

**To receive a report on the Library Refurbishment Work and consider any actions and associated expenditure**

**Report to:** Library Sub Committee

**Date of Report:** 17.04.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Pursuant to:** Library Sub Committee held on 16.01.25 minute nr. 33/24/25

**Officers Recommendations**

- During the previous Town Council term, Members of the Library Sub Committee agreed that the three priorities for internal refurbishment work is as follows:
  - a. Create a fully accessible toilet for public use together with a separate staff toilet;
  - b. Demolish the reception area and make good creating a new reception space;
  - c. Advise on water supplies to accommodate a vending machine.

Members are asked to reaffirm the priorities a-c.

- To appoint Bailey Partnership as the Principle Designer throughout the project at a cost of £2,500 and to complete a design review at an additional cost of £1,000;
- To appoint Bailey Partnership to submit a Building Regulations application at a cost of £1,000 on behalf of STC;
- Bailey Partnership to provide a detailed design (upon the Library Sub Committee confirming the internal refurb work) at a cost of £3,000, inclusive of an indicative pretender estimate to be received at a future Library Sub Committee meeting;

- Bailey Partnership to prepare and deliver tender documents including specifications, drawings and pre construction health and safety information, carrying out a full tender process including opening tenders and appointment of contractor on behalf of STC in line with Financial regulations at a total cost of £1,150;
- To allocate the total cost of £8,650+VAT to budget code 6971 LI EMF Saltash Library Property Refurbishment for the appointment of Bailey Partnership;
- Members are advised that the refurbishment works completed to date align with the scope and objectives outlined in the approved Public Works Loan Board application, which aims to deliver a modernised, multi-use hub and enhanced library service;
- To note the available budget of £139,683.17 to undertake internal library refurbishment work, budget code 6971 LI EMF Saltash Library Property Refurbishment – **See Appendix A**

## **Report Summary**

During the previous Town Council term, the Library Sub Committee confirmed three priorities for the internal refurbishment work at a meeting held on 02.10.23.

Following the Library Sub Committee held on 16.01.25, Bailey Partnership was appointed to review the current plans and advise the sub committee on the proposed works in the following order:

- a. Create a fully accessible toilet for public use together with a separate staff toilet;
- b. Demolish the reception area and make good creating a new reception space;
- c. Advise on water supplies to accommodate a vending machine.

A site visit was held with Bailey Partnership, Community Hub Team Leader, Town Clerk and the Chairman and Vice Chairman of the Library Sub Committee (for the year 2024/25).

The fee proposal has since been received from Bailey Partnership. Please refer to **Appendix B.**

Please note since the site visit, confirmation has been received that the application for Community Levelling Up Funding (Year 4) was unsuccessful.

Further funding has yet to be identified at this stage.

The Town Clerk posed the following questions on the fee proposal received:

*Is it possible, at this stage, to confirm approximately what the project value looks like without incurring a cost to STC?*

**Response BP:** There will be some work in preparing an initial draft budget. Whilst we have a broad understanding of the scope of work, I think this budget is best done once we have updated the site survey and commenced the detailed design. We are happy to commit to do this as early as possible, but we would need to be instructed and underway with the work before we can supply a meaningful pre tender estimate.

The project will be tendered through your own tender portal - *does the fee proposal include BP having access to STC tender portal to upload the tender on STC behalf? If not, can that service be included and how does it impact the allocated cost of £750?*

**Response BP:** I see no issue with having access to upload the tender documents onto your portal as long as that is a simple process. Otherwise, we will supply you with a concise pack of documents for uploading yourselves.

We would assist with your tender appraisal process and arrival at a tender recommendation for contractor appointment - *does the fee proposal include BP to attend the Guildhall tender opening and assist with scoring bids received? In attendance would be the Town Clerk / RFO and two Town Councillors? In terms of scoring bids, does the fee proposal include a scoring matrix for those scoring the bids to adhere to? If both services can be offered, how does it impact the allocated cost of £750?*

**Response BP:** Our fee includes a desktop review and tender report. If we are to attend a tender opening and prepare a scoring matrix to be completed in a review meeting with your councillors and team, then we would need a fee uplift to cover the time spent. We can do that service at an hourly rate and suggest you budget for an additional

£400 plus VAT over the £750 plus VAT quoted in the fee proposal for tender related services.

### How Does This Meet the Business Plan?

Strategic Priority 2 – Health and Wellbeing - To continue to provide a safe and warm space to residents and users of the Library - Internal and external refurbishment to be complete offering an improved comfortable space;

Strategic Priority 5 – Climate Emergency - To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost - Refurbishment complete.

### Budget Overview

<u>Item Description</u>	<u>Total Cost</u>
Principle Designer	£2,500
Asbestos Refurbishment and Demolition Survey	Included Costs for asbestos consultancy to be paid by STC
Design Review	£1,000
Detailed Design	£3,000
Building Regulations Application	£1,000
Tender	£1,150
Contact Administration	10% of project value
<b>Total</b>	£8,650 + 10% of project value and asbestos consultancy costs

### Financial Regulations/ Procurement Threshold

It is expected that this project will meet the procurement threshold and will need to go through the tender process.

**Budgets**

**Budget Availability:** £159,754.00

**Budget Codes:** 6971 Saltash Library Property Refurbishment

**Committed Spend:** £20,071.80

**Remaining Balance:** £139,683.17

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk