
TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2017 January 19

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE **FILE:** 4220 05

SUBJECT: WEST BUILDING INTERIOR RENOVATION

PURPOSE: To request Bylaw funding for the West Building Interior Renovation project.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,208,900 (inclusive of GST in the amount of \$57,567) to finance the West Building Interior Renovation project.

REPORT**1.0 BACKGROUND**

In 2015, staff undertook a review of possible options to generate an accommodation strategy for departments located within the West Building of the City Hall Complex, which are experiencing space challenges.

As part of the review, several options were explored to determine service delivery, relocation costs and best fit for space within the West Building. In addition, the review looked at available City-owned office space within Deer Lake Centre that could be used to accommodate the space requirements. After evaluating the options, it was determined that the most practical and cost effective solution involved the relocation of two major divisions of the Information Technology (I.T.) Department to available space in the Deer Lake Centre office buildings. These divisions include Program Delivery and Business Solutions and Support plus Special Projects which previously occupied office space on both the Ground Floor and Second Floor of the West Building. For operational reasons and other considerations, the Infrastructure Division will remain in the Ground Floor of the West Building.

In 2016 March, renovations commenced on approximately 8,400 sq. ft. of office space within Deer Lake Centre and the IT staff was relocated into the renovated space in 2016 June.

2.0 WEST BUILDING RENOVATION

Following the relocation of the two I.T. divisions to Deer Lake Centre, the vacated area in the West Building is intended to be reconfigured to relieve some of the space pressures for the remaining departments.

They include Finance, Human Resources, Purchasing and the I.T. - Infrastructure division. In this regard, the firm of Studio One Architecture Inc. was retained to prepare a design and contract documents for renovations to the main and upper floors of the West Building.

3.0 PROJECT FINANCING AND ESTIMATE

The contract documents have recently been completed and are ready to be tendered. Based on the completed work, the following are the estimated expenditures for the final phase of the West Building renovation.

• Construction Value (including F. F. & E)	\$1,287,000.00
• Miscellaneous Project Costs	\$ 69,000.00
• Project Contingency	\$ 120,000.00
	<hr/> \$1,476,000.00
GST @ 5%	\$ 73,800.00
	<hr/> \$1,549,800.00
<i>Unspent funding remaining from Phase One work</i>	<i>(\$ 340,900.00)</i>
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BALANCE OF FUNDING REQUIRED TO COMPLETE THE PROJECT	\$1,208,900.00
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A capital funding allocation for this expenditure has been accounted for in the 2016-2020 Annual Financial Plan under the City Hall / Buildings component.

4.0 CONCLUSION

Subject to receiving the necessary funding approval, the project will be tendered in the coming weeks for the construction and fit-out of the proposed renovation to the West Building.

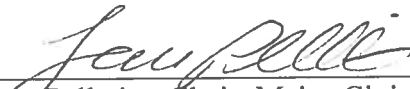
The proposed renovation is intended to facilitate and address interim space needs that currently exist in the West Building at City Hall.

In order to facilitate the renovation in both floors of the City Hall - West Building, it will be necessary to obtain funding for the project, as outlined in the report.

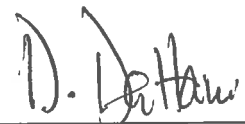
To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: West Building Interior Renovations
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It is recommended that the Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,208,900 (inclusive of GST of \$57,567) to finance the West Building Interior Renovation Project.

These expenditures are included in the 2017-2021 Provisional Financial Plan under the City Hall Buildings component, and sufficient Capital Reserves are available to cover the expenditures.



Lou Pelletier, Chair, Major Civic Building
Project Coordination Committee



Leon Gous, Director Engineering

JC/TA:ap

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cc: City Manager
Deputy City Manager
Director Public Safety and Community Services
Director Finance
Chief Information Officer
Director Human Resources
Purchasing Manager
Chief Building Inspector
City Solicitor