

**AGENDA**  
**of the**  
**NEW CITY HALL PROJECT STEERING COMMITTEE**  
**Friday, February 19, 2016**  
**2:00 o'clock p.m.**  
**Town of Walkerville Meeting Room, 3rd Floor City Hall**

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**1. CALL TO ORDER**

**2. DECLARATIONS OF CONFLICT**

**3. ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held May 13, 2015 – attached.

**4. BUSINESS ITEMS**

**4.1 Project Update**

Report of the Project Manager dated January 25, 2016 entitled “New City Hall – Project Update February 2016” – attached.

**4.2 Financial Summary Update**

Report dated January 26, 2016 entitled “New City Hall Financial Summary Update” – attached.

**4.3 Report – Furniture Procurement Update**

Report dated January 25, 2016 entitled “New City Hall – Furniture Procurement Update” – attached.

**4.4 Report – Hydro Transformer and Switch Relocation**

Report dated January 25, 2016 entitled “New City Hall – Hydro Transformers & Secondary Distribution Switch (SDS) box removal” – attached.

**5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**

Minutes of the New City Hall Project Executive Committee – attached.

Meeting dates:

April 21, 2015

July 21, 2015

August 26, 2015

September 30, 2015

October 20, 2015

December 15, 2015

**6. OTHER BUSINESS**

7. DATE OF NEXT MEETING

8. ADJOURNMENT

Windsor, Ontario May 13, 2015

A meeting of the **New City Hall Project Steering Committee** is held this day commencing at 9:30 o'clock a.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Mayor Drew Dilkens, Chair  
Councillor Paul Borrelli  
Councillor Jo-Anne Gignac  
Councillor Chris Holt  
Councillor Hilary Payne  
Councillor Ed Sleiman

**Guest in attendance:**

David Hanna

**Also present are the following resource personnel:**

Wadah Al-Yassiri, Project Administrator  
Shelby Askin-Hager, City Solicitor  
Onorio Colucci, City Treasurer  
Valerie Critchley, City Clerk  
Tom Graziano, Senior Manager of Facilities  
Tom Hunt, City Planner  
France Isabelle Tunks, Senior Manager of Development, Project & ROW/Deputy City Engineer  
Helga Reidel, CAO  
Dave Soave, Project Accountant  
Harry Turnbull, Executive Director of Information Technology  
Mark Winterton, Executive Director of Operations  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 9:30 o'clock a.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. DECLARATIONS OF CONFLICT**

None disclosed.

3. **ADOPTION OF THE MINUTES**

Moved by Councillor Sleiman, seconded by Councillor Holt,  
That the minutes of the New City Hall Project Steering Committee of its meeting held  
March 3, 2015 **BE ADOPTED** as presented.  
Carried.

4. **BUSINESS ITEMS**

4.1 **Project Update**

Moved by Councillor Sleiman, seconded by Councillor Borrelli,  
That the report of the Project Administrator dated April 28, 2015 entitled "New City Hall  
– Project Update, May 2015" **BE RECEIVED**.  
Carried.

4.2 **Financial Summary Update**

In response to a question asked by Councillor Sleiman regarding if the furniture fit-up budget can be separated from the rest of the Project, H. Reidel responds the furniture fit-up budget is tied to the project and if an audit were undertaken following the completion of the project, there would be criticisms for not divulging this aspect of the project.

Councillor Gignac questions how the Total Gross Project Budget of \$34,750,000 was decided. H. Reidel states the mandate from Council was to build a non-iconic, "simple as possible" building. Councillor Gignac indicates following Council's direction, she met with the Architects who provided assurance the building could be constructed for \$34,750,000. She advises the building must be functional and indicates the 400 City Hall Square East building is beautiful, stately and functional.

F. Isabelle-Tunks reports the "One-Stop" shopping concept evolved following the budget approval and notes it is more expensive to fit-out.

Councillor Payne envisions a signature building as it represents the "seat of government". He notes 400 City Hall Square East is an office building and looks like one, however the WFCU Arena and the International Aquatic Centre are a credit to the City.

Councillor Holt expresses concern the Charter/Mandate for the construction of the new city hall was approved by the former City Council. He recommends the new Council re-evaluate the Mandate.

The Chair indicates the current City Hall building is failing. Three designs were provided to the public and the public chose the "Campus" design concept. The direction based on Council direction was to build a functional building.

#### **4.4 Report – Value Engineering and Cost Reduction Recommendations**

The report of the Project Administrator dated April 29, 2015 entitled "Value Engineering and Cost Reduction Recommendations – New City Hall" is distributed and attached as Appendix "A".

As noted in the recommendation (b) of the Value Engineering and Cost Reduction report, the following is stated: "Proceed with a design that includes the addition of one and one-half column spans for future growth". W. Al-Yassiri advises if the foregoing is included, the foundation, electrical and mechanical components will require enhancements at the approximate cost of \$1.5M.

In response to a question asked by Councillor Borrelli regarding if the current City Hall is still tenable, H. Reidel responds there are issues with the windows, mechanical and heating components. If there are heating issues in the future, staff would be relocated due the inability to repair the system and due to the asbestos in the building.

The Chair questions the parameters of the leasing agreements with tenants in the 400 City Hall Square East Building.

Councillor Gignac asks why additional square footage is being considered as the public will not go beyond the first floor.

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That Council's direction regarding the original budget estimate of \$34,750,000 for the construction of the New City Hall **BE UPHOLD**.

**The motion is put and is lost.**

H. Reidel explains the foregoing motion would require the redesign and the scaling back of elements. Less square footage translates into cramped work spaces with no customer service space on the first floor.

W. Al-Yassiri states an additional \$4M is required to build a functional city hall as there are accessibility requirements set out in the AODA standards.

Councillor Gignac states City Council approved \$34,750,000 for the construction of the new city hall. It is beyond the purview of the Steering Committee to consider these major changes to the original design.

Moved by Councillor Sleiman, seconded by Councillor Borrelli,

- I. That City Council **APPROVE** the Value Engineering and Cost Reduction Recommendations outlined in Schedule A1 for the New City Hall project;
- II. That CITY COUNCIL **APPROVE** the following items:
  - a. Obtain a provisional price within the construction tender for a connecting canopy between New City Hall and 400 CHS.
  - b. Proceed with a design that includes the addition of one and one-half column spans for future growth at an additional design fee of \$220,000 and an estimated additional construction cost of \$3.8 million.
  - c. Proceed with relocating existing hydro transformer and switch to the south of City Hall Square South at a cost of \$350,000; and,
- III. That the information regarding renovation costs for the existing 350 City Hall building included in Schedule C **BE RECEIVED FOR INFORMATION**; and
- IV. That CITY COUNCIL **ACKNOWLEDGES** additional funding will be required to construct the New City Hall and that the formal request to Council be made once the actual construction tender costs are known.

**The motion is put and is lost.**

Moved by Councillor Borrelli, seconded by Councillor Sleiman,

- I. That City Council **APPROVE** the Value Engineering and Cost Reduction Recommendations outlined in Schedule A1 for the New City Hall project:
- II. That City Council **APPROVE** the following items:
  - (a) Obtain a provisional price within the construction tender for a connecting canopy between New City Hall and 400 CHS.
  - (c) Proceed with relocating existing hydro transformer and switch to the south of City Hall Square South at a cost of \$350,000; and
- III. That the information regarding renovation costs for the existing 350 City Hall building included in Schedule C **BE RECEIVED FOR INFORMATION**; and
- IV. That City Council **ACKNOWLEDGES** additional funding will be required to construct the New City Hall and that the formal request to Council be made once the actual construction tender costs are known.  
Carried.

