

Report of Lotherton Hall Project

Report to Director of City Development

Date: 22 January 2015

Subject: Request to award the contract for the Phase I project at Lotherton Hall which comprises; enabling works, lift, windows, floor, lights, and YORbuild call off fee to Garside & Laycock (t/a SPIE GarsideLaycock).

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Harewood		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. Lotherton Hall formerly the home of the Gascoigne family is an Edwardian house and country estate given to Leeds City Council in 1968, which is now a museum and art gallery open to the public.
2. External funding from the Arts Council and from the Department for Culture, Media & Sport (DCMS) Wolfson Museums and Galleries Improvement Fund was secured to modernise the Costume Galleries and improve accessibility to the house.
3. The modernisation and improvement works have been combined with the outstanding asset investment works identified in the condition survey into a project being delivered by Norfolk Property Services (NPS).
4. The works will be delivered in three phases:
 - 4.1. Phase I - Enabling works, lift, windows, floor, lights, YORbuild call off fee.

- 4.2. Phase II - Decorations, floor installation, fit out, joinery, plastering fire escape, Mechanical & Electrical.
- 4.3. Phase III – Asset investment works – likely not to happen until later in the year.
5. Following approval of a single quality initiated call off from YORbuild this report seeks approval to award the contract for Phase I works to Garside & Laycock (t/a SPIE GarsideLaycock).
6. Phase II and Phase III will be awarded using a separate award report following the acceptance of the activity schedules / pricing documents prepared by Garside & Laycock and NPS.

Recommendations

The Director of City Development is recommended to give approval to award the contract for the Phase I project works at Lotherton Hall comprising the enabling works, lift, windows, floor, lights, and YORbuild call off fee to Garside & Laycock (t/a SPIE GarsideLaycock).

1 Purpose of this report

The purpose of this report is to seek approval to award the contract for the Phase I project works at Lotherton Hall comprising the enabling works, lift, windows, floor, lights, and YORbuild call off fee to Garside & Laycock (t/a SPIE GarsideLaycock).

2 Background information

- 2.1 Lotherton Hall an Edwardian house and country estate is home to a number of important collections and as a visitor attraction open to the public generates income for the Council.
- 2.2 External funding from the Arts Council and from the DCMS Wolfson Museums and Galleries Improvement Fund was secured to modernise the Costume Galleries and improve accessibility to the house. This funding has been granted on condition that the works are completed by March 2015.
- 2.3 The condition survey undertaken in January 2014 identified outstanding asset investment works and these works have been combined with the modernisation and improvement works into a project being delivered by Norfolk Property Services (NPS).
- 2.4 In March 2015 Lotherton Hall will be hosting an exhibition entitled 'Age of Glamour', a display of women's fashion from the fifties. This will be in the refurbished Costume Galleries. The exhibition will feature loan items from other collections including a major loan from the Victoria and Albert Museum.
- 2.5 Due to the conditions of the external funding secured for elements of this project and the exhibition planned for March 2015, a single quality initiated call off from YORbuild

was identified as the most appropriate procurement route to ensure the project is successfully delivered on time.

- 2.6 Garside & Laycock (t/a SPIE GarsideLaycock) have been identified through the YORbuild single quality initiated call off process as the next appropriate contractor to be invited to undertake the works. Due to time constraints it is proposed that the works can only be undertaken in three phases, with the internal works to the house and primarily those to the Costume Galleries being undertaken first.

3 Main issues

- 3.1 There is a risk of losing the external funding if the works are not completed by March 2015 and an exhibition scheduled to open in March 2015 will be placed at risk if the refurbishment of the Costume Galleries is not finished in time for the opening. The appointment of Garside & Laycock (t/a SPIE GarsideLaycock) through YORbuild will allow the works to commence and for the project and the works identified in Phase I to be completed in time.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The officers / departments below were consulted during the process to identify the appropriate procurement route and the subsequent invitation to appoint a contractor to undertake the works.

Public Private Partnerships and Procurement Unit
Museums and Galleries
Civic Enterprise Leeds and Corporate Property Management
Asset Management

- 4.1.2 Ward member consultation has been undertaken and ward members are supportive of the scheme.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The installation of a passenger lift will allow full access to the whole house.

4.3 Council policies and City Priorities

- 4.3.1 This work will be carried out in accordance with the requirements of the Council's range of policies, plans and strategies.

4.4 Resources and value for money

- 4.4.1 NPS have been appointed to project manage this scheme and will oversee and manage the appointed contractor on behalf of the client service.
- 4.4.2 All contractors on the YORbuild Framework have been appointed following a competitive, EU regulation compliant process evaluated on price and quality in equal measure. Performance is monitored based on reports submitted by users of

the framework, and there have been no performance issues reported which have led to any contractor being suspended or removed from the framework in £600m of projects over 5 years.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Due diligence check of the preferred contractor to ascertain their financial position has been carried out prior to award ensuring that the contract is with a financially sound organisation limiting the risk of works not being completed.
- 4.5.2 The award decision will be a significant operational decision, and will therefore be published for information purposes in accordance with the Council's governance procedures.

4.6 Risk Management

- 4.6.1 All work will be risk assessed and carried out using approved methods of working, and will be programmed as far as possible to minimise Health & Safety risks.
- 4.6.2 **Risk Assessments** – The hall will be closed to visitors during January and February 2015 whilst some of the internal works are carried out.
- 4.6.3 **Design Issues** – All agreed with service staff and Corporate Property Management.
- 4.6.4 **Financial Issues** – External funding from the Arts Council and from the Department for Culture, Media & Sport (DCMS) Wolfson Museums and Galleries Improvement Fund coupled with capital funding identified for heritage buildings will fund this project. The Arts Council have provided £120,000 to be spent by 31 March 2015 and the Department for Culture, Media & Sport (DCMS) Wolfson Museums and Galleries Improvement Fund have provided £150,000 to be spent by 01 March 2015.

The contractor has submitted a tender price of £150,940.65 for Phase I.

- 4.6.5 **Service Delivery Issues** – The hall will be closed to visitors during January and February 2015 whilst some of the internal works are carried out.
- 4.6.6 **Programme Issues** – The contractor identified through the YORbuild single quality initiated call off process is fully aware of the time constraints of the project and that works to the Costume Galleries need to be completed in order for the 'Age of Glamour' exhibition to open as planned. The contractor has prepared an outline works programme proposing for works to start on site on 26 January 2015. The Phase I works will include the strip out and enabling works to the Costume Galleries, supply and installation of the lift, engineered floor, external staircase and 8 number replacement sash windows, site set up, management, labour and associated preliminaries for the Phase I period and a provisional sum for design fees associated with Phase I and the initial development of the existing proposals for Phase II and III.
- 4.6.7 **Other** - All work will be risk assessed and carried out using approved methods of working, and will be programmed as far as possible to minimise Health & Safety risks.

5 Conclusions

Awarding the contract for the works will enable the works to be completed within the funding timescales delivering an improved accessible visitor attraction and safeguarding the future of the property.

6 Recommendations

- 6.1 The Director of City Development is recommended to give approval to award the contract for the Phase I project works at Lotherton Hall comprising the enabling works, lift, windows, floor, lights, and YORbuild call off fee to Garside & Laycock (t/a SPIE GarsideLaycock).

7 Background documents¹

- 7.1 None

¹ The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.