

Telford & Wrekin Civic Offices Stage C Report Executive Summary

Rev B August 2010



GILLESPIES

Curtins
consulting



sense

mace



Telford & Wrekin
COUNCIL

AssociatedArchitects



Telford & Wrekin Council - RIBA Stage C Client Approval

Signatories

David Sidaway
Head of Property & Design
(Telford & Wrekin Council)

Meredith Evans
Corporate Director
(Telford & Wrekin Council)

The purpose of the Stage C report is to capture the design parameters that have been set and the concept design work that has been developed to date. This report should not be treated as a final design or specification.

- Following the issue of the Stage C report, we the undersigned confirm and acknowledge the following:
- The accommodation brief for this scheme, as instructed on the 14th April 2010, is 8,000 sqm of office accommodation and 500 sqm of retail space.
- The accommodation requirements for this scheme are as documented on page 5 of this report.
- The contract for the delivery of the project is to include the fit-out works for the main office accommodation along with ground and first floor furniture and fittings; hence the budget is to be reviewed by the Council to reflect this additional requirement, as no allowance has been made in the current cost plan for fittings, fixtures and equipment.
- Instruction to proceed with RIBA Stage D (detailed design), for the purposes of a reserved matters application, is given on the basis of the contents of this report.

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Project Background and Summary

Cabinet approval was given on 9 March 2009 for a new Civic Offices building in light of the anticipated disposal of the existing Civic Offices site to ASDA. The Council will be required to vacate the existing Civic Offices site in March 2013.

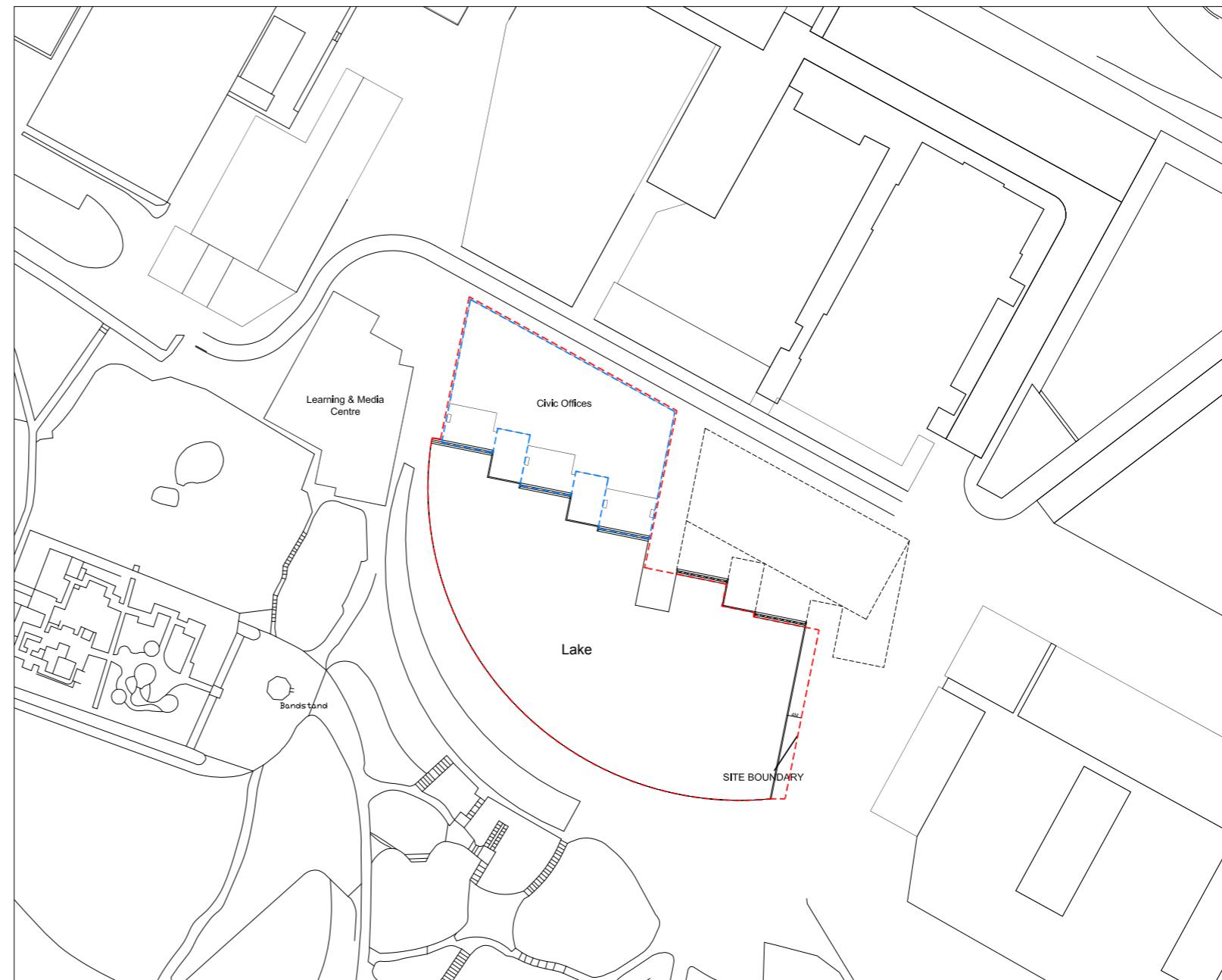
The design team were appointed in February 2010 to undertake the feasibility study and design of the new Civic Offices.