#### **4.3 Report – Green Energy Features**

Moved by Councillor Sleiman, seconded by Councillor Gignac,

- That the Green Energy Features (attached as Schedule A) for the New City Hall Project **BE APPROVED**.  
Carried.

**4.5 Report – Parking Feasibility and Business Case Update**

Moved by Councillor Gignac, seconded by Councillor Sleiman,

That the decision to build a Multi-storey parking garage on Lot #11 OR below grade parking garage on the old City Hall site **BE DEFERRED** pending a final decision on each of the following:

- a) the Pelissier Parking Garage,
- b) the current proposal for the Windsor Arena/Waterworld, and
- c) the actual construction cost of the New City Hall is confirmed at award of tender.

Carried.

Councillors Holt and Borrelli were not in the room when the vote was taken.

**5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Sleiman,

That the New City Hall Project Executive Committee minutes for the meetings held February 17, 2015, March 9, 2015 and March 30, 2015 **BE RECEIVED** for information.

Carried.

Councillors Holt and Borrelli were not in the room when the vote was taken.

**6. OTHER BUSINESS**

None.

**7. DATE OF NEXT MEETING**

At the call of the Chair.

**8. ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:01 o'clock a.m.

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CHAIR

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COMMITTEE COORDINATOR



**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."*

<b>Author's Name:</b> Wadah Al-Yassiri	<b>Report Date:</b> January 25, 2016
<b>Author's Phone:</b> 519-255-6100 ext. 6494	<b>Date to Steering Committee:</b> February 10, 2016
<b>Author's E-mail:</b> <a href="mailto:walyassiri@city.windsor.on.ca">walyassiri@city.windsor.on.ca</a>	

**To:** Steering Committee – New City Hall Project

**Subject:** New City Hall - Project Update, February 2016

**1. RECOMMENDATION:** City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_

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

**EXECUTIVE SUMMARY:** N/A

**2. BACKGROUND:**

On January 27, 2014, City Council received the report for the New City Hall Facility-Next Step and thereafter CR22/2014. Total budget for the project was set at \$34,750,000

On June 15, 2015, City Council received report No. 1 of the New City Hall Project Steering Committee of its meeting held May 13, 2015 regarding "Value Engineering and Cost Reduction Recommendations – was "ADOPTED as presented (M222-2015). Placeholder for additional Funding approved at \$4,100,000 and relocating Enwin hydro transformer & switch at \$350,000

On August 24, 2015, City Council recieved report from CAO regarding New City Hall Expansion Space and thereafter CR161/2015. Additional Funding approved for design fee at \$400,000 and an estimated additional construction cost at \$4,000,000

Therefore the total Gross Project Budget (Prior to Corporate Recoveries) is \$43,600,000.

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

- Design Consultants; Moriyama & Teshima and Architecttura Architects
- Cost Consultant; A. W. Hooker
- Environmental and Soil consultant; Golder & Associates
- Archaeological and Vibration Monitoring Consultant; Amec Foster Wheeler
- Commissioning Agent/Authority; Morrison Hershfield

**3. DISCUSSION:**

The detailed design and floor plans for the New City Hall have been prepared based on Council direction to move forward with the “Campus” Design Concept, along with the One-Stop customer service initiative and the approved City Hall Occupancy Program. A few changes to the programming have been made to reflect some recent organizational changes, and to meet accessibility requirements. The proposed floor plans are very efficient due to extensive consultations with affected departments to achieve this level of efficiency, while ensuring optimal functionality and operational needs are met.

Further to the approval of the 2016 Operating Budget, the project team reviewed the floor plans and was able to accommodate the staff additions within the individual departmental spaces. To date, the expanded space remains unallocated. It should be noted that the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors are at capacity and any future additional staff cannot be accommodated within the occupied space.

Administration continues to meet with the Design Team to ensure the estimated cost for the New City Hall remains in line with the approved project budget.

**Project Milestones:**

<b>Milestones</b>	<b>Target Dates</b>	<b>Completion Date</b>
1. Council Approved Process	Jan. 2014	Jan. 2014
2. Award Design Team	March – May 2014	June 2014
3. Award Cost Consultant	Aug. 2014	Sep. 2014
4. Schematic Design Phase		
i. Produce (3) different renderings	June – Aug. 2014	Sep. 2014
ii. Council approved Design Concept	Sep. 2014	Oct. 2014
5. Design Development Phase		

i. Complete basic building design	Oct. 2014 – Feb. 2015	Feb. 2015
ii. Council approves design rendering / basic building design	Feb. – March 2015	June 2015
6. Detailed Design / Construction Document Phase	March 2015 – Feb. 2016	95% complete
7. Prequalify General Contractor	Nov. 2015	January 22, 2016
8. Furniture Tender	Oct. 2015 – Feb. 2016	80% complete
9. Issue Construction Tender Documents (New building phase 1)	End of Feb. 2016	
i. Identify Winning Bid	March 2016	
ii. Award Tender (if within budget)	April 2016	
10. Construction Phase	May 2016 – Dec. 2017	
11. Furniture & Fit-up	Jan. – April 2018	
12. Occupancy	May 2018 *	
13. Decommission and Demolition of old City Hall building (Phase 2)	June 2018 – June 2019 **	
14. Civic Plaza Improvement (Phase 3)	June 2019 – Dec. 2019	

**Next Milestone:**

- Final Costing Report by A. W. Hooker (based on material & labour)
- Finalizing the furniture RFP

**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:**

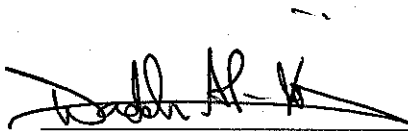
Financial Matters are subject of a separate report.

**6. CONSULTATIONS:**

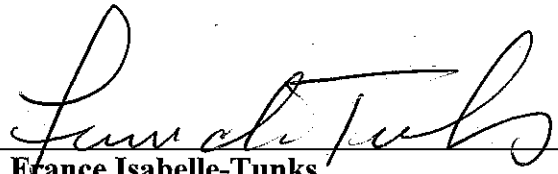
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.

**7. CONCLUSION:**

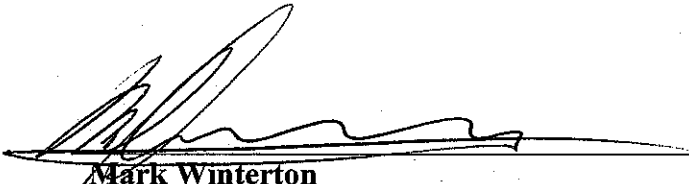
The project is proceeding on schedule and in accordance with the Executive and Steering Committee direction.



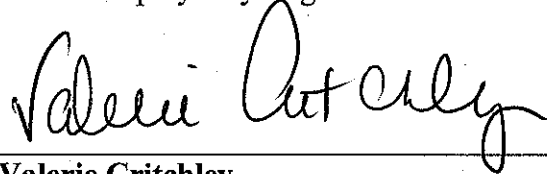
**Wadah Al-Yassiri**  
Project Administrator



**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.

<b>NOTIFICATION ;</b>				
Name	Address	Email Address	Telephone	FAX
Moriyama & Teshima Architects	117 George Street, Toronto, Ontario, M5A 2N4	<a href="mailto:dnash@mtarch.com">dnash@mtarch.com</a> OR <a href="mailto:ctai@mtarch.com">ctai@mtarch.com</a>	416. 925.4484	416.925.4637
Architecttura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	<a href="mailto:dan@architecttura-inc.com">dan@architecttura-inc.com</a> OR <a href="mailto:carmen@architecttura-inc.com">carmen@architecttura-inc.com</a>	519.258.1390	519.258.2921

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**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."*

<b>LiveLink REPORT #:</b>	<b>Report Date: January 26, 2016</b>
<b>Author's Name: David Soave</b>	<b>Date to Committee: Feb. 10, 2016</b>
<b>Author's Phone: 519 255-6100 ext. 1911</b>	<b>Classification #:</b>
<b>Author's E-mail: dsoave@citywindsor.ca</b>	

**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** the financial summary report and comments, as at January 26, 2016 for information.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

City Council has approved a Total Gross Project Budget (Prior to Corporate Recoveries) of \$43,600,000.

