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| <b>Committees:</b><br>Corporate Projects Board - for decision<br>Project Sub Committee – for decision<br>Culture Heritage and Libraries – for decision                        | <b>Dates:</b><br>25 November 2020<br>17 December 2020<br>25 January 2021 |
| Subject: London Metropolitan Archives - Replacement of Fire Alarm, Chillers and Landlords Lighting and Power (Ref - CS 410/20)<br><br><b>Unique Project Identifier: 12242</b> | <b>Gateway 2:</b><br><b>Project Proposal</b><br>Regular                  |
| <b>Report of:</b><br>City Surveyor<br><b>Report Author:</b><br>Andrew Coke and Jessica Lees   | <b>For Decision</b>  |
| <h1>PUBLIC</h1>   |  |

## Recommendations

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| <b>1. Next steps and requested decisions</b> | <p><b>Project Description:</b> <i>This project will carry out essential replacements of the current electrical installation, lighting, fire alarm and chillers for the London Metropolitan Archives (LMA). The works will bring assets up to compliant standards and improve efficiency.</i></p> <p><b>Next Gateway:</b> Gateway 3/4 - Options Appraisal (Regular)</p> <p><b>Next Steps:</b><br/> To get a detailed survey to provide options at gateway 3/4</p> <p><b>Funding Source:</b><br/> City Fund Reserve</p> <p>'In principle' funding of up to £1,397,000 was approved by Resource Allocation Sub and Policy and Resources Committees in December 2019 as part of the 2020/21 annual capital bid round.</p> |
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|  | <p>Additional funding from the Finsbury Business Centre @ 29.75% of fire alarm element (£74,375), landlords lighting and power (£119,000) and professional fees (£39,698), with a total estimated contribution of £233,073.</p> <p><b>Requested Decisions:</b></p> <ol style="list-style-type: none"><li>1. That budget of <b>£145,000</b> is approved to carry out more detailed surveys to prepare the M&amp;E design and tender documents to reach the next Gateway;</li><li>2. Note the total estimated cost of the project of <b>£1,145,000</b> (excluding risk).</li><li>3. Note that there is a Costed Risk of <b>£180,000</b> (post-mitigation).</li><li>4. Note that the total estimated cost of the project of <b>£1,325,000</b> (including risk).</li><li>5. Note that 'in principle' central funding from City Fund reserves was agreed as part of the 2020/21 annual capital bids, together with an element of funding recoverable from the Finsbury Business Centre (elements that additionally benefit FBC) – giving a total funding envelope of £1,630,073.</li><li>6.</li></ol> |                                |          |                                |          |                              |   |                    |         |                     |  |                    |         |                      |   |                    |         |
|--|--|--------------------------------|----------|--------------------------------|----------|------------------------------|---|--------------------|---------|---------------------|--|--------------------|---------|----------------------|---|--------------------|---------|
| <p><b>2. Resource requirements to reach next Gateway</b></p> | <table><tr><th>Item</th><th>Reason</th><th>Funds/<br/>Source of<br/>Funding</th><th>Cost (£)</th></tr><tr><td>Consultant services engineer</td><td>To carry out surveys and prepare detailed M&amp;E design and tender documents</td><td>City Fund Reserve*</td><td>£70,000</td></tr><tr><td>R&amp;D asbestos survey</td><td>Survey to locate and identify all asbestos-containing materials (ACMs)</td><td>City Fund Reserve*</td><td>£20,000</td></tr><tr><td>Fire risk consultant</td><td>To review fire risks identified against the three buildings</td><td>City Fund Reserve*</td><td>£25,000</td></tr></table>  | Item                           | Reason   | Funds/<br>Source of<br>Funding | Cost (£) | Consultant services engineer | To carry out surveys and prepare detailed M&E design and tender documents | City Fund Reserve* | £70,000 | R&D asbestos survey | Survey to locate and identify all asbestos-containing materials (ACMs) | City Fund Reserve* | £20,000 | Fire risk consultant | To review fire risks identified against the three buildings | City Fund Reserve* | £25,000 |
| Item   | Reason   | Funds/<br>Source of<br>Funding | Cost (£) |                                |          |                              |   |                    |         |                     |  |                    |         |                      |   |                    |         |
| Consultant services engineer                                 | To carry out surveys and prepare detailed M&E design and tender documents  | City Fund Reserve*             | £70,000  |                                |          |                              |   |                    |         |                     |  |                    |         |                      |   |                    |         |
| R&D asbestos survey  | Survey to locate and identify all asbestos-containing materials (ACMs)   | City Fund Reserve*             | £20,000  |                                |          |                              |   |                    |         |                     |  |                    |         |                      |   |                    |         |
| Fire risk consultant   | To review fire risks identified against the three buildings  | City Fund Reserve*             | £25,000  |                                |          |                              |   |                    |         |                     |  |                    |         |                      |   |                    |         |

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|  |  | that make up the site            |                    |          |
|  | CDM advisor  | To meet health and safety duties | City Fund Reserve* | £10,000  |
|  | Other  | Planning/ building control       | City Fund Reserve* | £5,000   |
|  | Staff costs  | Project management               | City Fund Reserve* | £15,000  |
|  | <b>Total</b>   |                                  |                    | £145,000 |
| <p><i>*'In principle' funding was approved by Resource Allocation Sub and Policy and Resources Committees in December 2019 as part of the 2020/21 annual capital bid round. Draw-down of these funds is subject to further approval of RASC and P&amp;R.</i></p> |  |                                  |                    |          |
| <b>3. Governance arrangements</b>  | <ul style="list-style-type: none"> <li>• Peter Lisley, Assistant Town Clerk</li> <li>• Senior Responsible Officer, Geoff Pick, Director, London Metropolitan Archives</li> <li>• A project board is not required as this is a regular project and works are not considered complex at this stage. Further consideration will be taken at gateway 3/4 upon recommended option.</li> <li>• The project will be progressed by the City Surveyor's Department (CSD) in conjunction with the London Metropolitan Archives</li> <li>• CSD Project Manager - Carmel McGowan, Senior Principal Engineer</li> </ul> |                                  |                    |          |

### **Project Summary**

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| <b>4. Context</b> | <p>4.1 The site's electrical installation is in an aged and poor condition and requires urgent attention as graded as 'Unsatisfactory' at the last 5 yearly fixed wire test (FWT) report with recommendations that need to be addressed.</p> <p>4.2 A preliminary survey/report on the fire alarm system covering the site has identified a range of non-compliance issues and lack of coverage.</p> |
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|  | <p>4.3 The chillers are beyond their working life and regularly break down. The risk to the unique archives stored there is increased when running with equipment which is beyond its serviceable life as any failures could result in irreversible damage. The value and importance of the historical archives of the City of London Corporation are recognised nationally and internationally. Their preservation should not be compromised.</p> <p>4.4 The lighting across several areas, is poor and the units are obsolete, with unit failures common.</p> <p>4.5 The forward maintenance plan for the LMA identified several mechanical and electrical assets need to be replaced.</p>  |
| <b>5. Brief description of project</b>         | <p>5.1 The project will renew the landlord lighting and power with more efficient and controllable lighting. This will address previously highlighted failings and recommendations and replace obsolete fittings.</p> <p>5.2 The installation of new chillers to provide more efficient and manageable temperature control in key areas of archive storage.</p> <p>5.3 The installation of a new fire detection system throughout the complex (Old Building, Extension and the Annex).</p> <p>5.4 We will also look at other similar projects taking place to identify any economies of scale and review lessons learnt.</p>  |
| <b>6. Consequences if project not approved</b> | <p>6.1 If deferred, the electrical systems will continue to be at risk of failure with an increased risk of fire. Site has already experienced significant failures and the landlord power has been classed as 'Unsatisfactory' on the last FWT.</p> <p>6.2 Given the public awareness of the Grenfell Tower fire as well as other reported incidents, there is a public expectation that local authorities are doing all they can to mitigate fire risk in their buildings. Also, given the value and importance of the unique archives stored at the LMA, compliant and up to date fire protection is an essential requirement to meet international standards.</p> <p>6.3 The current fire alarm and detection installation has been identified as having a considerable number of age expired elements which are prone to failure and non-compliant cabling which is in poor condition.</p> |

