

Assembly Rooms Refurbishment: Appointment of Design Team

Finance and Resources Committee

11 November 2008

Purpose of report

- 1 To refer to the Finance and Resources Committee a joint report by the Directors of City Development and Corporate Services detailing the outcome of the Design Team appointment process for the Assembly Rooms refurbishment.

Main report

- 2 In September 2007 the Culture and Leisure Committee approved the funding of the detailed design and consultation work required to progress the Assembly Rooms refurbishment project to RIBA Stage D: fully costed proposals, and to commit up to £500,000 for this purpose.
- 3 On 16 September 2008, the Committee considered the attached joint report by the Directors of City Development and Corporate Services detailing the results of the Design Team appointment process.
- 4 The project will be managed by the Council through a Project Board and Project Team structure. Day to day management will be handled by an external Project Manager, appointed through the Framework Agreement, who will report to the Project Board.

Culture and Leisure Committee Decision

- 5 The Culture and Leisure Committee agreed:
 - i) to note that L D N Architects had won the contract to provide Multi-Discipline Design services for the Assembly Rooms refurbishment;
 - ii) **to refer the joint report to the Finance and Resources Committee for information;**
 - iii) to note that the details of the governance of the project, based on Prince 2 principles, would be reported to a future meeting of the Culture and Leisure Committee; and

- iv) that the Director of City Development arrange to circulate details of projects undertaken by L D N Architects to all members of the Culture and Leisure Committee.

Deirdre Brock
Convener, Culture and Leisure Committee

Appendices	Joint report by the Directors of City Development and Corporate Services
Contact/tel/Email	Donald Kennedy, Committee Services ☎ 0131 529 4243 e-mail: donald.kennedy@edinburgh.gov.uk
Wards affected	Ward No 11 – City Centre
Single Outcome Agreement	N/A
Background Papers	Minutes of meetings of the Culture and Leisure Committee of 18 September 2007 and 16 September 2008

Assembly Rooms Refurbishment: Appointment of Design Team

Culture and Leisure Committee

16 September 2008

Purpose of report

- 1 At its meeting on 18 September 2007, the Committee approved the funding of the design and consultation work which would be required to take the project to RIBA Stage D and to commit up to £500k for this purpose. This report advises the Committee of the outcome of the Design Team appointment process.

Main report

- 2 The project will be managed by the Council through a Project Board and Project Team structure. Day to day management will be handled by an external Project Manager, appointed through the Framework Agreement, who will report to the Project Board. A cost consultant has also been appointed through the Framework Agreement to support the project. All appointments at this stage are limited to Stage D of the RIBA Plan of Work.
- 3 The structure and reporting arrangements are to be reported to the next Project Board meeting on 5 September 2008. The Board is developing a governance protocol for the project, based on Prince 2 principles. This will be reported to a future meeting of the Committee.
- 4 An initial Project Board meeting was held on 13 May 2008, to approve the progress of the Design Team procurement process. In accordance with the Public Contracts (Scotland) Regulations 2006, expressions of interest in the Multi-Discipline Design Team commission were sought via Public Notice in the Official Journal of the European Union. Pre-Selection questionnaires were issued via the Council's e-tendering website to each of the applicants who responded, in order to select a shortlist. The Selection Panel nominated by the Board assessed the pre-selection questionnaires against pre-determined quality criteria. Shortlisted applicants were issued with bid documents comprising a further, more detailed, questionnaire and a separate fee bid document.
- 5 The Selection Panel evaluated the returned bid documents against the criteria of cost and quality in accordance with Council procedures and national guidelines, and also interviewed the applicants as part of the selection process.
- 6 At the end of this process, the Panel selected LDN Architects.

- 7 An initial Project Plan has been prepared. This indicates a site start in summer 2010 and completion in summer 2012. The Project Team will continue ongoing communications with Assembly Rooms users.
- 8 The proposed works involve the major refurbishment of an A-listed building within the city centre. Risk is inherent in a project of this nature. In order to properly manage this, the Board will create a risk register and review it on an ongoing basis.

Financial Implications

- 8 The fee for the selected organisation is within the budget allowance for professional fees in the approved budget, as detailed in previous committee reports.

Environmental Impact

- 9 There is no immediate adverse environmental impact arising from this report.
- 10 Consultants and contractors appointed by the Council to work on this project will be required to prepare designs and carry out building work in accordance with best practice and the Council's guidance on sustainable design, ensuring issues such as waste management and energy efficiency meet a number of pre-determined indicators.

Recommendations

- 11 It is recommended that the Committee:
 - a notes that LDN Architects has won the contract to provide Multi-Discipline Design services;
 - b refers this report to the Finance and Resources Committee for its information;
 - c notes that the details of the governance of the project, based on Prince 2, will be reported to a future meeting of the Committee.



Dave Anderson
Director of City Development



Jim Inch
Director of Corporate Services

05/09/08

Appendices None

Contact/tel Lindsay A Robertson, Arts Manager, tel 529 6719
lindsay.robertson@edinburgh.gov.uk

Dawn Jeffs, Capital Projects Liaison Officer, tel 529 4610
dawn.jeffs@edinburgh.gov.uk

Wards affected Citywide

Single Outcome Agreement Supports National Outcome 1 "We live in a Scotland that is the most attractive place for doing business in Europe" and National Outcome 12 "We value and enjoy our built and natural environment and protect it and enhance it for future generations".

Background Papers Reports to the:
Executive of the Council on 31 July 2007;
Culture and Leisure Committee on 18 September 2007.