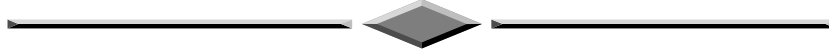


MIII Construction Advisory Committee Minutes – April 3rd, 2008

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 3rd, 2008 at the Baysville Library.

Attendance

C.A.O./Treasurer	Don Chevalier
Mitchell Architect	Ferdinand Regier
Public Works Supervisor-Facilities	Morris Bryant
Lake of Bays Library Board, Chair	David Johnstone
Librarian/CEO	Linda Lacroix
Community & Recreation Coordinator	Jennifer Schnier

Regrets

Mayor	Janet P. Peake
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1. MEETING CALLED TO ORDER

The meeting was called to order at 9:00 a.m., on April 3rd, 2008 by Chair Don Chevalier.

2. APPROVAL OF AGENDA

Agenda was approved as presented

3. DISCLOSURE OF PECUNIARY INTEREST

Nil

4. APPROVAL OF MINUTES

Nil

5. DELEGATION

Nil

6. REPORTS

Report re: Project Management

7. DISCUSSIONS

- a) Project Scope (Library, Arena, Ice Pad/Brine Lines, Joint Servicing Baysville Curling Club)

Establishing the scope of the project that is being worked on is a critical activity early in a project. It enables the members to confidently plan resources to ensure key areas are completed. The components include Library, Arena (change, weight and community rooms, ice pad/brine lines, joint servicing with Baysville Curling Club). Watch out for scope “creep”.

- Committee discussed the general guidelines for MIII and acknowledged that more specific guidelines may be received from the Province at a later date.

- b) Cost Estimates

As part of the provincial government’s strategic commitment to supporting municipal infrastructure priorities announced, the Township of Lake of Bays (LOB) has been authorized to receive a one-time grant of \$1,350,000 to be used for Lake of Bays Multi-Use Community Complex. The approved funds have been transferred to our bank account during the week of March 31st, 2008. There was a great deal of interest in the Municipal Infrastructure Investment Initiative (MIII) and Lake of Bays was one of 462 applications that were received. Committee members are encouraged to draft a proposed budget for this project taking into consideration project management, etc. A grant from the Ontario Trillium Foundation was approved for the joint servicing component (\$42,400).

- Committee noted that any shortfall or increased expenditures to the project may be sourced from the Parks Fund, 2008 Levy or fundraising.
- Moving forward with fixed price is less risky than hourly basis – efficiency is key
- Extra costs may result; such as, discovery of asbestos or lead paint
- CAO/Treasurer responsible for payment of invoices

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c) Stakeholders

The following committee membership is proposed and roles and responsibilities should be considered as deemed necessary:

- Library Board representatives - 2;
- Library staff representative – 1;
- Arena staff representative – 1;
- CAO staff representative -1;
- Mayor – 1; (alternate)
- Architect -1.

d) Project Management

A project of this magnitude needs someone who is focused on ensuring that it is a success. The project manager will be able to monitor activities and make adjustments to plans while ensuring that the project stays within budget and any outputs meet specified criteria.

- Sequence the work to minimize disruption

e) Final Drawings

The architect will focus on final detailed drawings on which the Request for Quotations/Tenders will be based. It is recommended that reduced drawings be available for all committee members to review.

f) Request for Proposal/Quotation R.F.P/Q. (Structural, Ice Pad/Brine Lines, Furniture/Fixtures)

- It was determined that the CAO/Treasurer will review the procurement process used by the Library Board to engage services of Mitchell Architects
- Ferdinand Regier noted the following:
 - Interested contractors are normally within a radius of 1 to 100 kilometers.
 - A bonding requirement of a set amount is normal practice.
 - 5 to 10% contingency is normally added to contracts
 - 3-4 weeks to complete the tendering process
 - A walk-through site visit by contractors is part of the process
 - It will take 30 days to cure the concrete – if project starts on time the concrete should be finished by August.
 - There are very few contractors who install refrigeration systems

