

Business & Transformation Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 7th January 2021
Portfolio: Finance, Governance and Resources
Key Decision: KD.
Within Policy and Budget Framework Yes
Public / Private Public

Title: CIVIC CENTRE REINSTATEMENT AND DEVELOPMENT PROJECT
Report of: Deputy Chief Executive
Report Number: CS 01/21

Purpose / Summary:

The Purpose of this report is to update to the Business and Transformation Scrutiny Panel on the current progress of the reinstatement of the ground floor of the Civic Centre, and to consider feedback.

The report also provides an update of the measures undertaken to manage or adapt the existing project proposals to deal with:

- a) working practices as a result of the COVID -19 pandemic
- b) a requirement to update existing infrastructure in the ground floor and basement to manage asbestos, legionella, safety systems, obsolete services and fire safety in these areas, to support increased occupation of the ground floor and meet with current legislation.

The report also finalises proposals for an extension to the Civic Centre public car park.

Recommendations:

That members of the Business and Transformation Scrutiny Panel review this report and the progress made on this project.

Tracking

Executive:	
Scrutiny:	7 th January 2021
Council:	

1. BACKGROUND

- 1.1** As noted in previous reports to Executive and Scrutiny Panels the floods arising from Storm Desmond, December 2015 caused extensive damage to the Civic Centre. The basement and ground floor of the Civic Centre were under water which reached 2.4m above ground level. During the initial clean up phase over 4.72 million litres of water was pumped from the building.

The full background to this report is extensively documented in a report to Executive 28th August 2017 (CS21/17).

- 1.2** The project includes: a new entrance, reception area and customer contact centre; a new Council chamber and conference facilities, open meeting space for Council staff and partners, additional storage space, office units for potential new partners, toilets and other ancillary accommodation.
- 1.3** The redesign of the ground floor will seek to improve customers, partners, members and staff usage of the entire site. The work will resolve the current poor access arrangements to the Chamber by bringing this facility to ground floor level. The work will also follow good practise on design for physical access, dementia, sight and hearing loss across the property.
- 1.4** The reinstatement work now also includes the management of concealed asbestos, additional measures to manage the control of Legionella, improvements to the ground floor and basement safety and security measures and upgrade of existing fire protection measures at basement and ground floor levels to bring them up to current standards for the proposed occupation levels within the building in these areas.

2. PROPOSALS UPDATE

2.1 Ground Floor Accommodation Proposal

The ground floor facilities will now contain the following:

- A new customer entrance to give the building a renewed presence and to assist with access and energy efficiency.
- A new reception zone will create a focal point for all visitors and customers, this includes a waiting area and disabled access toilet.

- A new customer contact centre has been designed to the front elevation of the building with a waiting area, service desks and private interview rooms. The interview rooms have separate access arrangements to ensure safety.
- To the left of reception and through the visitor waiting area is a meeting space and quiet working area for members, staff and partners. Opportunities for wifi enabled agile working will be available in the areas designated.
- An improved delivery area is proposed via the rear of the building and a storage area is planned in this vicinity.
- In addition, there is now also space for additional toilets for the new meeting space.
- There is an additional area under the tower which has been identified for possible partner occupation and benefits from separate access if required.
- The existing space within the former rates hall and beyond has been converted into flexible meeting and conference space with separate kitchen facilities.

2.2 Civic and Conference Facilities:

- The Council Chamber will be relocated to the former contact centre / rates hall. This new, highly flexible space will be used as a modern, fully accessible Council chamber and conference / exhibition centre. It is felt that the extended ceiling height and central location of the hall make this an attractive, open and highly visible place for the Civic and democratic activities of the Council. The new plans will provide a new purpose built and wholly demountable chamber space that could also be used for a full range of other functions and events. These other functions may provide additional income to the Council if marketed and serviced appropriately.
- To the rear of the proposed new chamber is a suite (3) of flexible meeting spaces with full audio-visual equipment provided. These will be used to supplement the new chamber or for separate functions. All the spaces would be serviced by accessible toilets at ground floor level and by a kitchen located adjacent to the meeting rooms.

The existing chamber will be demolished and replaced with additional car parking and a new civic space.

Flood resilience has been a major consideration in these plans, and the project uses materials that will speed up the recovery from any future flooding event. Further investigation has been undertaken into cost effective flood resilient materials and we now intend to use rendered block construction for internal partitions rather than the glazed panels originally envisaged which proved to be extremely costly and not suitable for some of our partner's conference requirements. The rendered block walls can simply be washed down should flooding ever occur.