<b>Resolution</b>	<b>Amount</b>
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
	<b>\$43,600,000</b>

### 3. DISCUSSION:

As of January 26, 2016, the project has incurred expenditures of **\$1,258,660** primarily related to the architectural design and internal project management costs recovered from the project. A full list of budgeted line items and corresponding expenditures as of January 26, 2016, 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 **\$1,258,660** are summarized as follows:

<b>Expense</b>	<b>Amount</b>
Consultants (Design/Commissioning)	\$904,377
Internal Project Management Costs	\$181,026
Project Contingency	\$117,668
Geotechnical Report	\$28,011
Permits (Building, SPC, etc.)	\$22,038
Advertising (Procurement)	\$4,902
Public Art/Communications/Events	\$638
<b>Total</b>	<b>\$1,258,660</b>

The Project Contingency expenditures totalling **\$117,668** are summarized as follows:

<b>Expense</b>	<b>Amount</b>
Relocation of Steam Line	\$101,669
Work on Steam Line Relocation	\$5,042
Diponti Paving - Parking lot Repair	\$3,409
Tree Relocation	\$3,053
Advertising - For Prequalification	\$1,344
Advertising - Public Open House	\$1,242
Advertising - Prequalification for Furniture	\$700
Advertising - Cost Consultant Proposal	\$541
Advertising - Commissioning	\$436
Permit for Relocating Steam Line	\$232
<b>Total</b>	<b>\$117,668</b>

### 6. CONSULTATIONS:

N/A

**7. CONCLUSION:**

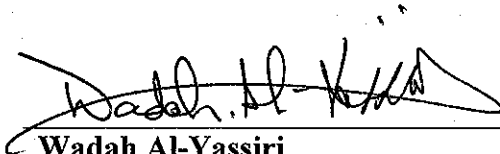
The comments within this report along with Appendix A: 350 City Hall Square Financial Summary Report, outlining the budgeted line items and corresponding expenditures have been provided to the New City Hall Steering Committee for information purposes.



**David Soave**  
**Manager, Operating Budget Development**  
**& Financial Administration**



**Onorio Colucci**  
**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 January 26, 2016

Description	Approved Budget \$	Current Expenditures / Revenue	Estimated Future Expenditures / Revenue	Total Estimated Project Expenditures / Revenue	Variance Surplus / (Deficit)
<b>EXPENSES</b>					
<b>Design/Permit/Administration:</b>					
Consultants(design/commissioning)	\$ 2,206,468	\$ 904,377	\$ 1,302,091	\$ 2,206,468	\$ -
Internal PM Costs	\$ 486,281	\$ 181,026	\$ 305,255	\$ 486,281	\$ -
Advertising(procurement)	5,000	\$ 4,902	\$ 98	\$ 5,000	\$ -
Permits(building, SPC, etc.)	147,000	\$ 22,038	\$ 124,962	\$ 147,000	\$ -
Geotechnical Report	75,000	\$ 28,011	\$ 46,989	\$ 75,000	\$ -
<b>Subtotal Design/Permit/Administration</b>	<b>\$ 2,919,749</b>	<b>\$ 1,140,353</b>	<b>\$ 1,779,396</b>	<b>\$ 2,919,749</b>	<b>\$ -</b>
<b>Construction:</b>					
Base Building	\$ 23,451,250	\$ -	\$ 23,451,250	\$ 23,451,250	\$ -
Placeholder(Additional Funding)	4,100,000	-	4,100,000	4,100,000	-
Relocating Hydro transformer	350,000	-	350,000	350,000	-
Fit-up(Flooring/Partitions/HVAC/Electrical)	3,675,000	-	3,675,000	3,675,000	-
<b>Subtotal Construction</b>	<b>\$ 31,576,250</b>	<b>\$ -</b>	<b>\$ 31,576,250</b>	<b>\$ 31,576,250</b>	<b>\$ -</b>
<b>Furniture</b>					
Furniture & Equipment(assuming 275 staff)	\$ 1,670,000	\$ -	\$ 1,670,000	\$ 1,670,000	-
<b>Subtotal Furniture</b>	<b>\$ 1,670,000</b>	<b>\$ -</b>	<b>\$ 1,670,000</b>	<b>\$ 1,670,000</b>	<b>\$ -</b>
<b>Miscellaneous:</b>					
Parking	\$ 420,000	\$ -	\$ 420,000	\$ 420,000	\$ -
Interim Financing	714,343	-	714,343	714,343	-
Moving Costs	157,500	-	157,500	157,500	-
External Legal Costs(agreement)	300,000	-	300,000	300,000	-
Public Art/Communications/Events	250,000	638	249,362	250,000	-
Demolition Costs	2,649,500	-	2,649,500	2,649,500	-
Project Contingency	2,942,658	117,668	2,824,990	2,942,658	-
<b>Subtotal Miscellaneous</b>	<b>\$ 7,434,001</b>	<b>\$ 118,307</b>	<b>\$ 7,315,694</b>	<b>\$ 7,434,001</b>	<b>\$ -</b>
<b>TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES</b>	<b>\$ 43,600,000</b>	<b>\$ 1,258,660</b>	<b>\$ 42,341,340</b>	<b>\$ 43,600,000</b>	<b>\$ -</b>
<b>PROJECT REVENUE</b>					
Building Permits	\$ 147,000	-	-	-	-
Reduction in Salary Costs in Other Corporate Areas	125,000	-	-	-	-
<b>NET CORPORATE RECOVERIES</b>	<b>\$ 272,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL CITY COSTS</b>	<b>\$ 43,328,000</b>	<b>\$ 1,258,660</b>	<b>\$ 43,600,000</b>	<b>\$ 43,600,000</b>	<b>\$ 43,600,000</b>

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 plus \$4M for expansion



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

**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

<b>Author's Name:</b> Wadah Al-Yassiri	<b>Report Date:</b> January 25, 2016
<b>Author's Phone:</b> 519-255-6100 ext. 6494	<b>Date to Steering Committee:</b> February 10, 2016
<b>Author's E-mail:</b> <a href="mailto:walyassiri@city.windsor.on.ca">walyassiri@city.windsor.on.ca</a>	

**To:** Steering Committee – New City Hall Project

**Subject:** New City Hall – Furniture Procurement Update

**1. RECOMMENDATION:** City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_

That the Furniture Procurement Update **BE RECEIVED FOR INFORMATION.**

**EXECUTIVE SUMMARY:** N/A

**2. BACKGROUND:**

The project Executive Committee formed a sub-committee to deal with the specification, evaluation and recommendation of the required New City Hall furniture. Representatives were selected from each of the following divisions: Facilities, Planning, Health & Safety, IT and Engineering.

On November 24th, 2015, the New City Hall - Furniture Evaluation Committee met to review and evaluate the Furniture Request for Pre-Qualification (RFQ) submissions. Out of the six (6) submissions, five (5) met the minimum requirements set in the RFQ and have been approved to bid on the furniture package for the project.

**3. DISCUSSION:**

Given the time and cost constraints for the project, the project team decided that issuing the furniture RFP in parallel with the Construction Tender will allow the City to assign the supply and installation of the successful furniture proponent to the successful general contractor. This will further provide an all encompassing construction cost for council at time of award of tender.

