NUTFIELD VILLAGE HALL

PROPOSALS FOR UPGRADE AND REFURBISHMENT

As agreed at the previous Management Committee Meeting, I have contacted three Architects with a view to have them submit a fee proposal and some outline ideas for developing scheme for a 'large scale' renovation and refurbishment of the Village Hall.

All three have been provided with the sketch layout of the Hall, a series of photographs and the Maintenance Report prepared by Paul Dyer approx. 2 years ago.

All three have visited the Hall and we have discussed the basis upon which we wish to proceed along with some of the potential key areas of the renovation works that were discussed with the Management Committee at the last meeting.

Basis of the Proposal:

Each practice was asked to submit a fee proposal for developing a full renovation scheme assuming a budget of £250k-£300k but providing an opportunity for 'cherry picking' elements of the scheme in the event that funding up to this level was not available.

The initial development scheme should focus on elements that would maximise 'value for money' with then visual / cosmetic enhancements (i.e. vaulted roof, porch etc.) as a secondary consideration.

Choice of Architects:

I have approached small practices at this stage, where dealings would be with a particular individual as I believe one can develop a closer relationship with the actual person and thereby 'engineer' greater flexibility in the scheme design, which I believe this intended project requires.

One of the practices is the two people who took over the business from Graham Whitehouse when he retired. Graham was the architect involved with the Village Hall back in 2012 when sadly no progress was made. They now trade under the name of **Buchan Rum.**

The second is a practice I have known for many years now and is run by a 'Father & Daughter'. The father, who I have associated with for nearly 40 years, is now effectively retired but still maintains an interest in the practice . His daughter is the principle architect and the one that would take our project forward. They trade under the name of **Ascough Architects.**

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The third is a man who again I have known for many years but never actually worked with, but he has worked extensively with a good colleague of mine who recommends him very highly. He used to run a business employing 3 or 4 other architects but has now effectively retired and works alone, and only on projects that particularly interest him. He trades under the name of **Darling Associates.**

Buchan Rum

The practice is run by 2 ladies, Emma and Emily. They are based in Haywards Heath.

Emma is a fully qualified architect who worked with Graham Whitehouse before he retired/ gave up his business, so became his likely successor. She has past experience in community buildings as well as residential and commercial buildings. Emily is also an architect but specialises in Interior Design so the combination of Emily with Emma would seem to be a good fit for our project.

I have no knowledge of their past work but on first meeting, Emma seemed 'on the ball' and very keen. They do not have any 'engineering' capability though.

Ascough Architects

This practice is now effectively run by Julia McLoughlin, a qualified architect, and the daughter of William Ascough, a qualified structural / civil engineer who was the Borough Engineer for Reigate & Banstead Council before starting his own business.

Julia is a highly focussed individual who mainly deals in 'high end' residential work but has some experience in commercial buildings. She would be fully dedicated to our project.

This partnership has the benefit of having a 'practicing engineer' within the business to call upon as needed and to bring proper levels of 'constructability' into architectural design.

They are based in Dorking and Reigate.

Darling Associates

This practice is run by Geoffrey Darling, who I have known for many years but never actually worked with before. Geoffrey is a qualified architect but being of 'retirement age' now works alone and only on projects that he is interested in doing. His background covers a multitude of types of building through private residential, Housing Association multi occupancy buildings, commercial office and factory buildings and some local community buildings. Geoffrey is based in Haywards Heath.

Geoffrey has worked extensively with Michael Blacker, an excellent structural engineer, with whom I have worked a lot and who would be my 'engineer of choice'.

Michael runs his own engineering consultancy business in Reigate and is also currently the longest standing councillor for Reigate & Banstead Council. Michael is also on the Planning Committee for Reigate & Banstead which may prove useful if we need any advice on planning matters.

The Proposals:

1. **Buchan Rum**

Despite several conversations on details and 'requests' for their proposal, nothing has yet been forthcoming which is disappointing. They were aware from early on that a proposal was needed prior to the Management Committee meeting on the 2nd July.

2. **Ascough Architects**

The proposed fee for producing the initial design scheme is **£9,500.** VAT is not applicable.

This fee covers the provision of plans, and elevations where appropriate, including liaison with the Management Committee to agree a final implementation scheme.

The fee is based on a full scale renovation / refurbishment scheme based on a budget of £250k-£300k and includes external cosmetic improvements to the front entrance of the hall and works to the roof space. It also covers the specific areas of toilets, hall, bar, kitchen stage, Committee Room and storage areas as we have previously discussed.

The fee is based on providing scheme drawings to RIBA Stages 1-3. (This is where we want to be before providing detail drawings and specifications to get to 'construction tender' stage).

Additional work, beyond the initial liaison/consultation with the Committee, would be charged at the rate of **£130** per hour.

Any Engineering input, during the initial scheme development process, would be charged at the rate of **£130** per hour.

Ascough Architects have also provided a fee proposal for then developing the initial implementation scheme (although not actually asked for at this stage) into full working drawings and details, plus works specification suitable for issues as a 'Construction Package for Tender' of **£9,950**. VAT would not be applicable. This is effectively to take the design to RIBA Stage 4.

Structural Engineers working drawings would however be an additional cost. I would estimate these to be in the region of **£2,500.**

3. Darling Associates

The proposed fee for producing the initial design scheme is **£6,500**. VAT is not applicable.

This covers the provision of generic plans and elevations, including liaison with the Management Committee to determine the basic scheme scope.

The fee proposal is based on a budget for the renovation / refurbishment work of £250k. and cover the cosmetic and general area refurbishment as described above.

This proposal differs from the proposal from Ascough Architects in so far as Darling Associates favour more of a 'Design & Build' approach rather than a full RIBA Stage 1-3.

