

MAIN HALL INFRASTRUCTURE IMPROVEMENTS

Executive summary

1. The purpose of this paper is to invite the SPCB to decide whether it wishes to award a contract to enhance accessibility arrangements and visitor facilities for members of the public visiting Holyrood.

Background

2. At its previous meeting, the SPCB endorsed proposals to improve visitor facilities and accessibility arrangements in the Main Hall and agreed to proceed to the tender stage for the required works. A copy of the previous paper is attached for ease of reference.

Options

3. Given the frequent pressures on the facilities observed during busy periods over a number of years, we suggest taking the opportunity now, in advance of our Festival of Politics and the return of the Great Tapestry this summer, to enhance accessibility arrangements and increase the capacity of the public toilets in the Main Hall.

4. The proposed work includes:

- Provision of a new Changing Places toilet adjacent to the shop which includes a ceiling track hoist system, adult sized changing bench and adequate space for two care assistants.
- Removal of the screen wall containing the large doors that constitute a barrier for accessing the toilets, the shop and the exit, to greatly improve circulation for all within the extended Main Hall. Double doors and an over panel will be installed at the front of the shop. The doors will be held open during shop hours to maintain the open and accessible ambience but will be closed at all other times.
- Increasing the capacity of male and female toilets without the need for structural alterations. This is important in terms of controlling the required scope of works, the installation programme timescale and the associated cost.
- This work will also necessitate the relocation of the first aid room.

Tender Evaluation

5. Following a tender prequalification stage the six highest scoring organisations were invited to tender based on their track record in the

successful completion of similar construction contracts, the expertise of their personnel and other areas such as their Health and Safety record and quality management. Detailed checks on the financial standing of the organisations were also carried out.

6. The invitation to tender was drawn up on the basis of a fixed design, with a fixed cost. The award criteria sought to establish the best overall value for money tender.

7. All 6 tenderers returned a bid. The evaluation was carried out in accordance with government construction procurement guidance and involved a separate technical and cost appraisal.

8. All tenders received were for a fixed price based on the construction of fully designed and quantified elements of work. The best scoring tender in terms of a combined cost and technical evaluation, subject to further clarifications was submitted by Clark Contracts Ltd who achieved a mark of 98%. The tender sum was £357,290, which was within the previously indicated cost plan figure.

9. On this basis, the overall project cost including professional fees, fixtures, fittings, contingencies and VAT would be £535,022.

10. Subject to SPCB approval to proceed, a post tender meeting will be held with this contractor to clarify and finalise all outstanding matters including the programme duration.

11. It is fully anticipated that resolution of the technical issues will have minimal effect on the tender sum and in any event will be well within the contingency sum allowed.

12. Based upon a satisfactory outcome to this meeting (provisionally proposed for Friday 25 April) it is anticipated that this contractor will be advised on Monday 28 April of the decision to proceed with a formal contract being concluded as soon as possible thereafter.

Resource Implications

13. Should the SPCB decide to award a contract, construction would begin in early May with completion planned for the end of June, coinciding with the return of the Great Tapestry exhibition. Full costs for this project will be met from within existing budgets.

Governance issues

14. Should the SPCB decide to proceed, suitable monitoring arrangements will be put in place as part of our project management procedures and we would propose to provide updates on progress to the SPCB as required.

Publication Scheme

15. On the basis of advice from procurement colleagues this paper should be withheld until after a contract has been signed.

Next steps

16. Subject to the SPCB's decision, officials would begin talks with the recommended contractor to ensure works start on site as soon as possible.

Decision

17. The SPCB is invited to decide whether to award a contract to enhance the accessibility arrangements and visitor facilities for members of the public visiting Holyrood.

Facilities Management
April 2014