The following table illustrates the milestones and timeline associated with the furniture procurement process;

Milestones	Target
<ul style="list-style-type: none"> <li>➤ MT&amp;A prepared furniture design visuals for all "typicals". These typical outlined the overall layout of each workstation and private office, meeting room and any ancillary furniture required in the project</li> </ul>	Complete
<ul style="list-style-type: none"> <li>➤ MT&amp;A provided "typicals" layout package to the City's senior management team &amp; furniture sub-committee for approval</li> <li>➤ All Vendors will be requested to submit two (2) lines / themes for their responses which must comply with specifications and the project furniture budget</li> </ul>	Complete
<ul style="list-style-type: none"> <li>➤ MT&amp;A to provide RFP requirements to the City's Purchasing Department.</li> <li>➤ RFP to be issued first week of February with submissions due by end of February</li> </ul>	February 2016
<ul style="list-style-type: none"> <li>➤ Evaluation of RFP responses</li> <li>➤ Winning vendor and associated lines / themes to be presented to Executive and forwarded to Steering Committee to select one of the two options presented</li> </ul>	March 2016
<ul style="list-style-type: none"> <li>➤ The General Construction Tender is expected to be presented to Council for final approval by end of April</li> <li>➤ The successful furniture vendor pricing will be included in the overall Council report</li> <li>➤ Pending Council approval, the furniture vendor will then be assigned to the successful General Construction Contract for implementation</li> </ul>	April 2016

**4. RISK ANALYSIS:**

There are no significant risks identified based on the above procurement approach.

**5. FINANCIAL MATTERS:**

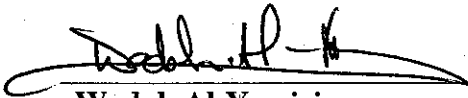
The New City Hall project has an overall budget of \$43.6 million. The furniture budget (assuming 275 staff) is estimated at \$1.67 million.

**6. CONSULTATIONS:**

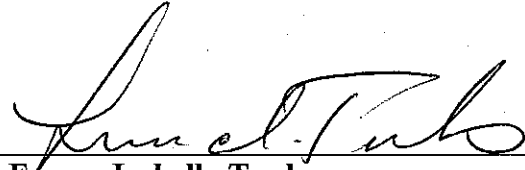
Members of the New City Hall Project Working Team  
Members of the New City Hall Project Executive Committee  
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.

**7. CONCLUSION:**

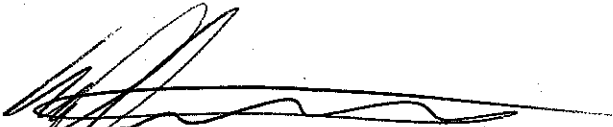
The furniture procurement process outlined here is provided for information.



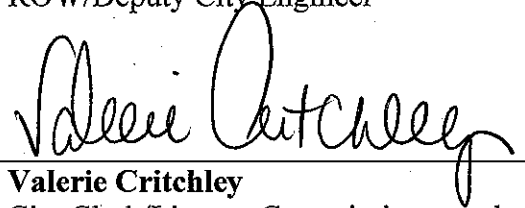
**Wadah Al-Yassiri**  
Project Administrator



**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	<a href="mailto:dnash@mtarch.com">dnash@mtarch.com</a> OR <a href="mailto:ctai@mtarch.com">ctai@mtarch.com</a>	416. 925.4484	416.925.4637
Architecttura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	<a href="mailto:dan@architecttura-inc.com">dan@architecttura-inc.com</a> OR <a href="mailto:carmen@architecttura-inc.com">carmen@architecttura-inc.com</a>	519.258.1390	519.258.2921

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



**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

<b>Author's Name:</b> Wadah Al-Yassiri	<b>Report Date:</b> January 25, 2016
<b>Author's Phone:</b> 519-255-6100 ext. 6494	<b>Date to Steering Committee:</b> February 10, 2016
<b>Author's E-mail:</b> <a href="mailto:walyassiri@city.windsor.on.ca">walyassiri@city.windsor.on.ca</a>	

**To:** Steering Committee – New City Hall Project

**Subject:** New City Hall – Hydro Transformers & Secondary Distribution Switch (SDS) box removal

**1. RECOMMENDATION:** City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_

That the Steering Committee **APPROVE** and **RECOMMEND** to Council one of the following:

- A. Reaffirms its support to relocate the hydro transformers at an updated cost estimate of \$687,000 including screening cost and removal of the Secondary Distribution Switch (SDS) box, and further supports the recommendation that the additional cost of \$337,000 be funded from the Civic Esplanade Capital Project (PLN-021-07).

**OR**

- B. Recommends that in lieu of full relocation, that only the Secondary Distribution Switch (SDS) box be removed and the hydro transformers (two boxes) be left in place with the addition of screening and landscaping be completed as part of the Civic Plaza design and within the original approved funding of \$350,000.

**EXECUTIVE SUMMARY:** N/A

**2. BACKGROUND:**

On May 8, 2015, the Project Steering Committee approved and recommended to Council the report titled "Value Engineering and Cost Reduction Recommendations".

In that report, City Council approved to proceed with relocating the existing hydro transformers & switch box to the south side of City Hall Sq South which was estimated at a cost of \$350,000 (M222-2015) at that time.

The above estimate was a preliminary high level estimate which was later updated by exp Services Inc. as they are part of the City Design Team.

### **3. DISCUSSION:**

One of the clear objectives going back to the first stages of the New City Hall (NCH) project included a design outcome that would ensure the new building is integrated and compatible with the existing 400 City Hall Square (CHS) Building. The desire is to have the buildings function well together and contribute to a campus like feeling for the Civic Square district. Consequently, Council adopted CR162/2014 on June 30, 2014 that adopted the Civic Square Campus Conceptual Site Plan in principle to provide a definable direction for the ongoing development of the Civic Square Campus. The inclusion of a canopy in the design of the NCH will physically connect the two buildings, as well as provide the visual link between the architecturally different, yet compatible, buildings. The canopy will also protect staff and residents from the elements as they circulate between the buildings.

The second item related to improving the Civic Square Campus is relocating the existing hydro transformers & switch box from the southeast corner of the Current City Hall (CCH) to the south side of City Hall Sq South. Not moving the transformers and switch box (two separate units) may end up having a big negative visual impact on the Civic Square Campus. In its current location within a screened in area, it has the illusion of being part of the CCH Building. However, once the CCH is demolished, the transformers & switch box will be more visible in the plaza in front of both buildings. Furthermore, any enclosure (or other screening) would require having a minimum clearance from the actual transformers & switch box. This enclosure would be a substantial structure in the middle of the plaza. The current size of enclosure is approximately 46ft length X 19ft width X 10ft height (if nothing is moved).

Therefore, exp Services Inc. was retained by the City to provide a more accurate estimate of probable cost to supply the main incoming electrical service to the NCH building while maintaining the feed to the CCH and 400 CHS. The two main options that had previously been explored by the City and Enwin Utilities were a new installation located on the south side of City Hall Square South or retaining the existing supply point located at the southeast corner of the CCH building. Both of these options will include removing the above grade Secondary Distribution Switch (SDS) box which is owned by the City.

At the time, City Council provided direction to proceed with the relocation of the existing hydro transformers & switch box to the south of City Hall Sq South at an estimated cost of \$350,000 (M222-2015).

However, after looking at this task comprehensively with the Design Team, it was noted that the new location of the hydro transformers must also provide a secondary feed to the CCH (during construction) and 400 CHS. Therefore, the cost of the secondary hydro feed must be included in the overall cost for this relocation as it was not included in the original Enwin Hydro's estimate. The secondary hydro feed is a customer cost & responsibility.

