

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Tuesday, July 8, 2014
9:30 o'clock a.m.
Room 407, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ELECTION OF CHAIRPERSON**

4. **BUSINESS ITEMS**
 - 4.1 **Project Charter**
The report of the Project Manager dated June 25, 2014 entitled "New City Hall – Project Charter Update" – *(attached)*

 - 4.2 **Project Update**
The report of the Project Manager dated June 25, 2014 entitled "New City Hall – Project Update July 2014" – *(attached)*

 - 4.3 **Financial Summary Update**
Report dated June 25, 2014 entitled "New City Hall Financial Summary Update" – *(attached)*

 - 4.4 **Communications Plan**
The Communications Plan New City Hall (updated June 26, 2014) – *(attached)*.

5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the New City Hall Project Executive Committee – *(attached)*
Meeting date - March 18, 2014
 April 7, 2014
 April 15, 2014
 May 20, 2014

6. **OTHER BUSINESS**

7. **DATE OF NEXT MEETING**

8. **ADJOURNMENT**

**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"

Author's Name: Wadah Al-Yassiri	Report Date: June 25, 2014
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: July 8, 2014
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall project

Subject: New City Hall - Project Charter Update

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

That the Steering Committee **APPROVE** the amended project charter dated June 27, 2014 (attached as Schedule A) for the New City Hall project.

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.

In the same resolution, City Council approved the proposed New City Hall project charter.

3. DISCUSSION:

Best practices indicate the need for comprehensive project charter to be completed at the beginning of the project in order to provide guidance during the project and the ability to evaluate its success upon completion. Subsequent reviews noted items that required clarifications related to roles, responsibilities and reporting procedures. The changes have been highlighted on the project charter. The Steering Committee is being asked to approve the attached amended project charter dated June 27, 2014.

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 to address these risks through the Project Governance structure that includes a Working Committee, Executive Committee and Steering Committee of Councillors to address risks as they arise. These Committees will have the opportunity to identify and mitigate them in a timely manner throughout the project.

5. FINANCIAL MATTERS:

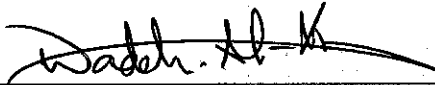
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6. CONSULTATIONS:

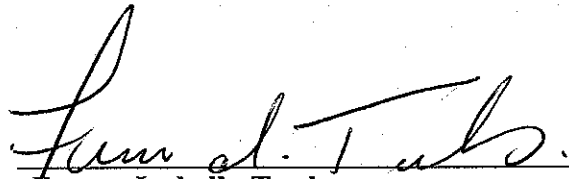
Members of the New City Hall Project Executive Committee.

7. CONCLUSION:

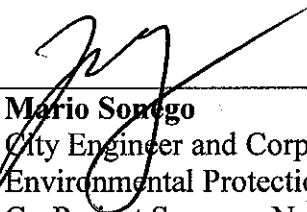
The project is moving forward with strict adherence to the project charter, budget, milestones and schedule in order to deliver the project on time and on budget. The recommended changes are to clarify the roles, responsibilities and reporting procedures for the project.



Wadah Al-Yassiri
Project Administrator



France Isabelle-Tunks
Senior Manager of Development & Geomatics



Mario Sonogo
City Engineer and Corporate Leader
Environmental Protection and Transportation
Co-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

APPENDICES:
Schedule A - Project Charter – June 27, 2014

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX



NEW CITY HALL

Project Charter

MARCH 2014
Revised June 27, 2014

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1. INTRODUCTION

1.1 INTRODUCTION

This document defines the scope and establishes the framework and overall approach for the New City Hall project. The Charter includes an overview of project goals, objectives and anticipated project risks, establishes the rationale for the project, and provides an assessment of risk. This document also provides an overview of the implementation strategy and deliverables, describes the project team structure, outlines roles and responsibilities, and defines the project environment.

The contents of this document must be reviewed and signed by the Project Executive Committee, Project Manager and Project Team to ensure all parties have a clear understanding of the goals of the implementation. The Charter allows all project participants to work towards a common goal and clarify expectations while becoming the standard against which changes to project scope and duration are identified and evaluated.

1.2 HIGH LEVEL OBJECTIVE

The high level objective of this project is to construct a modern, efficient and functional facility that will accommodate current and future needs of the Corporation to be able to provide the various public services.

1.3 HIGH LEVEL SCOPE

This Project Charter has been developed to outline project scope, guiding principles, and an integrated view of project management best practices.

The City Hall Occupancy Program completed by NORR Limited on April 11, 2013 (subsequently updated March 2014) will be used as the planning basis for the space allocation in the New City Hall facility. The Program provides for standardized space allocations using the latest concepts in the industry for efficiency and flexibility for many years to come. The results are summarized below.

Size Needs:

The base building required to accommodate staff and services currently offered at the 350 building, with other areas deemed to provide operational and customer service efficiencies (currently located in 400 CHS) and including a Council Chambers with a seating capacity for approximately 170 people, is approximately 110,000 square feet.

No swing space has been included however, provisions will be incorporated into the procurement process to obtain a per square foot cost to add additional space should the budget allow for it.

Minimum Spatial Standards:

The new building will be designed to address such issues as accessibility that are required under Accessibility for Ontarians with Disabilities Act (AODA) and the City of Windsor Facility Accessibility Design Standards (FADS). The fundamental purpose of AODA is

to make Ontario fully accessible for persons with disabilities by 2025. Administration recognizes that this facility is proposed to be constructed within this timeline and as such have included provisions within the proposed spatial allocation to address these requirements.

Minimum Construction Standards

In accordance with the Official Plan (Policy 8.5.2.8 – Energy Conservation) and the Environmental Master Plan, Administration will include provisions for a building certification standard equivalent to BOMA BEST Level 1, LEED Silver or equivalent as a provisional item in the tender.

Building Design and Organization Concept

The intent of the project is to construct an efficient, practical, functional, customer service oriented facility without incurring the cost of an iconic building. The layout of the building will be designed to benefit the public and stakeholders for ease of use and customer service. A main floor single, one stop shopping counter will enhance public service (i.e. most permits, inquiries and licences will be available for application and pickup in this area). This one stop shopping concept will provide various efficiencies between departments.

Appendix A illustrates the key project milestones governed by this Project Charter.

1.4 BUDGET / FINANCIALS

Summary	Estimate
Construction	\$ 19,451,250
Design/Permit/Adm	\$ 2,519,750
Furniture & Fit up	\$ 5,345,000
Parking (reinstate public parking)	\$ 420,000
Interim Financing	\$ 714,343
Moving Costs	\$ 157,500
Other Miscellaneous	\$ 550,000
Demolition	\$ 2,649,500
Contingency	\$ 2,942,658
ESTIMATED PROJECT COST	\$ 34,750,000
LESS PROJECT RECOVERIES	
Less: Corporate Recoveries	\$ (272,000)
NET CITY COST	\$ 34,478,000

*Corporate Recoveries of \$272,000 are estimated costs of building permits of \$147,000 and a \$125,000 reduction in salary costs in other corporate areas.

A. Construction

The construction cost is an estimate and will not be confirmed until the successful proponent is identified.

B. Design/Permit/Administration

This line item comprises the cost related to internal and external resources including project management, consulting services, advertizing, permits and geotechnical reports. These include cost in developing the RFP, including technical design consultant, cost and compliance consulting services to ensure that the delivered product is consistent with the City's requirements.

