

Re: Municipal Hall Renovations
Progress Report No. 1
(Item 20, Report No. 78, November 25, 1974)

On November 25, 1974, Council received an interim progress report on Municipal Hall renovations. The following recommendations were also adopted at that time:

- "1. THAT a Lease Agreement be executed between The Corporation of Burnaby and Fabco Industries Limited for the number of office units described in the Project Coordinator's report or the equivalent thereof; and
2. THAT lease charges and temporary moving charges for departments be incorporated within the project budget at no increase to the overall approved budget; and
3. THAT the temporary office complex be sited at the north edge of the staff parking lot and the grassed area beyond."

The interim report was received with the understanding that a further full report would be submitted on December 2, 1974 by which time final comparative checking of the current construction costs of interior renovations against the approved estimates of work made last May would be completed. It was pointed out that the full report would deal with the construction budget in detail, with the construction schedule and associated displacement of departments with bidding procedures and owner purchasing procedures, and with construction staff complement. This information, which has been prepared by the Chief Building Inspector, is contained in the attached report.

The Chief Building Inspector, Construction Manager and the Architect will be at the meeting of Council on December 2, 1974 to provide clarification and answer any questions that may arise from discussion of the matter.

Staff and representatives of the local union will be discussing union jurisdiction in connection with construction labourers and tradesmen in the very near future.

Further progress reports on the renovation program will be submitted for the information of Council.

RECOMMENDATIONS:

1. THAT the action taken by the Chief Building Inspector and the Construction Manager be endorsed; and
2. THAT the renovation program be carried out in accordance with the details and recommendations as contained in this report, and in the report that Council received on November 25, 1974 (Item 20, Report No. 78).

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MANAGER'S REPORT NO. 80
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November 29, 1974.

Mr. M.J. Shelley,
MUNICIPAL MANAGER.

Dear Sir:

Subject: MUNICIPAL HALL RENOVATIONS
PROGRESS REPORT NO. 1

This report will deal with planning and preparations to date for handling of the renovations to the Municipal Hall under the Construction-Management procedure authorized October 21.

I. BUDGET

Construction estimates have been under constant analysis and cost take-off of the work on the interior renovations of the Hall has been made to the degree possible from the preliminary working drawings of the Architects' and Consultants'. The cost take-off has been undertaken by the Construction Manager in close consultation with the Architect and other Consultants, and although not preceded by a written specification, is indicative of the specification to be written. This take-off incorporates rentals and labour charges for Construction Manager's forces and projects inflation increases for a construction start-up by the 1st of February, 1975.

I BUDGET (cont'd)

The breakdown, according to the general specification index for divisions of work to be tendered or undertaken by Construction Manager's forces for interior renovations, is as follows:

Rentals	\$ 77,681
Demolition* (including cutting & patching)	73,945
Partitions*	148,679
Millwork	33,825
Carpet	65,284
Paint	21,334
Ceilings*	53,615
Misc. Spec.	13,160
Rubber Base	2,000
Exterior Work* (including Cafeteria)	239,747
Mechanical	298,000
Electrical	183,700
Contingency	28,067
	<u>\$1,239,037</u>

Within the foregoing breakdown, those items marked by the asterisk are intended to be undertaken in whole or in part by the Construction Manager and his work forces.

II CONSTRUCTION SCHEDULE

Successful completion of the renovations and site improvement works is highly dependent upon a smooth and continuous flow of work that will get underway in December, 1974. The work to be started immediately would be the dismantling of the exterior shade screen and preparation of footings for the precast facade to be placed on the main east and west elevations of the building. As this work proceeds, and as soon as the temporary office accommodation is on site, demolition and renovation would take place in the ground floor of the main wing, finishing in April. In mid-April work would be able to commence on renovations to the first and second floors of the main wing and to both floors of the short wing of the building, finishing in August. By mid-August work would commence on the third and fourth floors of the main wing, and be completed by mid-December. The

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II CONSTRUCTION SCHEDULE (cont'd)

seven floors of the building and the time spans of renovations to these floors is as shown on schedule. All times spans shown have been developed from a critical path takeoff for each floor area with allowances made for time for department moves and for overruns for normal work delays.

This schedule includes and relies upon the temporary displacement of a number of departments into the temporary office quarters on the site, or into alternate space in the building while permanent renovations are being undertaken. The displaced departments commence with the Human Resources and thereafter include the Treasury Department with the exception of the Lands Department and the Data Processing; the Personnel Department; the Planning Department; the Building Department; and the Assessment Department. Until such time as all the displaced Departments have returned to their respective permanent renovated quarters, it is proposed that the Parks Department would remain in its present leased office premises on Norland Street, with the extension of the lease to the end of 1975. The two Departments on the fourth floor of the building and the Parks Department will return or move to their renovated areas about mid-December, 1975.

III BIDDING PROCEDURES

Consideration has been given to bidding procedures by the Construction Manager, the Architect and Consultants, and under the circumstances which have to prevail on this job, the following procedures are considered most suitable:

- (a) For the major mechanical and electrical trades, the constancy of one Contractor for each trade is mandatory on the job. To meet this condition the most suitable form of contract would be a cost plus fixed fee contract. However, to carry out the overall objective of utilizing all skills possible to obtain optimum economies on the job, it is suggested that an upset price be utilized in a cost plus fixed fee contract. This contractual arrangement offers the advantage of defined total price at the close of bids while retaining flexibility to effect savings during the course of construction.
- (b) In the other areas of work not being undertaken by the Construction Manager, and not as covered in (a) above, it is suggested that selective bidding or prequalified tendering be utilized. It must be emphasized that the Owner under the Construction-Management process assumes liability with each contract (sub-trade) to see that work

III BIDDING PROCEDURES (cont'd)

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(b) (cont'd)

proceeds generally to the schedule outlined in the instructions to bidders. It is thus of paramount importance that reliable and compatible sub-trades be employed. It is suggested that a minimum of three bidders for each trade (pre-qualified) will ensure competitive pricing while minimizing the risk of construction delays.

(c) The foregoing cost takeoff to budget is contingent upon pre-ordering of certain items, and the construction schedule is also based upon a pre-ordering procedure.

In the mechanical work to be undertaken in the renovations, delivery time is foreseen as 23 weeks for the water-chiller of the air-conditioning system, and up to 10 weeks for variable volume boxes, and 8 weeks for air-handling units or return air fans. Likewise in the electrical work, pre-ordering to meet budget and time schedule restraints is required for lighting fixtures, new transformer and secondary main distribution equipment for the unit substation. Full specifications for these major components will be prepared by the respective Consultants and put out so that tenders may be received by mid-December. Also, from time to time it will be advantageous for the Corporation to pre-order or pre-purchase other construction items for which specifications will be prepared and tenders called.

The Architect's or Consultant's documentation for the work will indicate to Contractors, later bidding the supply and installation, how pre-purchased or pre-ordered components or materials will be accounted.

IV CONSTRUCTION STAFF

To carry out the renovation program, the Construction Manager must assemble a small full-time staff of capable tradesmen who would fill positions of General Foreman, Labour Foreman, and to this permanent nucleus tradesmen would be obtained with the appropriate union affiliations from time to time as required.

To adhere to the construction schedule and to commence exterior work next week, two positions will be filled and additional forces acquired to carry out the work.

V TELEPHONE CHARGES

At the time the West Building is completed, the Corporation will switch over to the new Centrex telephone system. Associated with the switchover will

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V TELEPHONE CHARGES (cont'd)

be a charge for telephone hookups of all instruments in the Municipal Hall. However, the telephone company charges for the switchover hookup is complicated by the renovation work which will be in process and by the fact that instruments switched to Centrex will, in some cases, be placed in new locations in the Hall as renovations proceed. This cost is not yet pinned down but is being estimated by the telephone company from the preliminary working drawings of the new areas. The cost is not shown within budget items described in this report but will be incorporated into project budget when more detail is known.

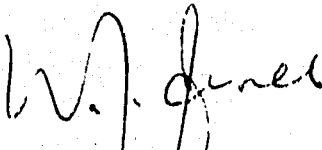
VI SALVAGED MATERIALS

With the dismantling of the existing shade screen and the demolition throughout various floor areas, there will be a quantity of used building materials, including screening, aluminum extrusions, light fixtures, ceiling tiles, etc., available for sale. Preliminary enquiries have been made to obtain prices which might be paid for such salvaged material. The prices from dealers are understandably low; however, general sale of this material by Corporation staff to the public would entail a cost for staff, storage and handling time. The acceptance of firm prices from a used building material dealer will probably be the most efficient method of disposal of the salvaged material. It is proposed that an item & quantity list be prepared to which dealers are invited to submit prices or offers. Funds recovered from this source have not yet been incorporated into the budget until direction can be obtained on a disposal policy.

Retention of salvage materials and placement into Corporation's stores is not recommended because handling and storage charges would very shortly exceed any value the materials would have to the Corporation.

Disposal of materials directly from the building as their removal takes place is recommended.

Respectfully submitted,



M.J. Jones,
 PROJECT CO-ORDINATOR.

MJJ:lm
 Encl.

c.c. TREASURER

PURCHASING AGENT

ARCHITECT

CONSTRUCTION MANAGER,
 Mr. E. Hibbs

BURNARY MUNICIPAL HALL - RENOVATIONS

PROJECT BUDGET

Tentative (Approved Council July 22, 1974)

Municipal Hall Renovations	\$1,239,037	
Site Landscape Improvements	220,338	
* Added L/S Work (July 22/74)	79,600	\$1,538,975
Consultant Fees		
Renovations @ 12.7%		
all inclusive	157,346	
Improvements @ 8.7%		
all inclusive	19,169	176,515
Parking Extension		15,000
Furnishings		45,000
Contingency & Misc. Costs @ 2½% approx.		50,000
		<u>\$1,825,490</u>

MJJ:lm

July/74

Nov. 29/74 - * Revised to include L/S work.