

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Thursday, February 23, 2017
2:30 o'clock p.m.
Meeting Room Walkerville, 3rd Floor - 350 City Hall Square E.

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**
Adoption of the minutes of the meeting held October 27, 2016 – **attached.**

4. **BUSINESS ITEMS**
 - 4.1 **Project Update**
Report of the Project Manager dated February 16, 2017 entitled "New City Hall – Project Update, February 2017" – **attached.**

 - 4.2 **Financial Summary Update**
Report dated February 16, 2017 entitled "New City Hall Financial Summary Update" – **attached.**

5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the New City Hall Project Executive Committee – **attached.**
Meeting date: October 18, 2016

6. **OTHER BUSINESS**
Time-lapse Video - NCH construction (July 2016 – February 2017)

7. **DATE OF NEXT MEETING**
The next meeting will be held on Thursday, May 25, 2017 at 2:00 p.m. in the Walkerville Meeting Room.

8. **ADJOURNMENT**

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

Also present are the following resource personnel:

Wadah Al-Yassiri, Project Administrator
Onorio Colucci, CAO
Valerie Critchley, City Clerk
Tom Graziano, Senior Manager Facilities
Joe Mancina, Chief Financial Officer/City Treasurer
Cathy Masterson, Manager Cultural Affairs
Jason Moore, Senior Manager Communications
Dave Soave, Project Accountant
France Isabelle-Tunks, Senior Manager Development Projects
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 2:01 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. DECLARATIONS OF CONFLICT

None disclosed.

3. ADOPTION OF THE MINUTES

Moved by Councillor Sleiman, seconded by Councillor Payne,
That the minutes of the New City Hall Project Steering Committee of its meeting held May 20, 2016 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Project Update

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the report of the Project Administrator dated October 19, 2016 entitled "New City Hall – Project Update, October 2016" **BE RECEIVED**.
Carried.

4.2 Financial Summary Update

In response to a question asked by Councillor Payne regarding the projected use of the Project Contingency Fund, W. Al-Yassiri responds the contingency funds can be utilized for demolition of the existing City Hall or for project enhancement depending on how much it is utilized during the current construction.

Moved by Councillor Sleiman, seconded by Councillor Gignac,
That the report of the Project Accountant dated October 19, 2016 entitled "New City Hall Financial Summary Update" **BE RECEIVED**.
Carried.

4.3 Food Kiosk On the Main Floor of New City Hall/Options & Alternatives

W. Al-Yassiri advises administration is seeking direction to either eliminate future food kiosk services within the construction contract, or, to proceed with the "roughed-in" services per the contract and to issue an RFP to gauge interest to provide food services. He adds a future report can be provided that would provide alternatives for usage of this space, i.e. display cases, installation of flat screen televisions that would advertise City Hall services or as a "spill out" area when extra space is required due to the number of people attending a City Council meeting.

In response to a question asked by Councillor Borrelli regarding the current kiosk located in 400 City Hall Square East, W. Al-Yassiri responds the tenant at 400 CHS has expressed concern that if two food services are available then neither would be profitable nor sustainable.

Councillor Sleiman asks if the area is not "roughed-in", what savings would be realized. W. Al-Yassiri states the savings would be minimal, approximately \$10,000 or less.

C. Sleiman suggests placing vending machines in the area with ready-made sandwiches.

Councillor Payne states services provided through the City's website will diminish the number of people visiting City Hall.

Moved by Councillor Payne, seconded by Councillor Holt,
That the food kiosk services provided in the construction contract for the New City Hall **BE ELIMINATED**.

The motion is put and is lost.

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That Administration **BE DIRECTED** to proceed with "roughed-in" services per the construction contract and to issue a Request For Proposal to gauge interest in providing food services for the new City Hall.

Carried.

4.4 Communication Update (Quarterly) on the Project Construction to City Council

W. Al-Yassiri indicates that it was suggested a quarterly communication update to City Council (one page project status) might improve communications for this project and would provide an opportunity to update Council and the public at large.

Moved by Councillor Payne, seconded by Councillor Holt,
That Administration **BE DIRECTED** to provide quarterly communication updates to City Council regarding Project Construction of the New City Hall.

Carried.

5. NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the minutes of the New City Hall Project Executive Committee dated April 6, 2016, May 11, 2016, June 21, 2016 and September 20, 2016 **BE RECEIVED**.

Carried.

6. **OTHER BUSINESS**

Councillor Sleiman suggests the installation of solar powered lighting on the civic plaza walkway that connects the new City Hall to 400 City Hall Square East. W. Al-Yassiri responds the new City Hall will have LED lighting and consideration for solar powered lighting will be part of Phase 3 – the future civic plaza design.