The main benefit of relocating the existing hydro transformers to the south side of City Hall Sq South and removing the SDS box is the visual and aesthetic improvement to the Civic Plaza. Moving them at this time would allow for the most flexibility in the plaza design. **It should be**

**noted that in this option, the underground portion of the vault must remain for the future connection point to service both the CCH and the 400 CHS.**

It would be cost prohibitive to relocate the hydro transformers & switch box in the future if it is not done as part of the New City Hall construction project. The biggest disadvantage is the total cost estimated at \$687k. As mentioned earlier, almost half of the total cost here is attributed to the secondary hydro feed that maintains the CCH and 400 CHS after removing the existing transformers & switch box.

Alternatively, the transformers could remain at the current location with the removal of the Secondary Distribution Switch (SDS) box. This option will require a creative landscape features and screening in order to blend the structure within the future Civic Plaza. This option would cost approximately \$222k plus the landscape and screening cost (approximately \$78k) for a total of \$300k.

The disadvantage in this option is mainly aesthetic & visual within the Civic Square Plaza. However, the potential structure size after removing the SDS box and including a screening measure is approximately 29ft length X 19ft width X 10ft height. This length is 17ft smaller than its current condition due to the removal of the SDS box.

The main consideration for the work in either option is to:

- Maintain services to the CCH & 400 CHS during construction/removal and minimize outages
- Review electrical loads to insure capacity for any active services
- Ensure all services are metered
- Ensure the Secondary Distribution Switch (SDS) box is removed upon completion without impacting the concrete vault underneath
- Identify Sequence and scope of work required to complete the installation smoothly
- Timeline required, and;
- Cost estimate

The estimated cost of each option is summarized below:

- Proceed with full relocation to the south side of City Hall Square South is estimated at \$687,000 including screening cost and removal of SDS box.
- Only remove the SDS box and leave the existing hydro transformers (two boxes) south east corner of CCH at an estimated cost of \$300,000 including screening, landscaping and removal of SDS box. The screened in area will measure approximately 29ft length X 19ft width X 10ft height.

#### **4. RISK ANALYSIS:**

Should the Steering Committee confirm the direction to fully relocate the hydro transformers & removal of SDS box by funding through the project contingency, this would result in a significant risk to the New City Hall Project's budget. The additional costs associated with the relocation of the hydro transformers & switch removal would require a substantial portion of the

available contingency funds. Therefore, the funding for this task is mitigated by identifying an alternative funding source (see FINANCIAL MATTERS below) for the incremental costs associated with moving the transformers & switch box.

The alternative option, only remove the SDS box, will result in a moderate risk related to limit future use and design options for the Civic Square Plaza. The location of the hydro transformers will have a visual impact on the Civic Square Campus, which can be mitigated by the use of screening and landscaping features.

## **5. FINANCIAL MATTERS:**

The New City Hall project has an overall budget of \$43.6 million.

The estimated cost to fully relocate the hydro transformers to the south side of City Hall Square South including screening, removal of SDS box and maintaining the secondary feed to CCH & 400 CHS is approximately \$687,000. Since the current approved funding is \$350,000, an additional \$337k would be required.

At this early stage of the project, it is not recommended to use the project contingency fund for items outside of the original scope. Therefore, it is recommended to look at alternative funding sources that are related to the Civic Square Plaza/Campus. The 5-year Capital Plan includes 'approved in principle' a total of \$1,058,000 for the City Hall Square and Civic Esplanade capital project (PLN-021-07) in 2016, 2019 and 2020. These funds are intended to coincide with the completion of the New City Hall for the redevelopment of the Civic Square Campus and surrounding areas.

The alternative option of only removing the SDS box and leaving the transformers (two boxes) in place will cost \$300,000, and can be completed within already approved funds. No additional funds would be required.

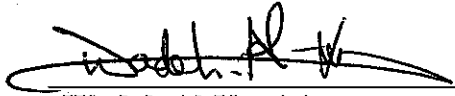
## **6. CONSULTATIONS:**

Members of the New City Hall Project Working Team  
Members of the New City Hall Project Executive Committee  
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.

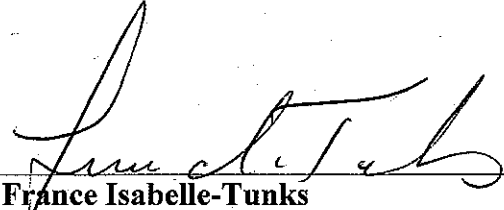
**7. CONCLUSION:**

As a result of a detailed analysis and estimate, updated costs to relocate the hydro transformers & removal of SDS box have been provided. As the new cost is substantially more than the original estimate, the project team is looking to the Steering Committee to reaffirm its support to relocate the transformers and if so, recommend a funding source.

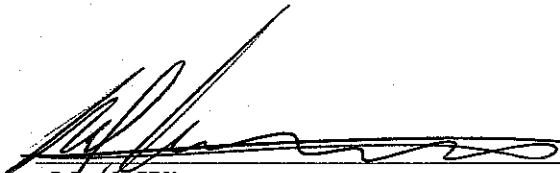
In all cases, the final decision must be further reported to Council for approval.



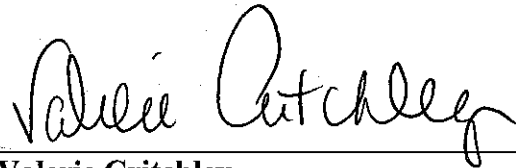
**Wadah Al-Yassiri**  
Project Administrator



**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	<a href="mailto:dnash@mtarch.com">dnash@mtarch.com</a> OR <a href="mailto:ctai@mtarch.com">ctai@mtarch.com</a>	416. 925.4484	416.925.4637
Architectura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	<a href="mailto:dan@architectura-inc.com">dan@architectura-inc.com</a> OR <a href="mailto:carmen@architectura-inc.com">carmen@architectura-inc.com</a>	519.258.1390	519.258.2921



# **NEW CITY HALL EXECUTIVE COMMITTEE**

## **Minutes**

**April 21, 2015**

**Walkerville Room, 350 City Hall Square**

### **In Attendance:**

#### **Executive**

#### **Committee:**

Mark Winterton – Project Sponsor/Chair – City Engineer  
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk  
Shelby Askin Hagar – City Solicitor  
Harry Turnbull – Executive Director of Information  
Thom Hunt – City Planner  
Helga Reidel – Chief Administrative Officer  
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW  
Onorio Colucci – City Treasurer

#### **Regrets:**

#### **Working**

#### **Team:**

Wadah Al-Yassiri – Project Administrator  
Dave Soave – Project Accountant  
Jason Moore – Communications Resource  
Earl Larking – IT Resource  
Leslie Prieur – Administrative Support

#### **Regrets:**

Jill Braido – Communications Resource  
Dana Paladino – Risk Resource  
Alex Vucinic – Purchasing Manager  
Tony Ardovini – Finance Resource  
Tom Graziano – Facilities Resource  
Neil Robertson – Planning Resource

### **1. Approval of Minutes/Action Items (March 30, 2015)**

All action items are completed.

New City Hall Executive Committee special meeting minutes dated March 30, 2015 are approved.

**2. Review Value Engineering and Cost Reduction Recommendations Report**

Wadah Al-Yassiri reviews the draft report and the renderings.

The Committee makes some recommendations that will be added to this report.

**(Action: W. Al-Yassiri)**

**3. Review Parking Facilities and Business Case Update Report**

The Committee reviews the draft report. The Committee agrees with the concept of the report. The report should be updated if there is any further information available before the Steering Committee meeting.

**4. Review Pelissier Street Parking Garage – Ground Level Commercial Rental Units Report**

This report will go directly to City Council.

