

REPORT  
1994 DECEMBER 12

CITY OF BURNABY  
CIVIC DEVELOPMENT COMMITTEE

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

Re: Alterations to C.G. Brown Pool

RECOMMENDATION:

1. THAT the Client/Architect Agreement between CJP Architects and the City be amended to include for the detailed design and contract administration for alterations to the C.G. Brown Pool.

R E P O R T

The Civic Development Committee, at its meeting held on 1994 November 30, adopted the attached staff report supporting an amendment to the Client/Architect Agreement between CJP Architects and the City to include the design and contract administration of renovations to C.G. Brown Pool.

Respectfully submitted,

Councillor D.R. Corrigan  
Chairman

Councillor D. Evans  
Member

Councillor D. Johnston  
Member

:COPY CITY MANAGER

- DIRECTOR ENGINEERING
- DIRECTOR FINANCE
- DIR. PLNG. AND BLDG.
- DIR. REC. & CULT. SERV.

TO: CIVIC DEVELOPMENT COMMITTEE  
FROM: DIRECTOR RECREATION AND CULTURAL SERVICES  
SUBJECT: ALTERATIONS TO C.G. BROWN POOL

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RECOMMENDATION:

1. THAT this report be received for information purposes.

REPORT

1.0 INTRODUCTION

At its meeting of 1994 October 17, Council received the attached report from the Civic Development Committee, and referred the same back to the Civic Development Committee for information on the overall costing of the project.

In addition, there was a request for more detail on the scope of work included in the proposal to modernize and upgrade customer service and administration areas at C.G. Brown Pool and Burnaby Lake Arena.

2.0 BURNABY LAKE ARENA

At present, Burnaby Lake Arena renovations are held in abeyance pending the outcome of the decision on site location for the new arena. If the site north of the existing arena is chosen, renovations to Burnaby Lake Arena would be included as part of the design of the new arena.

3.0 AUTOMATION

The proposed renovations/expansion to C.G. Brown Pool are part of the Automation Project initiated in 1988. In Burnaby's Strategic Plan for computerized systems, a high priority was attached to developing and installing an automated system to assist the public in registering for Parks and Recreation programs, to provide membership and Point of Sale (P.O.S.) processing and to facilitate clubs, groups and individuals booking facilities for community use. Computer hardware and related equipment is in place and operational at all eight designated sites. Renovations and expansions to accommodate this hardware have been completed at six of the eight sites. Renovations at C.G. Brown Pool and Burnaby Lake Arena were not undertaken at that time pending the completion of a feasibility study for the Burnaby Lake Sports Complex.

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Results of the automation project have proven to be extremely successful. Automation has aided in Parks and Recreation's commitment to customer service:

- a) Increased customer satisfaction due to staff's ability to provide better and faster information;
- b) Improved service due to reduced registration time and through the Parks and Recreation Department's ability to respond more quickly to demand;
- c) Improved staff/client communication regarding detailed inquiries from public due to information access by Parks and Recreation staff.

#### 4.0 C.G. BROWN POOL

Although C.G. Brown Pool has also been able to reap the benefits of this new technology and in turn provide better service to its customers, it has not been able to utilize the full potential of these systems at the present time. The equipment necessary to support these computerized systems requires far more counter and floor space than previous manual systems.

Unlike other automated sites, C.G. Brown Pool has not undertaken the renovations and alterations to front counters and administration areas in order to maximize the benefits of these systems. The inadequate size and configuration are the chief limiting factors in C.G. Brown Pool's ability to provide the same degree of customer service as other Parks and Recreation facilities.

#### 5.0 PROPOSED WORK

In order to bring C.G. Brown Pool up to the same standard as other automated sites, the pool requires the following work to be done:

- 5.1 Reception counter to be expanded and reconfigured to provide a more customer friendly environment. An important consideration in the design would be provision for serving wheelchair bound individuals who will require space for completing forms, cheques, etc. and counter access for inquiries. Children also require accessible counters for inquiries and payment. An expanded reception counter would allow for all computer program registration to take place at the counter where POS machines and receipt printers are located rather than at locations away from the counter. At present only one Recreation Clerk can effectively work at the front counter during registration periods. Up to three Recreation Clerks are required. Glass panel barriers would be eliminated to create a more customer oriented environment.

