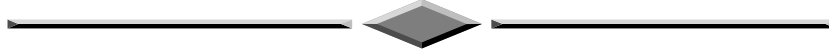


MIII Construction Advisory Committee Minutes – April 21st, 2008

The Corporation of the Township of Lake of Bays MINUTES



There was a regularly scheduled meeting of the MIII Construction Advisory Committee held at 9:00 a.m. on Thursday, April 21st, 2008 in the Fire Hall Meeting Room, Baysville, Ontario.

Attendance

Mayor	Janet Peake
Councillor	Phil Cote
C.A.O./Treasurer	Don Chevalier
Mitchell Architect	Ferdinand Regier
Public Works Supervisor-Facilities	Morris Bryant
Lake of Bays Library Board, Chair	David Johnstone
Library Board Representative	Maureen Wilson
Librarian/CEO	Linda LaCroix
Community and Recreation Coordinator	Jennifer Schnier

Regrets

1. MEETING CALLED TO ORDER

The meeting was called to order at 9:00 a.m., on April 21st, 2008 by Chair Don Chevalier.

2. APPROVAL OF AGENDA

Agenda was approved as presented

3. DISCLOSURE OF PECUNIARY INTEREST

Nil

4. APPROVAL OF MINUTES

(a) Pending

5. DELEGATION

Nil

6. REPORTS

- a) Project Parameters dated April 14th, 2008 – Mitchell Architects

Project Summary

- Scope of the Project
- Preliminary Schedule
- Preliminary Project Budget
- Architectural Services
- LEED Certification
- Proposed & Estimated Fees

The intention of the Township is to improve the Baysville Library and Arena as outlined in the preliminary plans, which includes:

- The library addition (approximately 1,630 sq ft), constructed as a single storey addition, plus an entrance canopy and some renovations to the existing spaces.
- The arena addition (including two change rooms, a weight room and a community room), totaling approximately 2,400 sq ft (total for two storeys).
- A replacement ice-pad & refrigeration system (potentially extending to the curling arena).

Township requires assistance with all aspects of the projects, from design through to the end of construction.

Preliminary Schedule

There are two primary constraints on the schedule.

1. Program related (particularly, the ice-pad being required operational in the fall).
2. The funding requirement for completion within one calendar year.

Proposed schedule:

- April, 2008** Confirm Architectural Services and agreement
Pre-qualify General Contractors (Ice-Pad)
Initiate Design Development Phase (additions to library and arena)
Call for proposals for engineering services (additions)
- May, 2008** Coordinate Tender call for Ice-Pad
Select engineers and continue Design Development (additions)
Review & select Ice-Pad tenders

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June & July, 2008 Contract Documents Phase (additions)
Ice-Pad Construction Phase (estimated)

August, 2008 Commission Ice-pad
Tender Phase (additions)

September, 2008 Begin Construction (additions)

March, 2009 Complete Construction (estimated)

This schedule is preliminary and will be updated as work progresses.

Project Budget

The quality and accuracy of a cost estimate is directly related to the specificity of the information upon which the estimate is based. The projected costs noted below are based on preliminary drawings and multiplied by square foot costs consistent with the building type and location. As the project increases in detail, estimates should be updated. A local contractor experienced with this scale of addition has provided some input on anticipated construction costs, which confirm the architect's initial expectations.

Library Addition

- The cost for new construction of a 1,630 square foot addition is anticipated to be approximately \$400,000.
- Some work to the existing spaces is anticipated. The range of the likely cost of this work is broad at this early stage (\$100,000 to \$150,000), since the degree to which existing systems and finishes will need to be modified is yet to be determined.
- New entrance canopies and related surfacing would likely contribute an additional \$30,000 in construction cost to the budget.
- A project budget should also include allowances for professional fees including architectural, structural, mechanical, electrical, surveying, etc. A budget figure for these is suggested at approximately \$50,000.
- Highly recommended that a contingency amount be included in the budget, as unforeseen opportunities and complications often arise during the design and construction of renovation and addition projects. A contingency of at least \$25,000 is recommended.
- Considering the figures noted above, a budget (including construction costs and professional fees) in the range of \$625,000 to \$650,000 (excluding GST) is anticipated to be necessary to realize this project.

Arena Addition

- For preliminary budgeting purposes, I anticipate that the inclusion of this work into a contract for the library addition is likely to contribute approximately \$400,000 in construction costs.
- Considering design fees, and a reasonable contingency, suggest the project budget increase for this expansion be no less than \$450,000 (excluding GST). This value anticipates that the work is done concurrent with the library addition, as one contract.

Ice-Pad

- Understand that a budget value of approximately \$400,000 has been identified for this work.