C. Furniture & Fit-up Equipment

This line item includes City space fit-up (flooring, partitions, HVAC & Electrical, information technology requirements such as cabling, computers, cameras and phone) as well as furniture and equipment for City staff to be located within the facility.

D. Parking

This line item is the estimate cost to relocate public parking to be located adjacent to the old 350 building once demolition has occurred.

E. Interim financing

This line item is the estimated interim financing costs.

F. Moving Costs

This line item is the estimated cost to move the staff into the new facility.

G. Other Miscellaneous

This line item includes external legal cost, public art, communications and event costs.

H. Demolition

This line item is the estimated cost for the decommissioning and demolition of the existing 350 CHS facility.

I. Contingency

This item is the overall contingency of approximately 7% of the estimate for the design, construction and fit-ups required to address any unforeseen expenditures that are likely to arise from a project of this size. Use of these funds will be guided by the procedures within this project charter.

1.5 RULES FOR SPENDING

This project has an overall contingency for which the following rules will be strictly adhered to.

- City Council will approve all additional funding requirements with respect to total project budget.
- The Steering Committee can approve changes to budget allocations within the total project budget for values in excess of \$150,000 including the approval of overall contingency funds for items greater than \$150,000 and above the cumulative limit of the Executive Committee.
- The Executive Committee can approve changes to budget allocations up to \$150,000 per budget line including the approval of overall contingency funds over \$150,000 for individual items to a maximum total use of up to 50% of the overall contingency.
- The Project Manager in consultation with the Project Sponsor can approve change orders or instruction to contractors within the overall contingency up to \$150,000 to a maximum total use of up to 50% of the overall contingency and report back to the Executive Committee when timelines dictate that a decision needs to be made on site.

2. GOALS/BENEFITS, CRITICAL SUCCESS FACTORS AND RISKS

2.1 GOALS/BENEFITS

At the completion of this project, the Corporation of the City of Windsor (CCW) will have a new community asset, a new City Hall. The facility will feature:

- Enhanced customer service
- New council chambers to accommodate 170 seating
- Reduced operating costs per square foot of facility
- Improve City Center image
- Improve staff efficiencies

This project will be considered successful by the degree to which the CCW's conditions of success are met. It should be noted and understood that these conditions rely on the assumption that sufficient resources and funding are assigned both corporately and externally.

Once a project has been migrated into production there are always changes needed in an operational environment. These changes unless formally approved in the project through the change of scope process, they are not deliverables of the project but rather support initiatives and changes for the appropriate operational areas to complete.

To ensure the project meets its objectives, below is a chart detailing each objective and measurable criteria, which will be used to determine if the objective has been met by the project. These objectives are to be considered the means by which the project's success will be evaluated, and therefore must be measurable.

	Objective	Measurement
1	Construct the New City Hall adhering to timelines, quality and budget	<ul style="list-style-type: none"> • The design in accordance with the contract documents • Regular monitoring of budget and timeline to completion • Mitigation or funding of budget variances approved
2	Project communications and public relations	<ul style="list-style-type: none"> • Meetings held at key stages of decision making throughout the project as called by the chair of the Executive Committee. • Milestone updates to media as to project progression
3	Project documentation and accounting	<ul style="list-style-type: none"> • Provide monthly account analysis to Project Sponsor • Variance identified and mitigating actions approved • Meeting the requirements of the Project Management Methodology Policy

2.2 CRITICAL SUCCESS FACTORS

Critical Success Factor	Plan to Achieve
Adherence to project budget	Ongoing monitoring of budget to actual amounts spent reported to the Executive and Steering Committees. Action taken when needed if forecasted amounts indicate problems. Resources available and the ability to draw on interdepartmental resources as needed.
Adherence to project timeline	Regular project health checks to evaluate work completed to date. Notification of any possible delays to Executive and Steering Committees on a timely basis.
Timely resolution of issues	Procedure for issue resolution and scope change defined in the Charter.
Project support from community and stakeholders	Issue regular media updates as project progresses and evaluate feedback received. Ongoing meetings and discussions with stakeholder groups.
Accessibility of Complex	Identify accessibility needs and build them into project plans. Consult with WAAC and other groups for input and follow up.
Functionality of Complex	Identify the various goals for each component and consult with the stakeholders affected for input and expectations. Use comparison facilities for research purposes and to gain knowledge.

2.3 OUT OF SCOPE

The following items have been identified as out-of-scope for the New City Hall project:

- Expansion or linking of current City Centre Esplanade.
- Additional parking needs
- External Tenants
- No space has been included for the potential additional Social Services responsibilities downloaded in the near future.
- No swing space has been included however for future requirements however, provisions will be incorporated into the procurement process to obtain a per square foot cost for the option to add additional space.

As this is a construction project, activities/duties pertaining to operations are generally out-of-scope, except as pertaining to construction.

2.4 RISKS

Risks are inherent in any project. Building a large facility such as the one being proposed inherently carries a degree of risk. Administration has undertaken prudent measures where applicable in order to reduce the noted risks. A listing of the main risks as well as the mitigating measures can be found in **Appendix B**.

2.5 PROJECT ORGANIZATION STRUCTURE

Roles and responsibilities in a project clarify decision-making responsibilities, sources of authority, communication to appropriate individuals, accountability for project deliverables and objectives, as well as commitment to the project.

The project organization for the New City Hall project is composed of teams, each operating in specialty areas. It is expected that all team members will be identified and available for the duration of the project. All team members are involved for the duration of the project in a part-time or as needed capacity. It is imperative that each individual is available to the project as required to ensure the project's success. Any necessary replacement of individual team members is to be done promptly.

Appendix C provides a pictorial view of the project's organizational structure and includes all levels of participation from CCW.

The reporting relationship will be as follows:

- The Steering Committee reports directly to City Council.
- The Executive Committee reports directly to the Steering Committee.
- The Working Committee reports directly to the Executive Committee. Members of the working Committee report to the Project Manager for purposes of final project decisions with continued guidance by their regular manager/director.

Role	Responsibility
Steering Committee	<ul style="list-style-type: none"> • Receive and approve quarterly project progress/budget reports • Review and recommend changes to City Council, if needed, in respect of the total project budget • Approve changes to budget allocations (within overall approved budget) over \$150,000 • Address any issue that has major implications to the success of the project • Ensure all City by-laws including the Purchasing By-Law are adhered to • Approve a comprehensive public relations/communications plan
Arbitrator	<ul style="list-style-type: none"> • Settle disputes and act as final arbitrator should the Executive Committee not reach a resolution • Approve of reports, at his/her discretion, to Steering Committee and City Council (largely for significant reports where policy or budget changes are being contemplated) • Provide guidance to Project Sponsor
Project Sponsor	<p>The Project Sponsor oversees the business management and project management issues that arise outside the formal business of the Steering Committee. The Sponsor also provides support and ensures that the necessary resources both financial and human are available to the project. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Call and chair executive committee meetings • Demonstrate corporation's overall commitment to the project • Secure project funding/ financing • Remove major barriers to progress • Approve all reports to Steering Committee and City Council • Approval of change orders or instructions to contractors of items over \$150,000 of contract contingency • Review on an ongoing basis the project account analysis prepared by project accountant • Ensure quarterly reports on progress and budget are reported out to the Steering Committee and to Council
Executive Committee	<ul style="list-style-type: none"> • Receive and approve monthly project progress/budget reports • Review, approve and oversee implementation of detailed work plan for project