- 5.2 Office area immediately adjacent to reception counter to be enlarged and reconfigured to provide easier access and improved sight lines to front counter.

Recreation Clerk's duties require them to respond to customers at the front counter as well as perform clerical functions away from the front counter. Renovations would also provide for a cash counting area. Cash is currently counted in the office area in full view of the public which is not desirable.

- 5.3 Creation of a storage/utility room to house computer communications equipment, draft printer, laser printer, a safe, audio/visual equipment, photocopier, filing cabinets and office supplies. The photocopier and some office supply cupboards are currently located in the public waiting areas.

- 5.4 Administration area to be extended into existing courtyard by approximately 350 square feet and combined with existing office space. This new administration area would replace the current office space. It would accommodate the Outdoor Pool Coordinator who currently shares the office of the Supervisor-Income Facilities, as well as the C.G. Brown Pool Programmer whose current allocated space in the pool observation room has a humidity problem which has adversely affected and necessitated replacement of computer equipment.

The expansion of the front counter/office area also affects the office of the Supervisor-Income Facilities. This office will be downsized to accommodate a single administrator. It should be noted that although options to relocate the office of the Supervisor-Income Facilities have been looked at in order to free up space at C.G. Brown Pool, the C.G. Brown Pool location offers the greatest number of advantages, those being: central location to all pools and City Hall; it lends itself to better communication with programming staff, two of the three Coordinators work out of C.G. Brown Pool; the Supervisor-Income Facilities maintains first hand knowledge of pools and staff.

- 5.5 Reconfiguration/upgrade of electrical system to comply with Workers Compensation Board requirements. Currently temporary measures to accommodate the new computer systems and related equipment contravene WCB regulations.

## 6.0 DESIGN COSTS

As part of the fee proposal submitted on the Ice Rink Project, CJP Architects have identified a separate price of approximately \$9,000 for the proposed design of the C.G. Brown Pool office addition/renovation if the addition design and construction coincides with the Ice Rink Project. The funding for this additional fee has been allocated in the 1994 Capital Budget.

7.0 CONSTRUCTION COSTS

Rough estimates of construction costs for the C.G. Brown office renovations and additions would be approximately \$115,000. Funds are included in the Five Year Capital Plan for this purpose.

It is staff's recommendation that the Client/Architect Agreement with CJP Architects be amended to include the design and contract administration for the described work at C.G. Brown Pool.

BG/DG:ps:seo  
Attachment  
MAIN/3810

cc: Director Planning & Building  
Director Engineering  
Director Finance

Handwritten: 100-1  
A32-1

REPORT  
1994 October 17

CITY OF BURNABY

CIVIC DEVELOPMENT COMMITTEE

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

Re: Alterations to C.G. Brown Pool and Burnaby  
Lake Ice Rink

RECOMMENDATION:

1. THAT the Client/Architect Agreement between CJP Architects and the City be amended to include for the detailed design and contract administration for alterations to the C.G. Brown Pool and Burnaby Lake Ice Rink.

R E P O R T

The Civic Development Committee, at its meeting held on 1994 October 06, adopted the attached staff report supporting an amendment to the Client Architect agreement between CJP Architects and the City to include the design and contract administration of renovations to C.G. Brown Pool and the Burnaby Lake Ice Rink.

