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Windsor, Ontario May 21, 2014

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 3:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Councillor Fulvio Valentinis, Chair  
Councillor Jo-Anne Gignac  
Councillor Ron Jones

**Also present are the following resource personnel:**

Shelby Askin-Hager, City Solicitor  
Valerie Clifford, Financial Planning Administrator  
Madelyn Della Valle, Project Manager (Exhibitions)  
Tom Graziano, Manager of Facility Operations (A)  
France Isabelle-Tunks, Senior Management, Development and Geomatics  
Cathy Masterson, Manager of Cultural Affairs  
Colleen Middaugh, Project Manager (Construction)  
Jelena Payne, Community Development & Health Services Commissioner  
Jan Wilson, Executive Director, Recreation and Culture  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 3:00 o'clock p.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. DECLARATIONS OF CONFLICT**

None disclosed.

**3. ADOPTION OF THE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Jones,  
That the minutes of the Museum Development Project Steering Committee of its meeting held April 30, 2014 **BE ADOPTED** as presented.  
Carried.

**4. BUSINESS ITEMS**

#### 4.1 Project Update (Construction)

C. Middaugh refers to Communication #20 (May 20, 2014 Council Meeting), attached as Appendix "A" entitled "Proposal No. 39-14: Museum Expansion Project – Consulting Services". Based on the weighted scoring system prescribed in the RFP, Hariri Pontarini Architects received the highest score for the Cost proposal and is the successful proponent. She notes Lord Cultural Resources has been retained as the Sub Consultant to Hariri Pontarini Architects.

C. Middaugh provides the following construction updates:

- Preliminary upgrades to the security system at 401 Riverside Drive (CCTV, card access, intrusion alarm, fire safety and building management system) are currently underway. A completion date of June 2, 2014 is anticipated.
- The Project Manager(s) will continue to provide updates (via e-mail) to the Art Gallery identifying progress made, key milestone dates, and upcoming work. The CAO and Project Sponsor will maintain communication with the Art Gallery as well.

In response to a question asked by the Chair regarding when preliminary sketches will be presented to the Steering Committee, C. Middaugh responds the consultants are prepared to provide options and to attend a minimum of two meetings of the Steering Committee.

C. Middaugh notes the construction will commence the end of August/ beginning of September 2014.

Moved by Councillor Jones, seconded by Councillor Gignac,  
That the report of the Project Administrator regarding the Project Update (Design/Construction) dated May 7, 2014 **BE RECEIVED**.  
Carried.

#### 4.2 Financial Summary Update

V. Clifford states as of April 30, 2014, the project has incurred gross expenditures of \$384,729. Grants received from the Canada Cultural Spaces Fund amount to \$371,900 in addition to the 2013 pre-approved funding that has been transferred to the capital project in the amount of \$405,000. As of this date, no expenditures have been approved to be applied to the project contingency account by the Executive Committee.

Moved by Councillor Jones, seconded by Councillor Gignac,  
That the report of the Financial Planning Administrator dated May 12, 2014 entitled "Financial Summary Update – April 30, 2014" **BE RECEIVED**.  
Carried.

#### 4.3 Communications Plan

In terms of the Chimczuk Fund, S. Askin-Hager, indicates a Summary Judgment Motion has been served regarding this matter.

T. Graziano reports discussions have been held with the Art Gallery of Windsor regarding movable walls and the relocation of sponsorship naming within the facility. Additional coordination is required to finalize the details of the sponsorship naming relocation plan and corresponding notification to donors.

Councillor Gignac requests an Administrative report outlining options for sponsoring /dedicating rooms within the building be provided for the Steering Committee.

The Chair suggests donors/sponsors of the rooms within the AGW be invited to the opening ceremonies.

#### 5. MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES

The minutes of the Museum Development Project Executive Committee of its meeting held May 14, 2014 are distributed and *attached* as Appendix "B".

