

COUNCIL REPORT

M&C No.	2018-349
Report Date	November 27, 2018
Meeting Date	December 03, 2018
Service Area	Finance and Administrative Services

His Worship Mayor Don Darling and Members of Common Council

***SUBJECT: Award of Design and Project Management Services for City Hall
Relocation***

OPEN OR CLOSED SESSION

This matter is to be discussed in open session of Common Council.

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	City Manager
<i>Stephanie Rackley-Roach</i>	<i>Kevin Fudge</i>	<i>Neil Jacobsen</i>

RECOMMENDATION

It is recommended that the City engage TOSS Solutions to complete the detailed design and provide project management services required for the relocation of City Hall to new space at 15 Market Square in an amount up to \$257,077.80 plus HST (fixed cost) and that the Mayor and Common Clerk be authorized to execute the appropriate documentation in that regard.

EXECUTIVE SUMMARY

As the City moves into the next phases of City Hall relocation including detailed design, construction and the move, additional architectural and management services work is required. For consistency, it is recommended that TOSS Solutions complete the detailed design, including the coordination of all engineering work and tendering documents. It is also recommended that TOSS Solutions provide management services to ensure that the City occupies new City Hall space within the timelines set out in the Amendment to the Lease Amendment Agreement dated September 24, 2018 and that the project is delivered within budget to maximize savings achieved through relocating City Hall to new space. The cost for additional design and management work is an amount up to \$257,077.80 plus HST and funds are included in the capital budget approved by Common Council in July 2018.

PREVIOUS RESOLUTION

N/A

REPORT

With new City Hall space selected and lease terms finalized, additional engineering, consulting and management support work is required to complete detailed design, bid documents, construction and the move. The total cost of the remaining design and management work is an amount up to \$257,077.80 plus HST. The following table outlines the main components of this amount (exclusive of HST). The cost to the City may be less if specialized design consulting work (\$39,000 plus HST) is not required.

Additional Detailed Design	\$8,077.80
Mechanical & Electrical Engineering	\$125,400.00
Specialty Design Consulting	\$39,000
<u>Project and Personnel Move Management</u>	<u>\$84,600.00</u>
Total Cost (Exclusive of HST)	\$257,077.80

As per legislated procurement requirements, the City has the ability to direct engage for architectural services. Based on the aggressive timelines for City Hall relocation, particularly as it relates to occupancy as set out in the Amendment to the Lease Amendment Agreement and TOSS Solutions' work to date on this project, it is recommended that TOSS Solutions coordinate all required engineering design work and provide both project management and personnel move management.

TOSS Solutions, an established design firm in Saint John, New Brunswick, bolsters a strong depth of experience in the field of design and management. TOSS Solutions has completed many projects of similar scope, size and complexity including new builds, repurposing space, and integrating workplace and heritage elements.

STRATEGIC ALIGNMENT

Optimization of City Hall space contributes to a number of Common Council's priorities including Valued Service Delivery and being Fiscally Responsible. With a focus on continuous improvement, a smaller footprint will result in streamlined work flow processes that will reduce operating costs and improve customer service. This project is estimated to save a minimum of \$500,000 annually from the City's operating budget.

SERVICE AND FINANCIAL OUTCOMES

Based on the scope of work noted above, TOSS Solutions has provided a total fixed cost estimate of up to \$257,077.80 plus HST for completion of all required design work, bid documents, project management and personnel move management to relocate City Hall. Funding for this work will be covered by the \$3.5 Million capital budget approved by Common Council in July 2018.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Materials Management was consulted on the requirements for securing the initial scope of architectural services for City Hall space through direct engagement. This proposed scope of work is an extension of the initial engagement of TOSS Solutions.

Finance & Administrative Services has reviewed the requirements to complete design and management for relocation to new City Hall Space at 15 Market Square and is supportive of the proposed scope of work in this report and related lump sum cost.

ATTACHMENTS

N/A