The new Civic Office design team undertook the feasibility study in Spring 2010 to determine the recommendation for the exact location of the new Civic Office within Southwater. In undertaking the feasibility, the team applied its' knowledge of best practice in office and retail design as well as receiving specialist guidance from Property Consultants GVA Grimley and Landscape Architects Gillespies.

From a review of the masterplan for Southwater, by understanding the Council's aspirations for a highly sustainable development and from reviewing the existing site survey findings, the feasibility study recommended that site option B (shown in the adjacent plan) should be selected for the location of Telford & Wrekin's new Civic Offices. This recommendation was approved by the Cabinet in June 2010.

The redline plan adjacent indicates the proposed site and positioning of the new Civic Offices. It is this redline plan that has been used as the basis of the design and costing within this report, and also for the future reserved matters application, procurement and delivery going forward*.

*It has now been confirmed by the client that the lake is to be included in the proposals.



Rev	Description	By	Date
1	Take into account the new Civic Offices	MMB	11/08/10
2	REVISED	MMB	24/08/10
3	Final	MMB	01/09/10

AssociatedArchitects

1 Seven Storey Place - The Maltings - Birmingham B1 1SE	
Telford and Wrekin Council	
Project: TELFORD AND WREKIN CIVIC OFFICES	
Drawing Title: Site Boundary Plan	
Scale: 1:500 @ A1	@ A1
Status: PRELIMINARY	
The drawing is the property of Associated Architects LLP. It is not to be used for any other purpose without the written consent of the client. It is not to be used for any other purpose without the written consent of the client.	
3086 AL (0) 003	A

© Associated Architects LLP 2010. All rights reserved. Telford and Wrekin Council. 3086 AL (0) 003 Site Boundary Plan

Blue dotted line shows extent of building developed in Stage C.
Red dotted line shows extent of boundary to area inclusive of lake to be designed after the issue of the Stage C Document and will be dealt with as part of detailed design.

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In considering the future deliverability and design of the new Civic Offices building, the design team have been required to work closely with the Council's Enabling Works and Public Realm project teams. There have been a number of interfacing issues that have required consideration, in particular from a design, programme, budget and delivery responsibility perspective, including:

- Highway design
- Civic Square design
- Lighting and public realm strategy
- Combined heat and power provision
- Utilities diversions and incoming provision
- Ground investigation survey findings
- Site levels and cut & fill strategy
- Flood risk assessment and drainage strategy
- Ecology mitigation strategy
- Site clearance provision
- Resolution of the masterplan planning conditions to permit development of the new Civic Offices

The building is likely to be one of the first developments in Southwater, so it must set the benchmark for quality of design and construction. The building is to achieve a BREEAM excellent rating and its CO2 footprint kept as small as economically possible.

At Feasibility Stage the design team proposed three alternative design concepts of differing levels of complexity and cost including a simple rectilinear plan (Option 3), an orthogonal winged plan (Option 2) and an angled winged plan (Option 1). It was confirmed that the design parameters of Option 1 should be developed further at Concept Stage.