Moved by Councillor Gignac, seconded by Councillor Jones,  
That the minutes of the Museum Development Project Executive Committee of its meeting held May 14, 2014 **BE RECEIVED**.  
Carried.

#### 6. OTHER BUSINESS

None.

#### 7. DATE OF NEXT MEETING

The next meeting will be held on June 25, 2014 at 3:00 o'clock p.m. in Room 406, 400 City Hall Square East.

#### 8. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:25 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR

**AGENDA**  
**of the**  
**MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE**  
**Wednesday, May 21, 2014**  
**3:00 o'clock p.m.**  
**Town of Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall**

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1. **CALL TO ORDER**
  
2. **DECLARATIONS OF CONFLICT**
  
3. **ADOPTION OF THE MINUTES**  
Adoption of the minutes of the meeting held April 30, 2014 (*previously distributed*).
  
4. **BUSINESS ITEMS**
  - 4.1 **Project Update (Construction)**  
The Project Update (Construction) dated May 7, 2014 – (*attached*).
    - Communication Report to City Council dated May 20, 2014 entitled “Proposal No. 39-14, Museum Expansion Project – Consulting Services” – (*verbal update*)
  
  - 4.2 **Financial Summary Update**  
The report of the Financial Planning Administrator dated May 12, 2014 entitled “Financial Summary Update – April 30, 2014” – (*attached*).
  
  - 4.3 **Communications Plan**  
The Communications Plan – Windsor’s Community Museum Expansion dated May 14, 2014 – (*attached*).
    - Museum Naming – (*verbal update*)
    - Ceremony – (*verbal update*)
  
  - 4.4 **Council Pre-Approval for Construction Services and Exhibition Services – (*verbal update*)**
  
5. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**  
Minutes of the Museum Development Project Executive Committee of its meeting held May 14, 2014 (*to be e-mailed*).
  
6. **OTHER BUSINESS**

7. ADJOURNMENT

MAY 14 2014 THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY ENGINEER

RECEIVED



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."

COUNCIL AGENDA  
COMMUNICATIONS  
MAY 20 2014  
NO. 20



LiveLink REPORT #: 17161	Report Date: May 8, 2014 (PW#3826/lp-05/08/14:eb)
Author's Name: Colleen Middaugh	Date to Council: May 20, 2014
Author's Phone: 519-255-6100 ext. 6603	Classification #:
Author's E-mail: <a href="mailto:cmiddaugh@city.windsor.on.ca">cmiddaugh@city.windsor.on.ca</a>	

TO: Mayor and Members of City Council

SUBJECT: Proposal No. 39-14: Museum Expansion Project – Consulting Services

1. **RECOMMENDATION:** City Wide: \_\_\_\_\_ Ward(s): 3

THAT the report regarding the award and execution of the Agreement for Proposal No. 39-14, Museum Expansion Project – Consulting Services, **BE RECEIVED FOR INFORMATION.**

**EXECUTIVE SUMMARY:**

N/A

2. **BACKGROUND:**

CR234/2013 (attached as Appendix A) pre-approved the award and execution of the Agreement for the Architectural and Exhibition Planning services pursuant to the Purchasing By-Law to a combined upset limit of \$607,000 (including non-recoverable HST) for this project.

3. **DISCUSSION:**

A Request for Proposal (RFP No. 39-14) for the Museum Expansion Project was issued on Saturday March 22, 2014 and closed on Wednesday April 16, 2014.

In response to the call for Proposals, submissions were received from seven companies:

1. Architecttura Inc. Associates and McCallum Sather Architects Inc.
2. Archon Architects Inc.
3. Glos Associates Inc.
4. Hariri Pontarini Architects
5. Reich + Petch
6. Studio Jonah: Architecture Urban Design Sustainability
7. Surendra K Bagga Architect Inc.

An evaluation committee was established and predetermined that Proponent submissions required a minimum score for the qualitative and technical component of 70% in order to proceed to the next phase of the RFP review process. Proponents receiving a score less than 70% would have their cost submission returned, unopened, in accordance with the Purchasing By-Law.