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 2:34 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

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



MISSION STATEMENT:

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

Author's Name: Wadah Al-Yassiri	Report Date: February 16, 2017
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: February 23, 2017
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, February 2017

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

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

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

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

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

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

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

3. DISCUSSION:

Following the New City Hall Ground Breaking ceremony on June 2016, the design team and construction team immediately started with the construction activities. The project schedule is considered to be aggressive and must be met. Summer weather afforded significant opportunity to make headway in construction, especially with the foundation & concrete work. The project remains on schedule to be completed for an anticipated opening in May 2018.

Beside the normal construction operations, below are other related items that have been completed or that are on-going;

- Demolition and removal / relocation of all interferences within the project site as required for the New City Hall construction, i.e., trees, old foundations, steam-line (**completed**)
- Site fencing and signage for construction to ensure workers, staff and public safety at all times (**completed**)
- Underground work had been closely coordinated between the construction team, various City departments and municipal utilities (including Water, Electrical, District Energy supply etc...), to ensure smooth transitions for all services before/after construction (**on-going**)
- Relocation of hydro power lines and Enwin transformer (**on-going**)
- Protection / relocation of fiber optic and communication lines that connect the existing 350 City Hall building to the 400 CHS and other facilities (**on-going**)
- Reviewing / transition of District Energy agreement for existing and New City Hall (**on-going**)
- Coordination with City Legal regarding the New City Hall Food Kiosk and issuing a Request For Expression of Interest "RFEI" to gauge interests (**on-going**)
- Establishing a Move Committee from the project team and various City departments to ensure smooth / timely transition for all staff between the old and New City Hall (**on-going**)
- Meetings with all City departments that will be occupying the New City Hall building to confirm there will be sufficient space and seating for all the staff working in these departments by the time the new building is complete (**Confirmed**)

Project Milestones:

Milestones	Target Dates	Completion Date
10. Construction Phase	June 2016 – Dec. 2017	Mobilized June 2016
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)

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

Description	% Complete
CONCRETE & REBAR WORKS	62%
MASONRY WORKS	0%
METALS WORKS	24%
WOOD, PLASTICS AND COMPOSITES	0%
THERMAL AND MOISTURE PROTECTION	0%
OPENINGS, DOORS, HARDWARE & GLAZING	0%
FINISHES INCLUDING DRYWALL & FLOORING	0%
SPECIALTIES LIKE VISUAL DISPLAY, SIGNAGE, HIGH DENSITY FILLING SYSTEM AND SOLAR SHADING	3%
EQUIPMENTS	0%
FURNISHINGS	0%
CONVEYING EQUIPMENT	3%
SPRINKLER SYSTEM	0%
DISTRICT ENERGY	0%
MECHANICAL	3.5%
ELECTRICAL	3%
EARTHWORK	91%
CITY HALL SQ EAST STREETSCAPING	0%
GREEN ROOF	0%

4. RISK ANALYSIS:

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

5. FINANCIAL MATTERS:

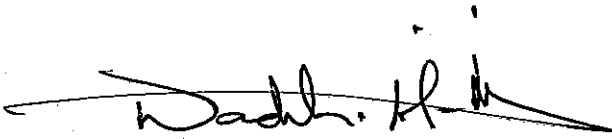
Financial Matters are subject of a separate report.

6. CONSULTATIONS:

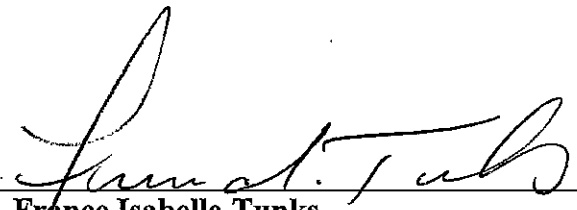
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.
Oscar Construction Ltd.

7. CONCLUSION:

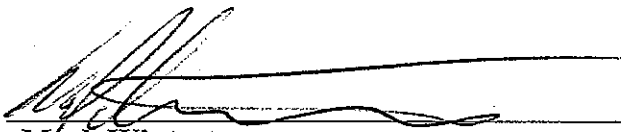
The project is proceeding on schedule and on budget in accordance with the Executive and Steering Committee's directions.



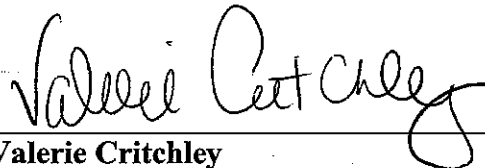
Wadah Al-Yassiri
Project Administrator



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
Architectura Inc.	1361 Ouellette Ave., Suite 201, Windsor, Ontario N8X 1J6	dan@architectura-inc.com OR carmen@architectura-inc.com	519.258.1390	519.258.2921
Oscar Construction Ltd.	2025 Blackacre Drive P.O. Box 21, Oldcastle, ON N0R 1L0	oscarcst@mnsi.net	519.737.0350	519.737.0355

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



MISSION STATEMENT:

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

LiveLink REPORT #:	Report Date: Feb. 16, 2017
Author's Name: David Soave	Date to Committee: Feb. 23, 2017
Author's Phone: 519 255-6100 ext. 1911	Classification #:
Author's E-mail: dsoave@citywindsor.ca	

To: Steering Committee – New City Hall

Subject: New City Hall Financial Summary Update

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

THAT the New City Hall Steering Committee **RECEIVE** for information the attached financial summary report as relates to the New City Hall Project as at January 31, 2017.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

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

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

3. DISCUSSION:

As of January 31, 2017, the project has incurred expenditures of **\$6,892,367**. A full list of budgeted line items and corresponding expenditures as of January 31, 2017, is included in the attached Appendix A: 350 City Hall Square Financial Summary Report.

4. RISK ANALYSIS:

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

5. FINANCIAL MATTERS:

The year-to-date expenditures totalling **\$6,892,367** are summarized as follows:

<i>Description</i>	<i>Amount</i>
<i>Design / Permit / Administration:</i>	
Consultants (Design/Commissioning)	\$1,392,054
Internal Project Management Costs	\$289,304
Permits (Building, SPC, etc.)	\$200,492
Geotechnical Report	\$59,301
Advertising (Procurement)	\$4,902
Sub-Total	\$1,946,053
<i>Construction:</i>	
Base Building	\$4,660,601
Relocation of Hydro Transformer	\$31,476
Sub-Total	\$4,692,077
<i>Furniture:</i>	
Furniture & Equipment	\$3,605
Sub-Total	\$3,605
<i>Miscellaneous:</i>	
Project Contingency	\$229,066
External Legal Costs	\$12,347
Public Art/Communications/Events	\$9,218
Sub-Total	\$250,632
Total	\$6,892,367

6. CONSULTATIONS:

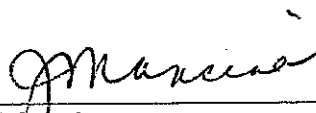
N/A

7. CONCLUSION:

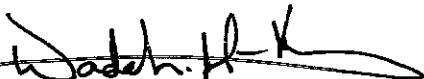
The comments within this report along with Appendix A: 350 City Hall Square Financial Summary Report, outlining the budgeted line items and corresponding expenditures are being provided to the New City Hall Steering Committee for information purposes. As at January 31, 2017 the project is progressing on budget and is also progressing within expected project timelines.



David Soave
Manager, Operating Budget Development
& Financial Administration



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



Wadah Al-Yassiri
Project Administrator

DS

APPENDICES:

Appendix A: 350 City Hall Square Financial Summary Report

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

APPENDIX A: NEW CITY HALL FINANCIAL SUMMARY REPORT as at January 31, 2017

Description	Approved Budget \$	Current Expenditures / Revenue	Estimated Future Expenditures / Revenue	Total Estimated Project Expenditures / Revenue	Variance Surplus / (Deficit)
EXPENSES					
Design/Permit/Administration:					
Consultants(design/commissioning)	\$ 2,206,468	\$ 1,392,054	\$ 814,414	\$ 2,206,468	\$ -
Internal PM Costs	\$ 486,281	\$ 289,304	\$ 196,977	\$ 486,281	\$ -
Advertising(procurement)	5,000	\$ 4,902	\$ 98	\$ 5,000	\$ -
Permits(building, SPC, etc.)	147,000	\$ 200,492	\$ -	\$ 200,492	\$ (53,492)
Geotechnical Report	75,000	\$ 59,301	\$ 15,699	\$ 75,000	\$ -
Subtotal Design/Permit/Administration	\$ 2,919,749	\$ 1,946,053	\$ 1,027,187	\$ 2,973,241	\$ (53,492)
Construction:					
Base Building	\$ 30,201,137	\$ 4,660,601	\$ 25,540,536	\$ 30,201,137	\$ -
Relocating Hydro transformer	687,000	31,476	655,524	687,000	\$ -
Connecting Canopy	210,000	-	210,000	210,000	\$ -
Subtotal Construction	\$ 31,098,137	\$ 4,692,077	\$ 26,406,060	\$ 31,098,137	\$ -
Furniture					
Furniture & Equipment(assuming 275 staff)	\$ 1,670,000	\$ 3,605	\$ 1,666,395	\$ 1,670,000	\$ -
Subtotal Furniture	\$ 1,670,000	\$ 3,605	\$ 1,666,395	\$ 1,670,000	\$ -
Miscellaneous:					
Parking	\$ 420,000	\$ -	\$ 420,000	\$ 420,000	\$ -
Interim Financing	714,343	-	714,343	714,343	\$ -
Moving Costs	157,500	-	157,500	157,500	\$ -
External Legal Costs(agreement)	300,000	12,347	287,653	300,000	\$ -
Public Art/Communications/Events	250,000	9,218	240,782	250,000	\$ -
Demolition Costs	2,649,500	-	2,649,500	2,649,500	\$ -
Project Contingency	3,757,771	229,066	3,528,705	3,757,771	\$ (0)
Subtotal Miscellaneous	\$ 8,249,114	\$ 250,632	\$ 7,998,483	\$ 8,249,114	\$ (0)
TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES	\$ 43,937,000	\$ 6,892,367	\$ 37,098,125	\$ 43,990,492	\$ (53,492)
PROJECT REVENUE					
Building Permits	\$ 147,000	-	200,492	200,492	\$ 53,492
Reduction in Salary Costs in Other Corporate Areas	125,000	-	125,000	125,000	\$ -
Transfer from Capital Project - Civic Esplanade(PLN-021-07)	337,000	150,000	187,000	337,000	\$ -
NET CORPORATE RECOVERIES	\$ 609,000	\$ 150,000	\$ 512,492	\$ 662,492	\$ 53,492
TOTAL CITY COSTS	\$ 43,328,000	\$ 6,742,367	\$ 36,585,633	\$ 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

**NEW CITY HALL
EXECUTIVE COMMITTEE**

Minutes

October 18, 2016

350 City Hall Sq. E., Walkerville Room

In Attendance:

Executive

Committee:

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

Regrets:

Thom Hunt – City Planner

Working

Team:

Wadah Al-Yassiri – Project Administrator
Jill Braido – Communications Resource
Neil Robertson – Planning Resource
David Soave – Project Accountant
Tom Graziano - Facilities
Tina Italiano – Development Clerk

Regrets:

Leslie Prieur – Administrative Support
Earl Larking – IT Resource
Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource
Rosanna Pellerito – Risk Resource

1. Approval of Minutes/Action Items (September 20, 2016)

New City Hall Executive Committee meeting minutes dated September 20, 2016 are approved.

2. Project Update

Wadah reviews the Project Update. Construction is ongoing. The contractor is working towards being above ground before winter.

All debris was removed during excavation.

Wadah is working with IT and Traffic to coordinate the CCTV and City fibre optic plan for the entire site. The plan is to complete all required utilities prior to completing the streetscape and the civic plaza.

The project is on schedule.

The camera capturing the construction of the New City Hall construction site is up and running.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report.

Wadah informs us that CF Industries offered us a credit of \$10,000.00 to provide alternate transfer switch in lieu of specified for the generator.

France suggests to remove the District Energy of the list and track it separately.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List. He notes that to date he has not heard from District Energy. He will continue to follow up.

5. New Business

Wadah advises he has had preliminary discussions with Legal regarding the food kiosk on the main floor of New City Hall. He indicates that the City's Lease Administrator did not think there was a business case to have two food kiosks on City Hall Campus. He asks the committee if the dedicated space for a food kiosk is still desired. The committee states a preference for 2 food kiosks (the current one at 400 CHS and one at the new city hall). Discussion ensued regarding a possible RFP to explore the interest from service providers. The committee recommended the issue be brought to the Steering Committee for direction. The Steering Committee meeting is scheduled for October 27, 2016. Wadah states that a decision will be required by mid- 2017 if a redesign of the space is preferred.

(Action: W. Al-Yassiri)

Wadah advises that the contractors have started on the move of the transformer and fibre optics.

France suggests keeping a schedule of the % of completion of the project.

POST MEETING NOTE: The consultant has advised that a decision will be required by January 2017 if a redesign of the space is preferred.

Harry Turnbull asks if any additional power outages are planned during construction. Wadah responds yes and advises that the timing will be well communicated.

POST MEETING NOTE: The New City Hall Steering Committee meeting has been scheduled for October 27, 2016.

6. Next Meeting

The next New City Hall Executive Committee meeting is November 15, 2016 at 1:30 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Tina Italiano

Minutes reviewed by: Wadah Al-Yassiri