The current accommodation brief requirements provided by the Council, which form the basis of this Stage C report were provided on 6th June 2010. The design team are currently working with the council to develop the accommodation brief. It should be noted that any future significant changes to this accommodation brief, that impact upon the building structure, are likely to have an impact upon the project programme.

Room	No	Area m ²	Total Area m ²	Occupancy	Ratio	Notes
One Stop Shop						
Open plan shop floor	1	500	500			
			500			
Office Space						
Workstations	488	6	2928	1	11m ² per person	No of staff in civic = 650 at 4:3 capacity = 488wk stns
Work Rooms*	24.4	12	292.8	2 to 6	1 per 20wk stns	
Touchdown Workstation	24.4	3.7	90.28	1	1 per 20wk stns	
			3311.08			
Meeting Rooms						
Interview Rooms*	5	12	60	2 to 6	1 per 100wk stns	
Meeting Rooms*	5	24	120	10 to 12	1 per 100wk stns	
Conference Rooms*	4	36	144	14 to 18	1 per 120wk stns	
Conference Rooms*	2	48	96	18 to 25	1 per 240wk stns	
			420			
Breakout/Printing/Vending						
Breakout*	8.1	15	121.5	6 to 9	1 per 60wk stns	
Vending areas/tea points	8.1	15	121.5		1 per 60wk stns	
Print/copy areas	4	15	60		1 per 120wk stns	
Print rooms*	3	12	36		1 per 160wk stns	
			339			
Mangement						
Chief Exec	1	44	44			
Assistant Chief Exec	1	16	16			
Directors	3	16	48			
Head of Service	16	12	192			Open plan in one area
Leader	1	28	28			
Opposition Room	1	17	17			Three Minor Opposition rooms with space in each for 6 people
Members Library & Meeting	1	32	32			Pigeon holes for post, computing, photocopying and refreshment facilities
Cabinet Members Breakout	1	11	11			
Cabinet Members Office	1	31	31	6 to 10		Desk for each of the six members and a meeting table for 10
Meeting Room	1	30	30			
PA Office Space	2	32.25	64.5			Associated to directors and members
Kitchenette	1	10	10			
			523.5			
File registry (optional)						
	1	75	75			
Networking						
IT/Comms/LAN rooms*	1	170	170		0.35m ² per wk stn	
			170			
Facilities Management						
Goods Inward area	1	36	36			
Goods Inward store*	1	24	24			
Post Room*	1	36	36			Consideration given to combining Reprographics and the Post Room service
FM stores*	1	73	73		0.15m ² per 1wk stns	
Locker/rest room*	1	20	20			
First Aid Room*	1	12	12			
'Faith'/Quiet Room*	1	12	12			
			213			
Retail						
	1	500	500			
(* denotes cellular spaces)						
			6051.58	m² total scheduled		

Note: Meeting room provision is currently under review

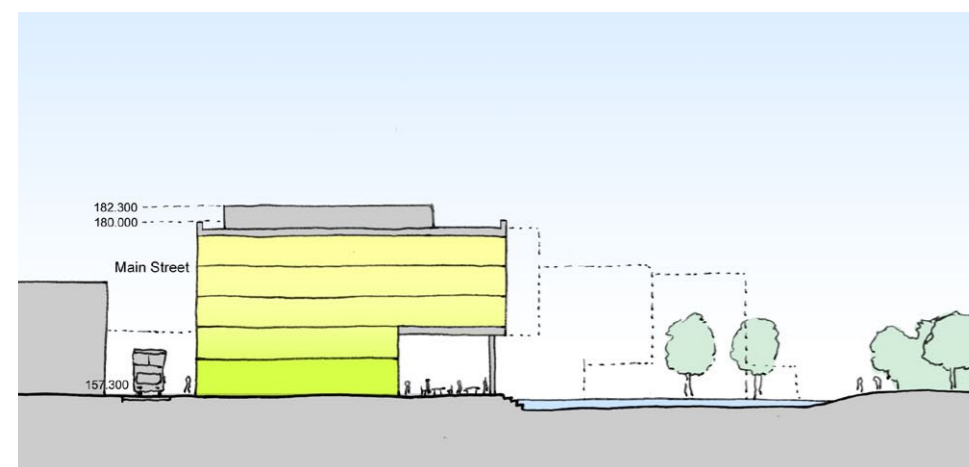
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Architectural

The Stage C proposals reflect a 4m floor to floor height for the upper levels of the building as is consistent with modern, sustainable office design. However, the masterplan is predicated on 3m floor to floor heights, which is more suitable for residential accommodation. The result of this is that the roof plant to the Stage C proposals reaches a height of approximately 182.300, which is 2.3m in excess of the masterplan height parameter of 180.000 (note: heights refer to finished level above ordnance survey datum).

In mitigation, the roof edge to the perimeter of the main building mass incorporates a parapet wall that does not exceed the 180.000 height parameter and helps to shield the roof plant behind. In addition, the roof plant is set back from the building edge, again reducing its visual impact.

During discussions with Mike Vout (Urban Design) and Gareth Thomas (Strategic Projects Team Leader - Planning Department) it was agreed that due to the minimal visual impact of the proposals put forward that the increase in height could be accommodated under the consented masterplan.



Section show height parameters

Civil and Structural Engineering

During Stage C different structural frame and foundation options have been appraised to achieve the above goals. The solution which met most of the above requirements is a reinforced concrete frame with flat slab floors, and piled foundations. This type of frame is particularly appropriate for the mechanical and electrical solutions proposed and allows an exposed soffit and reduced overall building height.

Progression through Stage C also identified areas of risk that will affect the new building such as ground conditions and the need for a site specific ground investigation. The new building in its entirety is sited over the current lake which is still to be drained and the current Site Investigation only provides details around the site. This shows the local geology is layers of clay and mudstone overlaying sandstone at a deeper level.

The overall Southwater development has been appraised due to the environmental issues of flooding. Any overflow from the rainwater storage containers will be redirected into the lake to top up the lake water level and attenuate the flow into the main storm drainage. The lake then outfalls into local swales in the Town Park if the lake overflows. Foul water will be connected to the local sewer system.

Mechanical & Electrical Engineering

- Energy Centre and Infrastructure - The Stage C mechanical and electrical design concept and Building Regulations Part L compliance assessment assumes a district heating main being sourced from a new offsite energy centre, provided under a separate infrastructure project by the Council. There will be implications upon the concept design, Part L compliance, carbon emissions targets and the sustainable energy aspirations of the building, should the energy centre not be provided. It is understood that if a full district energy centre is not provided, the Council may propose a standalone temporary energy centre to serve just the new Civic Offices. The design team will review and consider any implications of the proposals once the strategy is known. All other incoming utility services to the Civic Offices and the Retail Unit will also be provided under a separate infrastructure project by the Enabling Works team.
- Thermal Model - The initial dynamic thermal Part L model for the building has identified compliance with Part L 2006 and has shown the building to achieve an EPC rating of "A". This will be tested further as the design progresses.
- Renewable and Low Carbon Technologies - Roof mounted photovoltaic (PV) arrays have been identified as being a viable renewable energy source. This is on the basis that the capital costs of the PV arrays can be procured via a lease agreement set up by Telford & Wrekin Council.
- Labyrinth - A ground coupled duct (underground air intake labyrinth) has initially been considered, to assist in the buildings cooling requirements to offset the need for refrigerant based cooling systems. This option will be reflected on further during the design development stage and its financial viability tested with regards to the capital cost / payback period. Should the labyrinth be omitted then a refrigeration based cooling system will need to be introduced.

- Ventilation - The building is to be provided with mixed mode ventilation through manual opening windows and supplemented with displacement ventilation supplied from roof mounted air handling units (AHUs) to control the buildings internal environment. During construction, the AHUs will need to be craned into position on the roof. Crane access from the highways on the south, east and west elevations of the building, will also be required for future maintenance.
- Substation - Through the value engineering process, it is proposed that the roof level substation is to now be relocated to ground floor level. The existing central networks substation and the HV switchroom on the ground floor shall be combined into a utility owned HV/LV substation which will comprise HV/LV transformer, close coupled ring main unit and LV switch. The existing rainwater harvesting room on the ground floor will be omitted and utilised as the LV switchroom which will house the main LV switchpanel. This may generate savings with the roof structure and removal of the client owned HV equipment will remove the need for client HV maintenance.

ICT

The Council has advised that there will be no main server room for the new Civic offices. The IT Servers are to be located off site in a remote data centre which will not form part of this contract. IT hub rooms will be provided on each upper floor with containment and Cat 6e cabling distributing out to serve the floor plates (ground floor services will be fed from the first floor hub room). No allowance has been made for standby generators, essential supplies or uninterrupted power supply provision. Final details are to be confirmed with the councils IT department.

Acoustics

Acoustic treatments particularly within the first floor contact centre will be provided. Within the open plan office areas it is proposed that the suspended luminaries will incorporate acoustic materials to reduce sound reverberation within the space, soffit mounted baffles and/or absorptive rafts may also be considered where appropriate.

Fire Engineering

The building will be designed in accordance with the Building Regulations and therefore guidance contained within the Approved Document B and/or the current British Standards where appropriate, will be followed. In accordance with the Approved Documents, the building is considered to be in Purpose Group 3 - Office. Whilst sprinklers are not required as a Statutory Requirement, we understand that the buildings insurance company may request that sprinklers are provided purely to reduce the risk within the building. No allowance has been made for sprinklers within the project cost plan.



Ventilation strategy

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Cost

Further to the Stage B report dated April 2010 and in conjunction with the rest of the design team, we have continued to develop the design and costs based on the design parameters of Option 1.

Based on the latest Associated Architects design, a detailed Stage C cost review has been carried out (excluding VAT, ICT, fittings, fixtures and equipment and fees associated with the lake), which shows costs to be within the budget set by the Council.

The design team have identified project value engineering target savings totalling £970,000. This saving has been captured within the Stage C Preliminary Cost Plan.

Please note that the lake costs included within the cost report are as advised by the client. The design team is awaiting instruction to proceed with the lake design and procurement. Therefore a detailed cost review of the lake budget is still to be carried out.

The next stage of the process will be to develop the scheme design to enable greater cost certainty.

Confirmed Decisions

The confirmed decisions received from the Council to date include:

- Site B is the selected site for the new Civic Offices
- The building shall be designed to a site level of 157.3m
- Workplace ratio is to be 4 people:3 desks (650:488 staff)
- The GIFA is 8,000 sqm for office accommodation and 500 sqm for retail space. The retail space shall only be delivered to shell & core
- The new Civic Office will not house a Council Chamber, Training Facility or Reprographics
- No car parking provision is to be provided directly by the Civic Offices project. It is advised that the Enabling Works team will provide surface parking (inc disabled spaces) on the site proposed for the Multi-Storey Car Park
- A single shared main entrance for both staff and visitors
- The building is to be designed to standard office loading requirements
- EPC A rating is the aspired level.
- Combined heat and power will be delivered to a programme ensuring that it will be implemented for the new Civic Offices to use or alternative
- There will be no basement to the building, hence plant will be located on the roof of the building
- Services will be located in Main St by the Enabling Works team
- The cycle storage provision for the new Civic Offices will be located on the site of the proposed Multi-Storey Car Park, however the shower provisions will be provided within the office building
- The Council's main ICT server hub will not be required to be located in the new Civic Offices
- The project has been registered with BRE (regarding BREEAM assessment) and will achieve an excellent rating.

- The delivery / servicing to the new Civic Offices will be from Main St
- No emergency generators are required to be provided
- The enabling works to support the new Civic Offices will be funded from the enabling works budget
- There are no S106, S278 or other financial obligations for the Civic Offices to budget for
- The Council will undertake the procurement and delivery responsibility for all ICT, VoiP / Wireless provision works directly, apart from the structured cabling which is to be included in the main building contract
- The project will be procured and delivered under a design and build hybrid procurement route
- The full technical design team will be novated to the selected contractor during the delivery stage of the project, with a duty of care back to the Council noted in the novation agreement.
- The form of construction contract will be the JCT design and build contract 2005 (amended).

Procurement Decision

The procurement selection process is complex and there is no single route that best suits the Councils requirements. In order to address this it was recommended that a hybrid procurement route is adopted. This recommendation is essentially an adaptation of a single stage design and build approach, to encompass the key project drivers: programme, cost certainty, quality of end product and continued client involvement.

Programme

It should be noted that the project is working to a tight programme and success will to some extent be reliant on the following activities:

- Cabinet approval in September 2010 in preparation for the reserved matters application submission
- Cabinet approval in April 2011, for the appointment of the selected delivery contractor
- Planning consent to the scheme
- Availability of a cleared site to meet the delivery programme
- All utility connections to the site to meet the delivery programme
- The delivery phase maintaining programme
- The New Ways of Working / Council's own fit-out and migration teams undertaking the required fit-out delivery and migration works to programme

Key Project Risks

The key project risks are identified as:

1. Changes to confirmed decisions affecting the project programme
2. Co-ordination of the Enabling Works and Public Realm project programmes with the Civic Offices programme to ensure the interfacing elements are delivered on time
3. Room data sheets are complete in sufficient time to inform the Detailed Design Stage
4. Combined heat and power proposal is progressed and that power / utilities requirements are provided by April 2012
5. Client aspirations can be aligned with the project budget
6. Uncertainty on the existing lake's ground conditions until drained and additional site investigations undertaken until January 2010, meaning that 80% of the new Civic Office building's foundations are having to be designed at risk. This risk will be re-assessed upon receipt of the Interpretative Report
7. The Council's car parking strategy is confirmed in sufficient time and in accordance with the design principals that the design team are working to, so not to have programme implications
8. Judicial Reviews do not impact upon the project programme
9. Client decision making ability / in-house agreement timescales impact on the project programme

**Telford & Wrekin Civic Offices
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Illustrative 3D Images

View from Southwater Square



View from lake side



Telford & Wrekin Civic Offices
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View of New Civic Offices from across lake

Floor Axonometrics



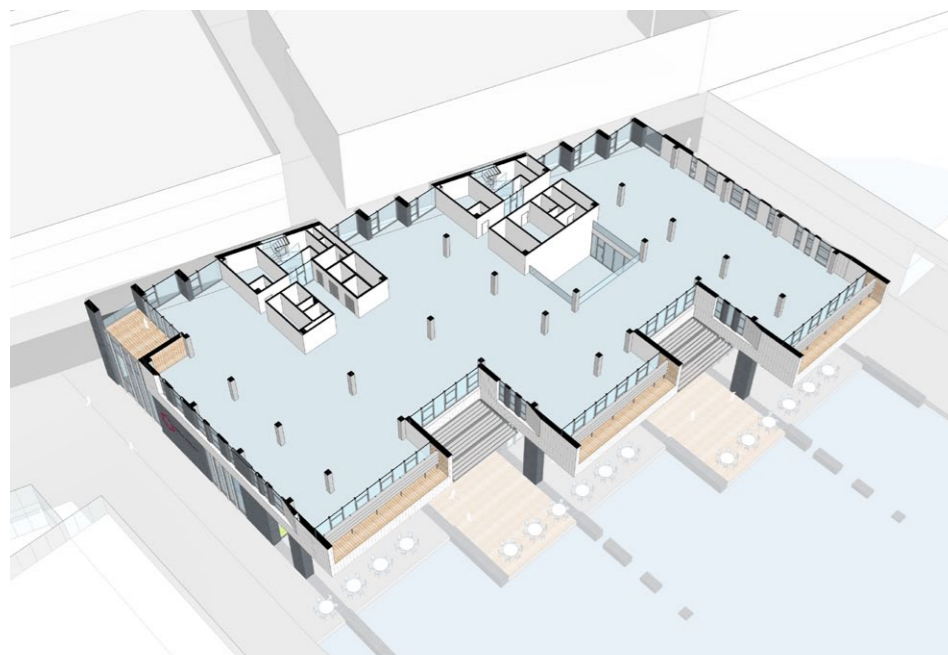
Roof



Fourth



Third



Second



First



Ground

Furniture layout is indicative only

Telford & Wrekin Civic Offices
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Proposed Sections

Section through entrance



Furniture layout is indicative only

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Section through core



Furniture layout is indicative only

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