- f) Request for Proposal/Quotation R.F.P/Q. (Structural, Ice Pad/Brine Lines, Furniture/Fixtures) (**cont'd**)
- Conduct best practices in transparency and accountability by constructing the Library and Arena together economies of scale, but must also be cognizant of time constraints involving weather, etc.
 - Furnishings that are not attached to the building are not included in the grant
 - Pre-qualification of tender and “lowest tender not necessarily accepted”
 - Review tenders received, provide synopsis and review background provided in tender
 - Construction contract with successful tender and a detailed schedule is secured from contractor(s).
 - Require tenders for electrical, mechanical and structural engineers – subcontract liabilities and insurance are funneled through architect

g) Communications

We need to establish how the project manager plans to keep the committee informed of progress and any issues. Determine the frequency and method-whether it be monthly meetings supported by weekly progress reports. Consider the decision-making process and level of autonomy that the project manager is given. The progress reporting may change as the project progresses. Reporting to Council will be made regularly with minutes from our meetings. Communication to all members on the project team is paramount. A planning application may be required for the zero set-back from the road allowance (Carol Street) and a building permit is recommended.

- Bi-weekly site meetings with contractors, subcontractors, engineer consultant, etc. will be chaired by architect and a review of drawings will be conducted every second meeting (once per month)
- Committee meetings will be held after site meetings to enhance the flow of communication
- Review progress drawings and ensure that contractors have WSIB coverage, statutory declaration, invoice(s) submitted to treasury department

g) Communications (**cont'd**)

- A “clerk of the works” monitors daily construction on larger projects, but it does not make financial sense on a small project like this
- Committee emphasized the need for a central point of contact for architect, pre-construction meeting and to establish/maintain communication lines
- Morris Bryant, Supervisor of Public Works – Facilities is the Township’s liaison with the architect and committee
- Librarians are to be consulted on any interior design changes
- Any substantive design changes or costs shall be reviewed by Committee first
- News releases, etc. Communication to public to be reviewed by Committee
- Public notification is mandatory with respect to changes in Library and Arena schedules, cancellations or change of venues due to construction
- Proposal from architect outlining roles, responsibilities and \$ projections for the architect, plus schedules of proposed construction forthcoming

h) Alternate Venue(s) During Construction (Comm. Centre, etc.)

- Are deemed necessary

i) Milestones/Target Dates

Start by listing the major pieces of the project in chronological order. List the smaller steps in each of the larger steps. The number of levels will depend on the size and complexity of this project as it unfolds. Be cognizant of the timelines. Establish proposed starting and finishing dates. Plan for an “open house” celebration. Be realistic. There is almost never enough time, money or personnel assigned to a project. If changes have to be made, communicate the need.

- Architect will bring forth project parameters to Committee members for review.
- Architect to check with engineers to see if ice pad, brine lines, curling club, refrigeration and structural can be done under one contract or will require separate contracts
- Construction begins after 2 to 3 months for tender (i.e. August)

- Construction documents to be prepared for tender
- Estimated 3 months to complete ice pad (September 15 is the projected completion date)
- Survey of property required

j) Constraints/Assumptions

Constraints can be viewed as requirements to which the project has to adhere. A constraint by definition is a restriction or limitation. Understanding and defining any constraints is a useful exercise as they can guide any decisions and choices that need to be made by the project team. Consider potential financial, technical (“green” building), regulatory (planning and building) or process (tendering).

- Weather
- C.A.O./Treasurer to check with Planner and Public Works regarding Environmental Assessment requirements for municipal projects
- Contract Constraints
 - LEED rating certification, points, stewardship. Is it worth pursuing?

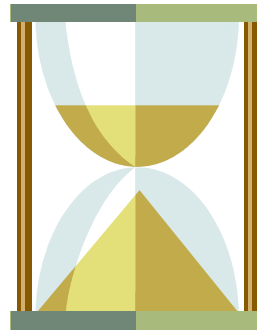
Subcontractor 1, 2, 3...

General Contractor

Architect

Client

Committee



8. CORRESPONDENCE

Nil

9. BUSINESS ARISING

Nil

10. CLOSED SESSION

Nil

11. BUSINESS ARISING FROM CLOSED SESSION

Nil

12. ADJOURNMENT

Next Meeting April 21st, 2008 9:00 a.m. to 10:30 a.m.

Chair

Deputy Clerk