

Item No.

**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY ENGINEER- Engineering**



MISSION STATEMENT:

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive and focused on the brightest future we can create together."

Author's Name: Wadah Al-Yassiri	Report Date: August 10, 2017
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: August 24, 2017
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, August, 2017

1. RECOMMENDATION: City Wide: _____ Ward(s): _____

That the Project Update **BE RECEIVED FOR INFORMATION.**

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

Council approved a total Gross Project Budget (prior to corporate recoveries) of \$43,937,000.

The tender was awarded to Oscar Construction Ltd. at a price of \$28,543,290. Furthermore, five provisional items at a total cost of \$1,350,500 were approved which brought the total construction cost to \$29,678,790. Construction started June 2016.

To date, the following Consultant(s) have been retained with work underway:

- Design Consultants: Moriyama & Teshima and Architectura Architects
- Cost Consultant: A. W. Hooker
- Environmental and Soil Consultant: Golder & Associates
- Archaeological and Vibration Monitoring and Testing Consultant: Amec Foster Wheeler
- Commissioning Agent/Authority: Morrison Hershfield
- Furniture Vender: Monarch Basics

3. DISCUSSION:

Following the New City Hall Ground Breaking ceremony on June 2016, the overall project is well underway and remains on schedule.

The construction progress as of end of July 2017 is reflected in the following table;

DESCRIPTION	% complete
Concrete & Rebar Works	94%
Masonry Works	26%
Metal Works	92%
Wood, Plastics & Composites	20%
Thermal & Moisture Projection	34%
Openings, Doors, Hardware & Glazing	30%
Finishes Including drywall & Flooring	16%
Specialties, (visual display, signage, HD filing system & Solar shading)	41%
Equipment's	0%
Furnishings	0%
Conveying equipment	80%
Sprinkler system	29%
District Energy	30%
Mechanical	32%
Electrical	20%
Earthwork	96%
City Hall Sq. E Streetscaping	0%
Green Roof	0%

In addition to construction of the building envelope, the following outlines the status of other related works that have been completed or are on-going;

- Underground work had been closely coordinated between the construction team, various City departments and municipal utilities (including Water, Electrical, District Energy supply etc...), to ensure smooth transitions for all services before/after construction (**on-going**)
- Relocation of hydro lines and EnWin transformer (**Complete**)
- Protection / relocation of fiber optic and communication lines that connect the existing 350 City Hall building to the 400 CHS and other facilities (**Complete**)
- Reviewing / transition of District Energy agreement for existing and New City Hall (**on-going**)
- Coordination with City Legal regarding the New City Hall Food Kiosk and issuing a Request For Expression of Interest "RFEI" to gauge interests (**Complete**)
- City Administration met with Community Living Windsor regarding potential use of the Food kiosk on the main floor of New City Hall (**on-going**)

- Confirming space needs with all City departments (**Confirmed**)
- Establishing a Move Committee with representatives from various City departments (**on-going**)
- Survey obsolete furniture and equipment from the old City Hall (**on-going**)

Overall Project Milestones:

Milestones	Target Dates	Completion Date
10. Construction Phase	June 2016 – Dec. 2017	Mobilized June 2016
11. Furniture & Fit-up	Jan. – March 2018	On schedule
12. Occupancy	May 2018	On schedule
13. Decommission and Demolition of old City Hall building	June 2018 – June 2019	Not part of the new building tender (ph2)
14. Civic Plaza Improvement	June 2019 – Dec. 2019	Not part of the new building tender nor demolition (ph3)

4. RISK ANALYSIS:

Risks are inherent in any project. Building a large facility such as the one being proposed inherently carries a degree of risk. However, Administration has undertaken prudent measures including a Project Governance structure that includes a Working Committee, Executive Committee and Steering Committee to minimize potential risks. These Committees will identify risks (if any) and provide an opportunity to identify and mitigate them in a timely manner throughout the project.

5. FINANCIAL MATTERS:

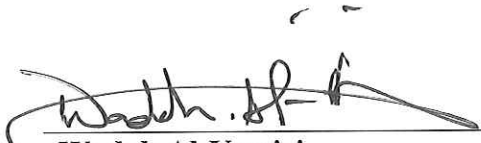
Financial Matters are subject of a separate report.

