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| Committees: Corporate Projects Board - for decision Projects Sub - for decision Corporate Asset Sub Committee - for decision | Dates: 24 February 2016 16 March 2020 01 April 2020 |
| Subject: PAVA installation & door lock upgrade Unique Project Identifier: UPI 12207 | Gateway 2: Project Proposal Regular |
| Report of: City Surveyor Report Author: Simon Causer: Head of Security | For Decision |
| <h1>PUBLIC</h1> | |

Recommendations

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| 1. Next steps and requested decisions | <p>Project Description: This project proposes the installation of a Public Address and Voice Alarm system (PAVA) within the Guildhall complex and upgrade work to the access doors at the North Wing, West Wing, Guildhall Art Gallery and City Information Centre that allows for immediate locking with the press of a control button at that location.</p> <p>Next Gateway: Gateway 3/4 - Options Appraisal (Regular)</p> <p>Next Steps:</p> <ol style="list-style-type: none"> 1. Commence upgrade door lock work 2. Appoint consultant to conduct technical survey & create specification brief for the PAVA system. 3. Agree tender for installation of the PAVA system 4. Draft options for Gateway 3/4 <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. That budget of £88,000 is approved to start the upgrade doors work phase of the project. 2. That budget of £30,000 is approved for the PAVA project for the technical survey to progress to Gateway 3/4 via the regular approval track. 3. Note the project budget of £118,000 at this gateway |
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| | <p>4. Note the total upper range cost of the project at £1,500,000 including risk</p> <p>5. Note the risk register in appendix 1.</p> | | | | | | | | | | | | | | | | |
|--|--|--------------------------|-----------------|--------------------------|----------|---|--|-----------|---------|---|--|-----------|---------|--------------|--|--|-----------------|
| <p>2. Resource requirements to reach next Gateway</p> | <table border="1"> <thead> <tr> <th>Item</th> <th>Reason</th> <th>Funds/ Source of Funding</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>Consultant & survey Costs for PAVA system</td> <td>Prepare technical specifications and system requirements for procurement process</td> <td>City Cash</td> <td>£30,000</td> </tr> <tr> <td>Installation of upgraded locking mechanisms</td> <td>Install the mechanisms through which doors can be locked in response to an emergency</td> <td>City Cash</td> <td>£88,000</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>£118,000</td> </tr> </tbody> </table> <p>Costed Risk Provision requested for this Gateway: N/A</p> | Item | Reason | Funds/ Source of Funding | Cost (£) | Consultant & survey Costs for PAVA system | Prepare technical specifications and system requirements for procurement process | City Cash | £30,000 | Installation of upgraded locking mechanisms | Install the mechanisms through which doors can be locked in response to an emergency | City Cash | £88,000 | Total | | | £118,000 |
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| Total | | | £118,000 | | | | | | | | | | | | | | |
| <p>3. Governance arrangements</p> | <ul style="list-style-type: none"> • Corporate Asset Sub-Committee • Alison Bunn Assistant Director Facilities Management • This is a business as usual project and a project board is not required | | | | | | | | | | | | | | | | |

Project Summary

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| <p>4. Context</p> | <p>A 2019 document produced by the Centre for the Protection of the National Infrastructure (CPNI) and the National Counter Terrorism Security Office (NaCTSO) recommends premises, such as the Guildhall complex, have an effective method of locking the building down and communicating with occupants in the event of a terrorist attack or natural disaster. The Guildhall complex has no such communication system or an effective, quick time lock down system.</p> <p>Upgrade work to the entrance door locks would allow for rapid lockdown at the push of a button at the security desk, in such circumstances described above. The installation of a PAVA system would be used to assist in the managed evacuation of the complex or to provide information and instructions in the</p> |
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| | <p>event of a lockdown of the site following an external security/terror alert.</p> <p>The installation of the PAVA is a technical project that requires a detailed site survey and, due to its estimated cost, a procurement process. The upgrade to the locking mechanisms is far less technical and can be carried out by SKANSKA via a variation order on the BRM; the survey and pricing element for this work has already been completed. As the two elements are linked by the same contingency measure they have been brought together in the same project plan.</p> |
| 5. Brief description of project | <p>There are two elements of the project. The first is an upgrade to the current door lock mechanisms at the North Wing, West Wing, Guildhall Art Gallery and City Information Centre that allows for immediate locking with the press of a control button at that location.</p> <p>The second element is the installation of a communication and alarm system across the Guildhall complex that could deliver information and instructions to all Members, employees and visitors in the event of an emergency.</p> |
| 6. Consequences if project not approved | <ol style="list-style-type: none"> 1. Analysis by the CPNI of attacks such as Westminster in 2016 and London Bridge in 2017 has shown that instigating a lockdown in the event of a marauding terrorist attack can be a highly effective way of reducing casualties. This analysis also recommends an effective method of communication to those within a building that is locked down. 2. Guildhall has no public address system, nor does it have a mechanism to rapidly lock the access doors. The risk posed by a terrorist attack is a corporate red risk (CR24). If this project is not approved then the risk from this threat remains high. |
| 7. SMART project objectives | <ol style="list-style-type: none"> 1. Following national guidance 2. Reduction in Corporate risk with regard to the impact of terrorism at Guildhall |
| 8. Key benefits | <p>The installation of the PAVA system will meet the CPNI and NaCTSO guidance on how to deal with a terrorist threat through effective contingency planning. In the event of a terrorist attack at or near the Guildhall the PAVA will allow for quick and effective communications to those in the building and help prevent loss of life. This contingency is ineffective without the ability to lock the site in quick time.</p> |
| 9. Project category | 1. Health and safety |
| 10. Project priority | B. Advisable |
| 11. Notable exclusions | All internal doors currently secured by the SiPass integrated door access system |

