

Police and Crime Commissioner Record of Decision



Decision Detail	To undertake a full refurbishment of Melksham HQ Custody and first-floor offices – approval to let contract.
Business Area	Estates
Decision No:	018_2022
Date	30/09/2022

Executive Summary

The recommendation seeks approval to enter a contract for the full refurbishment of Melksham custody and improve office facilities during 2023. The work will upgrade a large part of the mechanical and electrical infrastructure and reduce future energy consumption.

The tender process has been managed via our regional procurement collaboration SWPPS, due to their experience procuring custody works and delivering successful projects. The tender was published on the blue light portal which is open to suitable suppliers with three tenders received.

The tender's applications were evaluated by internal and external (Ridge) experts, with E W Beard's tender successful.

Decision:

The Commissioner is asked to authorise entering a contract for the refurbishment of Melksham custody and office facilities, with delivery in 2023.

Lead Officer

CEO OPCC

Implications

Please read appendix A regarding this supporting information

Has considerations been taken following:	Yes	No
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality and Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>


Additional comments

Police and Crime commissioner comments

I have read the documents and I confirm the decision to proceed as recommended.

Signed:

Date: 30/09/2022



Financial Implications: (Must include comments of the PCC's Chief Finance Officer where the decision has financial implications)

Comments:

The Chief Finance Officer (OPCC (Office of the Police and Crime Commissioner)) has been consulted and confirmed the capital expenditure is within existing plans.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

Comments: There are no legal implications

Equality and Diversity Implications

Comments: There are no equality and diversity implications

Environmental Sustainability Implications

Comments: The user Requirements have identified that new working environment must meet the stringent Building Regulations AD Part L (energy efficiency criteria). The upgrade of Mechanical and Electrical equipment is expected to reduce future consumption however the increased travel over the 6 - 7 months closure will have a negative impact on our total emissions.

Risk Management

Comments: The Chief Constable is aware and developing operational mitigation plans due to the impact on policing during refurbishment.

Monitoring Officer Approval

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been considered. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed:



Dated: 30/09/2022

Public Access to Information:

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the Commissioner's website within 2 working days of approval. Any facts / advice / recommendations that should not

be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form.	
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Is there a Part 2 form? No	
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If yes, for what reason:	
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Appendix A:

PURPOSE OF REPORT

1. This paper requests approval to enter a contract for the refurbishment of the custody and the first-floor offices in Melksham noting that previous papers have outlined the need for the investment and identified the capital budget needed to deliver such as investment.

BACKGROUND

2. In February 2021, a plan was produced to undertake a full refurbishment of Melksham Custody and improve office facilities. The cost of this was estimated at £3.367million. It was agreed that funding for this be included in the capital plan. Due to the value of the work, it was considered that this strategic decision should be made by the new PCC (Police and Crime Commissioner) (Police and Crime Commissioner) reflecting any changes they may have to the Estates Strategy.
3. As the full risks would not be mitigated until 2023 it was agreed in July 2021 to undertake some work to mitigate the critical risks. These interim works have been completed at a cost of £0.160m. In splitting the work, it was acknowledged that this would lead to increased costs with more professional fees and the replacement of some CCTV which could not be used in the integrated solution originally approved.
4. In March 2023, the current PCC approved the plan and the setting aside in total £3.724m to fund the works (£0.160m for the interim work and £3.564m to fund the larger works). To ensure VFM a tender process was started working with Southwest Police Procurement Services (SWPPS). This paper reports the outcome.

THE WORKS

5. With regards to the custodial element of the works, the requirement has been agreed by Force custody leads Inspector Simon Cowdrey and Sergeant Jill

Reynolds. Tony Maggs (on behalf of NPEG - Home Office compliance advice) has also been involved helping set out the User Requirements and evolve the design development. This should ensure the works are compliant to current standards and improve the life cycle of critical plant and equipment for the next 10 years.

6. As well as works to the custody site we will also be undertaking refurbishment works to the first-floor level of the building and completing an overhaul of the Mechanical and Electrical Systems, incl. fire alarm. The works to the first floor includes new floor, wall and ceiling finishes, replacement lighting and controls, improvements to the working environment in several areas by addressing the summer overheating issues and the up grading of the WC and welfare facilities. These works are intended to future proof the building for the next 5-10 years.

SERVICE CONTINUITY

7. With the work planned to take 6-7 months the issue of custody provision during that period is of concern. The Force have looked at many different options from using Neighbouring Forces custody suites to modular buildings. The distance from the Salisbury and West Wiltshire area remains an issue and has been considered alongside the cost of provisioning a new facility with only a small footfall. The outcome of the review recommends the use of spare capacity in Swindon being the preferred option. This option is supported by the Chief Constable.
8. Detailed plans are being brought to the Force ELT (Executive Leadership Team) for agreement in October 2022 ensuring the impact of the closure on everyday policing is minimised where possible. The financing of these costs will be dealt with when the full extent of the plans is provided.

TENDER PROCESS AND FINANCIALS

9. The tender process has been managed via our regional procurement collaboration SWPPS. They have experience of procuring custody works and delivering successful projects. The tender was published on the Bluelight portal which is open to any suitable supplier. With the specific and complex nature of custody the number of tenders received was always expected to be low.
10. 3 tenders were received. Unfortunately, one of these was non-compliant as they failed to return requested documentation and did not respond to several questions. The 2 compliant tenders were evaluated by experts from Ridge and our Estates Project Manager Jane Baker with the following outcome;

Contractor	Tender Sum (Normalised)	Price Score (out of 60)	Value Score (out of 40)	Total Score
E W Beard	£2.661m	54	40	94
Hurley	£2.806m	41	23	64

11. Generally E W Beard responses were more comprehensive. Hurley provided more generic responses and failed to relate the contract works to the custody work required. The anticipated completion date was also 6 weeks longer with Hurley. The comprehensive tender report proposes Beard as the preferred bidder. An Experian financial check has been undertaken on Beard which showed no financial concerns.
12. The E W Beard price has been taken into consideration when identifying the new full cost forecast for the project (£2.661+£0.145m (interim works) = £2.806m).

	Interim	New	New Total	Post Tender
Custody	£0.145m	£1.505m	£1.650m	£1.517m
First Floor Phase 1 (Mechanical Work)		£0.505m	£0.505m	£0.470m
First Floor Phase 2 (Refurbishment)		£0.285m	£0.285m	£0.225m
Fire Alarm System		£0.065m	£0.065m	£0.110m
Prelims, Overheads and Profit		£0.493m	£0.493m	£0.485m
Sub Total (Contractor)	£0.145m	£2.853m	£2.998m	£2.806m
Furniture (First Floor)		£0.100m	£0.100m	£0.100m
Professional Fees	£0.015m	£0.355m	£0.370m	£0.288m
Contingency		£0.256m	£0.256m	£0.256m
Melksham Total Budget	£0.160m	£3.564m	£3.724m	£3.451m

13. As can be seen above the new forecast is £0.273m lower than budget.
14. The E W Beard tender includes the use of the specialist custody safety and security Sub contractor Treforma. Treforma are currently advising of circa 12.5% cost increases from January 2023. Treforma have provided a price which is valid

for 70 days, when this period expires (the end of October) the price may change. The 12.5% increase could lead to further costs of circa £0.150m. Hence there is a need to agree the contract award as soon as possible. Any delay would also impact the whole programme and delay the critical custody go live date.

TIMESCALES

15. The plan shown below meets the need for the custody to be returned prior to the Christmas period;
 - Agree recommendation to Proceed with E W Beard – End of Sept 2022
 - Contract signed post legal alcatel period – End of Oct 2022
 - Custody Closed for works to start – 6 March 2023
 - First floor offices closed for works to start – 6 March 2023
 - First floor offices handed back for operational use – 15 September 2023
 - Custody handed back for operational use – 16 October 2023

16. The works to the first floor will be undertaken in several phases. No departments will be displaced for the whole 6-month period (max 10 weeks). All the departments are aware and will either decant to another area of the first floor not being refurbished, hot desk elsewhere on site, work at an alternative location or homework.

RISK ASSESSMENT

17. This investment will reduce several risks which currently exist. It will also upgrade a large part of the mechanical and electrical infrastructure, including the fire alarm system to the whole building. This would be the first large scale upgrade since Melksham went live in February 2002. In recent months closures have occurred as replacement parts have been difficult to source, an upgrade should reduce the probability of this occurring again.

ENVIRONMENTAL IMPACT

18. The User Requirements have identified that new M & E plant providing an improved working environment must meet the stringent Building Regulations AD Part L (energy efficiency criteria). All the lights being installed to the whole of the first floor and custody shall be LED units with PIR controls, which will reduce energy costs.

RECOMENDATION

19. It is recommended that the PCC approves the letting of the contract to E W Beard and the new budget of £3.451m.