6. CONSULTATIONS:

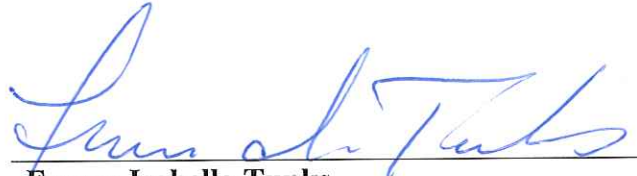
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.
Oscar Construction Ltd.

7. **CONCLUSION:**

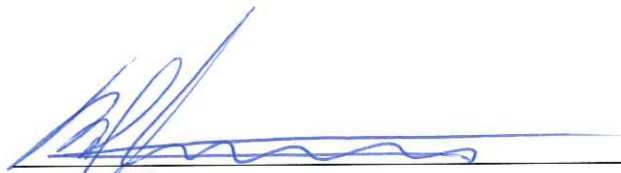
The project is proceeding on schedule and on budget in accordance with the Executive and Steering Committee's approvals.



Wadah Al-Yassiri
Project Administrator



France Isabelle-Tunks
Senior Manager of Development, Projects & ROW / Deputy City Engineer



Mark Winterton
City Engineer and Corporate Leader
Environmental Protection and Transportation
Project Sponsor, New City Hall Project



Valerie Critchley
City Clerk / Licence Commissioner and
Corporate Leader Public Engagement and
Human Services
Co-Project Sponsor, New City Hall Project

WAY/lp

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION ;				
Name	Address	Email Address	Telephone	FAX
Moriyama & Teshima Architects	117 George Street, Toronto, Ontario, M5A 2N4	dnash@mtarch.com OR ctai@mtarch.com	416. 925.4484	416.925.4637
Architettura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	dan@architettura-inc.com OR carmen@architettura-inc.com	519.258.1390	519.258.2921
Oscar Construction Ltd.	2025 Blackacre Drive P.O. Box 21, Oldcastle, ON N0R 1L0	oscarcest@mnsi.net	519.737.0350	519.737.0355

THE CORPORATION OF THE CITY OF WINDSOR
Office of the City Treasurer - Finance



MISSION STATEMENT:

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #:	Report Date: Aug. 15, 2017
Author's Name: David Soave	Date to Committee: Aug. 24, 2017
Author's Phone: 519 255-6100 ext. 1911	Classification #:
Author's E-mail: dsoave@citywindsor.ca	

To: Steering Committee – New City Hall

Subject: New City Hall Financial Summary Update

1. RECOMMENDATION:

City Wide:

Ward(s):

THAT the New City Hall Steering Committee **RECEIVE** for information the attached financial summary report as relates to the New City Hall Project as at August 15, 2017.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

City Council approved a Total Gross Project Budget (Prior to Corporate Recoveries) for the construction of a New City Hall of \$43,937,000 as per the following resolutions.

Resolution	Amount
M95/2011	\$12,000,000
B5/2013	\$4,750,000
B26/2013	\$18,000,000
M222-2015	\$4,450,000
CR161/2015	\$4,400,000
CR130/2016	\$337,000
Total	\$43,937,000

3. DISCUSSION:

As of August 15, 2017, the project has incurred expenditures of **\$17,307,735**. A full list of budgeted line items and corresponding expenditures as of August 15, 2017, is included in the attached Appendix A: 350 City Hall Square Financial Summary Report.

4. RISK ANALYSIS:

Risks related to this project have been detailed in previous reports to City Council pertaining to this project.

5. FINANCIAL MATTERS:

The year-to-date expenditures totalling **\$17,307,735** are summarized as follows:

<i>Description</i>	<i>Amount</i>
<i>Design / Permit / Administration:</i>	
Consultants (Design/Commissioning)	\$1,580,790
Internal Project Management Costs	\$338,640
Permits (Building, SPC, etc.)	\$200,492
Geotechnical Report	\$83,019
Advertising (Procurement)	\$4,902
Sub-Total	\$2,207,843
<i>Construction:</i>	
Base Building	\$14,202,839
Relocation of Hydro Transformer	\$382,043
Sub-Total	\$14,584,882
<i>Furniture:</i>	
Furniture & Equipment	\$3,605
Sub-Total	\$3,605
<i>Miscellaneous:</i>	
Project Contingency	\$487,120
External Legal Costs	\$12,347
Public Art/Communications/Events	\$11,687
Moving Costs	\$251
Sub-Total	\$511,405
Total	\$17,307,735

