendix C)
- Relocation and move management services, including temporary storage
 - Furniture
- 1.7. The following requirements will be sourced through the Councils existing construction Framework, and the approval associated with the following projects will be through the normal CAPEX process:
- Design & Fit-out construction works at First Street building associated with the Town Hall Extension decant
 - Design & Fit-out construction works at Elliot House, Sharp Building and etc associated with the Central Library decant
- 1.8. The requirements stated above are all estimated to exceed the EU procurement thresholds and as such, a full EU compliant procurement process will be adopted. The procurement approach will use the two stage "Restricted Procedure" tender process as set out in the Public Contract Regulations 2006 (as directed by the European Union and UK legislation), as the requirements for the project will be well defined. The procurement processes will allow a tenderer offering the Most Economically Advantageous Tender to become the Councils Service Provider after a competitive procurement process.

APPENDIX A

LEASE OF ACCOMMODATION

Key Decisions required in the period – June/July/August 2009

Lease of office accommodation at 1 First Street from Ask (MSREF Ask JV) The lease is for a term of 3.5 years and is anticipated to commence in January 2010. Ask will be paying the Council a contribution towards the cost of fit out.

Lease of accommodation for the library at Elliot House from Bruntwood.
The lease is for a term of 4.5 years and is anticipated to commence in July 2009.

New lease of office accommodation at Overseas House from Bruntwood. The lease extension is for a term of 5 years with an option to break after 4 years.

Lease of accommodation for office accommodation, storage and rehearsal space for Library theatre at Great Ducie Street Warehouse from Apple Heath Properties Ltd

The lease is for a term of 4 years with final terms to be agreed.

Lease of a shop unit at Piccadilly Gardens for the Visitor Information Centre from Bruntwood

The lease is for 10 years with a break at year 5 and a rent free period.

APPENDIX B

CONSTRUCTION RELATED PROFESSIONAL & TECHNICAL SERVICES TO BE PROCURED

Key Decisions required in the period October/November/December 2009

Town Hall Extension (£2,250,000)

The role will comprise full architectural, interior design and space-planning services, including acting as design team leader for the refurbishment of the Town Hall Extension. This will include feasibility and option designs as part of the overall design scheme.

Central Library Architect (£1,500,000)

The role will comprise full architectural services, including specialist library design, interior design and space-planning services, and act as the design team leader for the refurbishment of the Central Library. This will include feasibility and option designs as part of the overall design scheme. While it is intended a conservation architect is appointed for a scheme-wide role, the architects appointed for the Town Hall Extension and the Central Library will also need to have experience of working on listed buildings.

Conservation Architect (£340,000)

The conservation architect will manage and develop the existing conservation management plan. The role will include consultations with English Heritage and other stakeholders. The conservation architect will provide design and consultancy support for the project team in co-ordinating and integrating the requirements of the conservation management plan with the development of the overall project.

Building Services Engineer (£1,250,000)

The role will comprise building services design for the Town Hall Complex project, but excludes the St Peter's Square and Library Walk projects, including feasibility and option designs as part of the overall scheme. The design intent will be based on conformity and commonality of building services allied to economy and efficiency across all the project. The role will also require the co-ordination of all building services across the Town Hall Complex project.

Building Services Infrastructure Engineer (£90,000)

The role will comprise the preparation of the strategy and design of the utilities infrastructure requirements across the Town Hall Complex project. This will include liaison and negotiation with utilities providers and the design and planning of the infrastructure to conform to the energy demands of the project and the availability of service supplies.

Structural Engineer – Town Hall Extension and Central Library (£1,250,000)

The role will comprise structural engineering design services for the Town Hall Complex project, but excludes the St Peter's Square and Library Walk projects. This will include feasibility and option designs as part of the overall design scheme. The

role will also require the coordination of all building services across the Town Hall Complex project.

Sustainability Consultant (£120,000)

The role will comprise providing advice and guidance regarding environmental sustainability for the Town Hall Complex project. The design intent will be based on conformity and commonality of the approach to environmental sustainability allied to economy and efficiency across all the project.

Environmental Consultant (£100,000)

The role will comprise the preparation of an environmental impact assessment for planning submission and to provide environmental consultancy services as required.

Planning Consultant (£150,000)

The role will comprise full planning consultancy services, including the preparation, submission and negotiation of planning and listed building applications for the Town Hall Complex project. This will include preparation and management of the consultation and planning strategy and leading consultations with stakeholders.

Fire Consultant (£200,000)

The role will comprise providing full fire strategy and fire engineering design for the Town Hall Complex project.

Security Consultant (£150,000)

The role will comprise providing advice and guidance on all security matters in connection with the Town Hall Complex project, and the preparation of a security strategy. It will include the provision of design information for systems and implementation of the strategy.

APPENDIX C

OPERATIONAL RELATED GOODS & SERVICES TO BE PROCURED

Key Decisions required in the period October/November/December 2009

Relocation and Move Management – (approximately £2,000,000)

The relocation and move management company will be responsible for the relocation of all physical assets from the Central Library and Town Hall Extension buildings to the temporary decant locations and the provision of interim storage facilities during the temporary decant.

Furniture (Town Hall Extension - £2,000,000 and Library - £1,000,000)

The provision of new furniture to meet the transformation and design requirements for the project