Respectfully submitted,

Councillor D.R. Corrigan  
Chairman

Councillor D. Evans  
Member

Councillor D. Johnston  
Member

:COPY - CITY MANAGER - DIRECTR ENGINEERING - DIRECTOR FINANCE - DIR. PLNG. AND BLDG. - DIR. REC. AND CULT. SERV. - CHIEF BUILDING INSPECTOR
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TO: CIVIC DEVELOPMENT COMMITTEE

1994 SEPTEMBER 22

FROM: MAJOR CIVIC BUILDING PROJECT  
COORDINATION COMMITTEE

SUBJECT: ALTERATIONS TO C.G. BROWN POOL  
AND BURNABY LAKE ICE RINK

PURPOSE: To request Council's approval to amend the  
Client/Architect Agreement with CJP Architects

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Recommendation:

1. THAT the Client/Architect Agreement between CJP Architects and the City be amended to include for the detailed design and contract administration for alterations to the C.G. Brown Pool and Burnaby Lake Ice Rink.

R E P O R T

A report in 1988 detailing the upgrading and modernization of several existing community recreation buildings included C.G. Brown Pool. The renovations to C.G. Brown Pool were not undertaken at that time pending the completion of a feasibility study for the Burnaby Lake Sports Complex. In a subsequent report to Council on 1992 December 14, the proposed addition and alteration to C.G. Brown Pool was tabled pending a review of the Consultant fees.

It was determined at that time that it would be more cost effective to proceed with the design of these minor alterations and additions in conjunction with the design and construction of the Burnaby Lake Sports Complex. As a result, staff approached the Consultants, CJP Architects, and requested a proposal for the design and contract administration of renovations to C. G. Brown Pool and the Burnaby Lake Ice Rink.

In a report to the Parks Commission on 1994 August 07, the background, scope of work and source of funding was outlined. This report was subsequently adopted by the Commission and recommended that staff pursue an amendment to the existing agreement with CJP Architects. A copy of this report is *attached* as Appendix 'A' for information.

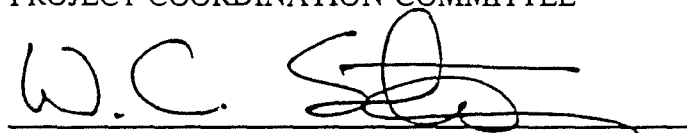
Proceeding with the design and contract administration of the C.G. Brown Pool and Burnaby Lake Ice Rink alterations will result in a cost savings of approximately \$16,000 in Consultant's fees over previous estimates received for C.G. Brown Pool only.

The funding for this additional fee has been allocated in the 1994 Capital Budget.

It is staff's recommendation that the Client/Architect Agreement with CJP Architects be amended to include the design and contract administration for the described work at C.G. Brown Pool and Burnaby Lake Ice Rink.

Subject to receiving the necessary approvals, staff will direct the Consultant to proceed with the projects.

  
D.G. STENSON, CHAIR, MAJOR CIVIC BUILDING  
PROJECT COORDINATION COMMITTEE

  
W.C. SINCLAIR, DIRECTOR, ENGINEERING

  
D. GAUNT, DIRECTOR, RECREATION AND  
CULTURAL SERVICES

RP:lb  
Attach.

cc: City Manager  
Chief Building Inspector  
Superintendent Income Facilities



SUBJECT: ALTERATIONS TO C.G. BROWN POOL AND BURNABY LAKE RINK - DESIGN WORK

RECOMMENDATION:

1. THAT the Commission approve proceeding with the design work for the alterations to C.G. Brown Pool and Burnaby Lake Rink from funding sources as outline in this report.

REPORT

Background

In March of 1988, the architectural firm of Raymond Letkemen Architects Inc. was commissioned to undertake a detailed study analysis of existing community recreational buildings with the intent to upgrade and modernized the reception and accounting systems along with administration office spaces in some cases. The parks automation plan included the following buildings: Willingdon Heights Community Centre, Burnaby Arts Centre, Edmonds Community Centre, Burnaby Mountain Golf Course, Eastburn Community Centre, Cameron Recreation Centre, C.G. Brown Pool and Burnaby Lake Rink. Because of the review taking place with the respect to the recreation buildings at Burnaby Lake Sports Complex the work on C.G. Brown Pool and Burnaby Lake Rink was postponed. The design and construction work was subsequently completed on all the other recreation buildings.

