Blaby District Council Main Offices Refurbishment

Phase 1: Civic Suite Specification

**Background**

The Council Offices at Narborough house the majority of front-facing and back office services for the Council as well as providing the civic function areas for the authority. It also provides office space and facilities for partner organisations including the NHS, Citizens Advice Service and Narborough Parish Council.

The building itself is of a mix of ages and construction; from the original rectory building dating back to the 19th Century, through to the Civic area (comprising of the Council Chamber and Brookes Room) and connected offices constructed in the 1960’s and the most latest refurbishment to the main entrance and reception that was constructed in the 1990’s.

Alterations have been made over the years to deal with accessibility and functional concerns for customers and staff; however no significant investment into the fabric of the building has been made. This has resulted in out of date equipment and facilities which require constant maintenance and a high level of running costs. Therefore, whilst there is a need to balance the use of council resources it is important that the building is fit for purpose, makes the best use of the space available, runs efficiently and is of a standard that staff residents and partners can use and be proud of. The building also sits within a conservation area so it is important to consider the appearance and presence of the building within the local community.

To continue to work within the building and meet changing demands going forward the Council has voted to undertake a 3 year programme of refurbishment works to address sustainability and accessibility concerns, the provision of suitable office space to deliver our services into the future and a civic space that meets the needs and aspirations of our customers. We are seeking a contractor to work with the Council’s Project steering group to deliver the first phase of these works.

**Phase 1**

Phase 1 focuses on the Council Office’s Civic Suite and some of the key staff amenities within the main building. Below is an overview of some of the specific works and costs

* Remodel the existing Civic Entrance by the removal / utilization of the existing Chairpersons office.
* Relocate the IT Training Room to the Civic Entrance so it can be accessed with ease and also potentially be used by residents and local businesses
* Remodel existing Washroom facilities to support the Civic suite – to include baby changing facilities, and a new disabled toilet with shower facilities
* Form a new Members room utilizing the former bar next to the Brooks Room within the Civic Suite
* The Civic area (Chamber and Brooks Room) to be refreshed to enhance more fully multi functional uses
* Modernisation and improved functionality of lighting, heating and ventilation within the Civic suite.
* New audio-visual equipment to meeting rooms
* Refurbishment of surface finishes.

**Facilitating works undertaken**

In preparation for the above works the Council is undertaking the improvement of paths and access to the civic building to allow alternative access to meeting rooms to maintain some level of use whilst the entrance works are undertaken and provide some options in programming.

**List of plans**

Plan 1: Existing layout

Plan 2: Proposed Phase 1 works

**Key principles**

The steering group has recognised that the current civic facilities are worn and tired and in need of a refresh that is sympathetic to the history and formality of the Civic Area but also allows a more neutral approach to consider a number of additional uses such as for conference event and general private hire. The new build element should be sympathetic to the existing building although brick or glazed finishes can be considered.

**Design Requirement**

The successful tenderer will need to work with the Council to design the new IT Training room and entrance and submit for planning approval. The successful tenderer will be responsible for any M&E design required to support the final design delivery. It is envisaged that works to the Chamber, Kitchen and Brooks Room can commence more immediately and it is important that programming of the works is taken into consideration to minimise any disruption to the business of the Council. The contractor will be expected to act as Principle Designer as well as Principle Contractor.

**Project Insurance Requirements**

Employers Liability - £5million

Public Liability - £5million

**Outline of works identified**

A. Design Brief - New IT Training Room, Entrance and shower facilities

 - The Council requires the provision of a new entrance and IT Training facility within the area currently identified on Plan 1 as the Civic Entrance and associated lobby. The total area of this proposed space is 161m2. The new room will need to incorporate flexible furniture layouts for a minimum of 14 computer terminals with options for projection. Linked to this it is envisaged that as well as serving the Council’s needs the room and associated meeting rooms will be used by external organisations for mini conferencing and training events. The toilets need to be remodelled and modernised with the existing staff toilets becoming the new multi-use conveniences. Alongside this we envisage better provision for staff and disabled showering with will be incorporating both within the existing footprint and in the courtyard to the rear of the existing toilets. Detailed design of this will be for the contractor to propose (ideally with suggested layouts and visuals) but the initial concept specification is set out below for information