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|                                    | 6.4 If the site's chillers were to suffer a total failure the documents and artefacts stored on site would be subject to damage through deterioration and or need to be re-housed elsewhere.   |
| <b>7. SMART project objectives</b> | <p><b><i>What is the project required to achieve? Highlight a few objectives. These may be derived from your measures of success as described in your Project Briefing.</i></b></p> <ul style="list-style-type: none"> <li>- To ensure that there is compliant landlord lighting and power, fit for purpose with acceptable lux levels and better energy management.</li> <li>- To ensure that there is a compliant fire detection safety system with the installation of a new fire alarm that will meet British standards and building regulations</li> <li>- More reliable and efficient chiller system.</li> </ul> |
| <b>8. Key benefits</b>             | <ul style="list-style-type: none"> <li>- The long-term preservation of the City of London Corporation's archives as identified within the Town Clerk's Culture Business Plan.</li> <li>- To reduce energy charges associated to lighting as LED smart lighting could be utilised.</li> <li>- To reduce number of reactive call outs and charges.</li> <li>- To provide compliant fire alarm and electrics.</li> </ul>  |
| <b>9. Project category</b>         | 1. Health and safety   |
| <b>10. Project priority</b>        | A. Essential   |
| <b>11. Notable exclusions</b>      | <p>11.1 Boilers and Heating system – this is to be covered by a Cyclical Works Project – The reason for keeping this item separate is due to lead times.</p> <p>11.2 An additional report has been submitted under the 'Energy Reduction Programme – Phase 2' proposal. The report is focused towards energy reduction however, this submission focuses on compliance. It is envisaged that these projects may be delivered individually but may offer efficiencies if delivered together. Initial discussions have already taken place and will continue to the next gateway.</p>                                     |

### **Options Appraisal**

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| <b>12. Overview of options</b> | Option 1 – Commence with all M&E and electrical and lighting works. Including the delivery of replacement chillers. |
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|  | <p>Option 2 - Part retain and part replacement of the existing landlord lighting and power that are highlighted as recommendations under the FWT as well as partial renewal of the fire alarm detection system. Complete replacement of the chillers.</p> <p>Option 3 - Do nothing: City of London may not be compliant with the Health &amp; Safety at work Act. The City would also be exposed to considerable risk if there were to be a catastrophic failure of a chiller, therefore not considered as an acceptable option.</p> |
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## **Project Planning**

|   |   |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
|---|---|--------------------|-------------------------|--|------------|-------------------------------|----------|---------------------------------|-----------|---------------------------|-------------|----------------|----------------|---------------|--------------|-------------------------------|---------------|-----------------------------|--------------|
| <p><b>13. Delivery period and key dates</b></p> | <p><b>Overall project:</b> Five months from start work on site/ estimated completion date August 2022.</p> <p>The project briefing previously estimated a completion date of between June and March 2021 as was on the basis that the project would start on site between May – June 2020. Due to review of project scope and detailed survey requirements identified within this gateway 2, the start on site date is now Estimated March 2022 with an estimated completion date of July/ August 2022.</p> <p><b>Key dates:</b></p> <table border="1"> <tr> <td>Gateway 2 approval</td><td>January &amp; February 2021</td></tr> <tr> <td>Appoint consultant for survey and design</td><td>April 2021</td></tr> <tr> <td>Undertake asbestos R&amp;D survey</td><td>May 2021</td></tr> <tr> <td>Gateway 3/4 report for approval</td><td>July 2021</td></tr> <tr> <td>Finalise tender documents</td><td>August 2021</td></tr> <tr> <td>Tender project</td><td>September 2021</td></tr> <tr> <td>Tender return</td><td>October 2021</td></tr> <tr> <td>Gateway 5 report for approval</td><td>November 2021</td></tr> <tr> <td>Place order with contractor</td><td>January 2022</td></tr> </table> | Gateway 2 approval | January & February 2021 | Appoint consultant for survey and design | April 2021 | Undertake asbestos R&D survey | May 2021 | Gateway 3/4 report for approval | July 2021 | Finalise tender documents | August 2021 | Tender project | September 2021 | Tender return | October 2021 | Gateway 5 report for approval | November 2021 | Place order with contractor | January 2022 |
| Gateway 2 approval                              | January & February 2021   |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Appoint consultant for survey and design        | April 2021  |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Undertake asbestos R&D survey                   | May 2021  |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Gateway 3/4 report for approval                 | July 2021   |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Finalise tender documents                       | August 2021   |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Tender project                                  | September 2021  |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Tender return                                   | October 2021  |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Gateway 5 report for approval                   | November 2021   |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |
| Place order with contractor                     | January 2022  |                    |                         |  |            |                               |          |                                 |           |                           |             |                |                |               |              |                               |               |                             |              |

