

**Meeting of the SAFFRON WALDEN MUSEUM RESOURCE CENTRE
PROJECT TEAM held on 19 JANUARY 2009 at 9.30 am in the Council
Chamber, District Council Offices, Saffron Walden**

Present: Councillor K L Eden – Chairman.
Councillors R M Lemon, D J Morson and S V
Schneider (Uttlesford District Council Members);
Mr D Laing, Mr P Salvidge and Mr A Watson
(Museum Society).

Officers present: Maureen Evans (Visitor Services Officer), Sarah
Kenyon (Nature Sciences Officer), Maggie Cox
and Rebecca Procter (Democratic Services
Officers), Carolyn Wingfield (Curator), Phil Hunt
(Engineering and Safety Officer).

Others attending: Cowper Griffiths Associates: Tim Powter-
Robinson and Emma Foxley
Cound Webber Architects: Norman Webber
Hibbs Walsh Associates: Mike Hibbs

MRC24 APOLOGIES AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr D Haylock, R Auty and T
Cowper.

*Councillors Eden, Lemon, Morson and Schneider declared a personal interest
in the presentation by Hibbs & Walsh Associates, in that Mr Hibbs was an
acquaintance and former fellow councillor, and was known to Members in his
capacity as Mayor of Saffron Walden.*

MRC25 PROCEDURE FOR PRESENTATIONS

The Chairman welcomed the panel, and summarised the way in which the
presentations should be assessed. The results would be collated at the end
of the presentations to enable the appointment to be decided.

MRC26 ARCHITECTS' PRESENTATIONS

Presentations were then given by the following three firms: Cowper Griffiths
Associates; Cound Webber Architects and Hibbs & Walsh Associates.

MRC27 EVALUATION OF THE BIDS

The Chairman asked the Members about the scores that they had given on
their evaluation sheets.

In respect of Cound Webber Architects the scores had been below 10 and the
bid was therefore considered to be unsatisfactory.

The bids from Cowper Griffiths Associates and Hibbs and Walsh Associates had both received scores greater than 10 but all members of the project team had scored the bid from Cowper Griffiths Associates the highest.

The Members felt that Cowper Griffiths had greater experience of design and build and of managing complex major projects in the public sector. It was a relatively large practice and there would be a dedicated person assigned to the project. There was a concern that with a smaller practice there would be a lack of back up cover.

Cowper Griffiths also had greater experience with the technical aspects of the project, including the fitting out of the building and the environmental measures. It also had engineering expertise. These elements were included within the costs. There was concern that extra cost might be incurred with the other architect if extra advice or specialist assistance was required.

This quote, although the most expensive of the presentations was in fact the middle quote of the five quotations that had been received, the two most expensive quotations having already been rejected.

The Project Team RECOMMENDED acceptance of the bid from Cowper Griffiths subject to approval.

The Curator would produce a report based on the evaluation sheets recorded at the meeting and send it to the Heritage Lottery Fund for approval of the recommendation.

The meeting ended at 3.30 pm.