

RUNNYMEDE BOROUGH COUNCIL  
ECONOMIC DEVELOPMENT COMMITTEE

Thursday 9 September 2004

**SUPPLEMENTARY AGENDA**

8. CIVIC OFFICES/ADDLESTONE COMMUNITY CENTRE REPROVISION - PROGRESS REPORT (CEO)

(Ref: Minutes of the Economic Development Committee, May 2004, page 1580, para. 900)

1. **Purpose of Report**

1.1 **The purpose of this report is to advise Members on progress with the construction of the Addlestone Community Association (ACA) building, detail the outcome of the Official Journal of the European Communities (OJEC) notice relating to the appointment of an Architectural Project Manager and to request capital programme provision for professional fees for the reprovion of the Civic Offices.**

2. Background Information

2.1 In May 2004 the Economic Development Committee considered a report that revisited the options reported in July 2000 for the reprovion or refurbishment of the Civic Offices. Members confirmed that the preferred option of July 2000 remains valid and determined the means of implementation.

2.2 Members resolved that the way forward should be the provision of new offices by phased redevelopment of the existing site, that consultants should be engaged to advise on optimum working patterns, workflow, co-location and other matters necessary to inform the project managers brief, and asked the Corporate Management Committee to approve the necessary supplementary estimate of £30,000. The Committee also requested a further report with a view to authorising the appointment of a project manager and other consultants, and a review of the capital programme provision.

3. Report

3.1 Addlestone Community Association Building

3.1.1 At the time of writing the ACA building was approximately one week behind schedule. The contractor has stated that they anticipated getting back on programme by the end of August when Bison beams and the remainder of the steelwork should have been completed.

3.1.2 The Traffic Management plan is working well with no problems being reported. The majority of large lorry movements have been completed. The sample brick panel has been built and architects have approved the joint to be used.

3.1.3 The ACA have requested that the following items be reinstated in the contract:

- The retractable seating.
- The tea point in Mitchell Hall.
- Conduits for audio visual link between the stage area and the back stage rooms.
- The finishes and glass screen in the control room as pre-VE changes.

- 3.1.4 Architects have been instructed to report on costs (including professional fees for all involved) and also any implications to the contract. If the works are to go forward they will be on the basis that there are no cost implications for the Council.
- 3.1.5 Potential additional costs reported by the Quantity Surveyor, Burnley Wilson Fish, (BWF) have been identified in the weeks to date and actual costs will be confirmed as soon as negotiations are complete. A contingency provision exists in the sum of £60,000.
- 3.2 Civic Offices Reprovision
- 3.2.1 Alexi Marmot Associates have been appointed to identify the Council's new service needs, how they will be delivered, effective grouping of services and the implications for the design of the new offices. This will be achieved by undertaking discussions with the Member Working Group to gain an understanding of their aspirations, Officers, members of the public who use the Council's services and also by utilisation of current data (telephones and personal callers) and material collected from a previous survey of the current working of the Civic Offices, carried out in 2001/02.
- 3.2.2 A notice was placed in the OJEC asking practices with relevant experience in the construction and project management of similar projects to register their interest. Some 22 practices requested pre-qualification questionnaires and 13 returned them along with the requested information by the closing date of 25 August 2004.
- 3.2.3 A panel of three Officers met to evaluate and weigh the returns. As a result, three companies have been short-listed to be interviewed by the Member Working Group with a view to appointing the Architectural Project Manager by the end of October 2004. The details of the three companies are attached at Exempt Appendix '4'.
- 3.2.4 A notice was also placed in the OJEC asking Chartered Quantity Surveying practices with relevant experience in this type of construction project to register their interest. After much internal discussion it was felt that a Quantity Surveyor being appointed to act on behalf of the Council was a better option than having them answerable to the lead consultant architect.
4. Resource Implications
- 4.1 As reported previously, current cost estimates, based upon Building Cost Indices Statistics, suggest a project cost of approximately £9m construction, £1.175m fees, and £1.75m IT/Safer Runnymede and furniture reprovision, for a 55,000 sq ft building. Detailed negotiations with the three shortlisted companies on fee structure have not commenced. In any event this will in part be determined by final construction costs. Whilst there is provision in the capital programme for the new Civic Offices, there is a need to seek a capital estimate approval to permit the design, detailed costings and associated works to go forward. It is suggested that this be £1.25m. A similar request for the building and fitting out costs will be made once the form of the building, scale of car parking and detailed design and quantity surveying work has been completed later in the year.
5. Council Policy
- 5.1 The Civic Offices site and adjoining lands have been recognised as being one of the three major strategic sites in Addlestone that should be brought forward for development as part of the "Action Addlestone" initiative. At the other two sites GEC Marconi (now Aviator Business Park) and the former Co-op site (now the Tesco store) have either been completed or part redeveloped.
- 5.2 "With the Corporate Management Committee we will progress the redevelopment of the Civic Offices and adjacent landholdings in Addlestone to achieve accommodation appropriate to the Council's future needs, while enhancing the street scene and achieving value for Council Tax payers" (Leader's Position Statement 2003/04).

**OFFICERS' RECOMMENDATION that -**

**a capital estimate of £1.25m be approved for the professional and associated fees required to carry forward the detailed design and costings for the Civic Offices reprovision project.**

**(TO RECOMMEND)**

Background Papers

CEO's Civic Offices File (excluding exempt material)