The evaluation committee met for the purpose of assessing each submission relative to the requirements of the RFP.

Four proponents made it through to the opening of the cost envelopes and the total scores are shown in the table below:

<b>PROPONENT</b>	<b>COMBINED SERVICE AND COST SCORE ( /100)</b>
Hariri Pontarini Architects	94.2
Archon Architects Inc.	87.5
Glos Associates Inc.	86.7
Reich + Petch Architects Inc.	85.4

Hariri Pontarini Architects achieved the highest overall combined service and cost score and was therefore ranked first overall.

#### **4. RISK ANALYSIS:**

##### Liability Risks

As part of the contract with Hariri Pontarini Inc., there are sufficient insurances in place to cover the Corporation for the potential damage and claims that might arise from their work.

As with any procurement, failure to follow the process prescribed in the RFP could lead to liability for the Municipality.

These risks are managed by ensuring the RFP process is followed and that the prescribed insurances are in place to cover the Corporation.

The liability risk level is low, as insurance requirements are outlined in the RFP and form part of the contract with the Consultant.

##### Timing Risks

Canadian Heritage has granted the City a substantial amount of money for the new museum development. That funding is contingent upon the work that is eligible for payment out of those funds being completed by March 31, 2015. This development is a major undertaking with a very aggressive timeline and as such, the project received pre-approval to award the Architectural and Exhibition Planning services in order to accelerate the process.

This risk is managed by engaging the services of an Architectural/Exhibit Planning Consultant at this time to allow for the grant eligible components to be completed by March 31, 2015.



The timing risk level is high if the Consultant Services contract does not proceed at this time. Delays in the work will compromise release of the full amount of funding.

## 5. FINANCIAL MATTERS:

The total contract value of the successful proponent (Hariri Pontarini Architects) for Consulting Services is as follows:

Service	Contract Value (excluding HST)
Architectural/Engineering Consultant	\$360,000
Exhibit Planning Consultant	\$198,000
<b>Total Upset Limit of Contract (excluding HST):</b>	<b>\$558,000</b>

The all inclusive hourly rate for provision of any services not contemplated in the above services is \$110.00 per hour (excluding HST).

Based on the weighted scoring system prescribed in the RFP (Appendix E), Hariri Pontarini Architects received the highest score for the Cost proposal.

There are sufficient funds in the project to proceed based on the combined value of the Architectural and Exhibit Planning Consulting fees.

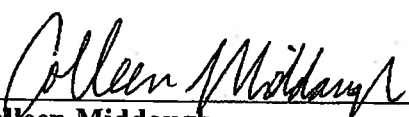
All Architectural Consultant and Exhibition Planning Consultant costs under Proposal No. 39-14 will be charged to Project ID#7139006.

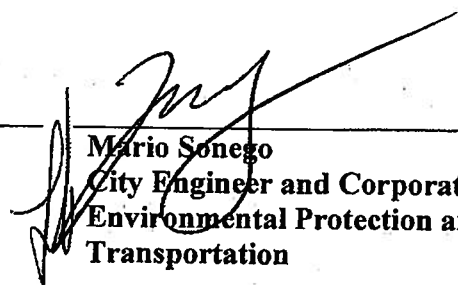
## 6. CONSULTATIONS:

Cathy Masterson, Manager of Cultural Affairs  
Madelyn DellaValle, Museum Curator  
Tom Graziano, Manager of Facility Operations  
Sandra Bradt, Executive Initiatives Coordinator  
Valerie Clifford, Financial Planning Administrator

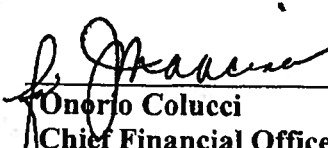
## 7. CONCLUSION:

The Museum project approved by City Council will be a wonderful addition to the developing cultural hub. Administration recommends this informational report be noted and filed.


  
Colleen Middaugh  
Project Administrator

  
Mario Sonogo  
City Engineer and Corporate Leader  
Environmental Protection and  
Transportation

  
Shelby Askin Hager  
City Solicitor

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

MD  
AB

  
Jelena Payne  
Community Development and Health  
Commissioner and Corporate Leader  
Social Development, Health, Recreation  
and Culture

  
Helga Reidel  
Chief Administrative Officer

CM/lp/lr

**APPENDICES: Appendix A – CR234/2013**

**DEPARTMENTS/OTHERS CONSULTED:**

Name:  
Phone #:

**NOTIFICATION :**

Name	Address	Email Address	Telephone
Architectura Inc. Architects + McCallum Sather Architects Inc. (MSA)	157 Catherine St. N., Hamilton, ON L8L 4S4	<a href="mailto:DrewH@msarch.ca">DrewH@msarch.ca</a>	905-526-6700
Archon Architects Inc.	1645 Wyandotte St. E., Suite 300, Windsor, ON N8Y 1C8	<a href="mailto:rdimaio@archonarchitect.com">rdimaio@archonarchitect.com</a>	519-253-1630
Glos Associates Inc.	3535 North Service Road East, Windsor, ON N8W 5R7	<a href="mailto:glos@mnsi.net">glos@mnsi.net</a> <a href="mailto:PaulD@glosassociates.com">PaulD@glosassociates.com</a>	519-966-6750 Ext. 225
Hariri Pontarini Architects	602 King Street West, Toronto, ON M5V 1M6	<a href="mailto:shariri@hp-arch.com">shariri@hp-arch.com</a> <a href="mailto:dpontarini@hp-arch.com">dpontarini@hp-arch.com</a>	416-929-4901 Ext. 263
Reich + Petch Architects Inc.	1867 Yonge Street, Suite 1100, Toronto, ON M4S 1Y5	<a href="mailto:info@reich-petch.com">info@reich-petch.com</a>	416-480-2020
Studio Jonah: Architecture, Urban Design. Sustainability	8 Glenavy Ave., Toronto, ON M4P 2T6	<a href="mailto:info@studiojonah.com">info@studiojonah.com</a>	647-218-1240
Surendra K Bagga Architect Inc.	933 Goyeau Street, Windsor, ON N9A 1H7	<a href="mailto:skbagga@skbinc.org">skbagga@skbinc.org</a>	519-971-0429

## APPENDIX A

CR234/2013

- a. **THAT** the report of the Manager of Cultural Affairs responding to M150-2013 regarding the recommendations of Lord Cultural Resources **Museum** Feasibility Development Study **BE RECEIVED AND**;
- b. **THAT** City Council **APPROVE** Proposal B ( Table 4) with an upset capital funding limit for new **museum** development at 401 Riverside Drive West in the amount of \$6,180,642; **to BE FUNDED** as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,465 as a precommitment to the 2015 capital budget **AND**;
- c. **THAT** City Council **CONFIRM** their direction to the Executive Director of Recreation and Culture to apply to the Canada Cultural Spaces Fund to request up to 50% of the **museum** developments eligible capital expenses **AND**, as required by the Grant guidelines;
- d. **THAT** City Council **COMMIT** to funding all capital costs associated with the **museum** development not funded through the Canada Cultural Spaces Fund **AND**;
- e. **THAT** Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the CAO and City Clerk **BE AUTHORIZED** to execute any required documents for that purpose, subject to legal approval by the City Solicitor, financial approval by the City Treasurer, and technical approval by the Community Development and Health Commissioner; **AND**
- f. **THAT** any such steps taken **BE REPORTED** to City Council as soon as is practical following the action **AND**;
- g. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue an RFP - Consulting Services for Architectural Services and Exhibition Planning Services pursuant to the Purchasing Bylaw to a combined upset limit of \$607,000 **AND**; subject to the results falling within those parameters;
- h. **THAT** the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to award and execute an Agreement with the successful architectural services and exhibition planning services proponent(s) subject to technical content satisfactory to the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities, in form to the City Solicitor, and in financial content to the City Treasurer, with a Communication Report to Council to follow **AND**;
- i. **THAT** Parks and Facilities **BE AUTHORIZED** to issue a tender for scope of work developed by the consultants and approved by the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities **AND**;
- j. **THAT** the results of the tender and a Project Charter **BE BROUGHT BACK** to City Council for approval **AND**;
- k. **THAT** City Council **APPROVE IN PRINCIPLE** a baseline net annual operating budget for Windsors Community **Museum** in 2015 of \$774,941, (this includes the original \$352,417 for the current Francois Baby House and the incremental increase of \$422,524 for the new **Museum** site) based upon the City operating model, with an expected staff complement total of 10.5 FTE