6. CONSULTATIONS:

N/A

7. CONCLUSION:

The comments within this report along with Appendix A: 350 City Hall Square Financial Summary Report, outlining the budgeted line items and corresponding expenditures are being provided to the New City Hall Steering Committee for information purposes. As at August 15, 2017 the project is progressing on budget and is also progressing within expected project timelines.

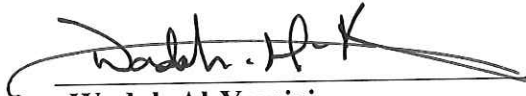


David Soave
Manager, Operating Budget Development
& Financial Administration

for



Joe Mancina
Chief Financial Officer/City Treasurer and
Corporate Leader Finance and Technology



Wadah Al-Yassiri
Project Administrator

DS

APPENDICES:

Appendix A: 350 City Hall Square Financial Summary Report

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

APPENDIX A: 350 CITY HALL SQUARE - FINANCIAL SUMMARY REPORT as at August 15, 2017

Description	Approved Budget \$	Current Expenditures / Revenue	Estimated Future Expenditures / Revenue	Total Estimated Project Expenditures / Revenue	Variance Surplus / (Deficit)
EXPENSES					
Design/Permit/Administration:					
Consultants(design/commissioning)	\$ 2,206,468	\$ 1,580,790	\$ 625,678	\$ 2,206,468	\$ -
Internal PM Costs	\$ 486,281	\$ 338,640	\$ 147,641	\$ 486,281	\$ -
Advertising(procurement)	5,000	\$ 4,902	\$ 98	\$ 5,000	\$ -
Permits(building, SPC, etc.)	147,000	\$ 200,492	\$ -	\$ 200,492	\$ (53,492)
Geotechnical Report	75,000	\$ 83,019	\$ (8,019)	\$ 75,000	\$ -
Subtotal Design/Permit/Administration	\$ 2,919,749	\$ 2,207,843	\$ 765,398	\$ 2,973,241	\$ (53,492)
Construction:					
Base Building	\$ 30,201,137	\$ 14,202,839	\$ 15,998,298	\$ 30,201,137	\$ -
Relocating Hydro transformer	687,000	382,043	304,957	687,000	\$ -
Connecting Canopy	210,000	-	210,000	210,000	\$ -
Subtotal Construction	\$ 31,098,137	\$ 14,584,882	\$ 16,513,255	\$ 31,098,137	\$ -
Furniture					
Furniture & Equipment(assuming 275 staff)	\$ 1,670,000	\$ 3,605	\$ 1,666,395	\$ 1,670,000	\$ -
Subtotal Furniture	\$ 1,670,000	\$ 3,605	\$ 1,666,395	\$ 1,670,000	\$ -
Miscellaneous:					
Parking	\$ 420,000	\$ -	\$ 420,000	\$ 420,000	\$ -
Interim Financing	714,343	-	714,343	714,343	\$ -
Moving Costs	157,500	251	157,249	157,500	\$ -
External Legal Costs(agreement)	300,000	12,347	287,653	300,000	\$ -
Public Art/Communications/Events	250,000	11,687	238,313	250,000	\$ -
Demolition Costs	2,649,500	-	2,649,500	2,649,500	\$ -
Project Contingency	3,757,771	487,120	3,270,651	3,757,771	\$ (0)
Subtotal Miscellaneous	\$ 8,249,114	\$ 511,405	\$ 7,737,709	\$ 8,249,114	\$ (0)
TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES	\$ 43,937,000	\$ 17,307,735	\$ 26,682,757	\$ 43,990,492	\$ (53,492)
PROJECT REVENUE					
Building Permits	\$ 147,000	-	200,492	200,492	\$ 53,492
Reduction in Salary Costs in Other Corporate Areas	125,000	-	125,000	125,000	\$ -
Transfer from Capital Project - Civic Esplanade(PLN-021-07)	337,000	150,000	187,000	337,000	\$ -
NET CORPORATE RECOVERIES	\$ 609,000	\$ 150,000	\$ 512,492	\$ 662,492	\$ 53,492
TOTAL CITY COSTS	\$ 43,328,000	\$ 17,157,735	\$ 26,170,265	\$ 43,328,000	\$ -