Some flood resilience work has already been undertaken with electrical equipment and lift gear being relocated to the upper floors.

With advances in information technology the redevelopment works will now operate via Council and public Wi-Fi systems negating the need for vast amount of cabling and server space.

In addition, all furniture would be designed to be easily moved to the first floor should flooding be anticipated. This demountable approach is a key concept for the ground floor redevelopment and will be brought visibly into the Council's business continuity plans and procedures.

2.3 Progress Since Council Approval

Since Council approval on 5 May 2020, several strands of work have taken place to deliver a project which is appropriate to the current needs of the Council, including revised working practices put in place to accommodate the risks to the staff, members and the public associated with COVID 19. These elements of work include:

- a) Formation of an internal work team to deliver the project
- b) Consultation with our stakeholders to confirm their current requirements
- c) Detailed development of the design or redesign of the accommodation to suit the needs of the end-users of the building in conjunction with the appointed Flood recovery consultant WYG (Tetrattech from 1/1/2021).
- d) Replacement of the flat roof covering to the chamber
- e) The procurement and completion of an enabling works contract
- f) Engaging a Contractor to deliver the main works project in two phases
- g) Consideration and review of the proposals for the civic space and car park as part of the proposed phase 2 work.

- h) Promote work in other areas or directorates which will need to be in place by the completion of the construction works for the building to function.

2.4 Internal Work Team

The internal work team consist of:

- Project Sponsor - Darren Crossley
- Construction delivery team – Property services capital projects unit consisting of Amanda McCartney, Richard Chandler and Irene Hammond

Additional input has been sought from and provided by:

- Design concept development and property services manager – Mark Walshe
- Health and Safety engagement, particularly on fire safety and staff security and wellbeing – Arup Majhi
- CCC's appointed fire Officer – Tony Stoddart
- Representation from the Building maintenance / facilities team
- Representation from the customer services team led by Matt Ward,
- Representation from the Keepers
- Representation from the IT team on the M & E infrastructure – particularly regarding the AV, chamber function hardware
- Representation on members requirements led by Rachel Plant

Engagement with the above list of stakeholders has taken place either via a series of single-issue workshops conducted via Teams, to confirm the design concept and current user requirements. This work is ongoing as each of the key design elements is revisited to ensure that the design concept and the proposals set out in the contract are still appropriate in view of the increase separation and cleaning regimes required to deal with the risk of spreading Covid -19 and the corresponding use of new technology and software to conduct business. Examples of the design conclusion workshops include topics such as AV requirements, chamber lighting and acoustic panelling, aesthetics of the chamber and small data and power requirements.

A separate tem email address has been set up to deal with and coordinate enquires and repsosnse specific to this project.

2.5 Flat Roof Work

Work was undertaken by the property services facilities team to replace the flat roof covering over the chamber area as the existing covering had reached the end of its life and was allowing water ingress at various locations around the chamber. Additional work has been carried out within the last few weeks to repair corroded and leaking cast iron rainwater pipework in two locations, which was exposed during the strip out works on the ground floor.

2.6 Enabling Works Contract

During the summer months, Story Contracting Ltd were engaged to carry out a five-week duration enabling works contract to allow the staff access to the building to be segregated from the construction works. The primary aim of this package of work was to make provision for staff to safely enter and leave the building and segregate them from the contractors from a safety and COVID work bubble perspective.

The work also included forming a new staff entrance with access ramp, blocking up rotten and redundant window openings, replacing most of the external basement doors with secure doors, replacing fire doors in the basement, insulating the incoming water main to reduce the risk of Legionella and other temperature sensitive water borne contaminants, partially reinstate fire detection equipment on the ground floor and basement areas, reconfigure the access security in the ground floor and basement, set up revised fire escape routes, investigate the location of any remaining asbestos and locating and condition of any existing exposed services, setting up a new temporary store for deliveries at the rear of the building and set up noise and dust screening, in advance of main works.

2.7 Main Contract Works

The main contract works for the refurbishment and reinstatement of the ground floor and associated services was awarded to Story Contracting Ltd and commenced on 19 October 2020. The programme of works consists of two phases and has an overall duration of 60 weeks. The first phase consists of the refurbishment work to the chamber, customer contact area, meeting area and associated facilities. The second phase consists of the demolition of the Rotunda, the reconfiguration of the drainage and works to the car park.

