

Re: Municipal Hall Renovations
Interim Progress Report
Fabco Temporary Office Accommodation

Following is an interim report on the Municipal Hall renovations from the Project Coordinator.

RECOMMENDATIONS:

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.

November 22, 1974.

Mr. M.J. Shelley,
MUNICIPAL MANAGER.

Dear Sir:

Subject: MUNICIPAL HALL RENOVATIONS
INTERIM PROGRESS REPORT
FABCO TEMPORARY OFFICE ACCOMMODATION

This is an interim report on a phase of the planning for the Municipal Hall renovations. A further full report will be submitted during next week when final comparative checking is completed of the current construction costs against the approved estimates of the work made last May. That full report will 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.

The ongoing review of current construction costs against previous estimates indicates at this time our ability to accomplish the renovation task within budget, but will require a time restraint on the construction period. The earliest scheduled completion date of the West Building by the Contractor is the end of March, 1975. It is mandatory, if budget is to be held, that the major renovation of the Hall is fully under way in January, 1975, and completed within the year 1975. Such a completion schedule cannot

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be met if start up of renovations is required to await completion of the West Building. To this end, the use of temporary office accommodation has been examined.

Off-site permanent building leased space has been looked at but presents major inconvenience to the public and to the administration because of separation distances. An alternate accommodation in the form of factory-built, portable office units has been investigated and is proposed for use on the Hall grounds to house various Departments for temporary periods while major floor areas in the Hall undergo renovation. As stated, the schedule of moves for various Departments for temporary periods will appear in the next full report.

Two firms in the building/leasing business have been approached, Atco Structures Limited and Fabco Industries Ltd. The Atco firm does not have the variety of accommodation with private offices and larger open-office spaces that is needed, and that firm has declined to participate. The Fabco firm does have the necessary variety of accommodation and can make available the quantity of space required. However, in order to meet our major construction schedule objective in 1975, lead-time of seven weeks for production and placing of the temporary offices is required. This necessitates a lease order to the Fabco company being placed now.

The temporary office accommodation would include a complex of five double-wide units (20' x 52' Std. Office), and one Std. Portable Classroom (24' x 40'), all joined by a spine corridor. This complex is forecast to be in use from January '75 through to November '75, for which lease charges will amount to \$53,000 plus moving, setup, and site preparation charges of \$19,000 for a total of \$72,000. This total charge is taken into account within the project budget and is offset by savings obtained by freedom to work in large unoccupied space in the Hall and ability to place more Department areas under renovation at any one time than would be the case if Departments remained in place.

A number of sites have been examined for the temporary office complex including:

- (1) The lower edge of the front lawn below the Justice Building.
- (2) The northern extremity of the staff parking lot and the unused lawn area beyond.
- (3) A portion of the Volkswagen compound at the back of the Hall.
- (4) The Justice Building parking lot.


The site which allows for the simplest service connections, affords easy access for the public, and displaces only 10 or 12 staff parking spaces, is the second site. On all

sites, telephone service would be extended from the main switchboard and present Department phone systems would simply be transferred as required.

Authority of Council is herein requested to:

- (1) Enter a Lease Agreement between the Corporation of Burnaby and Fabco Industries Limited for the number of office units above described or the equivalent thereof.
- (2) Incorporate the Lease charges and temporary moving charges for Departments within the project budget at no increase to the overall approved budget.
- (3) Site the temporary office complex at the north edge of the staff parking lot and the grassed area beyond.

Respectfully submitted,



M.J. Jones,
PROJECT COORDINATOR.

MJJ:lm

c.c. Mr. B. McCafferty,
MUNICIPAL TREASURER.
PLANNING DIRECTOR.