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|  | Asbestos removal  | February 2022     |
|  | Start work on site  | March 2022        |
|  | Project completion  | July/ August 2022 |
|  | Gateway 6   | July 2023         |
|  | <p><b>Other works dates to coordinate:</b> These works may coincide with the delivery of a project under the 'Energy Reduction Programme – Phase 2'. This could be delivered in line with the proposed project which would allow better synergy with regards delivery.</p>  |                   |
| <b>14. Risk implications</b>           | <p><b>Overall project risk:</b> Low</p> <p>Project risk is low as at early stages of the gateway process.</p> <p>The overall project risk may change once detailed surveys are carried out as part of the gateway 2.</p> <p>Please note the current total costed risk (post-mitigation) for the project of <b>£180,000</b>.</p> <p>Further information available within the Risk Register (Appendix 2).</p> |                   |
| <b>15. Stakeholders and consultees</b> | <p><b>15.1 London Metropolitan Archive (LMA)</b><br/> <b>15.2 Finsbury Business Centre (FBC)</b><br/> <b>15.3 Terence Short – Fire Officer, CSD</b><br/> <b>15.4 Energy Management Team</b></p>   |                   |

### Resource Implications

|                          |  |  |
|--------------------------|--|--|
| 16. Total estimated cost | Likely cost range (excluding risk): £1,000,000 - £1,320,000<br>Likely cost range (including risk): £1,180,000 - £1,500,000 |  |
| 17. Funding strategy     | Choose 1:<br>Partial funding confirmed   | Choose 1:<br>Mixture - some internal and some external funding |
|                          |  |  |
|                          | Funds/Sources of Funding   | Cost (£)   |
|                          | City Fund Reserve*   | £1,397,000   |
|                          | Proposed funding from the Finsbury Business Centre**   | £233,073   |

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|   | <table border="1"> <tr> <td><b>Total</b></td><td><b>£1,630,073</b></td></tr> </table> <p><i>*'In principle' funding was approved by Resource Allocation Sub and Policy and Resources Committees in December 2019 as part of the 2020/21 annual capital bid round. Draw-down against this allocation is subject to further approval of RASC and P&amp;R.</i></p> <p><i>**Contribution from Finsbury Business Centre @ 29.75% of fire alarm element (£74,375), landlords lighting and power (£119,000) and professional fees (£39,698).</i></p> <p>£1,397,000 was agreed in principle by Resource and Allocation Sub and Policy and Resources Committees in December 2019. With the additional contribution by Finsbury Business Centre this provides a total funding envelop of £1,630,073.</p> <p>Upon approval of recommendation at gateway 3/4 and updated total estimated project cost, tenant contributions will be sourced so that they will be utilised against the required funding and reduce the City contribution.</p> | <b>Total</b> | <b>£1,630,073</b> |
| <b>Total</b>                                      | <b>£1,630,073</b>  |              |                   |
| <b>18. Investment appraisal</b>                   | It is essential to carry out work to the electrics and fire alarm as a bare minimum.   |              |                   |
| <b>19. Procurement strategy/route to market</b>   | <p><i>The procurement of the Consultants will be run in line with the City of London's procurement code and liaising with the City Procurement Team.</i></p> <p><i>The works for this project proposed at the next gateway, will at this time be run via the Internal Intermediate Works Framework as a competition to all parties.</i></p>  |              |                   |
| <b>20. Legal implications</b>                     | <i>If the project is not carried out then electrics and fire alarm will become non-compliant in the near future.</i>   |              |                   |
| <b>21. Corporate property implications</b>        | <p><i>No direct implications. This project is in support of the management plan for this income generating asset.</i></p> <p><i>Islington Local Plan refers to the LMA site as a heritage asset.</i></p>   |              |                   |
| <b>22. Traffic implications</b>                   | N/A  |              |                   |
| <b>23. Sustainability and energy implications</b> | <p><i>The project is to replace lighting with LED lighting and management as well as the chiller/cooling system.</i></p> <p><i>The Corporate Energy Team will be further consulted during the design and specification drafting stage.</i></p>   |              |                   |
| <b>24. IS implications</b>                        | <b>None</b>  |              |                   |

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| <b>25. Equality Impact Assessment</b>        | <ul style="list-style-type: none"> <li><i>An equality impact assessment will not be undertaken</i></li> </ul>   |
| <b>26. Data Protection Impact Assessment</b> | <ul style="list-style-type: none"> <li><i>The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken</i></li> </ul> |

## **Appendices**

|                   |                  |
|-------------------|------------------|
| <b>Appendix 1</b> | Project Briefing |
| <b>Appendix 2</b> | Risk Register    |
| <b>Appendix 3</b> |                  |

## **Contact**

|                         |   |
|-------------------------|---|
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