- The current construction work is primarily concerned with the stripping out of the remaining existing finishes, redundant partitions, encapsulating the asbestos in the chamber ceiling and providing fixing points for the lighting.
- It was also discovered that some of the existing power and data cabling was missing, incorrectly labelled or un-labelled. This has been put right in sections as the first fix electrical work has been progressed on an area by area basis – where feasible.
- Work has commenced on the formation of new openings in the internal concrete walls and the blocking up of the walls for the new offices with the shell work to the interview suite area approximately 70% complete.
- Insulation blockwork has been installed below the window levels in two areas
- Work has also commenced on the installation of the air flow plant at the ground floor.
- Work on the installation of cabling basket in the ceiling void area and fire stopping has commenced at ground floor level.

The construction work is currently on programme.

In addition to the construction work, further detail design work has been carried out with the stakeholder groups and WYG to complete the design work ahead of the construction team. Some of the work is to firm up existing design information whereas other areas are concerned with freezing the design based on current requirements. This is proving to be challenging in terms of timescales for information required compared to information received.

Work has also been undertaken in conjunction with the main contractor to consider the potential impact of a no deal Brexit, as far as possible, to secure materials required early in the New Year which are either imported from or are transported through the EU.

Work is also underway to work with other departments to streamline or adapt existing council processes to make them agile enough to deal with fast decision-making processes and budget considerations required by a capital works project.

2.8 Budget

The approved budget of £3,601,998 for the project is on target. Additional expenditure anticipated on asbestos removal, additional structural testing, additional small power and data provisions, inflation costs on the

proposed AV chamber equipment has been offset with the saving made on the reduce specification for the compound fencing and the substitution of some rendered areas with painted blockwork.

3. RISKS

- 3.1** Cooperation and timely response of stakeholders and users' groups to meet construction delivery deadlines, particularly on Customer choice items, or areas which have been reviewed considering COVID-19 working practices.
- 3.2** Timely development of the detailed design work by WYG to RIBA stage 5 standard and response to technical queries
- 3.3** Engagement with and management of stakeholders and user groups expectations relative to the approved budget.
- 3.4** Agility of existing corporate processes and staffing commitments to meet with capital contract and project deadline requirements,
- 3.5** Fire safety and infrastructure considerations for the levels of occupation from floors 1 – 10.
- 3.6** The impact of COVID on the project design, delivery period and budget.
- 3.7** The impact of a possible “no-deal” Brexit on the design, delivery periods and costs of the budget

4. CONSULTATION

- 4.1** Internally via the City Council's corporate structures and processes.

5. NEXT STEPS

- 5.1** Develop the proposals for the Civic space and adjacent car park
- 5.2** Continue and complete the design freeze ahead of the construction work
- 5.3** Continue with the stakeholder engagement in the project
- 5.4** Continue the collaboration and development of Council processes to facilitate agile decision making to avoid where possible delays to the contract and / or abortive cost
- 5.5** Direct the parallel project tasks to ensure that the whole project is fit for purpose, completed on time and within budget constraints
- 5.6** Pursue the satisfactory delivery of the professional services element of the project.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 The initiative embraces partnership working with other public sector bodies.

The December 2015 floods have created an opportunity to remodel the Civic Centre to provide a facility that is fit for purpose not only for the City Council but also for several partner organisations. Providing a one-stop centre for information and assistance for the citizens of Carlisle.

The proposals also offer opportunities to create additional revenue streams for the City Council and reduce operating costs.

The generation of additional income may help with the provision and support of front-line services.

Contact Officer: Darren Crossley

Ext: 7004

Appendices Appendix A – Ground floor and basement floor plans attached to report:

