

North Hertfordshire Museum/Community Facility Design & Construction Team Meeting



Notes of Meeting

Meeting held on 10 March 2015

Present: NHDC: John Robinson, Vaughan Watson, Steve Crowley, Ros Allwood, Keith Gayner, Sharon Nahal (Part)

Apologies from: Jack Hughes

Circulation: Those present, Jack Hughes, publish on internet

1.0 Apologies

1.1 Apologies received from Jack Hughes and HTH Ltd.

2.0 Minutes / Actions Arising from Last Meeting (10.02.15)

2.1 (Item 2.2) Confirmation required on whether the “Reception and Shop Fitting” installation had been specified and accounted for in the tendering exercise by Mather & Co Ltd. SC advised the work had been specified in the Fit Out Contract. However, believed the reception and shop fitting elements were not part of Mather & Co Ltd Contract and they might seek to recover additional fees for the work they have completed. RA to confirm if this work was in Mather’s contract.

Action: RA

2.2 (Item 3.6) At the last meeting it was suggested the programme of works, which HTH Ltd were expected to complete over the period of one month, could be switched to commence after the museum fit out works have been completed. It was also suggested the museum fit out works could be brought forward by one month subject to discussion with Mather & Co Ltd.

SC reported Borrás Construction Ltd will achieve practical completion on Friday 10 April 2015. Light Brigade will have access to the building from the 10 April 2015, initially much of the work will be undertaken off site. SC stated he would need to examine Light Brigade’s programme of works before making comment on changes to the overall programme of works.

Action: SC to examine Light Brigades programme of works

VW stated from a negotiating perspective we should accept the practical completion date 10 April 2015, but split out the preliminaries from the extension of time. VW further suggested a rolling snagging programme and to make sure we instruct the Architect early to avoid any unwanted surprises. SC confirmed

these matters had been discussed at the most recent Progress meeting on the 3 March 2015 and have been taken into account.

JR questioned the standard of cleansing required under the Contract with Borrás Construction and Mather & Co. Ltd. It was noted that a number of areas which have been previously cleaned had been subject to dust spreading from works in the central area. JR stated it might be necessary to employ a specialist cleaning company subject to the standard of cleansing specified in the Contracts.

Action: SC to check Contract Specifications

- 2.3 (Item 3.7) RA confirmed that NHDC were responsible for preparing the Contract Award letters.

3.0 Update on Museum Fit-Out

- 3.1 SC made reference to the start up meeting held on 5 March 2015 attended by JR, SC, RA, Mather & Co Ltd, Light Brigade and Ay-Pe. Light Brigade are responsible for the museum, shop and reception fit out and Ay-Pe are responsible for the installation of audio / visual equipment. Both companies appear to have a very positive approach to the project.

- 3.2 Mather & Co Ltd have stated they will cease working on the project from 15 June 2015. They have also stated they are not required to undertake the Lead Consultant role during the fit out stage. The Council's Contract and Procurement Lawyer is currently working on a response to Mather & Co Ltd.

Action: Awaiting response from Janis Wilderspin

- 3.3 VW stated Mather & Co Ltd need to submit a fully integrated project plan to cover all key project tasks. SC advised this will be co-ordinated by Mather & Co Ltd. RA and SC are aiming to meet with Mather to discuss the contractual issues and will also request that they produce a final programme of works. RA/SC will need to agree the frequency of meetings, which will be monthly in respect to Mather & Co Ltd.

Action: RA/SC to review and approve final programme of works and contract monitoring arrangements.

- 3.4 JR commented on Mather & Co Ltd performance so far which did not seem to demonstrate full control over procedural matters, programme of works, roles and responsibilities. There needs to be tight control exercised over the budget and variations on both the fit out and audio visual installation. SC reported that the fit out contractor had requested a 50% up front payment to enable works to proceed off site. VW stated the retention would need to be sufficiently large to cover this approach. SC stated he was seeking advice from Finance and Legal Services regarding this matter.

Action: SC to consult and provide update

- 3.5 VW made reference to the museum workshop and the dust extraction / air conditioning units, emphasising the filters which are located in the ceiling will need regular servicing. VW questioned whether staff will need training to clean / replace the filters or will there be a need for a service contract.

Action: RA to consult with Buttress

- 3.6 SC confirmed two companies were interested in the café fit out which will be equipped with mainly portable equipment. Following the appointment of Light Brigade they too have expressed an interest in fitting out the café. JR would like to explore this option further and requested a copy of the old Buttress drawing to help compile basic features.

VW suggested a Costa Coffee franchise which would amount to £10k per year. SC confirmed this had been looked into previously and discounted for this location.

Action: KG to provide copy of Buttress drawing

4.0 Progress Update on Build

4.1 BT Phone Lines

In February payment was been made to BT Openreach for the installation of 4 number phone lines. The installation requires civil engineering works to be undertaken on both sides of Brand Street. Application has been made to Herts Highways by BT Openreach for the de-commissioning of the parking bay in Brand Street to maintain pedestrian access. BT Openreach at this point in time have not received a start date from Herts Highways. All site excavation and pipe laying works have been completed by Borrás Construction Ltd in readiness for BT Openreach to commence phone line installation.

Action: KG to secure a start date from BT Openreach urgently

4.2 Contract Extension

VW concerned that due to the damp problems associated with the basement storage area the situation may have an impact on the recently agreed Contract Extension. SC confirmed he had received a quotation for improvement works to the basement to the value of £30k which will be presented to full Council for approval. JR suggested the damp problem in the basement seems to be improving and therefore it would be sensible to monitor the situation further. RA reported the temperature and humidity meter she was using to record the conditions in the basement shows a straight line on the graph. Based on the recent recordings the basement would be suitable for the storage of selective museum objects. JR advised that it would be sensible to leave tanking works to the basement as a retrospective fit out, *should it be required*.

4.3 Any Other Issues

SC confirmed a site visit had taken place with Robert Noble (RN) NHDC's (CDM-C) and Les Davison (LD) on Monday 9 March 2015 for the purposes of inspecting fire exit routes, signage and other fire / health and safety issues. Both LD and RN the illuminated arrows on the exit signs were pointing down rather than up in accordance with the fire regulations. The signage will need to be changed to conform to the regulations which will be detailed in RN report.

RN noted the door to the storage area behind the stage provided a fire protection barrier but the panel above the door offered no protection at all. The panel will need to be replaced with a proper fire protection barrier. RN also noted there were gaps at ceiling level between the wall and pipe installations which would need to be filled in.

RN advised the room above the stage containing air conditioning units does not currently meet the fire protection requirements. To overcome this issue RN advised fire protection doors should be installed between the room containing the air conditioning equipment and the museum storage.

Both RN and LD expressed concerns with regards to the internal fixed ladder to the roof space. The top of the ladder stops short of the opening making it difficult to step from the ladder on to the roof. To make the transition from the ladder to the roof you need to extend your arm to a handle located on the open hatch leaving one hand free on the ladder.

RN and LD have concerns regarding the roof terrace and the need for some kind of barrier protection to prevent people climbing on to the low level roof tops which overhang the terrace.

RN will send his report to Buttress for them to consider and action with the Councils approval if required.

5.0 Any Other Business

SC and KG are due to meet with Prestige Signs on Tuesday 17 March to progress signage for Hitchin Town Hall. Existing signage will be taken into account to provide font and style samples for further consideration.

JR reminded the group a tension key for the sprung floor will be required unless Brian Beckwith from Borrás Construction confirms that one of the two keys in his office is the tension key for the sprung floor.

Keith Gayner

Parks and Open Spaces Officer – Contracts & Major Projects

10 March 2015