

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Tuesday, April 12, 2016
2:00 o'clock p.m.
Meeting Room 406, 400 City Hall Sq E

1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**
3. **ADOPTION OF THE MINUTES**
Adoption of the minutes of the meeting held Feb. 19, 2016 – *attached.*
4. **BUSINESS ITEMS**
 - 4.1 **Project Update**
Report of the Project Manager dated April 5, 2016 entitled “New City Hall – Project Update April 2016” – *attached.*
 - 4.2 **Financial Summary Update**
Report dated April 4, 2016 entitled “New City Hall Financial Summary Update” – *attached.*
 - 4.3 **Report – Furniture Procurement Update**
Report dated April 5, 2016 entitled “New City Hall – Furniture Procurement Update and Selection” – *attached.*
5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the New City Hall Project Executive Committee – *attached.*
Meeting dates:

January 19, 2016
6. **OTHER BUSINESS**
7. **DATE OF NEXT MEETING**
8. **ADJOURNMENT**

KK/
Windsor, Ontario February 19, 2016

A meeting of the **New City Hall Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in the Walkerville Meeting Room, 3rd 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
Jill Braido, Corporate Marketing & Communications
Onorio Colucci, City Treasurer
Thom Hunt, City Planner
Dave Soave, Project Accountant
Harry Turnbull, Executive Director of Information Technology
Mark Winterton, City Engineer
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 2:03 o'clock p.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 Holt, seconded by Councillor Payne,
That the minutes of the New City Hall Project Steering Committee of its meeting held May 13, 2015 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Project Update

- W. Al-Yassiri provides the following comments relating to the project update:
- The total Gross Project Budget (prior to Corporate Recoveries) is \$43,600,000.
- The following Consultant(s) have been retained with work underway:
 - Design Consultants: Moriyana & Teshima Architectura, 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
- 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.
- 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 is noted that the first, second and third floors are at capacity and any future additional staff cannot be accommodated within the occupied space.
- The award of tender is expected to be provided to City Council in May 2016. Construction of the New City Hall is expected to begin thereafter with completion slated for 2018.
- Curved wall near the esplanade could be used in the civic plaza in the future to connect the old building with the new one.

In response to a question asked by Councillor Gignac regarding if consideration has been given to purchase furniture similar to the furniture in 400 City Hall Square East, W. Al-Yassiri responds the furniture could be compatible to the 400 Building. W. Al-Yassiri adds the Steering Committee will be tasked with choosing between two furniture lines provided by the successful furniture proponent.

Councillor Payne asks if the existing City Hall furniture will be repurposed. W. Al-Yassiri responds that an inventory of the existing City Hall furniture has been undertaken and states that some of the existing furniture is expected to be utilized on the 3rd, 4th and 5th floors in selected areas and within the small meeting rooms.

M. Winterton states a project of this magnitude will have many variables that may involve additional expenditures; however, there is a project contingency in the amount of \$2.9 million which is in line with good engineering practices.

In response to a question asked by Councillor Borrelli regarding the need to ensure the New City Hall will be "digitized" properly, H. Turnbull responds modern business practices will be supported to ensure a technology friendly building.

Councillor Borrelli asks if there will be sufficient parking. M. Winterton notes a report will be forthcoming relating to parking.

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the report of the Project Administrator dated January 25, 2016 entitled 'New City Hall – Project Update, February 2016' **BE RECEIVED.**
Carried.

4.2 Financial Summary Update

Moved by Councillor Sleiman, seconded by Councillor Borrelli,
That the report of the Manager, Operating Budget Development & Financial Administration dated January 26, 2016 entitled 'New City Hall Financial Summary Update' **BE RECEIVED.**
Carried.

4.3 Report – Furniture Procurement Update

Moved by Councillor Gignac, seconded by Councillor Borrelli,
That the report of the Project Administrator dated January 25, 2016 entitled "New City Hall – Furniture Procurement Update" **BE RECEIVED.**
Carried.

4.4 Report – Hydro Transformer and Switch Relocation

The salient points of discussion relating to the hydro transformer and switch relocation are as follows:

- Hydro transformers and switch box to be relocated from the southeast corner of the current City Hall to the south side of City Hall Square south.
- Once the current City Hall is demolished, the transformers and switch box will be more visible in the civic plaza in front of both buildings.
- The new location of the hydro transformers must also provide a secondary feed to the existing 400 City Hall Square East and maintain hydro to current City Hall

(during construction). Therefore, the cost of the secondary hydro feed must be included in the overall cost for this relocation as it was not included within Enwin Hydro's original estimate.

- The main benefit of relocating the existing hydro transformers to the south side of City Hall Square south and removing the SDS box is the visual and aesthetic improvement to the Civic Plaza.
- The underground portion of the vault must remain for the future connection point to service both the current City Hall and the 400 CHS.
- 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.

T. Hunt indicates if the transformers are left in the current location, it will limit the ability to use that space in the future.

Moved by Councillor Holt, seconded by Councillor Sleiman,

That City Council **BE REQUESTED** to reaffirm its support to relocate the hydro transformers at an updated cost estimate of \$687,000 including screen cost and removal of the Secondary Distribution Switch (SDS) box, and further, that the additional cost of \$337,000 **BE FUNDED** from the Civic Esplanade Capital Project (PLN-021-07).

Carried.

5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES

Moved by Councillor Holt, seconded by Councillor Sleiman,

That the New City Hall Project Executive Committee minutes for the meetings held April 21, 2015, July 21, 2015, August 26, 2015, September 30, 2015, October 20, 2015 and December 15, 2015 **BE RECEIVED** for information.

Carried.

6. OTHER BUSINESS

None.

7. DATE OF NEXT MEETING

The next meeting will be held at the call of the Chair.

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:06 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

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

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

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



MISSION STATEMENT:

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

Author's Name: Wadah Al-Yassiri	Report Date: April 5, 2016
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: April 12, 2016
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, April 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

On march 7, 2016, Report No. 3 of the New City Hall Project Steering Committee of its meeting held February 19, 2016 regarding "New City Hall – Hydro Transformers & Secondary

Distribution Switch (SDS) box removal” BE ADOPTED as presented which approved additional fund of \$337,000 to be transferred from Civic Esplanade (PLN-021-07).

Therefore the total Gross Project Budget (Prior to Corporate Recoveries) is \$43,937,000.

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

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

3. DISCUSSION:

The detailed design and floor plans for the New City Hall have been finalized on February 2016. The construction tender and specifications were sent out to five pre-qualified General Contractors (GC’s) in March 2016. The tender bid will be closed April 19, 2016. Once the winning GC is identified, a report to Council for award of tender is expected to be tabled in May 2016. Pending Council approval, construction is expected to start in June 2016.

Parallel to the above process, the Furniture RFP 46-16 was sent out in February 2016 to five pre-qualified furniture venders. Three venders submitted proposals for the RFP. One proposal was disqualified as a result of a none-compliant submission. A separate report has been prepared outlining results.

Project Milestones:

Milestones	Target Dates	Completion Date
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	Feb. 2016
7. Prequalify General Contractor	Nov. 2015	Jan. 2016
8. Furniture RFP	Oct. 2015 – Feb. 2016	March 2016
9. Issue Construction Tender Documents	March 2016	March 2016
i. Identify Winning Bid	April 2016	On-going
ii. Award Tender (if within budget)	May 2016	
10. Construction Phase	June 2016 – Dec. 2017	
11. Furniture & Fit-up	Jan. – March 2018	
12. Occupancy	May 2018	
13. Decommission and Demolition of old City Hall building	June 2018 – June 2019 *	Not part of the new building tender (ph2)
14. Civic Plaza Improvement	June 2019 – Dec. 2019	Not part of the new building tender nor demolition (ph3)

* Ultimate parking direction may impact this timeline

Next Milestone:

- Identifying the General Contractor for the New City Hall project – Tender 43-16

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:

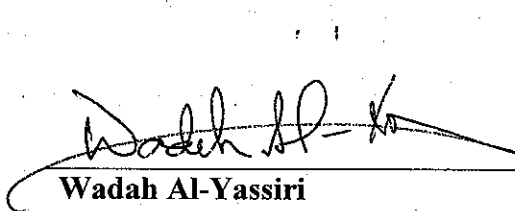
Financial Matters are subject of a separate report.

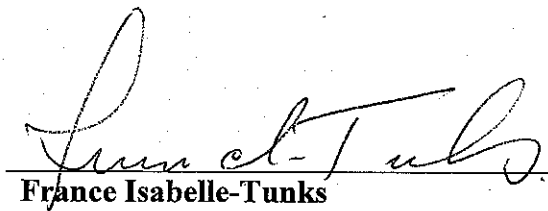
6. CONSULTATIONS:

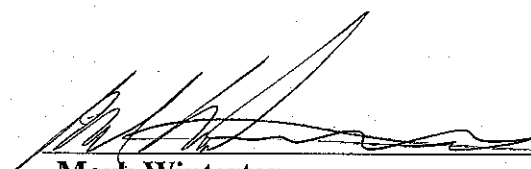
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.

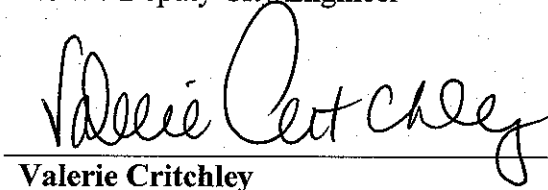
7. CONCLUSION:

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


Wadah Al-Yassiri
 Project Administrator


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


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


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

WAY/lp

APPENDICES:

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

NOTIFICATION ;

Name	Address	Email Address	Telephone	FAX
Moriyama & Teshima Architects	117 George Street, Toronto, Ontario, M5A 2N4	dnash@mtarch.com OR ctai@mtarch.com	416.925.4484	416.925.4637
Architecttura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	dan@architecttura-inc.com OR carmen@architecttura-inc.com	519.258.1390	519.258.2921

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: April 4, 2016
Author's Name: David Soave	Date to Committee: April 12, 2016
Author's Phone: 519 255-6100 ext. 1911	Classification #:
Author's E-mail: dsoave@citywindsor.ca	

To: Steering Committee – New City Hall

Subject: New City Hall Financial Summary Update

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

THAT the New City Hall Steering Committee **RECEIVE** the financial summary report and comments, as at March 31, 2016 for information.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

City Council has approved a Total Gross Project Budget (Prior to Corporate Recoveries) of \$43,937,000.

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

3. DISCUSSION:

As of March 31, 2016, the project has incurred expenditures of **\$1,612,449** 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 March 31, 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 **\$1,612,449** are summarized as follows:

Expense	Amount
Consultants (Design/Commissioning)	\$1,234,934
Internal Project Management Costs	\$204,304
Project Contingency	\$116,985
Geotechnical Report	\$28,011
Permits (Building, SPC, etc.)	\$22,675
Advertising (Procurement)	\$4,902
Public Art/Communications/Events	\$638
Total	\$1,612,449

The Project Contingency expenditures totalling **\$116,985** are summarized as follows:

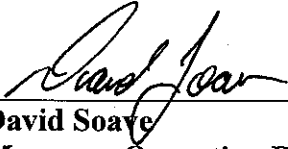
Expense	Amount
Relocation of Steam Line	\$101,669
Work on Steam Line Relocation	\$5,042
Diponti Paving - Parking lot Repair	\$3,409
Tree Relocation	\$3,053
Advertising - Public Open House	\$1,242
Advertising - Prequalification for Furniture	\$700
Advertising - For Prequalification	\$660
Advertising - Cost Consultant Proposal	\$541
Advertising - Commissioning	\$436
Permit for Relocating Steam Line	\$233
Total	\$116,985

6. CONSULTATIONS:

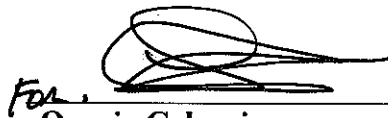
N/A

7. CONCLUSION:

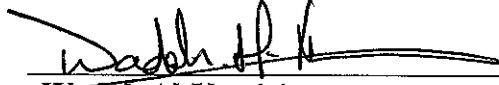
The comments within this report along with Appendix A: 350 City Hall Square Financial Summary Report, outlining the budgeted line items and corresponding expenditures have been provided to the New City Hall Steering Committee for information purposes.



David Soave
Manager, Operating Budget Development
& Financial Administration



For, 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

350 CITY HALL SQUARE - FINANCIAL SUMMARY REPORT as at March 31, 2016

Description	Approved Budget \$	Current Expenditures / Revenue	Estimated Future Expenditures / Revenue	Total Estimated Project Expenditures / Revenue	Variance Surplus / (Deficit)
EXPENSES					
Design/Permit/Administration:					
Consultants(design/commissioning)	\$ 2,206,468	\$ 1,234,933	\$ 971,535	\$ 2,206,468	\$ -
Internal PM Costs	\$ 486,281	\$ 204,304	\$ 281,977	\$ 486,281	\$ -
Advertising(procurement)	5,000	\$ 4,902	\$ 98	\$ 5,000	\$ -
Permits(building, SPC, etc.)	147,000	\$ 22,675	\$ 124,325	\$ 147,000	\$ -
Geotechnical Report	75,000	\$ 28,011	\$ 46,989	\$ 75,000	\$ -
Subtotal Design/Permit/Administration	\$ 2,919,749	\$ 1,494,826	\$ 1,424,923	\$ 2,919,749	\$ -
Construction:					
Base Building	\$ 27,126,250	\$ -	\$ 27,126,250	\$ 27,126,250	\$ -
Placeholder(Additional Funding)	4,100,000	-	4,100,000	4,100,000	\$ -
Relocating Hydro transformer	687,000	-	687,000	687,000	\$ -
Subtotal Construction	\$ 31,913,250	\$ -	\$ 31,913,250	\$ 31,913,250	\$ -
Furniture					
Furniture & Equipment(assuming 275 staff)	\$ 1,670,000	\$ -	\$ 1,670,000	\$ 1,670,000	\$ -
Subtotal Furniture	\$ 1,670,000	\$ -	\$ 1,670,000	\$ 1,670,000	\$ -
Miscellaneous:					
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	116,985	2,825,673	2,942,658	\$ -
Subtotal Miscellaneous	\$ 7,434,001	\$ 117,623	\$ 7,316,378	\$ 7,434,001	\$ -
TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES	\$ 43,937,000	\$ 1,612,449	\$ 42,324,551	\$ 43,937,000	\$ -
PROJECT REVENUE					
Building Permits	\$ 147,000	-	147,000	147,000	\$ -
Reduction in Salary Costs in Other Corporate Areas	125,000	-	125,000	125,000	\$ -
Transfer from Capital Project - Civic Esplanade(PLN-021-07)	337,000	-	337,000	337,000	\$ -
NET CORPORATE RECOVERIES	\$ 609,000	\$ -	\$ 609,000	\$ 609,000	\$ -
TOTAL CITY COSTS	\$ 43,328,000	\$ 1,612,449	\$ 42,324,551	\$ 43,328,000	\$ -

Note 1: Consultant revised budget includes original budget plus \$400,000 for expansion

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

Appendix A: 350 City Hall Square Financial Summary Report

Project Contingency Budget

	<i>Spent Amount</i>	\$2,942,658
<i>Approved Change Orders/Additional Expenses</i>		
Advertising - additional expenses due to Public Open House	\$1,242	\$1,242
Advertising - commissioning	\$436	\$436
Tree Relocation	\$3,053	\$3,053
Permit for Relocating Steam Line	\$233	\$233
Work on Steam Line Relocation	\$5,042	\$5,042
Advertising - prequalification for furniture 125-15	\$700	\$700
Diponti Paving - parking lot repair	\$3,409	\$3,409
Advertising - Cost Consultant proposal 102-14	\$541	\$541
Relocation of Steam Line	\$101,669	\$101,669
Advertising - for prequalification 92-15	\$660	\$660
		decreased from last report as portion was to another project ID
Total Approved Change Orders/Additional Expenses		\$116,985
Total Costs Incurred and Encumbered to date		\$116,985
Remaining Contingency Balance		\$2,825,673

**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: April 5, 2016
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: April 12, 2016
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall – Furniture Procurement Update and Selection

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.

The Furniture RFP 46-16 was sent out to five pre-qualified furniture venders on February 24, 2016. Three venders responded to the RFP. One was disqualified due to a non-compliant submission.

3. DISCUSSION:

On March 31, 2016, the evaluation committee met to evaluate the furniture vender submissions. After a thorough review and discussion, Monarch Basics was the successful proponent.

Following the furniture evaluation, the project's architect (MT&A) has worked with Monarch Basics to develop 2 furniture themes. The two themes will be presented to the Steering

Committee on April 12, 2016 for review and selection of the preferred furniture theme for recommendation to Council.

A report to Council will be prepared recommending the award of the successful furniture proponent. Pending Council approval, the furniture proponent will then be assigned to the successful General Construction Contractor for implementation.

4. RISK ANALYSIS:

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

5. FINANCIAL MATTERS:

The New City Hall furniture budget (assuming 275 staff) is estimated at \$1.67 million including the high density filing system. The furniture RFP was structured as a unit price contract in order to allow for varying quantities. As such, the current number of staff and required loose furniture falls under the Monarch Basics proposal is within the furniture budget.

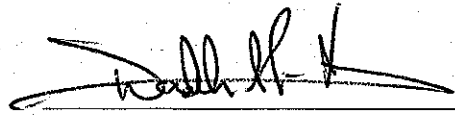
6. CONSULTATIONS:

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.

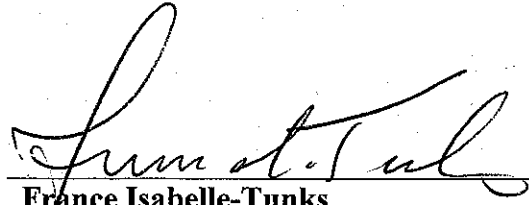
7. CONCLUSION:

The furniture procurement process outlined here is provided for information.


The Steering Committee is further requested to select the preferred furniture theme.



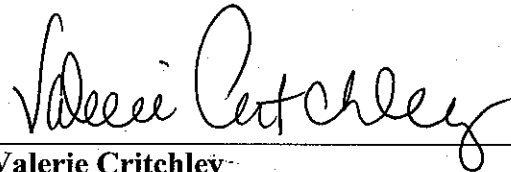
Wadah Al-Yassiri
Project Administrator



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



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



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

WAY/lp

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION ;

Name	Address	Email Address	Telephone	FAX
Moriyama & Teshima Architects	117 George Street, Toronto, Ontario, M5A 2N4	dnash@mtarch.com OR ctai@mtarch.com	416.925.4484	416.925.4637
Architettura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	dan@architettura-inc.com OR carmen@architettura-inc.com	519.258.1390	519.258.2921

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

January 19, 2016

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
Harry Turnbull – Executive Director of Information
Thom Hunt – City Planner
Onorio Colucci – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

Regrets:

Helga Reidel – Chief Administrative Officer

Working

Team:

Wadah Al-Yassiri – Project Administrator
Earl Larking – IT Resource
Jason Moore – Communications Resource
Jill Brado – Communications Resource
Neil Robertson – Planning Resource
David Soave – Project Accountant
Leslie Prieur – Administrative Support

Regrets:

Tom Graziano – Facilities
Alex Vucinic – Purchasing Manager
Dana Paladino – Risk Resource

1. Approval of Minutes/Action Items (December 15, 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 provided the information to District Energy and he is waiting on the draft agreement. Tom Graziano is following up with District Energy on the draft agreement for the new city hall. Shelby Askin Hager will be the lead in the negotiations and Tom Graziano will be the back-up. **CARRY FORWARD**

(Action: T. Graziano)

Action Item #2

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 box at the updated cost.

(Action: W. Al-Yassiri)

Wadah is preparing a report for the Steering Committee meeting on February 10, 2016.

Complete

Action Item #3

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

New City Hall Executive Committee meeting minutes dated December 15, 2015 are approved

2. Solar Panels Report

Wadah provides a summary report regarding the topic of Solar Panels. The Design Team completed a detailed review as part of the Green Energy workshop during the design phase (December 2014). The Design Team concluded that due to various conditions, there is no business case for solar panels on the New City Hall. The main reasons were outlined as follows:

- *"The suitable roof area at the NCH is less than 40% of the total roof area. More than 50% of the area is considered non-optimal location for solar energy due to building location and orientations, i.e., shade with no direct sunlight.*
- *The roof anchor system for safety harness line attaching points for future building maintenance and window / louver cleaning will be in conflict with the solar panels, which means more steel beams will need to be added, i.e., more cost.*
- *The roof drains layout and functionality will be impacted due to solar panels addition.*

- *The roof assembly will need to be revised by adding protection boards to prevent "pinching" of roof insulation in order to continue having a positive drainage slope.*

Due to the small foot print of the building roof that potentially could be used for such panels and all the points listed above, the solar panels were determined not to be feasible."

As noted during previous design review, solar panels were not recommended for this facility. Wadah advises that the Mayor was provided with this information.

The New City Hall Executive Committee accepts the Solar Panels report.

3. Project Update

Wadah continues to work closely with the consultant. The Project Team has confirmed the layouts for all offices, cubicles and meeting rooms. The consultant will request two design options from each approved furniture vendor. These options will be brought back to the Executive Committee and Steering Committee for final selection.

The general contractor pre-qualification submissions are being reviewed. The results indicating the passing bidders are expected later this week.

Wadah states he is reviewing the Costing Report by A. W. Hooker (95% detailed design estimate). Mark Winterton asks if the falling Cdn Dollar will have an impact on the bid. Wadah responds that he is working with the consultant to build in a contingency to give some protection against this.

The next Steering Committee meeting is February 10, 2016. The agenda for this meeting will include a report on the hydro transformer and a report on the furniture selection process, Project Update and Financial Update.

The New City Hall Executive Committee accepts the Project Update.

4. Financial Update

The layout of the Financial Update has been changed as requested. Dave Soave reviews the report.

The New City Hall Executive Committee accepts the Project Update.

5. Issues List

Mark noted that under "B" Construction, Item 1, "Relocate Public Parking during Construction" should include discussion on vendor parking and accommodations for deliveries to City Hall. Wadah will include this on the Issues List.

(Action: W. Al-Yassiri)

6. New Business

Wadah explains that questions arose during meetings with senior managers to confirm furniture layouts. The question is that a guest chair is not always needed and that a 3 drawer lateral file cabinet might be more useful. Wadah notes that the cost differential between the guest chair and the 3 drawer lateral file cabinet is minimal. He asks the committee if they wish to provide this as an option. After some discussion, the committee instructs Wadah to leave the furniture layouts as currently set out including the guest chair and to include product pricing for final decisions to be made at a later phase.

Wadah asks the committee if they wish to install a time-lapse camera during construction. He notes this was successful when building the Aquatics Centre. He estimates this to be in the range of \$12k to \$15k. The successful proponent would be responsible for installation and maintenance and quality of pictures. He would work with IT to confirm specifications and obtain three quotes. The committee approves this request.

Thom Hunt inquires about the expansion space. He advises that Planning, Building and Engineering (to be located on the 3rd floor) have had new staff added to the staff establishment. Space has been found for the new position under the existing floor plan. However, there is no room for future additional staff. He asks what the process is to access the expansion space. The committee agrees that this is something to consider for the future, but it is outside of this committee's responsibility.

(Action: M. Winterton)

7. Next Meeting

The next New City Hall Executive Committee meeting is February 16, 2016 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

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