Burnaby Lake Sports Complex - Building Feasibility Study

The feasibility study on the Burnaby Lake Complex has now been completed and has resulted in a decision to construct one additional stand alone ice facility. There are no plans for the expansion or connection of the existing facilities. It is therefore now appropriate to complete the process started in 1988, and bring the two buildings C.G. Brown and Burnaby Lake Rink up to the same standard as the other recreation buildings with respect to their reception and accounting systems and office space.

Scope of Work - Burnaby Lake Rink

1. Expand the office area into an existing patio by approximately 350 square feet and add it to part of the existing office.
2. The rest of the existing office plus the staff room to be reconfigured to provide two office working areas ( staff presently located in hallway area) plus a staff room.
3. The entire area to be configured and electrically upgraded to accommodate current office machinery including photocopier, fax machine and two computer printers.
4. Creation of a consolidated office storage area.
5. The space to be configured to accommodate five existing computer terminals plus one to be added later for peak times when seven staff are accommodated with in the spaces.

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Scope of Work - C.G. Brown Pool

1. Office area to be extended probably into an existing courtyard by approximately 350 square feet and combined with existing office space.
2. The entire area to be reconfigured to provide screened cash counting, clerical area, office space for two program staff. (One presently doubled up and one in the pool observation area, the humidity from which affects both staff and equipment.)
3. Reconfiguration and electrically upgrade if necessary to better accommodate office equipment including three computer printers, photocopier and fax machine.
4. Creation of safe storage space for collection of audio-visual aids (T.V. monitors, video camera, overhead projectors, etc.).
5. The space to be configured to accommodate six computer terminals included changes to the public reception area to make it wheelchair accessible and generally more user friendly.

Estimated Design Costs

Based on the estimates of Letkemen Architects the estimated cost of the design work was \$27,000. Since that time Carlberg Jackson Partners Architects have been given the commission to design the stand alone arena at the Burnaby Lake Sports Complex. Discussions with Carlberg Jackson indicate that considerable savings can be realized if the design work and subsequently the contract work is carried out at the same time as the design and construction of the stand alone rink. On that basis Carlberg Jackson has provided a fee estimate of \$15,500 for the design work involved.

Funding

The Commissions 1994 Capital Budget contains two items totalling \$34,150 to cover the proposed design work. One of these items has been brought forward from the year 1992 when City Council tabled the recommendation to proceed in order to consider the matter further. One of the concerns at that time was the high cost of the design fees. It is recommended that the Commission approve the expenditure of these items from the Capital Budget to cover the design costs.

Process

If the Commission concurs in proceeding with this project, a report will be provided by the Major Civic Building Project Co-ordination Committee to Council's Civic Building & Housing Committee with the recommendation that it be placed before City Council for final approval. At that time a bylaw will be required to authorize the expenditures from Capital Reserves for the Burnaby Lake Arena portion of the project.

Fee Analysis

At the time that Council considered the C.G. Brown proposal it made a request for a fee analysis for that part of the project. The analysis which follows is based upon the anticipated cost of the day namely \$17,500.

Preliminary Design Phase

Preparation of preliminary documents, cost report, meetings \$ 4,800

Contract Drawing Phase

Architectural	\$ 4,600	
Structural	600	
Mechanical	1,700	
Electrical	<u>2,300</u>	
		\$14,000

As outlined in the 1992 December 13 report, associated project costs in addition to the above consultant fees would be as follows:

Quantity Surveyor	\$ 1,100	
Geotechnical	1,000	
Disbursement	<u>890</u>	
		\$ 2,990
		\$16,990
G.S.T. (3%)		<u>510</u>
Total Design Budget		\$17,500
		*****

Carlberg Jackson Partners have now advised us that as a result of economies of scale if this work can be done at the same time as the stand alone rink it can be done for \$15,500 to cover both the rink and the pool.

DG:mc  
 A/GAUNT/869

