

Windsor, Ontario January 30, 2012

A meeting of the **Family Aquatic Complex Steering Committee** is held this day commencing at 5:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Councillor Drew Dilkens, Chair
Councillor Ron Jones
Councillor Hilary Payne
Councillor Ed Sleiman
Councillor Fulvio Valentinis

Also present are the following resource personnel:

Shelby Askin-Hager, Manager, Purchasing & Risk Management
Onorio Colucci, Chief Financial Officer & City Treasurer
France Isabelle-Tunks, Senior Manager Development & Geomatics
Pat Lewis, Marketing & Communications Officer
John Miceli, Executive Director of Parks & Facilities
Mike Palanacki, Executive Director Operations
Rosanna Pellerito, Financial Planning Administrator
Helga Reidel, Chief Administrative Officer
Don Sadler, Project Manager
Mario Sonogo, City Engineer
George Wilkki, City Solicitor
Jan Wilson, Executive Director, Recreation & Culture
Karen Kadour (A) Committee Coordinator

1. **CALL TO ORDER**

The Chair calls the meeting to order at 5:00 o'clock p.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. **ADOPTION OF THE MINUTES**

Moved by Councillor Sleiman, seconded by Councillor Payne,
That the minutes of the Family Aquatic Complex Steering Committee at its meetings held October 25, 2011, October 31, 2011 and November 4, 2011 **BE ADOPTED** as presented.
Carried.

3. **DECLARATIONS OF CONFLICT**

None declared.

4. **BUSINESS ITEMS**

4.1 **Financial Summary Update**

In response to a question asked by Councillor Payne inquiring if the External Professional Budget of \$1,060,000 will increase, 0. Colucci responds it is his estimation that everything is currently on budget. As part of the External Professional Budget, Councillor Sleiman asks why the Legal Consulting budget of \$400,000 is required. S. Askin-Hager responds that the "legal infrastructure" is set up prior to the commencement of the build to ensure the project is successful.

Moved by Councillor Valentinis, seconded by Councillor Jones,
That the report of the Financial Planning Administrator dated January 26, 2012 entitled "Financial Summary Update -January 20, 2012" **BE RECEIVED.**
Carried.

4.2 **Nationwide Commercial Aquatics Inc.**

Moved by Councillor Payne, seconded by Councillor Sleiman,
That the report of the Project Manager, Family Aquatic Centre dated January 26, 2012 entitled "Ten Percent (10%) Down Payment to Nationwide Commercial Aquatics Inc. **BE RECEIVED.**
Carried.

4.3 **Construction Schedules and Milestones**

0. Colucci states that construction of the Project will be suspended from July 14, 2013 to August 26, 2013 and the Natatorium will be turned over to the City in operating condition to allow hosting of the International Children's Games.

Moved by Councillor Sleiman, seconded by Councillor Jones,
That the report of the Project Manager, Family Aquatic Centre dated January 26, 2012 entitled "Construction Schedules and Milestones - Family Aquatic Centre" **BE RECEIVED.**
Carried.

4.4 Purchasing Matters

In response to a question asked by Councillor Valentinis regarding if it is anticipated that the price of drywall and steel will increase, D. Sadler states he does not foresee any issues relating to an increase, and M. Sonogo adds we have no way of knowing what may happen in the future. S. Askin-Hager states that the compressed timelines to complete the build generally limits the possibility of increases in cost for the materials. D. Sadler explains that the contract with the Contractor is a fixed price design build which does not include escalation clauses.

Moved by Councillor Valentinis, seconded by Councillor Jones,

That the following purchasing protocol **BE APPROVED** with respect to the procurement of all fit-up servicing works for the Facility:

1. All fit-up works with respect to the Facility, being any works which are in addition to the fixed contract price of \$60,512,300 (the "Works"), will be assigned to EllisDon Corporation/DeAngelis Construction Inc. in Joint Venture (the "Contractor"), subject to the following conditions:
 - a. Subject to clause 1(d) herein, for each contract related to the Works, the Contractor must register a Request for Quote, in a form satisfactory to the Manager of Purchasing & Risk Management or designate, with the Windsor Construction Association;
 - b. Subject to clause 1(d) herein, for each contract related to the Works, the Contractor must obtain at least three (3) quotes and shall accept the quote which is lowest in price while meeting all specifications of the related Request for Quote;
 - c. The Contractor will charge 5% for the administration of any fit-up assigned;
 - d. The City of Windsor, (the "City") shall retain the following rights with respect to the Works:
 1. The City shall have the right to be present at the opening of all quotes received in relation to all contracts let with respect to the Works;
 11. The City shall have the right to request and review all quotes received for all contracts let with respect to the Works;
 111. The City shall have the right to perform, directly or indirectly, any portion of the Works it deems fit; and

- 1v. The City shall retain the right to require that any portion of the section 15 of the City's Purchasing By-law 400-2004. In this circumstance, the City shall be responsible for to conduct the tender.

Carried.

4.5 Family Aquatic Complex - Facade Development

A rendering of the new facade development for the Family Aquatic Centre is distributed for review.

Councillor Payne questions if the materials for the facade have been determined. D. Sadler indicates that the chosen materials will be the subject of a future report to the Steering Committee.

In response to a question asked by Councillor Valentinis regarding if the colour of the facade is white, D. Sadler responds the colour is silver.

Moved by Councillor Sleiman, seconded by Councillor Jones,
That a Change Order **BE APPROVED** with respect to the development of the Family Aquatic Centre's front facade in accordance with the process recommended by the City's external legal counsel.

Carried.

4.6 Construction Communication Plan

Moved by Councillor Sleiman, seconded by Councillor Jones,
That the Construction Communication Plan for the Family Aquatic Complex and the costs associated with the implementation of the plan **BE APPROVED**.

Carried.

4.7 Project Charter

0. Colucci advises that the Project Charter was modeled after the one implemented for the successful WFCU Arena project.

The Chair indicates that the Steering Committee will approve contingency funds for all items greater than \$150,000 and above the cumulative \$1,000,000 cumulative limit of the Executive Committee.

Moved by Councillor Payne, seconded by Councillor Sleiman,
That the Family Aquatic Facility - Project Charter **BE APPROVED**.
Carried.

5. **ADJOURNMENT**

There being no further business, the meeting

) COMMITTEE COORDINATOR

AGENDA
of the
Family Aquatics Steering Committee
Monday, January 30, 2012
Town of Walkerville Meeting Room, City Hall
5:00 o'clock p.m.

1. **CALL TO ORDER**

2. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meetings held on October 25, 2011, October 31, 2011 and November 4, 2011 - **attached.**

3. **DECLARATIONS OF CONFLICT**

4. **BUSINESS ITEM**

4.1 **Financial Summary Update**

The report of the Financial Planning Administrator dated January 26, 2012 entitled "Financial Summary Update-January 20, 2012" - **attached.**

4.2 **Nationwide Commercial Aquatics Inc.**

Report of the Project Manager, Family Aquatic Centre dated January 26, 2012 entitled "Ten Percent (10%) Down Payment to Nationwide Commercial Aquatics Inc. - **attached.**

4.3 **Construction Schedules and Milestones**

The report of the Project Manager dated January 26, 2012 entitled "Construction Schedules and Milestones - Family Aquatic Centre" - **attached.**

4.4 **Purchasing Matters**

The report of the Manager of Purchasing and Risk Management dated January 30, 2012 entitled "Purchasing Matters - Family Aquatic Complex (the "Facility") - **attached.**

4.5 **Family Aquatic Complex - Facade Development**

The report of the Manager of Purchasing and Risk Management entitled "Family Aquatic Complex (the "Facility") - Fa'rade Development - **attached.**

4.6 **Construction Communication Plan**

The report of the Corporate Marketing and Communications Oflicer dated January 27, 2012 entitled "Construction Communication Plan for Family Aquatic Complex - **attached.**

4.7 **Project Charter**

Report of the Chief Financial Officer/City Treasurer dated January 27, 2012 entitled "Family Aquatic Facility - Project Charter" - **attached.**

5. **ADJOURNMENT**