NOTE 1

NOTE 2

Note 1: Consultant revised budget includes original budget plus \$400,000 for expansion
 Note 2: Base building revised budget includes original budget and building fit-up plus \$4M for expansion

**NEW CITY HALL
EXECUTIVE COMMITTEE
Special Meeting
Minutes
May 12, 2017
400 City Hall Sq., Room 405**

In Attendance:

Executive

Committee:

Mark Winterton – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Shelby Askin Hager – City Solicitor
Harry Turnbull – Executive Director of Information
Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

Regrets:

Thom Hunt – City Planner
Onorio Colucci – Chief Administrative Officer

**Working
Team:**

Wadah Al-Yassiri – Project Administrator
Jason Moore – Communications Resource
Neil Robertson – Planning Resource
Alex Vucinic – Purchasing Manager
Tom Graziano - Facilities
Earl Larking – IT Resource
Tina Italiano – Finance Support
Leslie Prieur – Administrative Support

Regrets:

Jill Braidó – Communications Resource
Rosanna Pellerito– Risk Resource
David Soave – Project Accountant

1. New City Hall – Hydro Lines and Fibre Optics Relocation

Wadah Al-Yassiri reviews the memo to the Executive Committee dated May 12, 2017.

The memo explains the need to replace the existing fibre optic and communication lines. The current communication pathways are integrated with the existing City Hall and the 400 CHS building. The main data centre is on the 2nd floor of 400 CHS within the IT department. The data centre controls fibre for City Fire, Police, Traffic, Justice Facility, Tunnel Plaza, Huron Lodge and the Aquatic Centre.

It has been identified that some of the fibre optic lines are running into the existing hydro vault which will be demolished as part of the hydro transformer relocation by EnWin. Other lines are running east/west between the new and existing city halls and running north/south between the new city hall and existing 400 CHS. Most of these lines are direct buried with no protection, and not well documented.

The new city hall design team has developed a prospective relocation plan for this infrastructure in conjunction with City IT and external stakeholders like Cogeco, Bell and TELUS. The proposed new work contemplates protection of the hydro and fibre optic lines within concrete encased conduits, which will prevent future damage during the existing city hall demolition or the future rebuild of the civic plaza and esplanade. This work will include as-built records.

The construction tender included \$687,000 to fully relocate the hydro transformer/lines to the south side of City Hall Square South including screening, removal of SDS box and maintaining the secondary feed to existing City Hall and 400 CHS.

Wadah explains that during the tender stage of the New City Hall, the design team identified a need to consider the replacement of the fibre optic and communication lines in conjunction with the relocation of the hydro transformer/lines. Accordingly, the construction tender included an allowance of \$250,000 to relocate fibre optic and communication lines in conjunction with the relocation of the hydro transformer/lines.

Wadah states that he negotiated with the contractor for their best price to perform this additional scope of work. He notes that completion of this work will be done without any additional charges to the project contingency.

The total approved budget to complete both of these relocations (fibre optic/communication lines AND hydro transformer/lines) is \$937,000. Wadah states that the total cost for this work is \$935,000 (cost includes a contingency of \$30,000) plus HST. There are sufficient funds previously approved to complete this work.

Motion:

THAT The New City Hall Executive Committee **RECEIVES** the memo "New City Hall – Hydro Lines and Fibre Optics Relocation" dated May 12, 2017 for information.

Carried.

2. **Next Meeting**

The next New City Hall Executive Committee meeting is June 6, 2017 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

June 6, 2017

350 City Hall Sq. E., Walkerville Room

In Attendance:

Executive

Committee:

Mark Winterton – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk
Shelby Askin Hager – City Solicitor
Joe Mancina – City Treasurer
Thom Hunt – City Planner
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Onorio Colucci – Chief Administrative Officer

Regrets:

Harry Turnbull – Executive Director of Information

Working

Team:

Wadah Al-Yassiri – Project Administrator
Jason Moore – Communications Resource
Jill Braido – Communications Resource
Neil Robertson – Planning Resource
David Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Tom Graziano - Facilities
Leslie Prieur – Administrative Support

Regrets:

Earl Larking – IT Resource

1. Approval of Minutes/Action Items (April 4, 2017)

New City Hall Executive Committee meeting minutes dated April 4, 2017 are approved.