	<ul style="list-style-type: none"> • Ensure project direction is consistent with departmental and end uses' needs • Review and resolve business issues • Approve changes to budget allocations (within overall approved budget) up to \$150,000 per budget line • Recommend changes to budget allocation (within overall approved budget) over \$150,000 to the Steering Committee for approval • Approve design/fit up decisions based on recommendations of the project manager and the specialized consultant • Through support staff, maintain minutes of all meetings, general records and other resources
<p>Project Manager</p>	<p>The Project Manager is responsible for organizing the project into one or more sub-projects, managing the day-to-day aspects of the project, developing the detailed work plan, responding to media requests for information, resolving planning and implementation issues, and monitoring progress and budget. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Prepare monthly project progress reports for the Executive Committee • Prepare quarterly reports for the Steering Committee and Council • Call and chair working team meetings • Present detailed work plan/ timeline for all elements of the project to the Executive Committee for approval • Responsibility for the overall execution of the project and co-ordination of all activities • Ensure all project components are in compliance with the City of Windsor's Purchasing By-law • Coordinate work on legal agreements • Plan each phase to ensure project team members work effectively • Monitor progress to ensure successful completion of each phase and milestone • Identify and manage project risks, scope and escalate to the Executive Committee as required • Ensure proper communication with project team and external communications • Establish relationship with vendors and co-ordinate • Approval of change orders or instructions to contractors of items under \$150,000 of contract contingency • Approval of progress draws for payment release • Approval of all project invoices

Project Accountant	<ul style="list-style-type: none"> • Provide fiscal responsibility for the project including tracking project expenditures • Provide monthly account analysis to Project Sponsor • Prepare monthly reports on budget for the Executive Committee and quarterly to the Steering Committee and Council • Review account allocations for appropriateness • Review invoices for appropriate approvals • Track holdbacks
Project Legal Resource	<ul style="list-style-type: none"> • Track all contracts ensuring appropriate adherence to contractual commitments
Project Purchasing/Risk Resource	<ul style="list-style-type: none"> • Provide immediate advice on purchasing by-law requirements • Manage insurance certification (Builders Risk/WSIB etc) • Ensure appropriate adherence to the Purchasing By-law
Project Communication	<ul style="list-style-type: none"> • Communication Plan • Event planning • Media releases • General communication
Facilities Resource	<ul style="list-style-type: none"> • Provide technical review of drawings related to functionality of the building • Provide input on the building requirements and compliance during the design process. • Provide support and guidance regarding standard specifications for the fit up requirements

2.6 SCOPE CHANGE

The scope change process is used to clearly define requests for project and work plan changes. An issue may trigger the scope change control process if it causes an impact to the project's critical path (duration of the project); it requires a change to deliverables (content, cost); or it requires a change in project resources. Changes in project scope are documented on a case-by-case basis in the minutes of the Executive Committee and Steering Committee.

Changes to overall project budget	City Council	All requests for increases to the project budget will be brought before City Council.
Draws from Overall Project Contingency	Steering Committee	Once the Contingency budget is 50% spent, the Steering Committee will approve all items to a maximum cumulative limit of the Contingency budget.
	Executive Committee	The Executive Committee can approve contingency funds over \$150,000 for individual items to a maximum total use of 50% of the project Contingency.
	Project Sponsor / Project Manager	The Project Sponsor / Project Manager can approve contingency funds up to \$150,000 for individual items to a maximum of 50% of the project Contingency. All items will be reports to the Executive Committee for information.
Changes within the budget allocation greater than \$150,000	Steering Committee	All requests for budget changes valued greater than \$150,000 will be approved by the Steering Committee.
Changes within the budget allocation less than \$150,000	Executive Committee	All requests for budget changes valued less than \$150,000 will be approved by the Executive Committee.
Request for change in scope	Executive Committee	All change requests will be brought before the Executive Committee for deliberation or referral to the Steering Committee.

2.7 ASSUMPTIONS AND CONSTRAINTS

2.7.1 Assumptions

These are statements that are used as a fundamental basis for conducting the project.

The following assumptions are deemed to be factual during the project:

- Sufficient funds are budgeted and will be approved to cover objectives of the project;

- Those involved in decision-making and issue resolution on the project will do so in a timely manner to prevent delays in project progression;
- Decisions and recommendations made during the project will be based on information available at the time and are subject to modification during the project;
- Competent staff with required expertise are available or can be hired;
- Purchases and contracts will be executed in compliance with the Purchasing By-law;
- Project initiatives are fully supported by the Corporate Leadership Team of the City of Windsor;
- The Corporation will accept potential managed disruptions in normal business activity during the life of this project.

2.7.2 Constraints

Listed below are known constraints of the project:

- Weather can be unpredictable, and it must be noted that any inclement weather could affect the progression of the project timeline.
- Constrained construction site
- Maintaining access around site
- Limited parking around the site

3. PROJECT CHARTER SIGN-OFF SHEET

This document contains the project Charter of the New City Hall Square Building Project.

I am in agreement with the contents of the New City Hall - Project Charter dated March 2014.

Position	Signature	Date
Chief Administrative Officer (Arbitrator)		
City Engineer (Sponsor)		
City Clerk (Co-Sponsor)		
City Treasurer		
City Solicitor		
Executive Director of Information Technology		
Executive Director of Parks & Facilities		
Senior Manager of Development & Geomatics		
Project Manager		

4. APPENDICES

Appendix A – PROJECT MILESTONES

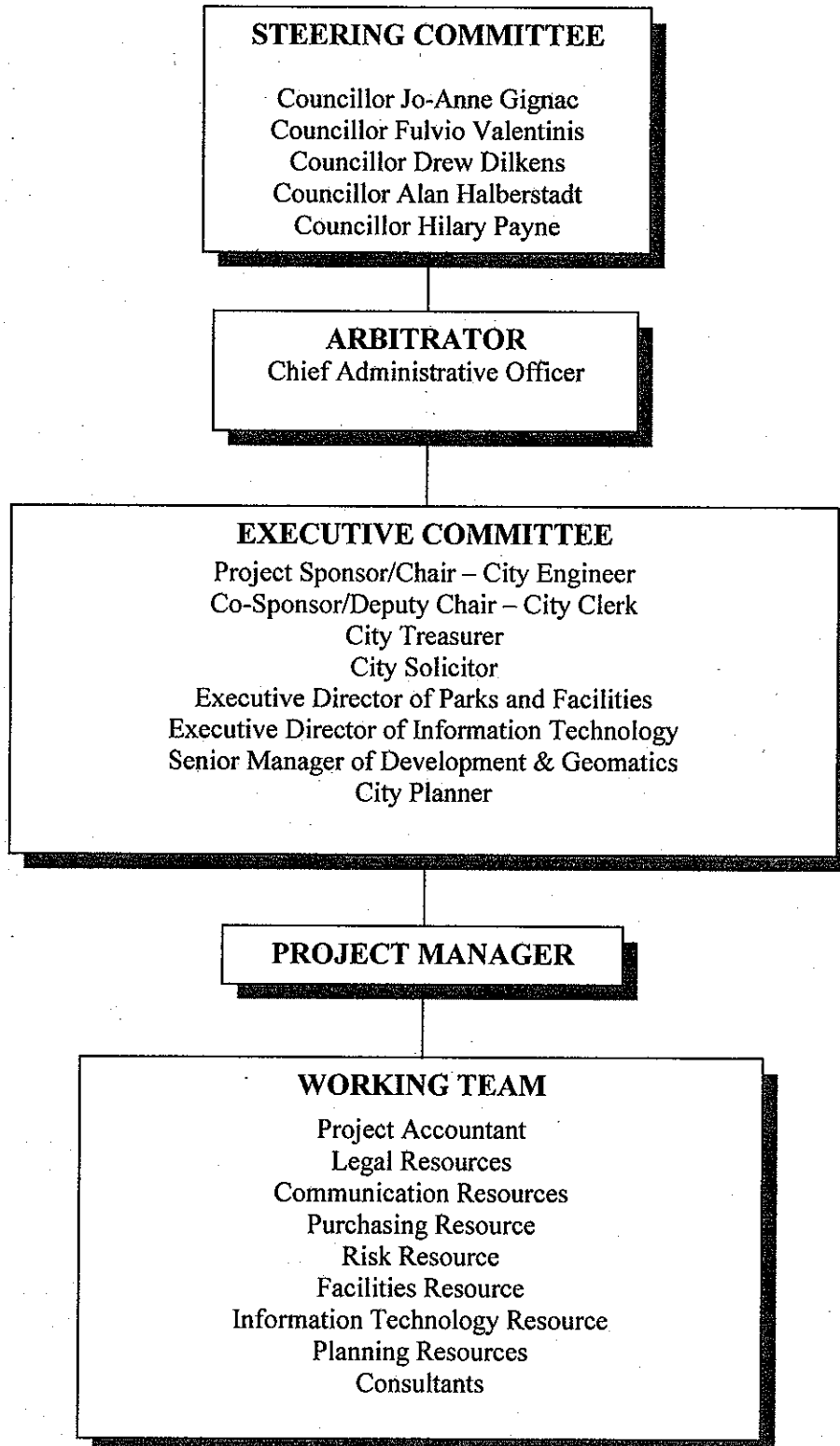
Milestones	Target Dates
1. Council Approved Process	January 27, 2014
2. Prepare, issue and award Design Team RFP (full design services)	March – May 2014
3. Prepare, issue and award independent Cost Consultant RFP	August 2014
4. Design Development Phase	
i. Produce (3) different renderings	June 16 – August 11, 2014
ii. Council approves preliminary design rendering	End of August 2014
5. Construction Document Phase	
i. Complete full design/tender documents	Sep. 2014 – Aug. 2015
ii. Council approves design rendering/features	Feb. 2015
6. Prequalify construction bidders	June 2015
7. Issue tender documents	Sep. – Oct. 2015
8. Award Tender (if within budget)	Oct. 2015
9. Construction Phase	Nov. 2015 – Dec. 2017
10. Furniture & Fit-up	Jan. – March 2018
11. Occupancy	April 2018
12. Decommission and Demolition of old City Hall building	May – Dec. 2018

Appendix B - RISK MATRIX

RISK CATEGORY	SPECIFIC RISK	RISK LEVEL	MITIGATION
Timelines Risk	<ul style="list-style-type: none"> • Unexpected delays could push project completion beyond the remaining operating life of the current facility 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Dedication of experienced resources to this project • External resources (subject to budget constraints) can also help mitigate this risk • Prequalification of contractors will be completed to ensure qualified and experienced bidders • Preparation of an Emergency Contingency Plan in the event the current facility breaks down prior to completion of the new facility
Capital Cost Risks	<ul style="list-style-type: none"> • Interest rate fluctuations and availability of internal cash flows can result in significant swings in the interest component of the capital cost of the project • The costs not covered by the fixed price contract could be higher than budgeted 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • An overall project contingency is included in the projected costs in order to mitigate some of these noted capital cost risks. Internal borrowing, at the City's investment rate, will be undertaken to the extent possible in order to minimize interest costs • Through hiring a separate cost consultant during the design process and identifying the construction budget up front. This will mitigate fixed price over-runs • The inclusion of a 7% contingency as well as including provisional

			features within the tender will assist in mitigating any over-runs prior to award
Resource Risks	<ul style="list-style-type: none"> • This is a large project that needs to be built in short order. Therefore, allocation of sufficient internal and external resources is critical to its successful completion. • There are numerous other high profile and time consuming initiatives currently underway that are competing for administrative resources 	<ul style="list-style-type: none"> • Low to Medium 	<ul style="list-style-type: none"> • Mitigation of these risks is planned to be on the basis of allocating sufficient dedicated and experienced internal as well as external resources to this project. • The Project Governance structure includes a Steering Committee of Councillors ensuring that as resource allocation risks arise, Council has the opportunity to reallocate resources from other projects or efforts to ensure appropriate resourcing to this project.

Appendix C - PROJECT STRUCTURE



STEERING COMMITTEE

Jo-Anne Gignac - Councillor
Fulvio Valentinis - Councillor
Drew Dilkens - Councillor
Alan Halberstadt - Councillor
Hilary Payne - Councillor

ARBITRATOR

Helga Reidel - Chief Administrative Officer

EXECUTIVE COMMITTEE

Mario Sonego - Project Sponsor/Chair – City Engineer
Valerie Critchley - Co-Sponsor/Deputy Chair – City Clerk
Onorio Colucci - City Treasurer
Shelby Askin Hager - City Solicitor
John Miceli - Executive Director of Parks and Facilities
Harry Turnbull - Executive Director of Information Technology
France Isabelle-Tunks - Senior Manager of Development & Geomatics
Thom Hunt - City Planner

PROJECT MANAGER

Wadah Al-Yassiri - Project Administrator

WORKING TEAM

Dave Soave - Project Accountant
Cheryl Glassford - Legal Resources
Jill Braido - Communication Resources
Alex Vucinic - Purchasing Resources
Dana Paladino - Risk Resource
Tom Graziano - Facilities Resource
Earl Larking, (Norm Synnott as backup) - Information Technology Resource
Neil Robertson - Planning Resources
MORIYAMA & TESHIMA ARCHITECTS / ARCHITECTTURA Inc. - Consultants

**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"

Author's Name: Wadah Al-Yassiri	Report Date: June 25, 2014
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: July 8, 2014
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, July 2014

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 approved the New City Hall project (CR22/2014).

On June 9, 2014, Council received a memorandum from City Solicitor confirming Moriyama & Teshima Architects and Architectura Inc. have been selected as the design team for the New City Hall project pursuant to RFP 50-14.

3. DISCUSSION:

The New City Hall project is underway. Attached is **Schedule A** – Project Update and Milestones & **Schedule B** – Project Schedule for information.

The design team is currently working on/with:

- related City departments to confirm space need and adjacencies
- all utility companies surrounding the proposed site

- generating ideas to produce floor plates and multiple interior/exterior renderings
- collecting feedback from outside stakeholders regarding the project
- research opportunities for green features (LEED / Green Globe) to enhance sustainability without impacting the approved budget

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:

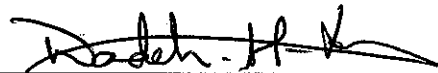
The New City Hall project was approved on January 27, 2014 via CR22/2014 with an overall budget of \$34.75 million.

6. CONSULTATIONS:

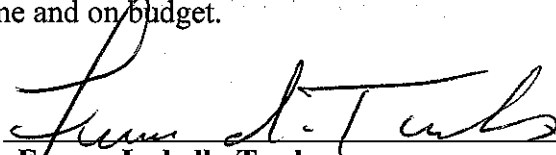
Moriyama & Teshima Architects in Joint Venture with Architectura Inc.