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- **None**

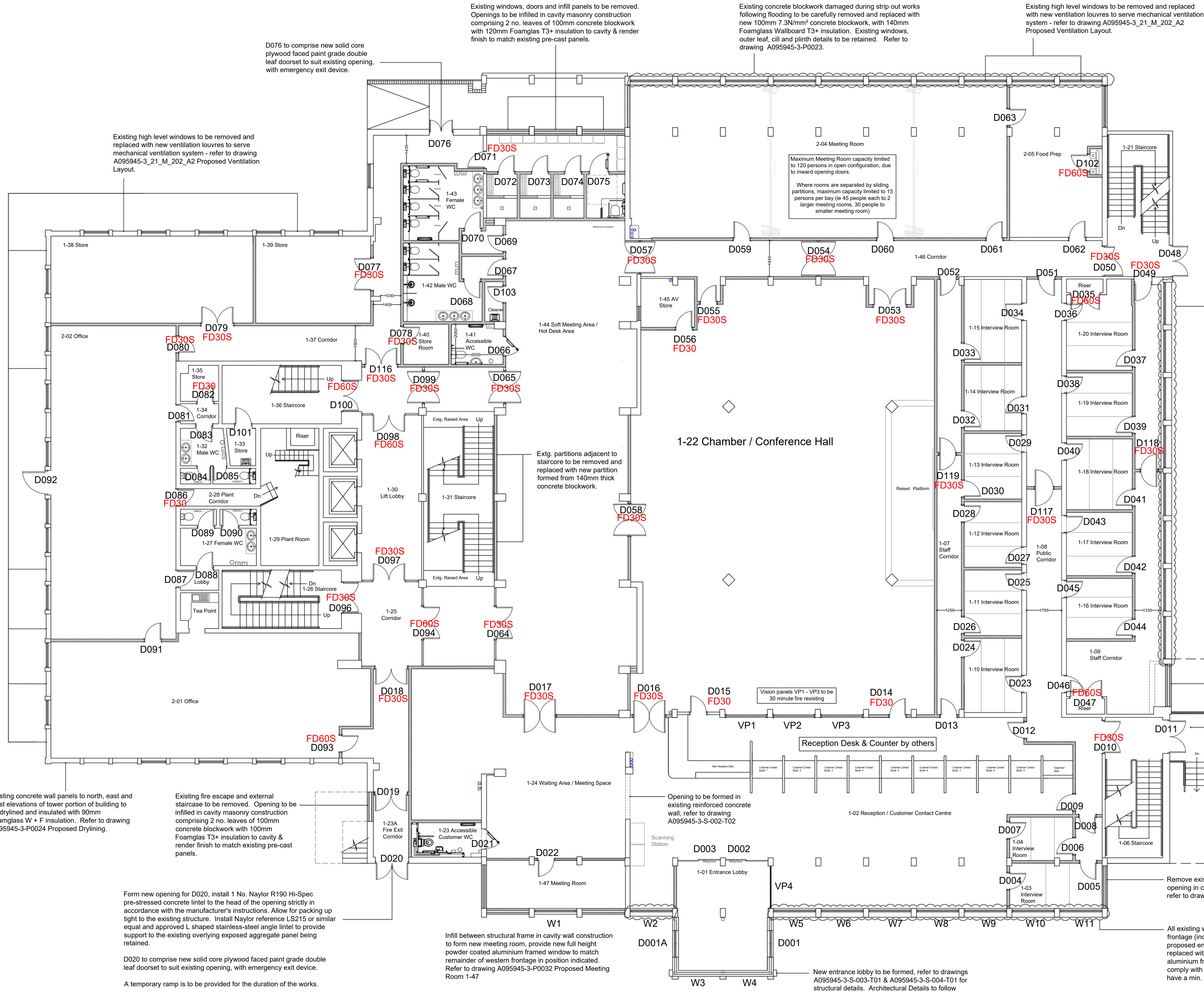
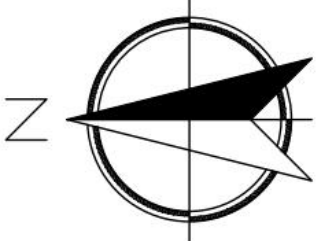
CORPORATE IMPLICATIONS:

LEGAL -

FINANCE –

EQUALITY –

INFORMATION GOVERNANCE –



- Generally:**
- New layout formed using 140mm 7N/mm² concrete blockwork, as indicated (shown cross-hatched); refer to drawing A095945-3-S-005-T02 for proposed blockwork details.
 - New sanitaryware to be connected to existing drainage. Refer to drawing A095945-3-E0017 for existing drainage layout, refer to drawing A095945-3-P0034 for proposed drainage layout.
 - Refer to drawing A095945-3_21_M_202_A2 Proposed Ventilation Layout.
 - New plant deck to accommodate air handling unit to be provided on flat roof adjacent to extg. Rotunda, spanning between existing concrete columns and reinforced concrete wall. Refer to A095945-3-P0042 Proposed Roof Plan & A095945-3-S-001-T01.
 - New door openings to be formed in existing reinforced concrete walls for doors D021, D025, D027, D029, D038, D043 & D045. Refer to drawing A095945-3-S-002-T02.