**5. Next Steps**

The next Steering Committee meeting will be scheduled during the week of May 11<sup>th</sup>.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

# **NEW CITY HALL EXECUTIVE COMMITTEE**

## **Minutes**

**July 21, 2015**

**Walkerville Room, 350 City Hall Square**

### **In Attendance:**

#### **Executive**

**Committee:** Mark Winterton – Project Sponsor/Chair – City Engineer  
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk  
Shelby Askin Hagar – City Solicitor  
Harry Turnbull – Executive Director of Information  
Neil Robertson for Thom Hunt – City Planner  
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

#### **Regrets:**

Onorio Colucci – City Treasurer  
Helga Reidel – Chief Administrative Officer

#### **Working**

#### **Team:**

Wadah Al-Yassiri – Project Administrator  
Jill Braido – Communications Resource  
Jason Moore – Communications Resource  
Earl Larking – IT Resource  
Leslie Prieur – Administrative Support

#### **Regrets:**

Dave Soave – Project Accountant  
Dana Paladino – Risk Resource  
Alex Vucinic – Purchasing Manager  
Tony Ardovini – Finance Resource  
Tom Graziano – Facilities Resource

### **1. Approval of Minutes/Action Items (April 21, 2015)**

All action items are completed.

New City Hall Executive Committee meeting minutes dated April 21, 2015 are approved.

## **2. Project Update**

Wadah Al-Yassiri reviews the project update. The Archeological and Vibration Monitoring Consultant, Amec Foster Wheeler is performing supplementary phase 2 work on the site. The RFQ for a commissioning agent will be advertised this weekend.

Wadah advises that he is coordinating with the Purchasing Department on the furniture RFP. A sub-committee consisting of representatives from Facilities, Planning, Purchasing, and IT will develop generic furniture specs (like an OSR).

Wadah notes that he recently became aware of a secondary feed to 400 CHS and an existing grey box hydro switch that must be taken into consideration during the Enwin Transformer/Switch Relocation. He will review if this is still required for the new facility as it will result in additional costs.

A sub-committee has been developed to deal with D.E. Agreement requirements for the new facility consisting of representatives from Facilities, Legal, City Energy Initiatives and Engineering. They will research term of existing agreements for 400 Bldg, existing 350 Bldg, FAC, CCTT, etc. and recommend a preferred approach for the new building.

The New City Hall Executive Committee approves the Project Update.

## **3. Financial Update**

Wadah reviews the financial update.

The New City Hall Executive Committee approves the Financial Update.

## **4. Review Issues List**

Wadah reviews the issues list. Wadah will add the closure of City Hall Square East to the issues list. He will bring a proposed plan regarding the logistics (physical plan and timelines) back to the Executive Committee for approval.

## **5. New Business**

No new business.

## **6. Next Meeting**

The next New City Hall Executive Committee meeting is August 18, 2015 at 1:00 p.m. in the Walkerville Room.

# **NEW CITY HALL EXECUTIVE COMMITTEE**

## **Minutes**

**August 26, 2015**

**400 City Hall Square, Room 406**

### **In Attendance:**

#### **Executive**

**Committee:** Mark Winterton – Project Sponsor/Chair – City Engineer  
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk  
Shelby Askin Hager – City Solicitor  
Earl Larking for Harry Turnbull – Executive Director of Information  
Thom Hunt – City Planner  
Onorio Colucci – City Treasurer  
Helga Reidel – Chief Administrative Officer  
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

**Regrets:** Harry Turnbull – Executive Director of Information

#### **Working**

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

#### **Regrets:**

Dana Paladino – Risk Resource  
Tony Ardovini – Finance Resource

### **1. Approval of Minutes/Action Items (July 21, 2015)**

All action items are completed.

New City Hall Executive Committee meeting minutes dated July 21, 2015 are approved.

## **2. Project Update**

Wadah Al-Yassiri reviews the project update.

On August 24, 2015, City Council approved the expansion space of 1.5 spans (12,000 sq ft) for the New City Hall at an estimated additional cost of \$4 million for construction and \$0.4 million for engineering. It is noted that Council has given their approval to move forward on the expansion space but has not given clear direction on the use of the space at this time. This space will not be fitted-up. Wadah will work with the Consultant and Tom Graziano of Facilities with respect to mechanical and electrical system requirements for this space.

Wadah notes there will be a 3-4 month delay to the project while the Consultant works on the new design. He expects to have a better idea of the timelines for the next Executive Committee meeting and he will update the schedule at that time. The aim is to have the tender ready in early 2016. Wadah is working closely with the Consultant to minimize any delays. He has advised the Consultant that it is imperative that the design be within the new project budget.

The tender for the Commissioning Agent has closed and the submissions will be reviewed next week.

Wadah will work with Cheryl Glassford from Legal on an amendment to the Consultant's contract pursuant to council direction approving the expansion space.

The New City Hall Executive Committee approves the Project Update.

## **3. Financial Update**

The project budget will be updated for the next Executive Committee meeting to reflect the additional \$4.4 million.

The New City Hall Executive Committee approves the Financial Update.

## **4. Review Issues List**

Wadah reviews the issues list.

The City is waiting on a draft agreement from District Energy. However, the expansion must be reflected in the agreement. Wadah will advise District Energy.

**(Action: W. Al-Yassiri)**

Wadah states that there are additional issues regarding the relocation of the existing transformer/hydro switch between 350 and 400 City Hall Square. There will be meetings to determine options and this will be reported back to the Executive Committee.

**(Action: W. Al-Yassiri)**

Wadah advises they are working through issues on the closure of City Hall Square East. The Planning Department will work with emergency services regarding their concerns about access. The road closure will have to go to the Street and Alley Committee for approval.

Wadah states he is working with the Building Department regarding permits.

## **5. New Business**

Thom Hunt suggests that we create a conceptual esplanade layout master plan to avoid doing work twice. The Committee will consider "Esplanade – Capital Project" at its next meeting.

**(Action: L. Prieur)**

## **6. Next Meeting**

The next New City Hall Executive Committee meeting is September 15, 2015 at 1:00 p.m. 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  
September 30, 2015  
400 City Hall Square, Room 406**

**In Attendance:**

**Executive**

**Committee:**

Mark Winterton – Project Sponsor/Chair – City Engineer  
Shelby Askin Hager – City Solicitor  
Earl Larking for Harry Turnbull – Executive Director of Information  
Thom Hunt – City Planner  
Onorio Colucci – City Treasurer  
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

**Regrets:**

Harry Turnbull – Executive Director of Information  
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk  
Helga Reidel – Chief Administrative Officer

**Working**

**Team:**

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

**Regrets:**

David Soave – Project Accountant  
Dana Paladino – Risk Resource  
Tony Ardovini – Finance Resource

**1. Approval of Minutes/Action Items (August 26, 2015)**

Action Item #1

The City is waiting on a draft agreement from District Energy. However, the expansion must be reflected in the agreement. Wadah will advise District Energy.

**(Action: W. Al-Yassiri)**



*In light of the expansion the mechanical consultant is working on the final loads. Once this is received, Wadah will forward the information to District Energy.*

**Action Item #2**

Wadah states that there are additional issues regarding the relocation of the existing transformer/hydro switch between 350 and 400 City Hall Square. There will be meetings to determine options and this will be reported back to the Executive Committee.

**(Action: W. Al-Yassiri)**

*EXP is preparing a report indicating the cost to relocate the transformer vs. leaving the transformer in its current location. In both options, the grey box will be removed. Wadah anticipates having this report for the next Executive Committee meeting.*

New City Hall Executive Committee meeting minutes dated August 26, 2015 are approved.

**2. Project Update**

Wadah Al-Yassiri reviews the project update.

