

ITEM 4
MANAGER'S REPORT NO. 25
COUNCIL MEETING 93/04/19

TO: CITY MANAGER
FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE
SUBJECT: PROPOSED RELOCATION OF HEALTH SERVICES
TO DEER LAKE 1

1993 APRIL 05

PURPOSE: TO SELECT AN ARCHITECTURAL FIRM FOR THE DESIGN AND
CONTRACT ADMINISTRATION OF THE PROPOSED RELOCATION
OF THE HEALTH SERVICES DEPARTMENTS TO DEER LAKE 1

Recommendation:

THAT the firm of Toby Russell Buckwell and Partners be appointed for the design and contract administration of interior renovations to Deer Lake 1 to accommodate the relocation of the Health Services Departments.

R E P O R T

1.0 Background

Work on a program to meet City office space needs and to accomplish the removal of asbestos materials from the main City Hall building commenced in 1989, and included a study by the Cornerstone Group identifying present and projected space shortfalls for all departments.

A decision was made to purchase and utilize available space in nearby office buildings at Deer Lake Centre to meet immediate and projected short and medium term space requirements and to eliminate the need for temporary building accommodation during the asbestos removal operation.

Following acquisition of the two Deer Lake buildings in 1991, preparations were made to utilize space as it became available within Deer Lake 1, the building nearest the north end of the pedestrian overpass across Canada Way. A redevelopment strategy was prepared in September 1992 and as a result of further refinement, staff have defined the extent of necessary work associated with the first phase of the process. Implementation of Phase One of the proposed redevelopment strategy would include the outfitting of the fourth floor, third floor and portions of the first floor of Deer Lake 1 to accommodate relocation of the Health Services departments from the existing West Building of the City complex. The Health Services area totals approximately 32,000 sq.ft. and will accommodate 190 staff. On 1993 March 29 Council approved a Capital Reserve Fund Expenditure Bylaw for the design and construction of the Deer Lake 1 renovations.

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Based on the redevelopment strategy approved by Council, staff invited responses from four architectural consulting firms, experienced in office renovations relating to health services or other similar occupancies. The design teams' scope of work defined in the terms of reference included:

- refinement of program, design, preparation of construction documents and contract administration of the project.
- preparation of an interior design for the relocation including necessary alterations to existing mechanical, electrical and communications systems. The design should emphasize flexibility and functional relationship of spaces, durability of materials and fixtures, energy conservation and accessibility by people with disabilities.
- preparation of detailed cost estimates throughout the design stage, and adherence to the identified project budget.

2.0 Recommended Firm

In response to the invitations, the City received submissions from four architectural firms which were reviewed by the Selection Committee comprised of representatives from Administrative and Community Services, Planning and Building and Engineering Departments. The firms were evaluated on a comprehensive basis which included standard of performance on previous projects, experience in the health services and related fields, sensitivity to user needs, methodology in problem solving, adherence to the identified project budget, and contract administration ability.

The review process established that the firm of Toby, Russell, Buckwell and Partners demonstrated the appropriate skills and a proposal which most closely meets the needs of the City. The fixed fee submitted by the firm is within the parameters of the approved budget. The total fee, including mechanical, electrical, structural, architectural and acoustical design consultant services, together with provision for disbursements, G.S.T. and contingency is estimated at \$95,965.


Funding is currently in place for the design and construction of the Deer Lake 1 renovations in the amount of \$1.4 million as approved by Council on 1993 March 29 under Capital Reserve Fund Expenditure Bylaw No. 9872.

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Based on their previous experience, an interview with representatives of the user departments, and consideration of their references, staff are pleased to recommend retention of Toby, Russell, Buckwell and Partners for this project.

Due to the timetable identified for this project, this report is being referred directly to Council rather than through the Civic Development Committee, with the consent of its Chair.

Subject to receiving the necessary approvals from Council, the Project Coordination Committee will initiate the necessary agreement with the recommended firm through the City Solicitor and commence discussions with the user groups to establish a detailed program required to embark on the design and construction phase.


D.G. Stenson, Chair, Major Civic Building
Project Coordination Committee


W.C. Sinclair, Director Engineering


R.H. Moncur, Director Administrative
and Community Services

JC: lb

- cc: Director Finance
Director Recreation and Cultural Services
Medical Health Officer
Chief Building Inspector
City Solicitor
Purchasing Agent