Extg. windows to be temporarily removed and set aside for re-fixing, extg. timber framing and external lining below cill to be removed and replaced with new cavity masonry construction comprising 2 no. 100mm concrete blockwork leaves with 120mm cavity containing Foamglas T3+ insulation. Refer to drawing A095945-3-S0012.

Existing wall shown dashed to be removed, opening to be infilled in cavity masonry construction comprising 2 no. 100mm concrete blockwork leaves with 120mm cavity containing Foamglas T3+ insulation & render finish to match existing pre-cast concrete panels. Refer to drawing A095945-3-S0012.

New concrete steps serving D011 following demolition of Rotunda, with 100mm high brickwork. Steps to have max. rise of 170mm, min. tread 300mm. Circular metal handrail 50mm Ø to be provided to both sides of stair, 1m above pitch line, extending 300mm beyond bottom riser.

Extg. Rotunda to be demolished and car park extended into footprint, refer to drawing A095945-3-21-C-H.01-T2 Civic Car Park General Arrangement & A095945-3-21-C-D100-T2 Civic Car Park Drainage GA

CONSTRUCTION ISSUE

20	Construction Issue	DB	DB	DB	23-07-20
19	Updated to reflect revised fire strategy	DB	DB	DB	15-08-19
18	D093 moved, D115 added	DB	DB	DB	03-06-19
17	Showers amended, lobby added back	AH	DC	DC	05-09-18
16	Alterations following meeting on 22-08-18	DB	DC	DC	23-08-18
15	Door D009 moved	DB	DC	DC	02-07-18
REV	DESCRIPTION	BY	CHK	APP	DATE

Carlisle City Council
Civic Centre
Carlisle
CA3 8QG



ARNDALE COURT
HEADINGLEY
LEEDS
LS6 2UJ



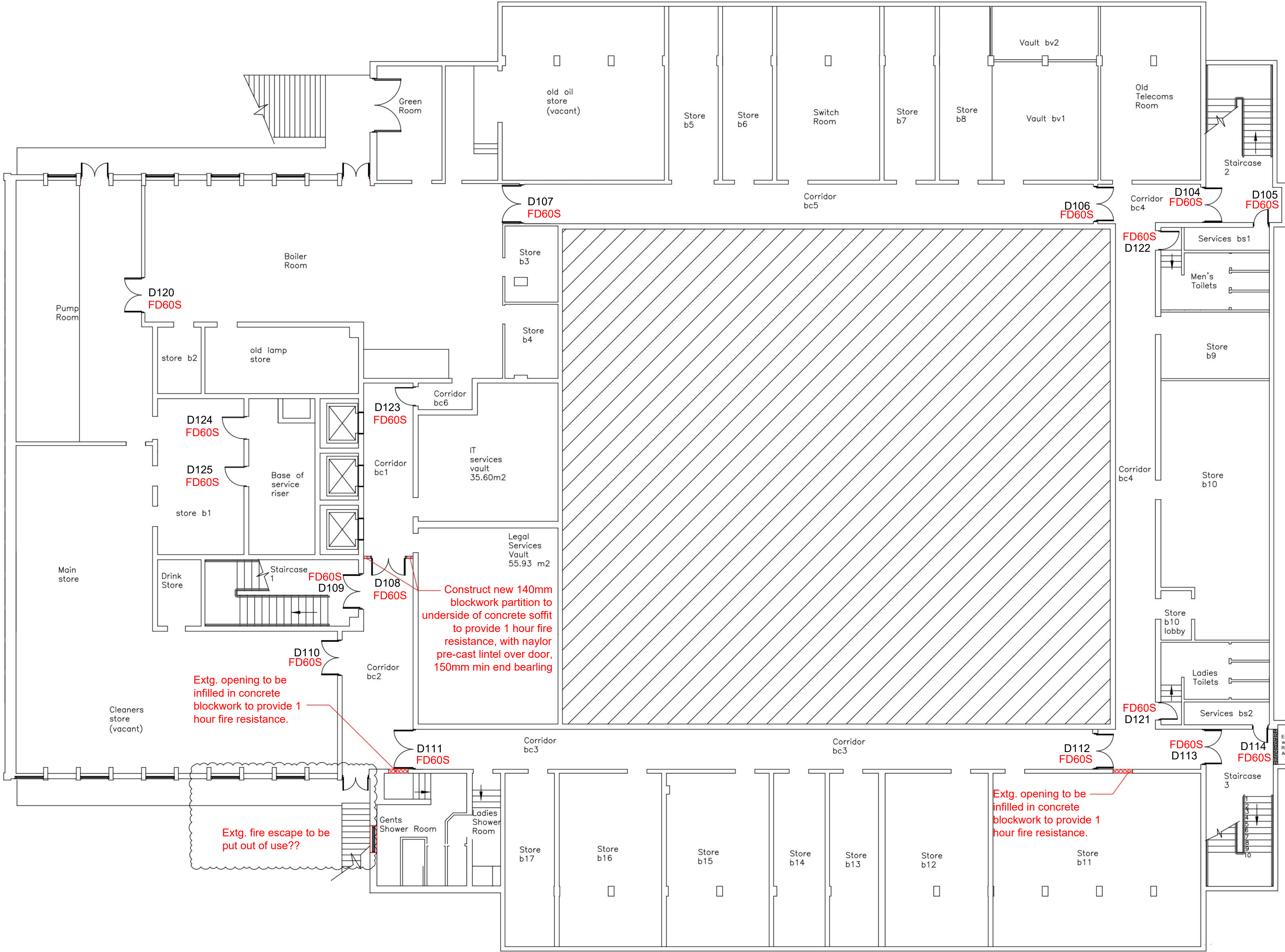
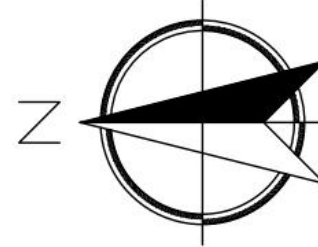
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Project: A095945-3

CARLISLE CIVIC CENTRE
CIVIC CENTRE
FLOOD REINSTATEMENT

Drawing Title:
Ground Floor Plan As Proposed
General Arrangement

Scale @ 1:100	A1	Drawn RK/DB	Date 04.10.18	Checked DC	Date 04.10.18	Approved DC	Date 04.10.18
Project No. A095945-3	Type BS	Drawing No. P0001	Revision 20				



Basement doors scheduled below to have 1 hour fire resistant infill provided to gap between door head and basement soffit to maintain fire separation:

D104, D106, D107, D108, D111, D112 & D113

Fire separation to comprise metal stud framed partition, faced with 1 layer of fire check plasterboard to each side.

All gaps / service penetrations to be sealed with 1 hour fire resistant sealant or appropriate intumescent collars.

Include for working around existing services and removal of existing flood damaged infill sections as required.

The basement is to be 'Fire Sterile' area, access to be for maintenance purposes only, controlled by a permit to work scheme. Doors D104, D109 & D113 to be secured via fob access - refer to Door Schedules & A095945-3_21_E_501_T2 Proposed Basement Floor Security Layout.

Construct new 140mm blockwork partition to underside of concrete soffit to provide 1 hour fire resistance, with naylor pre-cast lintel over door, 150mm min end bearing

Extg. opening to be infilled in concrete blockwork to provide 1 hour fire resistance.

Extg. fire escape to be put out of use??

Extg. opening to be infilled in concrete blockwork to provide 1 hour fire resistance.

CONSTRUCTION ISSUE

03	Construction Issue	DB	DB	DB	23-07-20
02	Updated to reflect revised fire strategy	DB	DB	DB	15-08-19
01	BASEMENT FLOOR PLAN AS PROPOSED	RK	DC	DC	14.09.18
REV	DESCRIPTION	BY	CHK	APP	DATE

Carlisle City Council
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ARNDALE COURT
HEADINGLEY
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Project: A095945-3
Civic Centre
Carlisle City Council
Flood Reinstatement

Drawing Title:
Basement Plan
As Proposed

Scale @	A1	Drawn	Date	Checked	Date	Approved	Date
1:100		RK/DB	04.01.18	DC	04.01.18	DC	04.01.18
Project No.	A095945-3	Type	BS	Drawing No.	P0002	Revision	03