The Commissioning Agent is Morrison Hershfield. Request for Prequalification of the Moveable Furniture Supplier will be issued soon.

The Project Charter is being updated to reflect the total budget and time line for the project as a result of the latest Council direction (August 24, 2015). The Executive Committee will have the opportunity to approve the updated Project Charter at their next meeting and then it will go to the Steering Committee for approval.

The changes in project scope, budget and time line are noted below:

<b>New City Hall project</b>	<b>Original</b>	<b>Revised</b>
1- Building size	110,000 square feet.	120,000 square feet.
2- Total budget	\$34,750,000	\$43,600,000
3- Timeline & Milestones		
3-i Issue Construction Tender	October 2015	February 2016
3-ii Construction phase	November 2015 – December 2017	May 2016 – December 2017
3-iii Occupancy	April 2018	May 2018

Wadah reviews building security and access. There are various levels of security that could be applied in the building. Mark Winterton asks Wadah to give a presentation on options and to provide administrative recommendations on building security and access to the next Executive Committee meeting on October 20, 2015.

**(Action: W. Al-Yassiri)**

The New City Hall Executive Committee approves the Project Update.

### **3. Financial Update**

The project budget has been updated to reflect Council approvals.

The New City Hall Executive Committee approves the Financial Update.

### **4. Review Issues List**

Wadah reviews the issues list.

Wadah states that relocation of the steam line is ongoing. He expects this work to be completed before the end of October, 2015.

Wadah will amend the issues list to show that the smoking hut is being removed.

### **5. Esplanade – Capital Project**

Thom Hunt suggests states that we should be mindful of the ultimate build-out of the explanade to ensure that work is done efficiently. This will be dealt with in more detail at the next Executive Committee meeting.

### **6. Next Meeting**

The next New City Hall Executive Committee meeting is October 20, 2015 at 1:00 p.m. in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur    Minutes reviewed by: Wadah Al-Yassiri

**NEW CITY HALL  
EXECUTIVE COMMITTEE  
Special Meeting  
Minutes**

**October 20, 2015**

**Walkerville Room, 350 City Hall Sq. E.**

**In Attendance:**

**Executive**

**Committee:** Mark Winterton – Project Sponsor/Chair – City Engineer  
Shelby Askin Hager – City Solicitor  
Earl Larking for Harry Turnbull – Executive Director of Information  
Thom Hunt – City Planner  
Onorio Colucci – City Treasurer  
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

**Regrets:**

Harry Turnbull – Executive Director of Information  
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk  
Helga Reidel – Chief Administrative Officer

**Working**

**Team:**

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

**Regrets:**

David Soave – Project Accountant  
Jason Moore – Communications Resource  
Dana Paladino – Risk Resource  
Tony Ardovini – Finance Resource

**1. Approval of Minutes/Action Items (September 30, 2015)**

Action Item #1

The City is waiting on a draft agreement from District Energy. However, the expansion must be reflected in the agreement. Wadah will advise District Energy.

**(Action: W. Al-Yassiri)**

*In light of the expansion the mechanical consultant is working on the final loads. Once this is received, Wadah will forward the information to District Energy. **CARRY FORWARD***

#### Action Item #2

Wadah states that there are additional issues regarding the relocation of the existing transformer/hydro switch between 350 and 400 City Hall Square. There will be meetings to determine options and this will be reported back to the Executive Committee.

*EXP is preparing a report indicating the cost to relocate the transformer vs. leaving the transformer in its current location. In both options, the grey box will be removed. Wadah anticipates having this report for the next Executive Committee meeting. **COMPLETE***

#### Action Item #3

Wadah reviews building security and access. There are various levels of security that could be applied in the building. Mark Winterton asks Wadah to give a presentation on options and to provide administrative recommendations on building security and access to the next Executive Committee meeting on October 20, 2015.

*This will be dealt with at today's meeting. **COMPLETE***

New City Hall Executive Committee meeting minutes dated September 30, 2015 are approved

## 2. Customer Service Desk and Public Access Limit

Wadah Al-Yassiri reviews the proposal. The highlights are as follows:

- The first and second floors have been designed for short and long term customer service and have public access
- Third, fourth and fifth floors limit access to internal staff only
- All departments will have card access into their individual department area
- Elevator will be card access controlled for the third, fourth and fifth floors
- If a member of the public requires access to the third, fourth or fifth floors, either the receptionist will call and have an employee come down and escort the person up to the required department, or access cards for the elevator will be provided to allow the person up to the required floor
- On third, fourth and fifth floors, there will be a designated waiting area immediately outside the elevator with a small table/chairs and a telephone with a staff directory
- There will be two public elevators

- There will be one service elevator for staff only use
- Between the first and second floor there is a feature staircase that connects the short term and long term customer service area through the atrium that is open to the public
- The remaining two staircases will be card access controlled
- The Mayor's office and the CAO's office will both have a designated receptionist area

Wadah notes the customer service desk has been placed up against the feature staircase on the main floor to allow for optimum sight lines. Part of the staircase will be enclosed to provide some privacy and additional storage. It is desirable to make the customer service desk part of the feature stairs so that it will be recognizable by the public as a first stop location. Wadah will discuss possible changes to the staircase with the consultant to accommodate security features noted by Facilities. The Committee agrees with the placement of the customer service desk.

**(Action: W. Al-Yassiri)**

### **3. Hydro Transformer & Switch Location**

Wadah reviews the report from EXP. There are three options.

1. Leave the transformers where they are but remove the large grey switch box. This option would cost approximately \$212,000 excluding screening. This would require 2 separate weekends (48 hours each) down time in order to complete this work. The original area is 14m x 6m and it would shrink to approximately 7m x 5m.
2. Relocate the above grade portion of both the transformers and switch box to south of City Hall Square south. This option would cost approximately \$635,000 excluding screening. However, the concrete pad must remain in its original place because the below grade must remain. The Architect would look at alternatives to ensure the concrete pad is at the new grade level.
3. Do nothing and leave everything in its present location. The cost will only be for screening after the current City Hall is demolished.

The Committee discusses a 4<sup>th</sup> option, the possibility of moving the transformer and switch to a new location adjacent to the new City Hall (south east corner) either below or above grade. Wadah will check with the consultant to determine the cost differential on this 'hybrid' solution.

**(Action: W. Al-Yassiri)**

Thom Hunt cautions that this is a critical decision and that some decisions must be made on the civic plaza/esplanade before deciding whether or not to move the transformers. He

is concerned that if left in the original location the transformers would impact how the esplanade is designed.

City Council approved \$350,000 to relocate the transformers. Any option other than the full removal will have to report back to City Council. The Executive Committee asks Wadah to determine if this decision could be made at a future date, once the tender results are received and cost for the building is known.

Wadah will check with the consultant to determine the timeline for this decision.

**(Action: W. Al-Yassiri)**

Mark Winterton and Onorio Colucci will discuss next steps with the CAO.

**(Action: M. Winterton/O. Colucci)**

#### **4. Esplanade & Civic Plaza**

Thom Hunt restates his concerns that decisions are being made which may affect the esplanade and civic plaza before the design of the area has been considered.

#### **5. City Hall Sq E Closure and Construction Hoarding/Fencing**

The Executive Committee approves the hoarding/fencing plan which includes the sidewalk on the south side of the current City Hall (350 CHS).

#### **6. Signage and Wayfinding**

Wadah states that he and Jill Braido did some research regarding other municipalities in the region and determined that bilingual signage is not required in the new City Hall.