Project Budget Summary

Library / Arena Additions

Construction New Construction (Library Addition) \$400,000
 New Construction (Arena Addition) \$400,000
 Renovations (Library & Arena) \$100,000 - \$150,000
 Canopies, Landscape, Contingencies, etc. \$75,000 - \$125,000
Total \$975,000 - \$1,075,000
 Consulting Proposed Architectural Services (Construction) \$55,000
 Estimated Structural, Mechanical, Electrical Engineering \$35,000 Total
 (approximate) **\$90,000**
Total (Library / Arena Additions) \$1,065,000 to \$1,165,000

Ice Pad

Construction & Consulting (Based on Figures Provided by Township)
\$400,000

Notes on the Project Budget Summary

- Some figures noted above include allowances or estimates.
- Construction value (new) includes all components and systems necessary for a complete and operational addition, including built-in millwork, finishes, etc. Loose furniture and program-related components (displays, etc.) are not included.
- Renovation value is noted as a range to reflect the uncertain extent to which existing systems will require substantial revision.

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- Assumed that finishes throughout will be renewed, and that all existing library shelving will be re-used.
- Engineering Fees are noted as estimates.
- All figures exclude GST.

Proposed Architectural Services

- Understand that you hope to complete this project as efficiently as possible
- That the Township does not have staff that can be assigned to monitor or supervise the project on a regular basis.
- As such, we propose services to allow us to act on the Township's behalf throughout the project.
- See it as architects role to help the Township manage all aspects of the design and construction process, to communicate thoroughly and to facilitate orderly, responsible and timely decision-making by the project directors, based on complete information.
- Considering that the preliminary design of the work is essentially complete, following is a brief summary of the services propose by architects:

Detailed Design Phase

- Following the approval of the schematic design, the architect will advance the development of detailed design. This stage is important to ensure that all aspects of the project are completely resolved and carefully considered prior to undertaking the working drawings.
- This phase will incorporate a preliminary review of all building systems. At this stage the architects will also review options for the acquisition of engineering services (Structural, Mechanical and Electrical), by requesting proposals from qualified firms and reviewing them with Committee.

Construction Drawings and Specifications Phase

- The architects and engineers will prepare detailed drawings and specifications to guide all aspects of construction. Toward the end of the process the cost estimate will be updated to ensure that the project is working within budget parameters.

Tendering Phase

- Architects assist Committee in determining the most appropriate tendering procedure for this project. This might include pre-qualifying

general contractors as well as some major sub-trades such as mechanical and electrical contractors.

- During the tendering process Mitchell Architects;
 - reproduces and distributes documents to Bidders,
 - maintains accurate records of Plan-Takers and distributes this list to sub-trade bidders upon request,
 - conducts on-site inspection with Bidders,
 - responds to all inquiries from Bidders and issues addenda as required for clarification,
 - manages the receipt of tenders in accordance with good practice.
- Mitchell Architects will review tenders received for compliance with Bid requirements and report on any irregularities.
- Analyze tenders, and report to Committee with recommendations on possible courses of action. Once approved, the architects will manage the process of awarding a contract and will prepare the Construction Contract Documents for execution by both parties.

Construction Phase

- The Mitchell Team will work closely with the contractor to ensure that the building is built in accordance with the plans and specifications.

The architects role includes:

- Prompt delivery of additional instructions required by the Contractor;
- Timely review of construction performance to ensure compliance with drawings and specifications;
- review of progress and certification of payment due to the Contractor;
- coordination of information and communications;
- administration of changes;
- coordination of the work schedule with the contractor and the Township;
- certification of substantial performance
- coordination of commissioning, start-up and staff training.

Warranty Period

- Mitchell Architects are available to the Township throughout the first year after construction (comprehensive warranty period) and beyond to review issues that arise and ensure that they are promptly and properly addressed in accordance with the contract terms.
- Near the end of the warranty period, will undertake a comprehensive warranty inspection together with the Committee and the Contractor,

in order that any defects which have appeared can be addressed before the warranty expires.

Quality Control

- Quality Control is an important and key feature of the architectural services which functions throughout the project development. The key components of the Quality Control Program are:
 - Preparation of detailed check lists of requirements and issues to be considered at each stage of project development;
 - Disciplined review of checklists to ensure that no issues are left unresolved;
 - Thorough coordination review of construction contract documents to identify inconsistencies or missing information prior to tender when corrections are easy;
 - A second review of construction contract documents by Mitchell construction review specialist, who views the drawings with the eyes of a contractor;
 - A transparent process for responding to bidder inquiries during tender;
 - A thorough process for the review of tenders received;
 - A well-considered agenda for an extensive Pre-construction meeting with the General Contractor and major sub-contractors trades to review in detail all aspects of the work about to begin;
 - Detailed Construction Review Reports and Site Meeting Minutes;
 - Regular and unannounced site inspections to verify compliance and quality of construction work;
 - Logs to track disposition of all submissions received from the Contractor and ensure timely responses;
 - Regular construction photos to record progress
 - Regular monitoring of the construction schedule to identify and react to developing delays.
 - Quality Control involves specific, disciplined processes and documentation of those processes to ensure compliance.

Note regarding the Ice-Pad

- In the interest of time, the process outlined above will be varied for the Ice Pad design. Immediately after notice to proceed we will begin the process of pre-qualifying contractors.
- Shortly after receiving and reviewing pre-qualification packages with Committee, tender documents will be ready.
- This work will be expedited to maximize the likelihood of making the aggressive schedule required by your ice programs.

LEED Issues

- LEED Certification distinguishes building projects that have demonstrated a commitment to sustainability by meeting the highest performance standards. Mitchell Architects have reviewed the potential for LEED certification of this type of project with a certified LEED professional, who does not think with this project would be a good candidate for LEED certification due to the scale and nature of this project; however, if Committee choose to follow that route, the following budgetary impacts were suggested:
 - Soft Costs (Certification Fees, LEED Consulting Fees, etc.) approx. \$50,000
 - Construction Premium (Upgraded systems, increased reporting, etc.) \$50,000 or more approximately 10% over a similar project without LEED certification.
 - It may be more worthwhile to make careful selections during the design process (with efficiency and sustainability in mind) without pursuing the LEED certification.
 - The LEED professional has made himself available at per diem rates to review options at the outset and plot a course of action appropriate to the project.
 - Regardless of the decision regarding LEED certification, we will review and present options for improved sustainability for consideration by the committee throughout the design of the project.

Architectural Fees

Library / Arena Additions

- Mitchell Architects propose a fixed fee of \$55,000 (plus GST) to complete the services outlined in these parameters.
- Note that this does not include the engineering services noted (Structural, Mechanical and Electrical), as the choice of engineers and the detailed scope of work for their disciplines is somewhat dependant on choices yet to be made (structural systems, sustainable options, LEED, etc.).
- anticipate that selection of these consultants during the design development phase will provide the best value, as they will be quoting fees on an approved design with greater certainty.

Ice Pad

- anticipate a fee of approximately \$15,000 for the architectural services associated with the ice pad. Note that this also does not include engineering services which would be added as a disbursement (without additional markup).
- This figure is noted as approximate, as we have not yet had the

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opportunity to review the existing conditions with the appropriate staff and consultants.

- b) The CAO/Treasurer advised of new Committee members:
 - Ben Boivin (Alternate)
 - Jennifer Schnier

- a) Funding Sources
 - Jennifer Schnier to check potential funding sources
 - 1) 100% - LEED
 - 2) 50% LEED (per diem basis)
 - 3) base – best practices

7. DISCUSSIONS

LEEDS

- Extra costs for construction is premium dollars and there are limited contractors for LEEDS
- Add 10% costs of project for Leeds
- Best practices / “green” opportunities to be pursued
- Points apply only to certification
- Benefits of LEEDS
 - “bragging rights” and
 - costs/payback period
- LEED decision must be made soon
- Potential meeting with LEED consultant (per diem) with committee – (\$150/hr = \$1,500 - \$2,000) –

Construction and Tendering

- Start with architect and engage engineer as required
- Construction starts – close in shell by December, 2008
- No projected “drop dead” date
- cost factor (heating, etc.) if later
 - 1) tender early spring; and

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2) late summer/early fall

- Potential deficiencies may be discovered as project progresses
- Project includes a functional building; including lighting, flooring, stacks for books (no display/furniture) or no “loose” furniture (table/chairs)
- Ferdinand reviewed documents – Project Parameters
- Is there a warranty period?
- Reputation of potential contractors through pre-qualifications and reference checks may be completed.
- Anticipated shortfall of project due to lower estimate utilized in recreation component of project 150 versus 200 dollars per square foot, plus engineers and architects

Roles and Responsibilities

- Define roles and responsibilities of Council versus Committee for timely decision making
- All decision making within the budget envelope stays with Committee and outside the budget envelope goes to Council
- All external communications to be reviewed by committee
- Suggested holding Committee meetings on Mondays
- Architectural contract to be circulated to Committee members

8. CORRESPONDENCE

Nil

9. UNFINISHED BUSINESS

- a) Ferdinand Regier to hold LEED construction meeting with Committee
- b) Ferdinand Regier Project Parameters Report
- c) Jennifer Schnier to look into potential LEED grants
- d) Morris Bryant – survey
- e) Don Chevalier – Speak with Planning and Public Works on Environmental Assessment requirements

10. CLOSED SESSION

Nil

11. BUSINESS ARISING FROM CLOSED SESSION

Nil

12. ADJOURNMENT

Next Meeting to be announced

Chair

Clerk