7. CONCLUSION:

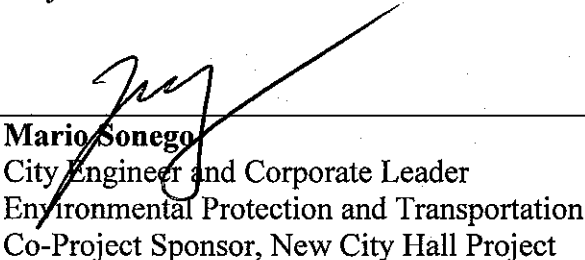
The project is moving forward with strict adherence to the project charter, budget, milestones and schedule in order to deliver the project on time and on budget.



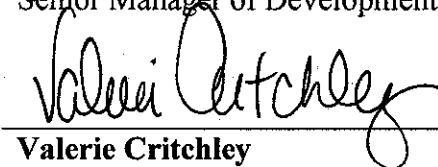
Wadah Al-Yassiri
Project Administrator



France Isabelle-Tunks
Senior Manager of Development & Geomatics



Mario Sonogo
City Engineer and Corporate Leader
Environmental Protection and Transportation
Co-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:

Schedule A – Project Update and Milestones / Schedule B – Project Schedule

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

Schedule A – Project Update & Milestones

Project Name:	New City Hall Facility
Project Lead:	Wadah Al-Yassiri
Date:	June 17, 2014
Status:	Design Team RFP stage

Project Approval

On January 27, 2014, City Council received the report for the New City Hall Facility-Next Step and thereafter CR22/2014.

Consultant(s):

- Soil Consultant:
 - o Golder & Associates
- Design Team:
 - o Moriyama & Teshima and Architecttura Architects
- Cost Consultant (TBD)
- Commissioning Agent (TBD)
- Building Assessment/Vibration Monitoring Consultant (TBD)

Contractor(s):

- General Contractor (TBD)

Deadlines/Milestones:

Milestones	Target Dates	Completion Date
1. Council Approval	January 27, 2014	January 27, 2014
2. Prepare, issue and award Design Team RFP (full design services)	March – May 2014 Award week of June 9, 2014	June 9, 2014
3. Prepare, issue and award independent Cost Consultant RFP	Aug. 2014	Under way
4. Design Development Phase		
i. Produce (3) different renderings	June 16 – August 11, 2014	Under way
ii. Council approves preliminary design rendering	August 25, 2014	
5. Construction Document Phase		
i. Complete full design/tender documents	Sep. 2014 – Aug. 2015	
ii. Council approves design rendering/features	Feb. 2015	
6. Prequalify construction	June 2015	

7.	Issue tender documents	Sep. – Oct. 2015	
8.	Award Tender (if within budget)	Oct. 2015	
9.	Construction Phase	Nov. 2015 – Dec. 2017	
10.	Furniture & Fit-up	Jan. – March 2018	
11.	Occupancy	April 2018	
12.	Decommission and Demolition of old City Hall building	May – Dec. 2018	

Schedule B – Project Schedule

Activity Name		June 2014							July 2014						
		T	F	S	S	M	T	W	T	F	S	S	M	T	W
1	AUTHORITIES HAVING JURISDICTION														
2	SITE PLAN APPLICATION														
3	CONSULTANT SELECTION PROCESS														
4	CONSULTANT SELECTION														
5	INITIAL START-UP PHASE														
6	DESIGN AND DOCUMENTATION														
7	CONSULTANT COORDINATION MEETINGS (BI-WEEKLY)														
8	SCHEMATIC DESIGN (3 MONTHS)														
9	DESIGN DEVELOPMENT (6 MONTHS)														
10	CONSTRUCTION DOCUMENTS (6 MONTHS)														
11	BUILDING PERMIT APPLICATION (2 MONTHS)														
12	COSTING BY CITY'S COST CONSULTANT														
13	TENDER AND AWARD (2 MONTHS)														
14	CONSTRUCTION														
15	CONSTRUCTION CONTRACT ADMINISTRATION (14 MONTHS)														
16	DECOMMISSION AND DEMOLITION EXISTING CITY HALL (8 MONTHS)														
17	WORKSHOPS AND REVIEWS														
18	PRESENTATIONS TO WCH STEERING COMMITTEE														
19	COUNCIL APPROVALS														
20	GREEN WORKSHOP WITH CITY PROJECT TEAM														
21	USER GROUP MEETINGS														
22	DOCUMENT SUBMISSIONS														
23	STAGE OF DOCUMENT COMPLETION														

Activity Name	August 2014							September 2014							October 2014																						
	T	W	T	F	S	S		T	W	T	F	S	S		T	W	T	F	S	S		T	W	T	F	S	S										
	26	27	28	29	30	31		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	AUTHORITIES HAVING JURISDICTION																																				
2	SITE PLAN APPLICATION																																				
3	CONSULTANT SELECTION PROCESS																																				
4	CONSULTANT SELECTION																																				
5	INITIAL START-UP PHASE																																				
6	DESIGN AND DOCUMENTATION																																				
7	CONSULTANT COORDINATION MEETINGS (8-WEEKLY)																																				
8	SCHEMATIC DESIGN (3 MONTHS)																																				
9	DESIGN DEVELOPMENT (6 MONTHS)																																				
10	CONSTRUCTION DOCUMENTS (6 MONTHS)																																				
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12	CONSTING BY CITY'S COST CONSULTANT																																				
13	TENDER AND AWARD (2 MONTHS)																																				
14	CONSTRUCTION																																				
15	CONSTRUCTION/ CONTRACT ADMINISTRATION (14 MONTHS)																																				
16	DECOMMISSION AND DEMOLITION EXISTING CITY HALL (3 MONTHS)																																				
17	WORKSHOPS AND REVIEWS																																				
18	PRESENTATIONS TO WICH STEERING COMMITTEE																																				
19	COUNCIL APPROVALS																																				
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22	DOCUMENT SUBMISSIONS																																				
23	STAGE OF DOCUMENT COMPLETION																																				

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: June 25, 2014
Author's Name: David Soave	Date to Committee: July 8, 2014
Author's Phone: 519 255-6100 ext. 1911	
Author's E-mail: dsoave@city.windsor.on.ca	

To: Chair and Members of the New City Hall Steering Committee

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 June 25, 2014.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On January 21, 2014, through CR22/2014 , City Council approved a Total Gross Project Budget (Prior to Corporate Recoveries) of \$34,750,000.

M95/2011	Previously approved placeholder resulting from the ISF project surplus.	\$12,000,000
B5/2013	Previously approved capital project surplus funds approved in the 2013 capital budget report.	\$4,750,000
B26/2013	Previously approved placeholder in the 2013 Capital Budget that will be funded from the 5-Year Capital Plan.	\$18,000,000
Total		\$34,750,000

A financial summary report detailing the line-by-line budget and corresponding expenditures will be presented to the New City Hall Steering Committee on a regular basis.

3. DISCUSSION:

As of June 25, 2014, the project has incurred expenditures of \$52,195 primarily related to pre-design costs and project management costs recovered from the project. A full list of budgeted line items and corresponding expenditures (as at June 25, 2014), are 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:

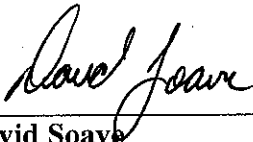
Attached is a summary by account of the approved budget and actuals to date.