positions (reflecting an incremental increase of 4.5 FTE positions), and resultant projections by Administration, subject to annual inflationary and other business adjustments.

Carried.

Councillor Halberstadt voting nay.

Report Number 16844 APR/10168 10

Internal Distribution

Recreation and Culture [Cathy Masterson; Sandra Bradt]

Executive Director of Recreation and Culture

Community Development and Health Commissioner

Executive Director of Parks and Facilities

City Engineer

Manager of Purchasing and Risk Management

Chief Financial Officer & City Treasurer

City Solicitor

Senior Legal Counsel, Mark Nazarewich

External Distribution

Ms. Leisha Nazarewich- Windsor Historic Sites Association	322 Rosedale Windsor, ON N9C 2N2	
Dr. Catharine Mastin Art Gallery of Windsor	401 Riverside Drive West, Windsor	<a href="mailto:cmastin@agw.ca">cmastin@agw.ca</a>

Abstract Budget File

# MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

## Minutes

May 14, 2014

Walkerville Room, City Hall

### In Attendance:

#### Executive

##### Committee:

Shelby Askin Hager – City Solicitor (Acting Chair)  
Sandra Bradt – Executive Initiatives Coordinator (for Jelena Payne)  
Cathy Masterson – Manager of Cultural Affairs (for Jan Wilson)  
Tony Ardovini – Deputy Treasurer Financial Planning (for Onorio Colucci)  
John Miceli – Executive Director – Parks & Facilities  
France Isabelle-Tunks – Senior Manager of Development & Geomatics

##### Regrets:

Jelena Payne – Project Sponsor/Chair – Community Development & Health Services Commissioner  
Jan Wilson – Executive Director of Recreation & Culture  
Onorio Colucci – City Treasurer  
Helga Reidel – Chief Administrative Officer

#### Working

##### Team:

Colleen Middaugh – Project Administrator  
Madelyn Della Valle – Museum Curator  
Cheryl Glassford – Project Legal Resource  
Tom Graziano – Facilities Resource  
Jill Braido – Communications and Customer Service  
Valerie Clifford – Finance Resource  
Leslie Prieur – Administrative Support

##### Regrets:

Elaine Castellan – Purchasing Resource  
Matt Caplin – IT Resource

### 1. Call to Order

The meeting was called to order at 10:02 am.

## 2. Approval of Minutes – April 7, 2014

Minutes of April 7, 2014 are approved.

### 2.1 Review of Action Items

There is an amount for interim financing costs included in the budget. Onorio Colucci will review to ensure the amount is adequate to cover potential delay of Chimczuk funding and shortfall of federal grant.

(Action: O. Colucci)

*This has been reviewed. COMPLETE*

Onorio Colucci states he will work with Valerie Clifford (Liza Webb) on some format changes to the budget reporting format.

(Action: O. Colucci)

*This has been done. COMPLETE*

The next Executive Committee meeting will be scheduled for mid-May and then bi-weekly or as needed after that. The Committee members are asked to assign a designate in the event they are unable to attend a meeting.