Options Appraisal

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| 12. Overview of options | <u>Option 1</u> Do nothing. This however maintains the current vulnerability to the threat. <u>Option 2</u> The procurement and installation of a PAVA system and an upgrade to the door locks. No other options will be provided at the next report. |
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Project Planning

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| 13. Delivery period and key dates | Overall project: The following projects stages have been identified. Gateway 2 approval – April 2020 Creation of PAVA survey brief – May 2020 Appointment of specialist survey – May 2020 Survey period – June 2020 Pricing of works and risk – July 2020 Review and next gateway 3/4 – September 2020 Gateway 4 approved – September 2020 Design and tender package – December 2020 Intermediate works tender – January 2021 Report and recommendations via gateway 5 – February 2021 Gateway 5 approved – February 2021 Contractor appointed – February 2021 Lead in period for contractor – March 2021 Start on site – April 2021 Site period – TBC following survey Complete Gateway 6 submitted – 8 Other works dates to coordinate: None |
| 14. Risk implications | Overall project risk: Medium |

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| | Given the nature of the Guildhall complex it is possible that the survey could identify hitherto unforeseen problems with installation. The risk register will be reviewed and updated throughout the life of this project. |
| 15. Stakeholders and consultees | City Procurement Chamberlains Surveyor's Guildhall Manager Town Clerk's |

Resource Implications

| 16. Total estimated cost | Likely cost range (excluding risk): £850,000 - £1,000,000 Likely cost range (including risk): £850,000 - £1,500,00 | | | | | | | | | | | | | | | | | |
|---|---|--|---------------------------------|-----------------|-----------|----------|-----------|----------|-----|---------|--|--|--|--|--|--|--------------|-------------------|
| 17. Funding strategy | Choose 1: No funding confirmed | Choose 1: Internal - Funded wholly by City's own resource | | | | | | | | | | | | | | | | |
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| Total | £1,500,000 | | | | | | | | | | | | | | | | | |
| | Funding will be subject to RASC drawdown approval | | | | | | | | | | | | | | | | | |
| 18. Investment appraisal | This is not appropriate for a project of this nature. | | | | | | | | | | | | | | | | | |
| 19. Procurement strategy/route to market | <ul style="list-style-type: none"> • Consultation has taken place with City Procurement. • Any tender will be in line with the City's Procurement Code dependant on the value. • Based on the result of the consultants, we will tender again in line with the procurement code and consider our existing works agreement for the installation. | | | | | | | | | | | | | | | | | |
| 20. Legal implications | All works will be required to covered by method statements to ensure H&S compliance. All works will be subject of building control approval. | | | | | | | | | | | | | | | | | |

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| 21. Corporate property implications | Property assets and facilities management: We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all. Parts of the Guildhall complex are listed, details of which must be included in the survey brief. |
| 22. Traffic implications | None |
| 23. Sustainability and energy implications | None |
| 24. IS implications | Technology and capacity issues will be considered in consultation with IT Division as part of the feasibility once design options are defined. |
| 25. Equality Impact Assessment | An equality impact test of relevance has been undertaken and an impact assessment is not required for this project. |
| 26. Data Protection Impact Assessment | The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken |

Appendices

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| Appendix 1 | G1 Report |
| Appendix 2 | Risk Register |

Contact

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