#### **7. Next Meeting**

The next New City Hall Executive Committee meeting is November 17, 2015 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**

**December 15, 2015**

**Walkerville Room, 350 City Hall Sq. E.**

**In Attendance:**

**Executive**

**Committee:** Mark Winterton – Project Sponsor/Chair – City Engineer  
Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk  
Shelby Askin Hager – City Solicitor  
Earl Larking for Harry Turnbull – Executive Director of Information  
Thom Hunt – City Planner  
Onorio Colucci – City Treasurer  
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

**Regrets:**

Harry Turnbull – Executive Director of Information  
Helga Reidel – Chief Administrative Officer

**Working**

**Team:**

Wadah Al-Yassiri – Project Administrator  
Jill Braido – Communications Resource  
Neil Robertson – Planning Resource  
Leslie Prieur – Administrative Support

**Regrets:**

David Soave – Project Accountant  
Tom Graziano – Facilities  
Alex Vucinic – Purchasing Manager  
Jason Moore – Communications Resource  
Dana Paladino – Risk Resource

**1. Approval of Minutes/Action Items (October 20, 2015)**

Action Item #1

The City is waiting on a draft agreement from District Energy. However, the expansion must be reflected in the agreement. Wadah will advise District Energy. In light of the expansion the mechanical consultant is working on the final loads. Once this is received, Wadah will forward the information to District Energy.

*Wadah has forwarded the updated technical information related to the expansion space to District Energy and he is waiting on the draft agreement.* **CARRY FORWARD**

**(Action: W. Al-Yassiri)**

## Action Item #2

Wadah notes the customer service desk has been placed up against the feature staircase on the main floor to allow for optimum sight lines. Part of the staircase will be enclosed to provide some privacy and additional storage. It is desirable to make the customer service desk part of the feature stairs so that it will be recognizable by the public as a first stop location. Wadah will discuss possible changes to the staircase with the consultant to accommodate security features noted by Facilities. The Committee agrees with the placement of the customer service desk.

*Wadah provided an updated design to Facilities, Health & Safety, Planning and working team members. They have all signed off on the new design. **Complete***

## Action Item #3

The Committee discusses a 4<sup>th</sup> option, the possibility of moving the transformer and switch to a new location adjacent to the New City Hall (south east corner) either below or above grade. Wadah will check with the consultant to determine the cost differential on this 'hybrid' solution.

*This is a separate agenda item and will be discussed at today's meeting. **Complete***

New City Hall Executive Committee meeting minutes dated October 20, 2015 are approved

## **2. Update Project Charter**

Wadah reviews the Change Request Form for the Project Charter that reflects the approval of the City Hall Expansion Space by City Council on August 24, 2105. A copy of the Change Request Form will be sent to the Executive Committee via email for APPROVAL with these minutes.

**(Action: L. Prieur)**

## **3. Costing Report by A. W. Hooker (75% Detailed Design Estimate)**

Wadah states he is working closely with the cost consultant. The latest design development estimate (75% Detailed Design) was received and shows a total estimated construction cost of \$30,653,000. This amount is on target with the current construction budget of \$ 31.5 Million. The 95% construction estimate is due at the end of January, 2016. This last estimate is a full time and materials estimate which is expected to be representative of the tender bid.



## **Enwin Hydro Transformer & Switch Relocation**

Wadah advises he has received the report from EXP Services Inc. which outlines various options and estimates of probable costs to supply the main incoming electrical services to the New City Hall building. The two main options that were previously considered are:

1. Leaving the transformers where they are but remove the large grey switch box. The probable cost for this option is \$222,000. This price does not include screening.
2. Relocate the above grade portion of both the transformers and switch box to south of City Hall Square South. The probable cost for this option is \$667,000. This price does not include screening.
3. Install a new transformer and switch at southeast corner of the New City Hall building. The probable cost for this option is \$406,000. This price does not include screening. There are several implications regarding this option. The consultant advises this would impact window placement, require installation of a blasting wall, and requires reconfiguration to allow required distance from the service entry and the escape route from Stair #1.

Consideration of this option may involve a major re-design of the exit stair #1 and the program layouts for the ground and second floor at the S-E corner of the building. This could also affect mechanical and electrical drawings. Costs surrounding the re-design could be in the \$100,000 - \$150,000 range. Therefore, the consultant and the Planning Department do not recommend this option.

4. A fourth option requested by the Committee is to install a new transformer and switch located in subsurface vault in the road allowance. The probable cost for this option is greater than \$667,000. It should be noted that Enwin is absolutely not in favour of this option. There would be many additional and unknown costs related to locating the transformer and switch underground.

The Planning Department recommends the transformer and switch be moved south of City Hall Square South so it does not adversely affect future plans for the civic plaza. City Council approved \$350,000 to relocate the transformers. Thom Hunt suggests the remaining balance \$317,000 plus screening cost could be funded from a separate account that Planning division has, Project ID # PLN-021-07 dedicated for the future Civic Plaza Project.

The Executive Committee asks Wadah to prepare a report for the Steering Committee to reaffirm that the Steering Committee still wants to move the transformer and switch at the updated cost.

**(Action: W. Al-Yassiri)**

## **5. Furniture Tender Process**

Wadah advises that through various meetings with the Purchasing Department, they have developed a procurement process for the furniture. The furniture RFP will require each vendor to provide two product line options that the City will choose from. The RFP for furniture will be developed at the same time as the construction tender for the general contractor. The furniture RFP will be issued the first week of February 2016 and it is expected that the evaluation will be completed by March 15, 2016.

The tender for the general contractor will be issued at the end of February and close in April, 2016. A report will be brought to Council to award both the furniture vendor and general contractor tender. The general contractor will be required to assume the furniture vendor within their contract. Pending Council approval, this schedule would provide for Construction to begin May 2016. Wadah acknowledges that this is an aggressive schedule. Furniture installation is expected to start in early 2018.

## **6. Project Update**

Wadah reviews the Project Update. He advises he is working with the Planning and Building departments on the Site Plan Review. He is working on contracting services for vibration and preconstruction survey for the two adjacent churches when the New City Hall construction begins. He will be using the engineering roster list to hire the consultant.

He asks for direction regarding the next Steering Committee meeting. The committee requests a Steering Committee meeting be scheduled the first week of February, 2016.

**(Action: W. Al-Yassiri)**

The New City Hall Executive Committee accepts the Project Update.

## **7. Financial Update**

Wadah reviews the financial update. Onorio Colucci requests a change to the format. This will be updated for the next meeting.

**(Action: W. Al-Yassiri)**

The New City Hall Executive Committee accepts the Financial Update.

## **8. Issues List**

Wadah notes the connecting canopy will be part of Phase 3 as it cannot be constructed until the existing 350 City Hall Square building is demolished. The Fire Department has advised that the fire route access through City Hall Sq East must be maintained until demolition.

France advises that Wadah will get a formal estimate of demolition costs for 350 City Hall Square in order that this information can be provided to City Council together with the construction tender results.

**(Action: W. Al-Yassiri)**

## **9. New Business**

Wadah advises he received a question regarding adding solar panels on the roof of the New City Hall building in the future. He states in order to install solar panels, the structure will need to be reinforced. The estimated cost for this reinforcement is approximately \$15,000. Wadah cautions that there are other cost/maintenance implications should this be approved. There would be additional provisions for roof anchor for safety harness system, roof drains, roof insulation, etc... Wadah will prepare a detailed report on this matter at the next Executive Committee meeting.

**(Action: W. Al-Yassiri)**

Wadah states that he met with the Accessibility Coordinator (Gayle Jones) yesterday to discuss recent comments. He will be attending the Accessibility Committee (WAAC) meeting today to be available to answer questions and address any concern.

## **10. Next Meeting**

The next New City Hall Executive Committee meeting is January 19, 2016 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur    Minutes reviewed by: Wadah Al-Yassiri