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 of Operating Budget
Development & Financial Administration



Onorio Colucci
Chief Financial Officer/City Treasurer and
Corporate Leader Finance and Technology

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 June 25, 2014)

Description	Budget \$
EXPENSES	
<u>Design/Permit/Administration:</u>	
Consultants(design/commissioning)	\$ 1,806,468
Internal PM Costs	\$ 486,281
Advertising(procurement)	5,000
Permits(building, SPC, etc.)	147,000
Geotechnical Report	75,000
Subtotal Design/Permit/Administration	\$ 2,519,749
<u>Construction:</u>	
Base Building	\$ 19,451,250
Fit-up(Flooring/Partitions/HVAC/Electrical)	3,675,000
Subtotal Construction	\$ 23,126,250
<u>Furniture</u>	
Furniture & Equipment(assuming 334 staff)	\$ 1,670,000
Subtotal Furniture	\$ 1,670,000
<u>Miscellaneous:</u>	
Parking	\$ 420,000
Interim Financing	714,343
Moving Costs	157,500
External Legal Costs(agreement)	300,000
Public Art/Communications/Events	250,000
Demolition Costs	2,649,500
Project Contingency	2,942,658
Subtotal Miscellaneous	\$ 7,434,001
TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES	\$ 34,750,000
LESS CORPORATE RECOVERIES	
Building Permits	\$ 147,000
Reduction in Salary Costs in Other Corporate Areas	125,000
NET CORPORATE RECOVERIES	\$ 272,000
NET CITY COSTS	\$ 34,478,000

	Current Revenue/ Expenditures	Estimated Future Revenue/ Expenditures	Total Estimated Project Revenue/ Expenditures	Variance Surplus / (Deficit)
	\$ -	\$ 1,806,468	\$ 1,806,468	\$ -
	\$ 38,362	\$ 447,919	\$ 486,281	\$ -
	\$ 1,120	\$ 3,880	\$ 5,000	\$ -
	\$ -	\$ 147,000	\$ 147,000	\$ -
	\$ 12,713	\$ 62,287	\$ 75,000	\$ -
	\$ 52,195	\$ 2,467,554	\$ 2,519,749	\$ -
	\$ -	\$ 19,451,250	\$ 19,451,250	\$ -
	\$ -	\$ 3,675,000	\$ 3,675,000	\$ -
	\$ -	\$ 23,126,250	\$ 23,126,250	\$ -
	\$ -	\$ 1,670,000	\$ 1,670,000	\$ -
	\$ -	\$ 1,670,000	\$ 1,670,000	\$ -
	\$ -	\$ 420,000	\$ 420,000	\$ -
	\$ -	\$ 714,343	\$ 714,343	\$ -
	\$ -	\$ 157,500	\$ 157,500	\$ -
	\$ -	\$ 300,000	\$ 300,000	\$ -
	\$ -	\$ 250,000	\$ 250,000	\$ -
	\$ -	\$ 2,649,500	\$ 2,649,500	\$ -
	\$ -	\$ 2,942,658	\$ 2,942,658	\$ -
	\$ -	\$ 7,434,001	\$ 7,434,001	\$ -
	\$ 52,195	\$ 34,697,805	\$ 34,750,000	\$ -
		\$ 147,000	\$ 147,000	\$ -
		\$ 125,000	\$ 125,000	\$ -
	\$ -	\$ 272,000	\$ 272,000	\$ -
	\$ 52,195	\$ 34,425,805	\$ 34,478,000	\$ -



COMMUNICATIONS PLAN
New City Hall (updated June 26, 2014)

CITY OF WINDSOR Communication Services
Phone: (519) 255-6100 ext. 6686

Date of Plan	June 26, 2014
Service Unit	Engineering
Name of Project or Program	New City Hall
Service Unit Project Lead	Wadah Al-Yassiri – Project Manager France Isabelle-Tunks – Sr. Manager Development and Geomatics
Approval	Mario Sonego – City Engineer
Communication Services Project Lead	Jill Braido, Marketing & Communications Officer (519) 255-6100 x 6619/Cell: (226) 347-5608 jbraido@city.windsor.on.ca
Committees	<p><u>Steering Committee</u></p> <p>Councillor Jo-Anne Gignac Councillor Fulvio Valentinis Councillor Drew Dilkins Councillor Alan Halberstadt Councillor Hilary Payne</p> <p>Helga Reidel - CAO Karen Kadour – Committee Coordinator</p> <p>(also included: Members of Executive Committee)</p> <p><u>The Executive Committee:</u></p> <p>Mario Sonego-Project Sponsor/Chair – City Engineer Valerie Critchley-Co-Sponsor/Deputy Chair–City Clerk Onorio Colucci - City Treasurer Shelby Askin Hager - City Solicitor John Miceli - Executive Director of Parks and Facilities Harry Turnbull – Executive Director of IT</p>

	<p>France Isabelle-Tunks - Senior Mgr of Development & Geomatics Thom Hunt – City Planner</p> <p>The Working Group: (Chosen for particular expertise)</p> <p>Wadah Al-Yassiri - Project Manager / Administrator Dave Soave - Project Accountant Cheryl Glassford - Project Legal Resources Jill Braido - Project Communication TBD - Project Purchasing Dana Paladino - Risk Resource Tom Graziano - Facilities Resource Earl Larking (Norm Synnott as backup) - Information Technology Resource Neil Robertson – Planning Resources TBD - Consultants</p>
Goal	Ensure flow of communication both internally and externally during planning and construction of new City Hall building.
Stakeholders, Key Partners	Mayor and Council Corporation of the City of Windsor Media Businesses and residents within specified area of the construction Construction and trades industry Other special interest groups may include: accessibility, environmental groups, seniors
Key Audiences	City of Windsor Employees Surrounding businesses Windsor Residents
Issues Identification	Size, cost, and complexity of the construction Requirement to stay on schedule and on budget Multiple partners and committees may result in overlapping of communication responsibilities. Building design: accessibility and environmental impact—what is possible within the budget? Impact on the neighbourhood: noise, dust, road closures, parking Benefits to the city, region and neighbourhood Benefits of the design-bid-build process to efficiency

	and effectiveness
Key Messages	<p>The City of Windsor will coordinate an innovative construction management structure that will result in a quality facility constructed on time, on budget to provide quality services to the community and region.</p> <p>The City of Windsor will coordinate with other partners and stakeholders in designing and building this facility</p> <p>The City of Windsor has a pro-active communications plan in conjunction with partners to communicate internally and externally on the project.</p>
Spokespersons	<p>Mario Sonogo – Project Sponsor Valerie Critchley – Project Co-Sponsor ? – Chair of Steering Committee Wadha Al-Yassiri – Project Administrator</p>
Suggested Internal Communications Approach	Ensure that timely information is provided to staff during the planning and construction phases of the project.
Suggested Internal Communications Methods and Tools	<p>Frequently Asked Questions Information to 311 City Circuit Emails Meetings with staff Dashboard Monthly construction video updates</p>
Suggested External Communications Approach	Update the public through media updates at milestones in the project
Suggested External Communications Methods and Tools	<p>Pro-active media relations including releases, photos, monthly construction update videos, events to inform and engage the community, including Official Groundbreaking Ceremony Steering Committee Minutes Community meetings Releases Newsletters – perhaps e-newsletter with sign up on the web. Flyers in centres Social media Displays of the design and amenities in community centres and libraries; may be a travelling exhibit and used for public meetings</p>