(Action: All)

*Shelby Askin Hager asks everyone to assign a designate and provide this information to Leslie Prieur.*

The Committee agrees to develop an ongoing Issues List to be reviewed at each meeting. Discussion ensues on parking requirements. Helga Reidel asks that she be kept informed on any issues regarding parking around the site. Tom Graziano notes we will have to determine contractor parking areas. This will be added to the issues list.

(Action: C. Middaugh)

*This has been done. COMPLETE*

## 3. Regular Business

### 3.1 Project Manager Update (dated May 7, 2014)

Colleen Middaugh reviews the Project Update. The RFP for Consulting Services closed on April 16, 2014. A communications report will go before City Council on May 20, 2014 to advise them of the successful proponent. Colleen will send notification to the Consultant and schedule the start up meeting.

(Action: C. Middaugh)

The Milestone Chart has been updated to reflect actual as well as anticipated completion dates. The Project Charter was approved by the Steering Committee on April 30, 2014 and is being circulated for signatures.

Preliminary upgrades to the security system at 401 Riverside Drive (CCTV, card access, intrusion alarm, fire safety and building management system) are currently underway. A completion date of June 2, 2014 is anticipated.

The Project Manager(s) will provide updates (via email) to the Art Gallery identifying progress made, key milestone dates and upcoming work once the Consultant contract has been awarded.

The Executive Committee accepts the foregoing Project Manager Update.

### **3.2 Financial Update (dated April 30, 2014)**

Valerie Clifford reviews the Financial Summary Report. She notes that there have been no financing costs to date. The City must keep up to date on claims. The next cash flow report for the Canadian Cultural Spaces Funding is due June 30, 2014.

The Executive Committee accepts the foregoing Financial Update.

### **3.3 Issues/Task Tracking Update (dated May 8, 2014)**

The Committee reviews the issue/task tracking update.

Colleen Middaugh states that the Working Team met last week and discussed potential options for construction parking and staging area. The Working Team agreed that it should be part of the contractor's contract to negotiate appropriate options and that the contractor be required to vet these options through the City for approval. The Working Team will continue to assess this issue.

It is agreed that the 'assigned lead' for #4 – Ground Breaking Ceremony at Construction Commencement and for #5 – Potential Sponsorship Options should be the Communications Lead.

It is agreed that an additional item will be added to the list - #8 – Operational Issues with Madelyn Della Valle as the lead. The timeline will be 6 months.

Colleen will update the issues list.

**(Action: C. Middaugh)**

The Executive Committee accepts the foregoing Issues/Task Tracking Update.

### **3.4 Communications Plan (dated May 8, 2014)**

Jill Braido advises the Communications Plan has been updated to include changes requested at the last Working Team meeting. The Committee reviews the Communications Plan and requests minor changes under Spokespersons, Budget and Critical Path. Jill will amend the plan and provide to Colleen Middaugh today for inclusion in the package for the Steering Committee on May 21, 2014.

**(Action: J. Braido)**

The Executive Committee accepts the foregoing Communication Plan subject to minor changes.

### **4. Agenda for Steering Committee Meeting – Wednesday May 21, 2014**

The agenda will include the following:

- Business Items
  - Presentation of Project Update (Construction) dated May 7, 2014
  - Communications Report to City Council dated May 20, 2014 entitled “Proposal No. 39-14 Museum Expansion Project – Consulting Services” (Verbal update)
  - Presentation of Financial Summary Update report dated May 12, 2014
  - Presentation of Communications Plan dated May 14, 2014
  - Museum Naming (verbal update)
  - Ceremony (Verbal update)
  - Council Pre-Approval for Construction Services and Exhibition Services Contract (Verbal update)
- Windsor Community Museum Expansion Executive Committee Minutes  
Meeting dates: May 14, 2014 (to be emailed)

### **5. Next Executive Committee Meeting**

The next meeting of the Museum Expansion Project Executive Committee will be on **May 28, 2014 at 9:30 a.m. in the Walkerville Room.**

### **6. Other Items**

No other items at this time.



## **7. Adjournment**

Meeting is adjourned at 10:37 am.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh