

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Steve Clow
Title:	T19 Office Accommodation: Castle Ave Phase 2 Fire Precaution Works Revision post tender

Tel: 01962 847858

Email: Steve.clow@hants.gov.uk

This officer decision record has been amended following the receipt of tender to reflect the revised funding requirements. The total estimated project cost in the existing ODR is in the sum of **£195,507** which has increase post tender return to **£222,678**. The revised project value still sits within the approvals set out in the BLaPP paper 26th March 2019.

1. The decision:

- 1.1. That works are undertaken to implement the recommendations of the Fire Safety Review Group (FRSG) alongside a number of building upgrades in the Castle Avenue building, Winchester HQ. The proposed scope of works includes; fire precaution works, LED lighting upgrade to the basement and small scale building improvements. The detailed scope can be found in section 2. These works are to be completed as part of the implementation of the T19 Office Accommodation Savings Strategy.
- 1.2. The total estimated cost of the project is £222,678 (inclusive of fees). The £15,000 required to install the LED lighting to the basement will be covered by Salix funding. This report seeks approval to allocate **£207,678** from the R&M Contingency to fund the fire precaution works and the small scale building upgrades.

2. Reason(s) for the decision:

- 2.1. Following the fire in Three Minsters House, a number of Property Services teams were located in temporary office spaces across the Winchester HQ. In March 2018 a project was undertaken to relocate the Estates Development (ED's) team from E11 South into Castle Ave. This enabled them to be co-located with Property Services colleagues and ensured that the office spaces occupied by the ED's team could be cleared to allow the planned refurbishment of E11 South to be progressed in line with the programme.
- 2.2. The move of the ED's team into Castle Ave increased the occupancy of the building. The proposed floor plans were shared with the FSRG prior to the

commencement of the phase 1 works and a fire review was undertaken on the building. The FSRG confirmed that the building could accommodate the additional numbers however they recommended a number of fire precaution works be undertaken to ensure that the building can continue to safely accommodate the required occupancy levels. These include the following:

- Safe removal and disposal of asbestos in identified areas
- Fire stopping and barrier works
- New doors, door replacement and, door and roof hatch up-grades
- Enclosure of Basement distribution boards
- Light fitting up-grade to the Basement
- Hold back hooks to Ground Floor North Entrance doors
- Opening up a new emergency exit doorway on the Ground Floor
- External emergency light fittings and up-grades
- Installation of new fire curtain to the Second Floor south staircase
- New Smoke Detection installations
- New emergency lighting and signage installation

2.3. To minimise disruption and ensure that the maximum value is achieved from the procurement process, it has been agreed that the LED lighting installation to the basement and a number of small scale upgrades will be included in the works contract. These include:

- Acoustic curtains to fitted in kitchen breakout spaces
- Entrance matting to be supplied for north entrance & lobby
- Painting of doors in main thoroughfares
- Installation of wall mounted fire folder holders.

2.4. Once funding approval is secured, the works will be tendered through the Minor Works framework. The works are scheduled to start on site May 2019.

2.5. The project was reported in the BLaPP paper on 26th March 2019, ratified at EMPR on 25th April 2019. The project value outlined below is in line with the funding approvals in place.

3. Finance

3.1. The total cost of the project is set out below:

Description	Cost
Fire precaution works	£175,350
Small scale building upgrades	£9,184
Fee @ 12 %	£22,144
Building control application fee	£1,000

Total (to be funded by R&M contingency)	£207,678
LED lighting installation to basement	£15,000
Total (to be funded by Salix funding)	£15,000
Total project cost	£222,678

3.2. Due to the nature of the work an allocation has been made to cover the cost of completing a proportion of the works out of hours. The detailed scope of works has been reviewed with the selected Contractor and a programme of out of hours work has been confirmed with a 12 week programme to accommodate weekend working .

4. Conflicts of interest:

4.1. Not applicable

5. Dispensation granted by the Head of Paid Service:

5.1 Not applicable

6. Conclusion

6.1. It is recommended that the Assistant Director - Property Services approves the project cost of £222,678 to deliver the scope of works set out above and allocates £207,678 from R&M Contingency budget to fund the project.

Approved by:	Date:
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Steve Clow	
Assistant Director, HCC Property Services	