Action Item #1

Alex Vucinic inquires how obsolete furniture and equipment from 350 City Hall Sq will be handled. First steps include identifying what is moving to the new building and what is not and completing an inventory of all items. Then a plan must be developed to sell off or

dispose of obsolete furniture and equipment. France will invite Alex to the next Move Committee meeting. This item will be tracked on the issues list. **Complete**

Action Item #2

The grand opening of the building will be added to the issues list. **Complete**

Approval of Minutes/Action Items (May 12, 2017 Special Meeting)

The New City Hall Executive Committee special meeting minutes dated May 12, 2017 are approved.

There were no action items arising from these minutes.

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. Project is on schedule.

A Construction Progress Table dated May, 2017 is included in the project update for reference.

Contractor is working on finishing concrete pours for composite floors/decks.

Infrastructure work is commencing for the hydro transformer and switch along City Hall Square East and South.

Wadah notes that now that all the below grade excavation is complete, he will provide a summary of the extra costs of the unsuitable soil remediation for the next Executive Committee meeting.

(Action: W. Al-Yassiri)

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report.

There is \$3,358,316.39 remaining in contingency.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Legal Department is preparing comments on the District Energy Terms and Conditions.

Jason Moore advises the relocation ceremony of the cornerstones is scheduled for September 30, 2017 from 11:00 to noon.

At its May 25, 2017 meeting, the New City Hall Steering Committee directed administration to contact community agencies to determine if there is any interest in partnering to provide food service at the food kiosk in the New City Hall Building. Wadah will reach out to the Mayor's office to obtain a contact and will provide an update for the next meeting.

(Action: W. Al-Yassiri)

5. New Business

Move Consultant

Wadah asks the Executive Committee to consider engaging a move consultant. He states he has had discussions with the University of Windsor regarding their moves and the University highly recommends retaining a move consultant. Wadah notes the move consultant would provide guidance and coordination for the move. He suggests obtaining quotes that he can bring back to the next Executive Committee meeting for consideration. Wadah indicates that there are available funds that could be used for a move consultant under the consulting line item within the budget.

The Executive Committee asks Wadah to work with Purchasing to solicit quotes to engage a move consultant and then bring the results back to the Executive Committee for review.

(Action: W. Al-Yassiri)

Proposed Audio Visual Equipment Upgrade for Council Chambers

Wadah explains that during the design of the New City Hall, the audio video system within Council Chambers was designed to meet minimum requirements with a view to keeping costs within budget. He notes that further review of the specified system identified various limitations. He began working with IT regarding possible upgrades to the AV system including enhanced speakers, enhanced microphones, and ensuring the system is hearing impaired friendly, among other items. They came up with two options for the consultant to review with the consultant recommending Option 2 (less costly than option 1). Wadah

advises that the cost of Option 2 would be approximately \$105,000. He further notes that it would be extremely costly to do these upgrades at a later date.

Motion

The New City Hall Executive Committee APPROVES upgrading the audio video system in Council Chambers using option 2 as recommended by the project consultant at an approximate cost of \$105,000 with the final details and cost to be reported back to the Committee. This Change Order will be charged to the Project Contingency.

Carried.

Valerie Critchley advises that an Artifact Sub-Committee will be formed to deal with existing art and artifacts. Cultural Affairs will prepare the catalogue. Any costs for this work that cannot be absorbed within existing departmental budgets (Cultural Affairs and/or Council Services) will be deferred until further information is brought back to the Executive Committee for consideration and direction. Once this listing is completed, a plan will be developed to indicate where these artifacts will be displayed and/or stored. Wadah will coordinate this with Cathy Masterson.

(Action: W. Al-Yassiri)

6. Next Meeting

The next New City Hall Executive Committee meeting is July 4, 2017 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri