

EAST DEVON DISTRICT COUNCIL OFFICE ACCOMMODATION PROJECT

Project Report No 40, Rev -
Period between 1 – 31 August 2017

VOLUME 1

ISSUED UNDER PART B



Document Issue Sheet

Issue Nr.	Doc	File Path	Issue Date	Parties Sent to	Prepared by	Reviewed by
<u>40</u>	<u>Final</u>	<u>C:\Work\EDDC\PROJECT \Progress Reports\Progress Reports\2017\Nr 40 29.09.2017</u>	<u>29/09/17</u>	<u>EDDC Executive Board</u>	<u>SJP, JW, Strata, TA Team, ICL</u>	

SJP, JW, Strata

VOLUME 1

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1.0 Executive Summary

- 1.1 This formal Project Progress Report identifies Project issues and progress generally during the period 1 – 31 August 2017.
- 1.2 During this period, the following key issues have occurred;
 - Interserve have continued with the construction of Blackdown House, the New HQ at Heathpark. A second letter of intent has been issued pending finalising completion and execution of the Contract documents
 - Interserve have continued their contract works for the refurbishment of Exmouth Town Hall. These works are advised by the Contractor as remaining on programme. The Contractor has also continued to advise that no reportable accidents on site have occurred since the Project commenced.
 - Liaison with EDDC Property Services has continued in respect of the maintenance works that will be carried out to Exmouth Town Hall once ICL have completed their works but before full occupancy.
 - Visits by EDDC Officers to the Town Hall have continued this month.
 - EDDC Rev & Bens and Housing continue to provide services to Members of the Public from their temporary new accommodation within the former CAB Offices
 - Further to PegasusLife Ltd submission on 7 June of their Planning Appeal Form to the Planning Inspectorate, following Refusal of their Planning Application for Knowle in December 2016, it is understood that the appeal will be heard on 28 November 2017 with a five day period allowed.
- 1.3 The Project and Facilities Manager has confirmed the following for the period between 1 – 31 August 2017
 - Formal contracts issued for ETH to successful suppliers for FF&E and Removal services.
 - ETH site visits by successful Suppliers to view site and confirm products selected will fit.
 - Formal feedback given to successful and unsuccessful suppliers.
 - Conclusion of the Quick Quote process for the removal services.
 - On-going liaison with Tenants to conclude HoTs negotiations with Registrars, Volunteers and ETC.
 - Detailed day-by-day planning for Exmouth move with task allocation and timetables

- 1.4 Strata have provided separate Executive Programme Summary Reports for both Exmouth and Heathpark. Key completion dates being Exmouth Town Hall – 31 October 2017 and Heathpark – 30 November 2018, both of which are in advance of the anticipated occupation dates. These documents are discussed in Chapter 4 and included within Volume 2 of this Report.
- 1.5 The overall Project Budget, as defined at the Council meeting on 26 April 2017, is £ 10,586,000. All relevant expenditure, including accruals, to 31 August 2017 totals £ 3,221,642. Consequently, there remains a budget balance of £7,364,358. A copy of the Interim Cost Report is included in Volume 2 of this Report.
- 1.6 Risk Reviews have continued to be regularly carried out. A Risk Workshop was held on 24 July 2017. The Risk Register Analysis has been updated accordingly and Rev AN (Rev 0) dated 30 July 2017, confirms 75 Open Risks (previously 72), comprising of;
 - 10 Red Risks (previously 11),
 - 43 Orange Risks (39)
 - 22 Blue Risks (22).

Nine new risks were identified and included in the latest revision. Six existing risks were closed in the period.
- 1.7 The Project Programme has not been finalised this month pending programme advice from Interserve for Heathpark. An extract from the draft programme identifying exclusively the accelerated delivery of Exmouth Town Hall is included within Volume 2 of this Report. A summary of the key dates can be found within Chapter 6.
- 1.8 Pre-arranged and ad hoc meetings between Officers, Members and External Consultants have continued during the period.

2.0 Particulars of Progress and Key Project Issues

- 2.1 Following the final agreement with Interserve of the Contract Sum, the Contractor, Interserve Construction Ltd (ICL) commenced the contract works on 24 July 2017. This is one week later than originally anticipated and was due to areas of the site being occupied illegally by Travellers. The resultant contract completion date has also been extended by a week to 15 October 2018. The overall contract period of 64 weeks continues to prevail.
- 2.2 Although satisfactory revised contract particulars have now been provided, a comment by the Contractor during the August Site Progress Meeting that the temporary works scaffolding had been rationalised has resulted in the Contractor being asked to confirm the alterations to the original proposal and to advise if there is a cost saving.
- 2.3 As a result, the Contract documents have not yet been issued, on the advice of the external Legal Advisor, as it is possible the Contract Sum may need to be amended. Interserve continue to carry out the construction works on the basis of two separate Letters of Intent dated 9 June and 10 August with a cumulative value of £ 500,000.
- 2.4 A meeting has been arranged with Interserve's Regional Director in early September, and it is anticipated that these discussions, and any associated, negotiations will enable the Contract documents to be finalised and formally issued to the Contractor for consideration and execution.
- 2.5 Regarding the works on site, the Contractor is reporting that progress is on programme.
- 2.6 Since commencement, the following works have been undertaken;
- Site accommodation has been installed in the overflow car park
 - Border Road has been closed to pedestrians
 - Reduced level excavation and remaining site clearance works have been completed.
 - The broken concrete has been crushed and will be recycled on site.
 - Foundations have commenced and completed within the period, including holding down bolts for the steel columns
 - Site drainage works have commenced.
 - Internal building works and duct work have commenced
 - Substructure brick and blockwork walls have commenced.

- 2.7 The Contractor has also identified the following matters that may affect progress;
- A live BT service was found crossing the site, despite earlier checking. This will need to be diverted as it clashes with the attenuation tank as well as various drainage and services routes.
 - The gas main that was recorded as being within the width of the road (Gloucester Crescent) has, in actuality, been found to be in the verge and is very close to the proposed retaining wall.
- 2.8 Interserve have raised early warning notices associated with the above and Project Managers Communications have been issued in response. Fundamentally, it appears that both services are not locate as previously advised and the Contactor has been asked to seek the respective Utility Company’s proposals
- 2.9 The Contractor has advised that there have not been any reportable accidents on site since contract commencement.
- 2.10 ICL’s internal H&S advisor has not identified any significant issues, only moderate trivial risks. It is also advised that appropriate risk controls are in place, or have been agreed and implemented.
- 2.11 EDDC’s Consultant CoW is regularly attending site and is providing interim / summary reports. He has not identified any significant issues
- 2.12 A Contract Administration Tracker for works at Blackdown House is being maintained by the RM. The following is a short summary of the Contract Administration carried out to date;

Contractors Compensation Event Notification	0 Nr.
Contractors Early Warning Notices	8 Nr.
Employers Early Warning Notice	2 Nr.
Employers Formal Quotation Requests	0 Nr.
Employers Notification of Compensation Event	0 Nr.
Employers Project Managers Communication	11 Nr.
Employers Acceptance / comment re submitted drawings and associated information (To CI 15 +SC)	174 Nr.

- 2.13 The second valuation for the works was received on 31 August, assessed and subsequently certified for payment on 6 September 2017
- 2.14 The installed time lapse camera continues to record regular photographs of the site progress at approximately ten minute intervals during the working day. These photos will, in due course, be combined to provide a short film of the entire construction of Blackdown House and the associated external works. Internal access to the time lapse pictures is provided via the intranet – subject to the resolution of minor technical issues.
- 2.15 The S171 Stopping Up Order for Border Road has now been granted, whilst the Sections 38 / 278 Applications have been submitted and liaison is taking place between EDDC and DCC Highways
- 2.16 Following agreement with Aecom for their design and administration fee in respect of the proposed new access road through the East Devon Business Centre site a pre-commencement meeting has occurred, and initial design proposals will be issued for consideration shortly.
- 2.17 Consideration is being given by the Employer regarding what could be incorporated on the two gables adjacent to the front elevation.
- 2.18 Interserve have continued their contract works for the Refurbishment of Exmouth Town Hall. These works are advised as remaining on Programme. The RM is concerned that works to the ground floor appears to be slightly behind programme. At this stage there is sufficient time and opportunity to accelerate this part of the works and to achieve completion by the contract completion date. The situation continues to be monitored.
- 2.19 As at the end of August 2017, the Contractor reported the following progress;
- Second floor works are complete and final snagging is in progress together with final M&E Commissioning
 - First floor works are substantially complete with final fix items and finishes in progress. The Chamber floor finish has been completed and restored. The kitchenette outside the Committee Room remains outstanding due to the late change of the introduction of the fire curtain.
 - The Ground floor is behind programme and is receiving ICL;s focused attention. The Comms room is now available for Strata to receive their equipment.
- 2.20 The Contractor has continued to advise that that no reportable accidents have occurred since contract commencement.

- 2.21 ICL's internal H&S advisor has not identified any significant issues.
- 2.22 EDDC's Consultant CoW has been regularly attending site, as well as providing interim / summary reports. He has not identified any significant issues
- 2.23 The Contract Administration Tracker for works at ETH is being maintained by the RM. The following is a short summary of the Contract Administration carried out to date.;

Contractors Compensation Event Notification	10 Nr.
Contractors Early Warning Notices	12 Nr.
Employers Early Warning Notice	2 Nr.
Employers Formal Quotation Requests	14 Nr.
Employers Notification of Compensation Event	39 Nr.
Employers Project Managers Communication	38 Nr.
Employers Acceptance / comment re submitted drawings and associated information	155 Nr.

- 2.24 The seventh valuation for the works was received on 30 August, assessed on 1 September and subsequently certified for payment on 6 September 2017.
- 2.25 Liaison has been ongoing with EDDC Property Services regarding the maintenance works that will be carried out to Exmouth Town Hall once ICL have completed their works but before full occupancy. A timeline has been agreed that will ensure works are completed and the site cleared prior w/e 5 November 2017.
- 2.26 Visits by EDDC Officers to the Town Hall have continued during the month. Visitors are escorted by either the RM or P&FMA, together with a representative from the Contractor all of whom were able to provide verbal responses to questions that arose.
- 2.27 EDDC Rev & Bens and Housing continue to provide services to Members of the Public from their temporary accommodation within the former CAB Offices
- 2.28 Town CCTV are also understood to be continuing to function normally, without any significant issues.

- 2.29 Following PegasusLife Ltd submission on 7 June 2017 of their Planning Appeal Form to the Planning Inspectorate following Refusal of their Planning Application for Knowle in December 2016, it is now confirmed that the appeal will be heard on 28 November 2017 at Knowle.
- 2.30 Liaison with the TA Team has continued with members visiting and reporting on both sites and associated matters.
- 2.31 Copies of the Contractor's Report Nr. 2 for Blackdown House and Report Nr. 7 for the refurbishment of Exmouth Town Hall together with the TA Teams Individual respective Reports are included within Volume 2 of this Progress Report.

3.0 Facilities Management – Project Activities and Key Issues.

- 3.1 The Project and Facilities Manager has confirmed that the following project activities were completed during the period to 31 August 2017:
- Formal contracts issued to successful suppliers for FF&E and Removal services.
 - Site visits by successful contractors to view site and confirm products selected will fit.
 - Formal feedback given to successful and unsuccessful suppliers.
 - Conclusion of the Quick Quote process for the removal services.
 - On-going liaison with Tenants to conclude HoTs negotiations with Registrars, Volunteers and ETC.
 - Detailed day-by-day planning for Exmouth move with task allocation and timetables.
- 3.2 **FF&E - OFFICE FURNITURE PROCUREMENT**
- 3.3 Suppliers attended site and made some recommendations to some of the product choices in terms of location and positioning based on the actual site. There will be final tweaks that will be made on site once the furniture is in position.
- 3.4 Delivery of the furniture will be over a 2 week period currently planned for w/c 2nd & 9th October. This date will be subject to change and will be based on the final completion date from the contractors. It is still expected that the fit-out will be 6 weeks from handover.
- 3.5 **REMOVAL SERVICES – Quick Quote.**
- 3.6 The Removal company has been appointed and attended Sidmouth & Exmouth sites to view access arrangements and location of each room where crates are being delivered.
- 3.7 No further visits will be needed. Crates and packing cartons for IT equipment will be provided to each office where staff are moving out of – and use of colour coded labels for each destination floor will be used to assist with positioning of the crates when delivered to ETH.
- 3.8 The location of each team will need to be agreed in advance, so personal storage and associated filing can be delivered and positioned as close to the respective storage, to avoid staff having to lift crates and cartons across the floors.
- 3.9 **Exmouth – EDDC Staff**
- 3.10 Site visits for staff and Members continued in August and most were very pleased with the progress and changes to the building.

- 3.11 OD and Payroll are continuing to advise of any alterations to the known movers so that Strata can use the data to prepare the correct number of PC's and workstations.
- 3.12 Many of the comments and suggestions made by staff will be reviewed once the site is operational as many of their concerns are perceived, rather than actual issues and will be resolved once they can see how the building works with all the furniture in place.
- 3.13 **Town CCTV**
- 3.14 No significant issues with Town CCTV tenants this month. They are kept up to date of any planned outages particularly if the works in planned out of hours as CCTV staff work some evening and weekend hours.
- 3.15 **Manstone & Knowle Depot**
- 3.16 Monthly catch-up meetings are resuming now that work on the site can commence, however there are no further updates for this month.
- 3.17 **P& FM Programme**
- 3.18 Due to the need to modify some of the final choice of breakout furniture the orders for FF&E were placed w/c 21st August. The suppliers will confirm the exact delivery dates, and this will be co-ordinated with the fit-out timetable once handover from the contractors is confirmed.
- 3.19 Dates will be added based on EDDC's fit out needs once the site is handed back. These will include some internal carpentry, replacement of windows and fire escape doors, and extensive cleaning up of the front façade of the building. This will also be co-ordinated with the delivery and installation dates of the FF&E so the number of different contractors on site at any time are managed.
- 3.20 **Exmouth Town Council**
- 3.21 HoT's are being prepared for ETC and dates for their return will be agreed.
- 3.22 **Regular Monthly meetings & updates:**
- Site meetings with Site manager and liaison with EDDC staff and Tenants.
 - Assist with maintaining Risk Register
 - Attendance at Monthly update meetings with Officer Working Group and Executive Board.
 - Weekly reviews with Relocation Team (SP/RC).
 - Presentation to SMT as required.
- 3.23 **Anticipated actions in the following months:**

3.24 **Generally**

- Preparation for site handover.
- Data cut for Benefits and Housing staff moving to ETH
- Liaison with Strata over number of PCs required from the number of staff with laptops vs PC's.
- On-going liaison with Tenants to conclude HoTs negotiations with Registrars, Volunteers and ETC.
- Day by Day planning for Exmouth move with task allocation and timetables.
- Weekly meetings with wider relocation team to include H&S, HR, Strata, Property Services and Managers from Housing & Benefits.

These and other tasks will be incorporated into the revised P&FM Programme.

4.0 Strata Report

- 4.1 Strata have provided two reports in the period, both dated 11 September 2017 for;
- EDDC Relocation (Exmouth) Executive Programme Summary
 - EDDC Relocation (Honiton) Executive Programme Summary
- 4.2 The Exmouth Report advises that the current completion date for the telephone system will be 30 September 2017. This date is beyond the likely Practical Completion Date. It is noted however, that this date remains in advance of the anticipated date of occupation of the premises – 6 November 2017.
- 4.3 It is noted that the overall completion date For Exmouth remains as 31 October, with Strata also identifying the Meeting Room AV, Door Access, EDMS, Hybrid Mail and Time & Attendance as being the final elements being completed by this date. This date remains in advance of the anticipated occupation date of 6 November 2017. Again, Strata have been asked to review and advise whether this date can be bettered.
- 4.4 For Heathpark, the completion date continues to be advised as being 30 November 2018. It is understood that there is some flexibility with this date and now that the Contractor has provided an agreed programme for the works, liaison with Strata will continue to ensure their works are completed as close to the Contract Completion date as possible. It is noted that the key elements being completed by this date are Core Infrastructure, Door Access, Digital Mailroom, Meeting Room AV equipment, Telephone system.
- 4.5 Further programme deliverable details are identified within Chapter 6
- 4.6 Copies of both documents are included within Volume 2 of this Report.

5.0 Risk Management

- 5.1 Since the commencement of the Project, the RM has provided and been responsible for a live Project Risk Register document.
- 5.2 Project Risks are regularly reviewed and updated as necessary following weekly discussions between Deputy CEO, RM, and P&FM. During the regular meetings of the Joint Members Executive Project Board & Relocation Officer Working Group and Design Team / Site Progress Meetings (with Aecom and Interserve) there are specific agenda items for the review of risk.
- 5.3 There are also Risk Workshops at regular intervals with representatives from the Executive Group and Officer Working Party in attendance. The latest of these Workshops was held on 24 July 2017.
- 5.4 In addition, the RM and P&FM also update the Risk Register on an ad hoc basis when a new risk becomes apparent, or an identified risk is no longer applicable.
- 5.5 Risks are identified under three categories;
 - Red Risks - Medium to long-term effect and expensive to recover
 - Orange Risks – Medium term effect, which may be expensive to recover.
 - Blue Risks – Short to medium term effect
- 5.6 Following the the Risk Workshop on 24 July, the Joint Members Executive Board and Officer Working Party meeting of 23 August, as well as liaison with SMT, Aecom, Strata, and Interserve; the RM and P&FM, have carried out a detailed review of the Risk Register taking into consideration advised comments and current progress and issues. The resultant Project Risk Register Analysis remains as Rev AN (V 0) dated 30 July 2017 which has been prepared and will be issued to the above meeting for ongoing consideration and comment.
- 5.7 Currently, there are 75 Open Risks (previously 72) based on Rev AN (V 0), comprising of;
 - 10 Red Risks (previously 11),
 - 43 Orange Risks (previously 43)
 - 22 Blue Risks (previously 22).
- 5.8 Nine new risks have been identified within the latest revision.

- 5.9 Six existing risks was closed in the period. A total of 125 risks has been closed to date.
- 5.10 Further Risk Workshops will continue to be held on a bi monthly basis with Members and Officers of the Project Executive Board, SMT and Officer Working Group in attendance. The next Risk Workshop is due to be held on 5 October 2017.
- 5.11 While copies of the Risk Register will be issued during the Joint Members Exectutive Board and Officer Working Party Meetings, it has been agreed for confidentiality reasons that copies of the Risk Register will not be included in the Project Progress Reports.

6.0 Project Programme and Key Milestones

- 6.1 Following Members decision to proceed with Heathpark, Interserve has been contacted and asked to update, inter alia, their programme for the works at Heathpark. Pending receipt and agreement of this information the current update of the Project Programme has been restricted to the accelerated delivery of the post contract element of the Refurbishment Works at Exmouth Town Hall.
- 6.2 Within their proposal, Interserve identified a 32-week overall period for Exmouth, four weeks of which is a shared project float. The Project Programme identifies the full 32-week period prior to EDDC Fit Out and Decant,
- 6.3 Further, a total of 6 weeks has been allowed Post PC for EDDC fit out and decanting works.
- 6.4 Progress on site is being carefully monitored to ensure any programme improvement of the advised overall periods is coordinated with Clients Fit Out Works thereby ensuring the occupation is achieved in a timely manner. At present it is considered that due to issue with progress on the ground floor, it is likely that the entire shared float will be used. Accordingly, it is anticipated that following the Fit Out period, Exmouth will be formally occupied from 6 November 2017
- 6.5 For Heathpark, Interserve have now agreed an overall 64 week contract period, commencing on 24 July 2017 and with a completion date of 15 October 2018. This period does not include the period permitted for the early enabling works.
- 6.6 A LAD free period of a further six weeks beyond the 64 weeks, should Heathpark overrun, has also been negotiated with the Contractor. As with Exmouth, a total period of 6 weeks following handover has been allowed for Client Fitting Out at Heathpark.
- 6.7 Project Programme PreC M (V 1) – Draft, dated 27 January 2017 is included within Volume 2 of this Report.
- 6.8 The following table confirms the key Project Programme dates based upon this programme

Event	Date
Gateway Decision Nr 2 – Appointment of Multi – Disciplinary Design Team	28 August 2015
Approval of Aecom RIBA Work Stage 1 proposal	27 November 2015

Gateway Decision Nr 3 – Approval of Aecom RIBA Work Stage 2 - Brief and Concept Designs	
Exmouth Town Hall	15 February 2016
Heathpark, Honiton	8 March 2016
Gateway Decision Nr 4 - Initial Appointment of identified Contractor – Interserve - on a Pre-Construction Agreement basis.	23 November 2015
Gateway Decision Nr 5 – Exmouth Town Hall Approval of Aecom RIBA Work Stage 3; Agreement to proceed to RIBA Plan of Work 4	5 April 2016
Gateway Decision Nr 5 – Heathpark Approval of Aecom RIBA Work Stage 3 – Agreement to submit Planning Application – Agreement to proceed to RIBA Plan of Work 4	6 May 2016
Gateway Decision Nr 6 – Approval of Aecom RIBA Work Stage 4 – Technical Design for Exmouth Town Hall & Heathpark, Honiton	26 July 2016
Detailed Planning Application considered for EDDC Offices at Heathpark, Honiton	1 November 2016
Detailed Planning Application considered for EDDC Offices at Exmouth Town Hall, by Delegated Authority.	7 December 2016
DM to consider PegasusLife Ltd Planning Application for the Knowle	6 December 2016
Extraordinary Cabinet Meeting and Council Meeting to consider accelerated delivery of the Refurbishment Works to Exmouth Town Hall.	Cabinet Meeting 14 December Council Meeting 21 December 2016
Refurbishment of Exmouth Town Hall (Mobilisation commences). Formal Contract commencement date 13 February 2017	30 January 2017

Members Decision regarding the Heathpark Opportunities	Cabinet Meeting 5 April 2017 Joint Scrutiny, O&A, Governance Meeting 18 April 2017 Council Meeting 26 April 2017
Construction of New Office at Heathpark (Contract commencement)	24 July 2017
Refurbishment of Exmouth Town Hall (Contract Completion Date)	25 September 2017
EDDC relocates to refurbished Exmouth Town Hall	6 November 2017
Construction of New Office at Heathpark (Contract completion)	15 October 2018
EDDC relocates to New Office at Heathpark. Vacant Possession is achieved at Knowle and Pegasus complete sale including payment of the balance of monies.	Antic by end December 18 / January 2019

6.9 Strata have provided two further monthly update reports in the period, namely;

- 6.9.1 EDDC Relocation (Exmouth) Executive Programme Summary
- 6.9.2 EDDC Relocation (Honiton) Executive Programme Summary

6.10 The Exmouth Report advises that the current end date for the telephone system will be 30 September 2017. Further it also confirms that the telephony at Heathpark will be 30 November 2018.

6.11 Dates for other key identified elements are confirmed as follows, including comparison to previously advised dates where relevant;

- 6.11.1 Door Access (Exmouth) – 30 October 2017
- 6.11.2 EDMS (Exmouth) – 31 October 2017
- 6.11.3 New Internet (Exmouth) 31 October 2017
- 6.11.4 Core Infrastructure (Exmouth) – 23 August 2017
- 6.11.5 Hybrid Mail (Exmouth) – 27 October 2017
- 6.11.6 Meeting Room AV Equipment (Exmouth) – 27 October 2017

- 6.11.7 Telephone System (Exmouth) – 30 September 2017
- 6.11.8 Room Booking (Exmouth) – 23 August 2017
- 6.11.9 Time & attendance (Exmouth) – 30 October 2017
- 6.11.10 Meeting Room AV Equipment (Honiton) – 30 November 2018
- 6.10.11 Telephone system (Honiton) – 30 November 2018

7.0 Project Cost Report

7.1 In the period, the RM has continued to review and manage the costs for the Project

7.2 The Council Decision on 26 April 2016 confirmed the overall Project Budget in the sum of £ 10,586,000. Formal Approvals that total this sum are as follows;

• Original budget before Aecom’s appointment	£	200,000
• Uplift approved by Cabinet 5 September 2012	£	114,354
• Uplift approved by Cabinet 17 July 2013	£	95,333
• Uplift approved by Cabinet 5 February 2014	£	92,000
• Uplift approved by Cabinet 4 June 2014	£	203,881
• Formal Approval by Council 25 March 2015 to Proceed with the Project, subject to Gateway Decisions	£	9,020,887
• Uplift to accelerate the refurbishment works at Exmouth Town Hall approved by Council on 21 December 2016	£	408,000
• Uplift to enable Heathpark to proceed approved by Council 26 April 2017	£	226,545
• Allowance for new access road to Heathpark, within EDBC as approved at Council Meeting 26 April 2017	£	225,000

7.3 All relevant expenditure, including accruals, to 31 August 2017 totals £3,221,642 This leaves a balance from the overall Project Budget of £7,364,358. This balance includes for both the respective Project Construction Costs and, as a separate specific element, Client Costs.

7.4 In comparison of the budget to actual expenditure, the following is confirmed;

	Budget	Expended to Date	Balance remaining
Viability / Appraisal Stage - * Note	£ 624,761	£ 624,761	£ 0
Pre-Contract – RIBA Plan of Work Stages 1 – 4 + Note	£ 1,120,000	£ 1,111,655	£ 8,345

Post Contract – Plan of Work Stages 5 – 7	£ 8,616,239	£ 1,485,226	£ 7,131,013
Access Road to New Office through EDBC	£ 225,000	£ 0	£ 225,000
TOTAL	£ 10,586,000	£ 3,221,642	£ 7,364,358

Notes

- * *The original approved budget for the viability/appraisal stage was £705,568. As this stage has now been achieved, the Budget figure has been amended to reflect actual expenditure. The balance has been transferred to the subsequent stages of the Project.*
- + *Budget allowance identified for pre-contract stage amended to reflect the anticipated actual costs based upon the appointments of Aecom and Interserve. This figure has been updated from the originally advised allowance to reflect the latest anticipated expenditure based upon the current programme. Overall Budget figure remains unaltered*

7.5 A summary of the costs to date advises the following expenditure.

7.5.1	Knowle Outline Planning Application	£	112,329
7.5.2	PM, Surveying, and Valuation Costs	£	770,547
7.5.3	Sundry Client Costs	£	72,218
7.5.4	Multi-Disciplinary Design Team	£	632,692
7.5.5	Sundry Survey costs and associated works	£	32,568
7.5.6	Construction and associated costs	£	1,425,879
7.5.7	Commercial and Valuation Costs	£	61,321
7.5.8	Audit and associated Costs	£	37,766
7.5.9	Legal assistance and advice. VAT advice	£	<u>76,322</u>
	Total	£	<u>3,221,642</u>

Other categories will be added when associated costs are incurred.

7.6 Based upon advised anticipated costs to date, including Aecom’s cost advice, agreed contract sum for Blackdown House Heathpark, Strata’s current budget estimate and relevant other matters, it is confirmed that the forecast final overall cost is on budget.

7.7 A full review / reconciliation of the costs compared to the original budget allowances is included within Cost Report Nr 28 annexed with Volume 2 of this Report.

- 7.8 The Cost Report is based on the capital receipt for Knowle offered by PegasusLife Ltd. It does not reflect alternative capital receipt scenarios.
- 7.9 A copy of the Interim Cost Report Nr 28 (Rev 0) is included to this Report within Volume 2.

Submitted by:

Steve Pratten - EDDC Relocation Manager

Jules Waddington – EDDC Project and Facilities Manager

Steve Gammon - Strata System Analysis