	City Website
Evaluation & Feedback Mechanisms	<p>Coordination of the project schedule with key media messages</p> <p>Input from staff on project communication</p> <p>Public response</p> <p>Media coverage</p>
Budget	The budget for this project is \$34,478,000
Critical Path	<p>January 27, 2014 – Council approves project</p> <p>March – May 2014 – Prepare, issue and award design team RFP</p> <p>Aug. 2014 – Prepare, issue and award independent cost consultant RFP</p> <p>Design Development Phase</p> <p>May – July 2014 – produce 3 diff renderings</p> <p>August 2014 – Council approves prelim design rendering</p> <p>Construction Document Phase</p> <p>Sept. 2014 – Aug. 2015 – Complete full design/tender documents</p> <p>Feb. 2015 – Council approves design renderings and features</p> <p>June 2015 – Prequalify construction bidders</p> <p>Sept to Oct. 2015 – Issue tender documents</p> <p>Oct. 2015 – Award Tender (if within budget)</p> <p>? Groundbreak Ceremony....tbd</p> <p>Nov. 2015 – Dec. 2017 – Construction phase</p> <p>January to March 2018 – Furniture and Fit-up</p> <p>April 2018 – Ceremony to mark Grand Opening of new City Hall</p> <p>April 2018 – Occupancy</p> <p>May to Dec. 2018 – Decommission and demolition of old City Hall building</p>

**NEW CITY HALL
EXECUTIVE COMMITTEE
Minutes
March 18, 2014
Walkerville Room, City Hall**

In Attendance:

Executive

Committee:

Mario Sonogo – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Onorio Colucci – City Treasurer
Wira Vendrasco – for City Solicitor
Harry Turnbull – Executive Director of Information Technology
France Isabelle-Tunks – Senior Manager of Development & Geomatics
Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Cheryl Glassford – Project Legal Resource
Dana Paladino – Risk Resource
Tom Graziano – Facilities Resource
Earl Larking – Information Technology Resource
Leslie Prieur – Administrative Support

1. Introduction

Mario Sonogo welcomes the group. This is the first meeting of the New City Hall Executive Committee. He introduces Wadah Al-Yassiri as the lead for this project.

2. Project Charter

The Committee reviews the Project Charter. It is agreed that Thom Hunt will be added to the Executive Committee and a representative from Planning will be added to the Working Team.

Helga Reidel suggests the chart on page 18 should be updated to reflect "Project Manager" in a separate box below the Executive Committee and above the Working Team.

Onorio Colucci notes the project budget breakdown should reflect the same as what was approved by Council. France Isabelle-Tunks indicates the table will be changed to match Council approval.

General discuss takes place on the Project Charter. The updated Project Charter will be provided at the next meeting of the Executive Committee.

(Action: W. Al-Yassiri)

3. Project Update

a. Budget

On January 27, 2014 City Council approved the New City Hall project to go forward (CR22/2014). The total budget for this project is \$34,478,000.

b. Milestones

Wadah reviews the project update. Golder and Associates has been hired to do the Environmental Site Assessment phase (ESA 1) and a Preliminary Soil report. Other consultants to be determined are the Design Team, Cost Consultant and a Commissioning Agent as well as a General Contractor. Mario Sonego suggests we will require building condition surveys for All Saints Church and St. Alphonsus Church as well as possible vibration monitoring for the churches.

The RFP for Architectural Services is being prepared and should be ready at the beginning of April. Helga suggests that the selection criteria for evaluating the RFP should be circulated to this Committee. Leslie will schedule a separate meeting at the beginning of April to review the draft RFP with this Committee.

(Action: L. Prieur)

The Committee reviews the proposed schedule for the project. It is determined that the April 2018 occupancy date shown will be the maximum end date. We will work towards moving the timelines up wherever possible.

It is suggested that the schedule be changed to show that the 30% renderings be brought back to Council for their approval in approximately February, 2015. Council will be asked to delegate authority to approve building finish selections to the Steering Committee.

Some key issues identified are green features such as live wall or green roof that could be considered during the design process. The Project Team will ask the design consultant to provide a list of alternatives that could be included as optional in the tender. These alternatives will be brought back to this Committee for review.

(Issues List)

The Committee suggests that the Consultants be asked to provide a concept plan on how to make the new City Hall and the 400 Building work as one campus. Wadah will check with Planning and Transportation Planning to brainstorm any ideas and feasibility.

(Issues List)

4. Space Needs Study – Update/Approval

Wadah advises that he has met with all departments to review their space needs. The updated study will be provided to the Committee prior to the next meeting.

5. Communications

Jill Braido is developing a draft communications plan.

6. Review Issues List

France Isabelle-Tunks reviews the issue list. This list sets out tasks to be completed throughout the project and is separated into 3 main categories – Design, Construction and Emergency Contingency Plan.

Valerie Critchley suggests that Alena Sleziak and Lori Boston work with John Miceli on relocating the dedicated trees.

An additional item “Establish Move Committee” will be added under Construction.

7. New Business

Wadah advises that the steam lines will be abandoned during the design phase. He is working with District Energy/WUC to develop a temporary heating system for the existing City Hall building. Tom Graziano asks to be included in these meetings.

The next meeting of the New City Hall Executive Committee will be April 7, 2014 at 9:00 a.m. in the Walkerville Room.

Minutes taken by: Leslie Prieur

Minutes reviewed by: France Isabelle-Tunks

**NEW CITY HALL
EXECUTIVE COMMITTEE**

Minutes

April 7, 2014

Walkerville Room, City Hall

In Attendance:

**Executive
Committee:**

Mario Sonogo – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Onorio Colucci – City Treasurer
Shelby Askin Hager – City Solicitor
John Miceli – Executive Director of Parks and Facilities
Thom Hunt – City Planner
Harry Turnbull – Executive Director of Information Technology
France Isabelle-Tunks – Senior Manager of Development & Geomatics
Helga Reidel – Chief Administrative Officer

**Working
Team:**

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Cheryl Glassford – Project Legal Resource
Dana Paladino – Risk Resource
Tom Graziano – Facilities Resource
Earl Larking – Information Technology Resource
Jill Braido – Communication Resource
Neil Robertson – Planning Resource
Leslie Prieur – Administrative Support

1. Approval of Previous Minutes/Action Items (March 18, 2014)

All action items have been cleared. New City Hall Executive Committee minutes dated March 18, 2014 have been approved.

2. Approval Required

a. Project Charter (March 2014)

All changes requested at the last meeting have been made to the Project Charter. The Committee accepts the draft Project Charter. It will be brought forward to the Steering Committee for approval. Mario Sonogo notes that the Striking Committee will meet on April 7th to appoint Steering Committee members for the New City Hall project.

b. Updated Space Needs

The Committee reviews the updated space needs documents. It is noted that once the consultant reviews this information, they may have additional questions.

It is important to note that the space needs study has been completed based on a first floor customer service model. If this changes, the current space needs study would not allow enough space for one on one customer service within individual departments.

Jason Moore has been assigned the task of identifying customer service best practices used for other City Hall projects. He will bring forward the best practices at a future meeting.

(Issues List)

It is suggested that Jason and select members of the Working and Executive Committee should tour other City Hall facilities to gain insight on best practices overall.

(Issues List)

c. RFP for Design Services

The draft RFP for Design Services is enclosed in the agenda package. The Committee is asked to review the RFP and provide comments at the next Executive Committee meeting scheduled for Tuesday April 15th at 1:00 pm.

(Action: All)

3. Project Update

Wadah Al-Yassiri reviews the Project Update. The Geomatics area prepared a map for the proposed site showing all utilities available.

Discussion ensues regarding parking around the City Hall campus. It is noted that University of Windsor, Ontario Tourism Board and the WECD SB could be affected when determining parking and/or street traffic patterns.

Wadah will contact Ontario Tourism to discuss this issue.

(Action: W. Al-Yassiri)

4. Financial Update

Onorio Colucci will work with Dave Soave on some format changes to the financial update.

(Action: O. Colucci)

It is requested that the HVAC and electrical fit up be separated out in future financial updates.

(Action: D. Soave)

5. Communications

Jill Braido reviews the Communications Plan. She notes that social media is very important. She plans monthly update videos to the public once construction begins. She explains that we are now able to place videos on dashboard to keep employees updated on the project progress.

6. Review Issues List

The Committee reviews the issue list. This list sets out tasks to be completed throughout the project and is separated into 3 main categories – Design, Construction and Emergency Contingency Plan.

We expect to have the draft parking report and draft geo-thermal report for review at the next Executive Committee meeting

(Issues List)

7. New Business

No new business at this time.

The next meeting of the New City Hall Executive Committee will be April 15, 2014 at 1:00 p.m. in the Walkerville Room.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

April 15, 2014

Walkerville Room, City Hall

In Attendance:

Executive

Committee:

Mario Sonego – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Onorio Colucci – City Treasurer
Cheryl Glassford –for City Solicitor
John Miceli – Executive Director of Parks and Facilities
Neil Robertson – for City Planner
Harry Turnbull – Executive Director of Information Technology
France Isabelle-Tunks – Senior Manager of Development & Geomatics
Regrets: Helga Reidel – Chief Administrative Officer
Shelby Askin Hager – City Solicitor

Working

Team:

Wadah Al-Yassiri – Project Administrator
Dave Soave – Project Accountant
Dana Paladino – Risk Resource
Earl Larking – Information Technology Resource
Jill Braido – Communication Resource
Leslie Prieur – Administrative Support
Regrets: Tom Graziano - Facilities

1. Approval of Previous Minutes/Action Items (April 7, 2014)

Wadah will contact Ontario Tourism to discuss parking around the City Hall campus.
Wadah states that he is meeting with a representative from Ontario Tourism to discuss parking around the City Hall campus. Complete

New City Hall Executive Committee minutes dated April 7, 2014 have been approved.

2. Review RFP for Design Services

The Committee reviews the RFP for Design Services. Wadah will update the RFP to include all suggested changes. Mario asks Wadah to provide background information on Green Globe at the next Executive Committee meeting.

(Action: W. Al-Yassiri)

Due to time constraints the Committee agrees to skip the remainder of the agenda and move on to New Business.

2. New Business

Parking Options

Wadah provides the Committee with a draft parking chart showing City Needs and City Needs and Outside Tenant(s).

Part 1 – City Needs indicates three options for parking: at grade with no land purchase and no demolition involved, at grade parking with land purchase and demolition and one level of underground parking. The budget includes approximately \$420,000 for 65 +/- spaces in a surface lot without demolition (first option). The second and third options will add additional costs. All three of these options will meet the City's parking requirements.

Part 2 – City Needs with Outside Tenant(s) suggests building a 4 storey parking structure. This option would not require a land purchase or a demolition as it would be located on the City's parking lot 11. It would add 600 +/- parking spaces at an approximate cost of \$15.5 million. This cost would be somewhat offset by rental income for parking spaces by outside tenants.

Neil Robertson notes that if the City only meets their own needs, there will be additional parking required by tenants around the City Hall campus. This could result in the creation of additional surface parking lots and result in lost opportunity for assessment.

The Executive Committee recommends building a parking structure and instructs Wadah to update and finalize the council report accordingly for council consideration in May.

(Action: W. Al-Yassiri)

The next meeting of the New City Hall Executive Committee will be May 20, 2014 at 1:00 p.m. in the Walkerville Room.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

May 20, 2014

Walkerville Room, City Hall

In Attendance:

Executive

Committee:

Mario Sonego – Project Sponsor/Chair – City Engineer

Onorio Colucci – City Treasurer

Shelby Askin Hager - City Solicitor

John Miceli – Executive Director of Parks and Facilities

Thom Hunt - City Planner

Earl Larking – for Executive Director of Information Technology

France Isabelle-Tunks – Senior Manager of Development & Geomatics

Regrets: Helga Reidel – Chief Administrative Officer

Valerie Critchley – Co-Sponsor/Deputy Chair - City Clerk

Harry Turnbull – Executive Director of Information Technology

Working

Team:

Wadah Al-Yassiri – Project Administrator

Dave Soave – Project Accountant

Dana Paladino – Risk Resource

Jill Braido – Communication Resource

Cheryl Glassford – Legal Resource

Tony Ardovini – Finance Resource

Tom Graziano – Facilities Resource

Neil Robertson – Planning Resource

Leslie Prieur – Administrative Support

Regrets:

1. Approval of Previous Minutes/Action Items (April 15, 2014)

The Committee reviews the RFP for Design Services. Wadah will update the RFP to include all suggested changes. Mario asks Wadah to provide background information on Green Globe at the next Executive Committee meeting.

RFP has been updated. Wadah will provide background information on Green Globe with these minutes. (Action: W. Al-Yassiri)

The Executive Committee recommends building a parking structure and instructs Wadah to update and finalize the council report accordingly for council consideration in May.
Complete

New City Hall Executive Committee minutes dated April 15, 2014 have been approved.

2. Project Update

Wadah Al-Yassiri reviews the Project Update. The RFP closes May 21, 2014. There were more than 55 packages picked up. The RFP evaluation committee will be comprised of Cheryl Glassford, Neil Robertson, either Tony Ardovini or Dave Soave from Finance, Wadah Al-Yassiri and France Isabelle-Tunks. Once the number of submissions received is known, dates will be set to meet and review the RFP's.

The draft report regarding 350 CHS parking options is targeted for the June 9th, 2014 Council meeting. Finance is still working on the financial section on the report. The report will be re-circulated for comments before it is sent to Agenda Review on May 27th.

The report on 350 New City Hall Facility - Geothermal System is also targeted for the June 9th Council meeting.

3. Financial Update

Dave Soave reviews the Financial Update. Discussion ensues on the \$150,000 for pre consulting construction costs. It is determined that this work will be kept as a separate project and all cost and funding will be removed. The surplus funds will be returned to the funding source and the financial report for the New City Hall Project will be amended to show same. The Project Charter will be amended to reflect this also.

(Action: D. Soave & W. Al-Yassiri)

As previously noted, Finance is working on the financial section of the 350 CHS Parking Options report.

4. Communications

Jill Braido reviews the Communication Plan. It is determined that spokespersons for the project should be Mario Sonego (Project Sponsor), Valerie Critchley (Project Co-Sponsor), the Chair of the Steering Committee (to be determined) and Wadah Al-Yassiri as Project Manager. Jill will make this change to the Communications Plan.

(Action: J. Braido)

5. Review Issues List

Thom Hunt advises the next Heritage Committee meeting is June 11th, 2014. He will confirm that "Permission to Demolish old 350 City Hall Square" is on the agenda.

(Action: T. Hunt)

Tom Graziano states that Facilities met internally regarding an Emergency Contingency Plan. This is an ongoing item.

6. Date and Agenda for Steering Committee Meeting

It is determined that the first New City Hall Steering Committee Meeting should be held the week of June 9th. The agenda should include items such as "Elect Chair", "Project Charter", "Budget", "Award to Architect".

7. New Business

Mario Sonogo requests that the Committee report from Windsor-Essex County Environment Committee (WECEC) dated March 6, 2014 be attached to these minutes for information.

(Action: L. Prieur)

The next meeting of the New City Hall Executive Committee will be June 17, 2014 at 1:00 p.m. in the Walkerville Room.

Meeting is adjourned at 1:55 pm.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri