

New City Hall Project Steering Committee – Meeting held November 23, 2017

A meeting of the **New City Hall Project Steering Committee** is held this day commencing at 9:00 o'clock a.m. in the Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Mayor Drew Dilkens, Chair
Councillor Paul Borrelli (arrives at 9:03 a.m.)
Councillor Jo-Anne Gignac
Councillor Hilary Payne
Councillor Ed Sleiman (arrives at 9:10 a.m.)

Also present are the following resource personnel:

Wadah Al-Yassiri, Project Administrator
Shelby Askin-Hager, City Solicitor
Onorio Colucci, Chief Administrative Officer
Thom Hunt, City Planner
Joe Mancina, City Treasurer
Cathy Masterson, Manager Cultural Affairs
Jason Moore, Senior Manager Communications
Dave Soave, Project Accountant
Harry Turnbull, Executive Director Information Technology
Mark Winterton, City Engineer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 9:02 o'clock a.m. and the Steering Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Gignac, seconded by Councillor Payne,
That the minutes of the New City Hall Project Steering Committee of its meeting held August 24, 2017 **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Project Update

W. Al-Yassiri reports Community Living is no longer interested in operating the food kiosk in the New City Hall. He adds the connections have been roughed-in and if there is interest in the future, the space can be utilized or, the space will become part of the atrium.

Moved by Councillor Payne, seconded by Councillor Gignac,
That the report of the Project Manager dated November 15, 2017 entitled "New City Hall – Project Update, November 2017" **BE RECEIVED.**
Carried.

4.2 Financial Summary Update

In response to a question asked by Councillor Payne regarding the use of the surplus funds, W. Al-Yassiri responds the surplus funds will be utilized in the demolition of the existing City Hall.

Moved by Councillor Gignac, seconded by Councillor Payne,
That the report of the Project Accountant dated November 15, 2017 entitled "New City Hall Financial Summary Update" **BE RECEIVED.**
Carried.

5. New City Hall Project Executive Committee Minutes

Moved by Councillor Payne, seconded by Councillor Gignac,
That the minutes of the New City Hall Project Executive Committee of its meetings held August 1, 2017 and September 11, 2017 **BE RECEIVED.**
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 9:11 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Thursday, November 23, 2017
9:00 o'clock a.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 August 24, 2017 – ***attached.***
4. **Business Items**
 - 4.1 **Project Update**
Report of the Project Manager dated November 15, 2017 entitled "New City Hall – Project Update, November 2017" – ***attached.***
 - 4.2 **Financial Summary Update**
Report dated November 15, 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 dates:
 - August 1, 2017
 - September 11, 2017
6. **Other Business**
7. **Date of Next Meeting**
February 2018 (To be confirmed)
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: March 12, 2018
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: March 21, 2018
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, March 2018

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.

On May 30, 2016 City Council approved the General Contractor and the Furniture supplier (CR350/2016 & CR351/2016) which is summarized below:

- *Oscar Construction Company Ltd*
 - BASE TENDER: \$28,543,290 (excl. H.S.T.)
 - ALL PROVISIONAL ITEMS: \$1,135,500 (excl. H.S.T.)
 - Total construction cost to \$29,678,790 (excl. H.S.T.)
- *Monarch Basics for the New City Hall Furniture in the amount of \$1,171,652 (excl. H.S.T.) to be assigned to Oscar Construction as a change order in the amount of \$1,218,518 (excl. H.S.T.)*

Construction started June 2016.

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

- Environmental and Soil consultant; Golder & Associates
- Design Consultants; Moriyama & Teshima and Architecttura Architects
- Cost Consultant; A. W. Hooker
- Archeological and Vibration Monitoring and testing Consultant; Amec Foster Wheeler (recently Wood Plc)
- Commissioning Agent; Morrison Hershfield
- Move Consultant; Colliers Project Leaders
- Obsolete Furniture vender; Contents Processing Centre (CPC)

3. DISCUSSION:

Following the New City Hall Ground Breaking ceremony on June 2016, the overall project is well underway and remains on schedule.

The construction progress as end of February 2018 is reflected in the following table;

DESCRIPTION	% complete
Concrete & Rebar Works	99%
Masonry Works	99%
Metal Works	100%
Wood, Plastics & Composites	80%
Thermal & Moisture Projection	100%
Openings, Doors, Hardware & Glazing	80%
Finishes Inc. drywall & Flooring	80%
Specialties, (visual display, signage, HD filing system & Solar shading)	65%
Equipment's	100%
Furnishings	5%
Conveying equipment	95%
Sprinkler system	98%
District Energy	100%
Mechanical	90%
Electrical	90%
Earthwork	100%
City Hall Sq. E Streetscaping	30%
Green Roof	0%

In addition to construction of the building envelope, the following outlines the status of other related works that have been completed and/or on-going;

- Underground work is 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)
- Reviewing and transition of District Energy agreement for existing and New City Hall (on-going)
- Coordination with the Move Committee representatives from various City departments (on-going)
- Survey obsolete furniture and equipment from the old City Hall (on-going)
- Start working on the Demolition RFP for the existing City Hall in order to select Demolition Consultant as a first step (on-going)
- Coordinating with City Facilities and Recreation & Culture regarding some existing furniture and art work that need to be relocated to the NCH (on-going)
- Working on a corporate wide janitorial supplies contract which will include the NCH (not started)
 - Recently the City of Windsor completed a corporate review and cost analysis of the janitorial supplies service requirements. The NCH was included in the review process.
As a corporation the City spends approx. \$500,000 annually on janitorial supplies. The NCH and 400 building account for 20% of the overall annual cost.
Currently the City's janitorial supplies are purchased on an as-need basis informally which is in accordance with the Purchasing By-Law. In light of this information the purchasing department started to draft a corporate wide RFP to procure janitorial supplies in order to obtain the best value for the City and to allow janitorial supplies companies to competitively bid on this opportunity.
Due to a time constraint the City is not going to be able to solicit these services before the NCH is occupied. The City will have to continue to procure janitorial supplies informally. Based on this outcome the City may incur retrofit costs once the new janitorial supplies contract is executed because the hardware (Toilet paper dispensers, paper towel dispensers and soap dispensers) is unique to the product and if the procurement process selects a vendor who the City is currently not using the City may incur some patch up costs. The City will try to mitigate the retrofit costs by including it in the scope of work for the RFP.

Overall Project Milestones:

Milestones	Target Dates	Comments
10. Construction Phase i) Substantial Performance	June 2016 – March 2018 April 2018	Mobilized June 2016
11. Furniture & Fit-up i) Furniture installation	Feb. – April 2018 April 2018	On schedule
12. Occupancy / Move	May 18, 2018	Long weekend
13. Decommission and Demolition of old City Hall building	Sep. 2018 – Sep. 2019	Not part of the new building tender (ph2)
14. Civic Plaza Improvement	Oct. 2019 – Oct. 2020	Not part of the new building tender nor demolition (ph3)

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 approvals.



Wadah Al-Yassiri
Project Administrator



for **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



for **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, ON, M5A 2N4	dnash@mtarch.com OR ctai@mtarch.com	416. 925.4484	416.925.4637
Architecttura Inc.	180 Eugenie Street West, Windsor, ON, N8X 2X6	dan@architecttura-inc.com OR carmen@architecttura-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

Subject: New City Hall Financial Summary Update

Reference:

Date to Committee: March 21, 2018

Author: David Soave

Manager, Operating Budget Development & Financial Administration

519-255-6110 ext 1911

dsoave@citywindsor.ca

Financial Planning

Report Date: March 8, 2018

Clerk's File #:

To: Steering Committee – New City Hall

Recommendation:

THAT the New City Hall Steering Committee **RECEIVE** for information the financial summary and preliminary estimated project variance for the New City Hall as at March 8, 2018.

EXECUTIVE SUMMARY:

N/A

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	Description
M95/2011	\$12,000,000	Transfer from ISF surplus.
B5/2013	\$4,750,000	Transfer from Capital Project surplus funds.
B26/2013	\$18,000,000	Transfer from 2013 Approved Capital Budget.
M222-2015	\$4,450,000	Transfer from 2016 Approved Capital Budget.
CR161/2015	\$4,400,000	Transfer from 2016 Approved Capital Budget.
CR130/2016	\$337,000	Transfer from Capital Project – Civic Esplanade.
Total	\$43,937,000	

DISCUSSION:

As of March 8, 2018, the project has incurred expenditures of **\$29,021,250**. A full list of budgeted line items and corresponding expenditures is included below in **Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at March 8, 2018**.

RISK ANALYSIS:

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

FINANCIAL MATTERS:

Year-to-date expenditures totalling **\$29,021,250** (as at March 8, 2018) are summarized in the table below along with a preliminary projected surplus, estimated to be approximately **\$500,000**.

Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at March 8, 2018

<i>Line-Item Description</i>	<i>Budget</i>	<i>Actuals (as at Mar. 8, 2018)</i>	<i>Variance (Life-To-Date)</i>	<i>Estimated Project Total</i>	<i>Estimated Project Variance</i>
<u>Design / Permit / Administration:</u>					
1 Consultants	\$2,206,468	\$1,758,229	\$448,239	\$2,206,468	\$0
2 Project Management Costs	\$486,281	\$408,935	\$77,346	\$486,281	\$0
3 Permits (Building, SPC, etc.)	\$147,000	\$200,492	(\$53,492)	\$200,492	(\$53,492)
4 Geotechnical Report	\$75,000	\$108,917	(\$33,917)	\$108,917	(\$33,917)
5 Advertising (Procurement)	\$5,000	\$4,902	\$98	\$5,000	\$0
Sub-Total	\$2,919,749	\$2,481,475	\$438,274	\$3,007,158	(\$87,409)
<u>Construction:</u>					
6 Base Building	\$30,201,137	\$24,950,751	\$5,250,386	\$30,201,137	\$0
7 Relocation of Hydro Transformer	\$687,000	\$384,528	\$302,472	\$687,000	\$0
8 Connecting Canopy	\$210,000	\$0	\$210,000	\$400,000	(\$190,000)
Sub-Total	\$31,098,137	\$25,335,279	\$5,762,858	\$31,288,137	(\$190,000)
<u>Furniture:</u>					
9 Furniture, Equip. & Fit-Up	\$1,670,000	\$10,889	\$1,659,111	\$1,570,000	\$100,000
Sub-Total	\$1,670,000	\$10,889	\$1,659,111	\$1,570,000	\$100,000
<u>Miscellaneous:</u>					
10 Project Contingency	\$3,757,771	\$1,168,008	\$2,589,763	\$2,257,771	\$1,500,000
11 Demolition Costs	\$2,649,500	\$0	\$2,649,500	\$4,149,500	(\$1,500,000)
12 Interim Financing	\$714,343	\$0	\$714,343	\$0	\$714,343
13 Parking	\$420,000	\$0	\$420,000	\$420,000	\$0
14 External Legal Costs	\$300,000	\$12,347	\$287,653	\$300,000	\$0
15 Public Art/Communications/Events	\$250,000	\$12,704	\$237,296	\$250,000	\$0
16 Moving Costs	\$157,500	\$548	\$156,952	\$157,500	\$0
Sub-Total	\$8,249,114	\$1,193,607	\$7,055,507	\$7,534,771	\$714,343
Total	\$43,937,000	\$29,021,250	\$14,915,750	\$43,400,066	\$536,934

1. **Consultants:** No anticipated variance at this time.
2. **Project Management Costs:** No anticipated variance at this time.
3. **Permits (Building, SPC, etc.):** The budget for permits related to this project has exceeded the budget by (\$53,492); however, this additional expenditure amount will be fully offset by internal recoveries.
4. **Geotechnical Report:** The budget related to the cost for the Geotechnical Report was under-estimated and expenditures are expected to exceed the budgeted amount by approximately (\$33,917).
5. **Advertising (Procurement):** No anticipated variance at this time.
6. **Base Building:** No anticipated variance at this time.
7. **Relocation of Hydro Transformer:** No anticipated variance at this time.
8. **Connecting Canopy:** The cost related to the Connecting Canopy is anticipated to be higher than initially estimated and is projected to result in a cost overrun to this line item by approximately (\$190,000).
9. **Furniture, Equipment & Fit-Up:** Current estimates based on the furniture contract and anticipated fit-up and related costs suggest that this line-item may result in a surplus of approximately \$100,000.
10. **Project Contingency:** The Project Contingency has been utilized to offset several change-orders to date, as can be anticipated with a project of this magnitude. In addition to the \$1,168,000 spent to date, there are commitments totalling approximately \$680,000 still outstanding. On a go-forward basis, it is recommended that a balance of approximately \$410,000 or 11% of the total contingency be maintained for unplanned expenditures throughout the balance of the project. As a result, an estimated surplus of approximately \$1,500,000 or 40% of the total project contingency is projected.

Total Contingency - Spent To Date	\$1,168,008	31%
Total Contingency - Committed To Date	\$679,526	18%
Total Contingency - Balance of the Project	\$410,237	11%
Total Contingency - Anticipated Surplus	\$1,500,000	40%
Total Contingency	\$3,757,771	100%

11. **Demolition Costs:** The Demolition Cost of the existing City Hall Building is anticipated to be higher than first estimated by approximately (\$1,500,000). This is based on a revised demolition estimation report prepared by a demolition consultant who was retained by the City of Windsor to complete a demolition cost evaluation for the existing 350 City Hall Square West. Driving the cost higher than previously estimated are primarily 1) Demolition Boundaries; The demolition boundaries will result in a very constricted work area so as to not impact existing structures. This

will cause demolition work to be less efficient, requiring more time for demolition work, debris management and off-site transportation of waste materials. 2) Asbestos Abatement: A pre-demolition Designated Substance Survey (DSS) has not been completed and therefore, full asbestos abatement costs are currently unknown. The consultant has however, concluded the likelihood of additional asbestos materials, other than those currently known, will be present and will contribute to the subject cost of demolition.

12. Interim Financing: Initially anticipated Interim Financing costs will not be required as available project funding is being timed to anticipated expenditures, resulting in a surplus of \$714,343 in this line-item.

13. Parking: The budgeted line-item for Parking totalling \$420,000 was initially intended to offset costs associated with the temporary relocation of staff parking resulting from the construction of the New City Hall. As this cost did not come to fruition, consideration is being given to utilizing the surplus to address traffic congestion around City Hall and the flow of vehicles to and from the 400 CHS under-ground parking facility. Utilization of these funds for this purpose will be the subject of a future Council report and therefore, the surplus within this line-item is not included in the overall project projections at this time.

14. External Legal Costs: While there are no significant legal costs anticipated at this time, this budget is being maintained as a contingency as it relates to potential unforeseen legal requirements that may arise prior to finalizing this project.

15. Public Art / Communications / Events: No anticipated variance at this time.

16. Moving Costs: No anticipated variance at this time.

CONSULTATIONS:

N/A

PLANNING ACT MATTERS:

N/A

CONCLUSION:

Included in this report are the budgeted line items, corresponding expenditures and preliminary estimated variances relating to the New City Hall Project. These budget projections are being provided to the New City Hall Steering Committee for information purposes. As at March 8, 2018, the project to construct a New City Hall is progressing within expected project timelines and is preliminarily estimated to be under budget by approximately \$500,000.

APPROVALS:



David Soave
Manager, Operating Budget
Development & Financial Administration



Onorio Colucci
Chief Administrative Officer



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



Wadah Al-Yassiri
Project Administrator

NOTIFICATIONS:

Name	Address	Email

Appendices: N/A

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

November 7, 2017

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
Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Shelby Askin Hager – City Solicitor
Thom Hunt – City Planner
Harry Turnbull – Executive Director of Information
Onorio Colucci – Chief Administrative Officer

Regrets:

Working

Team:

Wadah Al-Yassiri – Project Administrator
Jan Wilson – Parks, Recreation, Culture & Facilities
David Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource
Alena Sleziak – Customer Service
Lori Boston – Customer Service
Neil Robertson – Planning Resource
Leslie Prieur – Administrative Support

Regrets:

Earl Larking – IT Resource
Tom Graziano – Facilities
Josie Liburdi - Projects Resource

1. Approval of Minutes/Action Items (September 11, 2017)

New City Hall Executive Committee meeting minutes dated September 11, 2017 are approved.

Action Item #1

Tom Graziano states that additional equipment will be required by Facilities for the new building. He asks if this will be charged to the project budget or Facilities budget. France advises that this equipment was not accounted for within the project budget. Tom will prepare an estimate for additional equipment requirements for the next executive Committee meeting.

Wadah states that Tom Graziano advised that the cost for a new floor scrubber is approximately \$23,000. Tom suggested that Facilities may be able to absorb this through their current budget. Tom will advise.

(Action: T. Graziano)

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. He estimates the building is approximately 70% overall complete. Fit up is expected to begin in March and take approximately 6 weeks. Wadah is working closely with Monarch Basics (Furniture vendor) to confirm furniture layout and totals. Occupancy remains on schedule.

Wadah continues to coordinate with various city departments regarding high density files and storage needs.

Wadah has had initial contact with the move consultant, Colliers Project Leaders. He will have additional information for the next meeting.

A Construction Progress Table dated October, 2017 is included in the project update for reference.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report.

There is \$2,463,594.29 remaining in contingency.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

City administration has received an email from the Community Living Agency advising they are no longer pursuing the food kiosk. Wadah notes that the space will be roughed in to allow for a food kiosk in the future. An update on this matter will be brought to the Steering Committee at their November meeting.

5. New Business

1. Close the East Entrance to New City Hall to the Public and Deem It Employee Only Entrance

The Customer Service Group has recommended that the east entrance to new city hall be closed to public and deemed an employee entrance only. This will ensure that customers are routed to the reception kiosk first.

The New City Hall Executive Committee APPROVES designating the east door as a staff only entrance but maintaining it as an exit for all.

Carried.

Access for Employees/Public to the 3-5th Floors in the New City Hall

Discussion ensues regarding public access to the 3rd, 4th and 5th floors. There is a designated area outside the elevators on each of these floors with a phone and a staff directory to allow the visitor to contact the person they are there to see.

The New City Hall Executive Committee APPROVES allowing public access to the 3rd, 4th and 5th floors and requests that proper signage be erected to direct visitors to use the staff directory.

Carried.

2. New City Hall Meeting Rooms – Outlook Controls

Lori Boston explains that the intent is that all city meeting rooms (both on site and off site) be controlled through Outlook so they all appear on one comprehensive list. Jan Wilson notes concerns with including community centre meeting rooms as they are also used for programming. The Executive Committee deems this to be a Customer Service initiative and outside the scope of this project.

3. Discussion on Queuing System for First Floor

Customer Service is considering employing a queuing system for the first floor to direct the public to the reception area for triage. There are various options available ranging in price from \$250 monthly subscription to approximately \$50,000 per year. The Customer Service area will review options. Wadah notes the necessary rough-ins will be installed to accommodate any required equipment. The Executive Committee deems this to be a Customer Service initiative.

4. Department Suite Numbers

Wadah explains New City Hall's address will remain 350 City Hall Square West. However, it will be identified as Building 2 until the old City Hall is demolished. The mailing address will remain P.O. Box 1607.

Wadah states the Move Committee suggested two options for suite numbers:

- 2nd floor – 210, 220, 230 or 2A, 2B, 2C
- 3rd floor - 310, 320, 330 or 3A, 3B, 3C, etc.

He notes that signage will be created by the City's Geomatics department.

Thom Hunt suggests that the suite numbers include some way to identify which building, i.e. 350-310 or 400-303. The Executive Committee supports the option of 210, 220, 230, etc. and asks Wadah to work with Alena Sleziak and Lori Boston on this matter.

5. Cubicle Partitions Next to Window

The original plans show 66 inch high partitions throughout, regardless of locations adjacent to windows. We are now at the stage of detailed design with the furniture vendor and it does not make sense to block the windows with these partitions. Wadah advises that the cubicles will be changed to flexible modular at no additional cost. He requests approval from the Executive Committee to work with Monarch Basics to lower the partitions next to the windows to 36 inches high (close to level with the window sills). This would result in a credit to the project that could be applied to items that were not contemplated in the original furniture list. Wadah notes that the lower height of the partition will not affect cubicle's stability and the windows will all have blinds.

The Executive Committee agrees to lowering the partitions next to windows and asks Wadah to provide a list of possible items that could be purchased with the savings.

(Action: W. Al-Yassiri)

6. Additional Building Envelope Testing & Inspection Services

Wadah asks for approval to increase the contract for Amec (currently Wood) to perform additional building envelope testing and inspection services. He states the project would greatly benefit from their expertise and an ongoing deficiency list will be created so that items may be corrected as they are identified. The cost for the additional scope of work is \$8,000 all inclusive.

The New City Hall Executive Committee APPROVES increasing the Wood PLC (formerly Amec) contract by \$8,000 all-inclusive to perform additional building envelope testing and inspection services.

Carried.

6. **Next Meeting**

The next New City Hall Executive Committee meeting is January 9, 2018 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

**NEW CITY HALL
EXECUTIVE COMMITTEE
Minutes**

**February 13, 2018
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
Melissa Osborne for Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Shelby Askin Hager – City Solicitor
Thom Hunt – City Planner
Earl Larking for Harry Turnbull – Executive Director of Information

Regrets:

Onorio Colucci – Chief Administrative Officer
Joe Mancina – City Treasurer
Harry Turnbull – Executive Director of Information

Working

Team:

Wadah Al-Yassiri – Project Administrator
David Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource
Jill Braido – Communications Resource
Alena Sleziak – Customer Service
Tom Graziano – Facilities
Neil Robertson – Planning Resource
Stacey McGuire – Projects Resource
Leslie Prieur – Administrative Support

Regrets:

Lori Boston – Customer Service
Josie Liburdi - Projects Resource

1. Approval of Minutes/Action Items (November 7, 2017)

New City Hall Executive Committee meeting minutes dated November 7, 2017 are approved.

Action Item #1

Tom Graziano states that additional equipment will be required by Facilities for the new building. He asks if this will be charged to the project budget or Facilities budget. France advises that this equipment was not accounted for within the project budget. Tom will prepare an estimate for additional equipment requirements for the next executive Committee meeting.

*Tom Graziano confirms that Facilities can absorb the cost for a new floor scrubber (approximately \$23,000). **COMPLETE***

Action Item #2

The Executive Committee agrees to lowering the partitions next to windows and asks Wadah to provide a list of possible items that could be purchased with the savings.

*This item will be dealt with in the Project Update. **COMPLETE***

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. He estimates the building is approximately 85% overall complete. Fit up is expected to begin in late March 2018 and take approximately 6 weeks. Wadah is working closely with Monarch Basics (Furniture vendor) to confirm furniture layout and totals. Occupancy remains on schedule.

Move into the new building is scheduled to start at 4 pm on May 18, 2018 and continue through the long weekend.

A walkthrough is scheduled on February 16th with the bidders on the move RFP.

Wadah continues to coordinate with various city departments regarding high density files and storage needs.

A Construction Progress Table dated January, 2018 is included in the project update for reference.

Wadah explains that with the savings realized by lowering the partitions next to windows, he was able to add the following required items to the project for a net additional cost of \$3,000.00.

- Additional 7 cubicles added to second floor to accommodate additional staff compliment
- Replace all cubicles from fixed to flexible modular to provide flexibility in orientation
- Replace 3 fixed desk to height adjustable at the customer service counters on second floor
- Purchase of 205 guest chairs for all cubicles
- Purchase of 275 under cupboard LED lights with sensors to all cubicles and offices

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report.

There is \$2,094,030.10 remaining in contingency.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states he has received the draft terms and conditions and draft rates for the new agreement with District Energy. This is currently being reviewed. It is unlikely that a signed agreement will be in place prior to the move into the new building.

5. New Business

1. Executive Committee approval is sought to hold a staff open house before the move to the new building. Wadah proposes it be held on Friday May 11th with a Mayor and City Councillors walkthrough during the day and after work hours for staff. He suggests this may be a good opportunity for a media 'sneak peak' with Mayor and Councillors which will be further discussed with Jason.

The New City Hall Executive Committee **APPROVES** an open house to be held prior to the move for the Mayor, City Councillors and staff with details to be worked out through the Communication's lead.

Carried.

2. France advises that approval has been given to delay opening for business at the New City Hall until 10:30 am on Tuesday May 22nd. This will allow front line staff the opportunity to unpack and set up their work stations.

Shelby Askin Hager states that the Building Department is switching to an electronic program module and is concerned about maintaining service levels. She suggests that consideration be given to maintain a skeleton staff at 350 City Hall Square for a half day on Tuesday. Earl Larking states that there will be multiple checks and confirmation that all equipment is operational prior to opening day and there is no concerns regarding equipment. This issue will be referred to the Move Committee for consideration and coordination.

(This items was referred to the Move Committee)

3. Wadah states that the intent is to provide new appliances in the kitchenette areas (1 fridge and 1 microwave). He states that no existing fridges or microwaves will be moved from 350 CHS. He also notes that personal heaters will not be allowed in the building.

The New City Hall Executive Committee **APPROVES** the purchase of refrigerators and microwaves for the kitchenette areas in the New City Hall to an upset limit of \$20,000 plus HST to be charged to the Furniture and Equipment budget.

Carried.

4. Asset Planning has requested approval to move their existing under desk file cabinets for staff in cubicles to the New City Hall. Melissa Osborne explains that these cabinets were purchased when their area was developed and they will fit in the new cubicles. As these have already been purchased there is no new funding required. Wadah notes that the cabinets must be identified for the movers. The Executive Committee approves this request for Asset Planning.
5. The Finance Department asks if there is a monetary contingency allocation from the project budget for necessary purchases identified after departments move into the new building. Wadah explains that project surplus is intended to be put towards the demolition of the old 350 CHS. After discussion, the committee as a whole agrees that this should be dealt with on an as needed basis. However, it is noted there will be a strict time frame to identify these needs. If additional items are required once a department is operational, first a review will be done of items remaining at old 350 CHS. If the item must be purchased it will be dealt with on a case by case basis.

6. Next Meeting

The next New City Hall Executive Committee meeting is March 6, 2018 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

February 13, 2018

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
Melissa Osborne for Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Shelby Askin Hager – City Solicitor
Thom Hunt – City Planner
Earl Larking for Harry Turnbull – Executive Director of Information

Regrets:

Onorio Colucci – Chief Administrative Officer
Joe Mancina – City Treasurer
Harry Turnbull – Executive Director of Information

Working

Team:

Wadah Al-Yassiri – Project Administrator
David Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource
Jill Braido – Communications Resource
Alena Sleziak – Customer Service
Tom Graziano – Facilities
Neil Robertson – Planning Resource
Stacey McGuire – Projects Resource
Leslie Prieur – Administrative Support

Regrets:

Lori Boston – Customer Service
Josie Liburdi - Projects Resource

1. Approval of Minutes/Action Items (November 7, 2017)

New City Hall Executive Committee meeting minutes dated November 7, 2017 are approved.

Action Item #1

Tom Graziano states that additional equipment will be required by Facilities for the new building. He asks if this will be charged to the project budget or Facilities budget. France advises that this equipment was not accounted for within the project budget. Tom will prepare an estimate for additional equipment requirements for the next executive Committee meeting.

*Tom Graziano confirms that Facilities can absorb the cost for a new floor scrubber (approximately \$23,000). **COMPLETE***

Action Item #2

The Executive Committee agrees to lowering the partitions next to windows and asks Wadah to provide a list of possible items that could be purchased with the savings.

*This item will be dealt with in the Project Update. **COMPLETE***

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. He estimates the building is approximately 85% overall complete. Fit up is expected to begin in late March 2018 and take approximately 6 weeks. Wadah is working closely with Monarch Basics (Furniture vendor) to confirm furniture layout and totals. Occupancy remains on schedule.

Move into the new building is scheduled to start at 4 pm on May 18, 2018 and continue through the long weekend.

A walkthrough is scheduled on February 16th with the bidders on the move RFP.

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