

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 4 August 2021**

Subject: Contract Approved by the Chief Executive for Clydebank Town Hall Gallery Redesign Consultancy**1. Purpose**

- 1.1** The purpose of this report is to advise Members of a contract that was approved by the Chief Executive, after consultation with the Leader and the Convener of Cultural Services Committee, for the appointment of Brown & Wallace LLP to undertake Clydebank Town Hall Gallery Redesign Consultancy.

2. Recommendations

- 2.1** It is recommended that the Members note the appointment of Brown & Wallace LLP for the Clydebank Town Hall Gallery Redesign Consultancy incorporating (1) RIBA Stages 2 (Concept Design), 3 (Spatial Co-ordination) and 4 (Technical Design) together with the Principal Designer role and, subject to performance, and the project proceeding, Stages 5-7 ("Manufacturing and Construction", "Handover and Close Out" and "In Use").

3. Background

- 3.1** In March 2018 the Council agreed to create a £4m Cultural Capital Fund to invest in West Dunbartonshire's cultural and heritage infrastructure in order to unlock regeneration, increase tourism and raise the reputation of the area. The 2018/19 Budget Document pointed to the transformation of the waterfront at Clydebank and the opportunity this created to undertake new projects that revitalise Council assets and change the way people look at our area. Officers were asked to focus upon renewing the historic Clydebank Town Hall making it a venue that residents can be proud of.
- 3.2** The Council's Clydebank Town Hall refurbishment programme includes the re-design of the Town Hall Gallery to increase the footprint of the gallery space; improve sightlines throughout the existing interconnected galleries; improve overall accessibility; and install sector standard environmental monitoring and control equipment to ensure collections care and preservation standards are met for all objects on display. The redesign is a central element in answering the expressed desire of Elected Members to see Clydebank Town Hall operate as a civic centre, to the benefit of the communities of Clydebank and visitors to the area.
- 3.3** In terms of Paragraph 14 of Part 4A of the Scheme of Delegation *"If a decision which is not delegated to officers requires to be made urgently between meetings of the Council or relevant Committee, the Chief Executive, in consultation (i) with the Provost or Leader of the Council as appropriate, and (ii) the Convener of the relevant Committee, may take action, subject to the matter being reported to the next meeting of the Council or relevant Committee."* The

Standing Orders at Paragraph 35(b)(ii) to (iv) makes similar provision for approval of urgent matters.

4. Main Issues

- 4.1** It was identified that a contract utilising the South Lanarkshire Council framework agreement for the Provision of Professional Services within a Multi-Disciplinary Consultancy was the most economically advantageous route to awarding the contract. However the framework agreement expired on 30 June 2021.
- 4.2** The Chief Executive approved the appointment of Brown & Wallace LLP to undertake Clydebank Town Hall Gallery Redesign Consultancy on 30 June 2021, after consultation with the Leader and the Convener of Cultural Services Committee.
- 4.3** The desired timescale to complete the Clydebank Town Hall refurbishment is no later than March 2022. A delay to the continued appointment of Brown & Wallace LLP could have put that date in jeopardy as the design information would be unlikely to be available to permit the construction contract to be let timeously.

5. People Implications

- 5.1** There are no people implications.

6. Financial Implications

- 6.1** The cost of these services up to and including Stage 4 is £55,650, which encompasses a fee of £2,400 for principal designer services. The provisional sums are included to inform the overall project budget/mitigate risk. The sums may not be required, but are considered a reasonable allowance in the context of the wider project. Provisional sums will only be expended upon instruction. As the design process progresses requirements will become more defined. If it becomes clear that these sums are not required, they can be deleted and budget allocated elsewhere. The costs approved are fully funded from the approved budget for the project.
- 6.2** It is anticipated that the contract will be extended to include the RIBA Stage 5 and beyond. To inform the client, Brown & Wallace LLP were asked for the potential budget for RIBA Stages 5 and 6 fees. This was offered at c.£40,000.. It is not a percentage based fee, so will not increase/decrease depending on construction cost to follow. It is based on the knowledge to date of feasibility work undertaken and assumes full service of the design disciplines required in Stages 5 and 6.
- 6.3** Once the design works are progressed to an acceptable point, a fee will be formally requested. There will be options to adjust this depending on the level of service deemed necessary. This will be informed by the form of contract; Town Hall improvement works as a whole; the programme on site; etc.

6.4 Further cost information will be provided to Tendering Committee on the likely extent of this consultancy. These costs together with the construction contract to be separately tendered will be funded through the Cultural Capital Fund.

7. Risk Analysis

7.1 Any delay to the appointment was likely to mean that the works will not be completed by March 2022. The appointment subject to homologation at a subsequent committee helps to address this. Further work will be required to prepare to tender the construction works.

7.2 The use of the framework agreement Terms and Conditions removes the prospect of any procurement challenge and ensures that the design works are instructed on a robust and appropriate basis.

8. Equalities Impact Assessment (EIA)

8.1 There are no direct EIA implications as a result of this paper. Equalities issues will be addressed in terms of the design considerations.

9. Consultation

9.1 The Chief Officer for Supply, Distribution and Property, the Chief Officer for Citizen, Culture and Facilities and the Manager of Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

10.1 The early engagement of strategic services is critical in meeting the timescales of the Cultural Capital Fund programme of works.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 02/07/2021

Person to Contact: Derek McLean, Business Partner
email: derek.mclean@west-dunbarton.gov.uk
Mobile: 07816 539 906

Appendices: N/A

Background Papers: EIA Screening

Wards Affected: Clydebank Waterfront