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| * *Demolish Existing Entrance Lobby back to toilets*
* *Review of drainage arrangements particularly in relation to existing roof drainage and within courtyard area. Contractor to propose any required amendments*
* *Take up existing floor finish and lay floor tiles/carpet tiles on levelling screed*
* *Form new entrance at Chairpersons Office*
* *Install new auto bi-parting entrance doors to outer face entrance lobby and swing doors to inner face of lobby*
* *Install new double glazed curtain walling across full width of area(to be agreed as part of planning approval)*
* *Install internal partition walling to form new training room. Skim and decorate.*
* *Install new roofing system to area*
* *Install new entrance barrier matting to new entrance lobby area*
* *Paint remaining existing walls and woodwork*
* *Carpet tiles to remaining floor area*
* *Propose external lighting and signage to new entrance*
* *New projector for training room/smart screen*
* *Provision of presentation aids such as clip rails*
* *Install ceiling raft with LED lighting*
* *New high level windows to rooms 251 & 252*
* *New lighting and signage to building exterior to denote entrance*
* *Punch through new doorway at current location of window by Members Room*
* *Install 4no shower cubicles with curtain and discrete private change area*
* *Lay wet room flooring*
* *Provide and install electric thermostatically controlled showers.*
* *General decoration throughout*
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B. Refurbishment and refit of Council Chamber,

* Removal of fixtures, fittings and sundries
* Clean existing stone walls
* Install automatic window blind equipment
* Insulate under Chamber roof with a detailed assessment to achieve optimum level of insulation in conjunction with the roof construction.
* Install new suspended ceiling system
* Install new banked LED lighting system including new switching arrangements with controlled dimming. Detail to be proposed by contractor
* New display medium for meetings to be proposed by contractor. Envisaged to be either multi-projection or multiscreens with associated IT and control display equipment to allow ease of viewing for a range of meeting layouts.
* Remove existing redundant heating units
* Install new 120mm MDF Painted skirting
* Refurbish existing tables
* Assess current electrical loads and capacity and distribution to install additional power sockets into the Council Chamber
* Assess current heating provision and suggest upgrades/incorporation of existing convection system into new scheme including treatment of vented covers
* Install fixed hearing loop system
* Provide new folding demountable chairs of varying heights, sizes to meet accessibility requirements
* Replace internal transition doors to reduce sound transmission. Doors to include vision panels
* Decorate all walls - currently proposed to paint directly onto the ply panels, with clean acrylic finish and signature lines - contractor to propose detail of finishes
* Paint Woodwork
* Replace fire exit doors
* Provision of new audio system to be proposed by contractor – to include new speaker systems and microphone/voting systems for members – potentially to be integrated into existing tables

C. Refurbishment of Brooks Room

* Removal of old fixtures, fittings and sundry items excluding primary light fittings
* Repaint walls
* Repaint existing ceiling finish
* Paint woodwork
* New projector/ smart screen
* Reinstate hatch to kitchen
* Relocate drinks machine within the room to new unit including provision of power and water from kitchen
* Installation of clip rails for presentations

D. Refurbishment of Kitchen

* Replace existing cupboard drawer fronts
* Deep clean to area
* General decoration to area including entrance lobby
* Replace existing entrance lobby door set with new double doors to facilitate alternative access
* New barrier matting to entrance lobby

E. Creation of new Members Room

* Remove fixtures, fitting and sundries
* Remove roller shutter door to hatch to Brooks Room and infill with concrete blockwork for sound insulation
* Create new door opening and infill existing and deal with transition floor levels)
* Decorate walls
* Install new suspended ceiling system
* Recessed LED light fittings to suspended ceiling
* Woodwork painting allowance
* Fit new contract grade carpet tiles
* Install new 120mm high painted mdf skirting
* Extension of existing heating system to serve room

F. Reconfiguration of toilet block and creation of new store

* Punch through three doorways into existing toilets (Rooms 248, 250 and 258)
* Investigate, assess mechanical and electrical services inclusive of distribution boards etc and relocate to new accommodate the proposed alterations
* Investigate water and drainage services to accommodate the proposed alterations.
* Refit of toilet blocks (redecs and new fittings for male, female and disabled)
* Wall removal to form a new store
* Address floor changes with floating floor solution
* Store redecoration
* Infill internal doorways
* Address/ramp level changes where required

G. Works to hallway from new entrance

* Modify ramp and landing using 25mm thick plywood on 50x200mm SW joists at 450mm c/c's - PPC handrail system to all edges
* Replacement of roof lights for increased natural light
* Remove sundry electrical items (heaters etc)
* Repaint walls
* Repaint ceilings
* Paint woodwork (allowance)

**Constraints**

The building will be in operation during the works though phasing has been considered to meet heat and safety and operational considerations. Whilst the civic entrance is currently used as a staff entrance and the main hub for public meetings, the facilitation works outlined above will give alternative safe access so works can be undertaken.

The Chamber and Brooks Room are required for the larger statutory meetings that we hold; namely full council and planning committee. The works in these areas should be programmed to last no more than 7 weeks as this is the largest gap between scheduled meetings that can be accommodated.

**Project Team**

Project Lead: Phil Diffey

Refurbishment Working Group - made up of staff and Councillors. Chaired by Councillor Maggie Wright

Project Support – Property and Assets Officer; Tony LaMenza

**Form of contract**

JCT Intermediate with Contractor Design incorporating the Council’s standard amendments.

**Required submissions**

1. Pricing document
2. Programme
3. Example suggested designs/visuals for finishing items and new entrance