This approach is not without some merit as it requires input from the structural engineer at an early stage to provide certain working drawings, an interior design consultant to advise on specification and finishes, and then a contractor to develop the detail drawings to satisfy an outline specification which would be provided to him by others. This can be a cost effective approach and save money in professional fees up front but has the risk of increasing the tendered 'Construction' price if the specification is not clearly defined prior to tender.

There is therefore a saving in the time required by the Architect to produce some of the initial scheme drawings, and in the subsequent detailing by the Structural Engineer, as some of that work would be done upfront. However this initial work would be at extra cost to the proposed £6,500. I would estimate an additional **£2,000 to £2,500** to cover these costs.

Additional work, beyond the initial liaison/consultation with the Committee, would be charged at the rate of **£85** per hour.

Structural Engineers working drawings to then effectively get to equivalent of RIBA Stage 4 would however be an additional cost. I would estimate these to be in the region of **£1,800**

Providing a scope of work and detailed specification would also be an additional cost.

Notes:

All three architects have stated that a proper 'Measured Survey' of the existing Building is required to provide a fully dimensioned and accurate layout of the floor plan to scale, and also similar elevation drawings.

This is a definite requirement and necessary for any future works, whether it be the full renovation / refurbishment works currently under discussion or 'ad hoc' works now or at a later date.

This needs further investigation at this stage as I have received 'ball park' figures for carrying out this work ranging from sub **£1,000 to £3,000.**

Summary:

Buchan Rum

I will continue to chase them for their proposal as their previous experience with Community Halls together with their specialist Interior Design capability could provide us with a good solution.

It would also be good to have another 'comparison' price or prices.

If however I have not received anything by the end of the week, I will, unfortunately, eliminate them from further consideration.

Ascough Architects

The proposal from Ascough Architects shows appreciation of the details of what we are seeking to achieve and is 'traditional' in its approach. It follows the traditional RIBA standard format as to how services will be provided and what these services entail. They have also proposed a standard RIBA Standard Form of Appointment.

From past knowledge, Julia McLoughlin is a very competent architect who will dedicate herself to the project but appears to have limited experience in 'Community Halls'. I believe she fully understands what we would like to achieve at the hall and has been 'associated' with it in her youth.

She will follow the traditional approach diligently, but by the same token, may be lacking in a bit of 'flexibility' of approach that we may need at this stage. This would need to be managed but given there is already a 'relationship' established between architect and client, I do not see any real problems here.

There is the advantage of having a 'tame engineer' as part of the practice to provide any structural opinion or advice that may be required on an ad hoc basis.

The initial fee proposal is reasonably competitive, but the 'additional hours' costs and the progression from RIBA Stage 3 to RIBA Stage 4 are more expensive.

Darling Associates:

The proposal from Darling Associates is less detailed and favours the approach of engaging with the engineer, and interior design consultant and even specialist contractors at an early stage. There are benefits to this approach and it can be cost effective in the long run but will require greater co-ordination and management by the 'client' throughout the process.

Geoffey Darling has a wealth of experience behind him and now effectively working 'solo' will give the project the focus it needs, but without significant overheads these days, can be competitive in his charges both for the initial work and any subsequent additional works we might need carried out.

His approach to the hall project is obviously influenced by the close working relationship he has developed over the years with Michael Blacker and the projects they have done together, and therefore an engagement of Geoffrey becomes effectively and engagement of Michael Blacker as well. Michael is a first class engineer, with whom I have done quite a lot of work. He is also known to members of NPC and the Management Committee. I have a good and close working relationship with Michael.

Whilst Darling Associates initially appears cheaper than Ascough Architects, when adding in the elements of cost not included in this proposal, it is effectively the same cost to get to an equivalent of RIBA Stage 3, but the progression to Stage 4, and any additional works that may be necessary, should be less expensive.

Actions:

1. We need to progress with a 'Measured Survey' as soon as possible as this will be required by any architect / engineer we engage to develop a scheme design, either now or in the future.

   I will continue to look for better prices to have this work done and report back as soon as possible.

2. We need a positive commitment to move forward with the plan to do the renovation/ refurbishment works. Without such a commitment, engaging any further with architects or engineers would not be fair.

3. We need agreement to then engage with the architect to move forward to get a scheme design upon which we can get some 'budget estimates' for the cost of the works.

4. Dependent on the 'budget estimates, a decision will be required as to what degree we can then progress.

   If this is to be a full renovation and refurbishment, we will then need to further develop the initial scheme into full working details, plus a detailed scope of works and specification. A Tender Package can then be put together and issued to Contractors to get firm prices.

   If it is considered that a full renovation and refurbishment is not achievable, a decision will then be required as to what works, if any, will be progressed. A simple scope and specification document can then be prepared and issued to Contractors for pricing.

5. A decision on how to manage any works emanating from the decisions re the actions above needs then to be made.

   I would be prepared to undertake this role on behalf of the Management Committee in a similar way as I undertook the redevelopment of the Memorial Hall for NPC some years ago. The approach to that redevelopment was more towards the 'design and build' concept, whereby the layout was developed along with NPC and then the scheme drawn up by the specialist Timber Frame Contractor who then built the 'carcass'. I then prepared a detailed scope of work and specification for the internal fit out works, together with some specific are layout drawings, prepared and issued a Tender Package, negotiated prices with the bidders and recommended the ultimate selection of the Contractor to undertake the works. I then co-ordinated and managed the construction of the timber frame / carcass and the fit out works from the practical, financial and timescale aspects.

   Alternatively you could employ the Architect to manage the works going forward from the practical and timescale aspects of the project and then engage a QS to manage the tender process and the financial aspects.

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