

THE CORPORATION OF THE DISTRICT OF BURNABY

AD HOC MUNICIPAL HALL STUDY COMMITTEE

HIS WORSHIP, THE MAYOR
AND ALDERMEN

MADAM/GENTLEMEN:

REPORT OF THE AD HOC MUNICIPAL HALL STUDY COMMITTEE

RE: ENGAGEMENT OF CONSULTANT - PREPARATION OF A FEASIBILITY AND
CONCEPT ANALYSIS AND FACILITY PROGRAM FOR THE MUNICIPAL COMPLEX

RECOMMENDATIONS:

1. THAT staff be authorized to pursue the engagement of a consultant to complete a feasibility and concept analysis and facilities program for meeting the immediate and future space requirements within the municipal complex consisting of the Municipal Hall and West Building.
2. THAT the terms of reference and selection criteria contained in this report be accepted.

R E P O R T

The Ad Hoc Municipal Hall Study Committee of Council, at its initial meeting of 1989 January 17, received background information and a draft of the proposed terms of reference for the selection of a consultant.

As a result of this meeting, it was recommended that staff revise the terms of reference to add the need for assistance in the initial analysis of the role of municipal government and to clearly outline the required expertise and qualities to be included in the selection criteria.

The Committee of Council, at its meeting of 1989 January 30, adopted a motion to accept the following revised terms of reference and selection criteria and include same in a report to Council requesting authorization to proceed with the selection of a consultant:

Terms of Reference:

Submissions are invited to provide consulting services for the completion of a feasibility and concept analysis and facilities program for the Municipal Hall complex consisting of the Municipal Hall and the West Building.

A prime consultant with expertise and qualities described in the selection criteria outlined below is required to complete the following work:

.....To assist in identifying and reviewing the suitability of various approaches related to enhancing the delivery of service to the public by Council and staff.

This stage will require the consultant to be sensitive to the social aspects of architecture which relates to the working environment, and an appreciation of understanding of the evolving role and image of municipal government and the needs and expectations of the public.

INTERNAL DISTRIBUTION:

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- DIRECTOR ENGINEERING
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.....To review the selected approach and develop alternate scenarios to implement it. This review will include an analysis of the associated space and staffing requirements for each scenario, and an analysis of the suitability of existing buildings to meet the identified needs. Social and functional relationships such as orientation of staff and Council facilities to the public, circulation, image, and atmosphere will be reviewed in order to develop a preliminary facilities program.

It will be essential that the prime consultant possess expertise in facility programming, the social aspects of architecture, and the development and analysis of architectural concepts for the organization of a facility on a site.

.....To develop through sketches, alternate conceptual design solutions taking into account the facilities program and the environmental characteristics of the site and to prepare preliminary cost estimates associated with each design solution. This stage would include completion of the facilities program, and the development of alternatives to meet immediate space needs on a temporary basis. It will also include the development of a revised implementation schedule for the removal of asbestos.

This stage requires expertise in all of the above-mentioned aspects of architecture and the ability to co-ordinate, develop and clearly document and present a recommended solution.

This initial analysis is anticipated to take up to eight (8) months to complete and will result in the documentation of alternatives and a recommended approach to meet the immediate and future service delivery and space needs of the municipal complex. The completed documents will consist of sketches, a facilities program, and estimated costs, in a form suitable to establish a short and long-term course of action and would lead to the recommendation for the engagement of an architect to undertake the necessary detailed design and working drawings for implementation.

Selection Criteria:

The selected consultant will bring to the process a superior ability to advise on the optimum course of action to meet the physical space needs of the local government over the next twenty years.

Selection will be based on an assessment of the consultant's ability to develop and to translate into creative architectural solution form alternative scenarios, beginning from the conceptual level of recommending alternative approaches for delivery of local government services into the next century, through the space- and facilities-programming stage, to presentation of an imaginative site-specific architectural design proposal for both the immediate and projected long-term space needs of the Municipal Hall complex.

The successful candidate is expected to be the principal in an architectural firm bringing a proven track record in the design of quality public buildings. The consultant will be expected to provide a high level of space planning and facilities programming expertise and, if not available within the firm, to establish a team with members having a particular appreciation of and expertise in the field of current trends and projected future developments in municipal service delivery, taking into consideration aspects of public interaction and involvement in civic life and the decision-making process.

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W. C. B. Requirements:

During this process, staff will continue to work with the Workers' Compensation Board to implement a program of interim measures for dealing with asbestos concerns.

Alderman F. G. Randall, Chairman

Alderman E. Nikolai

Alderman J. M. Sawicki


GRH/jce

cc: Municipal Manager
Director Administrative & Community Services
Director Planning & Building Inspection
Director Engineering
Director Recreation & Cultural Services
Director Finance
Chief Building Inspector

