



Date Monday, October 30, 2017

From Darcy Chapman, Treasurer / Director of Financial Services and Infrastructure Management

Subject **New Library Facility Update (#1)**

Report No. FIM2017-43 **Roll No.** N/A

Recommendation

That Council of the Municipality of Meaford;

1. Direct Staff to engage LGA Architectural Partners at a cost of \$313,543 plus non-refundable HST to complete Schematic Designs, Design Development, Contract Documentation creation, Tender assistance and Contract Administration during construction; and
2. Direct staff to include a project in the draft 2018-2019 capital budgets including land acquisition costs, LGA contract costs, sub-consulting/engineering fees, additional allowances for geotechnical, surveying, energy modelling, sprinkler design and construction/contingency costs to renovate 11 Sykes Street North, new furniture & equipment needs and complete exterior park amenities for a total not to exceed \$5,500,000.
3. Direct staff to complete a costing on a renovation/rehabilitation of 15 Trowbridge Street to house the Council Chambers and new office space based on the concepts provided by LGA and include in the 2019 capital budget.

Background

Facility Purchase

At the October 16th, 2017 Council meeting, the following resolution was carried:

That Council of the Municipality of Meaford:

- 1. Direct staff to pursue the purchase of 11 Sykes Street North (former Foodland Building) with direction provided in closed session on the Municipality of Meaford's negotiating position; and**
- 2. Direct staff to include a project in the draft 2018 capital budget including purchase costs, consulting/engineering fees and construction costs, should the subject lands be acquired.**

Carried Resolution #27-02-2017

Professional Services & Contract Administration

In accordance with the direction from Council and as a part of the 2016 Tax Supported Operating Budget, Staff issued RFP FIM-FS-2016-01 for the Provision of Architectural Services for the Facility Condition Assessment, Structural Analysis and Preliminary Design of the Municipality's Administration Office and Public Library facilities, into a retrofitted Library Facility.

The project was awarded to LGA Architectural Partners who complete the required tasks between April and September of 2016.

Subsequently, further space analysis work was awarded to LGA to assess the feasibility of 390 Sykes Street and further 11 Sykes Street North (former Foodland).

Existing Library Facility Utilization

At the September 25, 2017 Council meeting, the following resolution (in part) was carried:

That Council of the Municipality of Meaford:

Direct staff to develop a floorplan for the building currently used for the Meaford Public Library at 15 Trowbridge Street to house the Council Chambers and new office space.

Carried Resolution #27-03-2017

Facility Purchase

On October 20, 2017 the offer to purchase 11 Sykes Street North was accepted and finalized by Clerk and Mayor and the property owner. The Municipality will take ownership of the property on January 2, 2018.

Professional Services & Contract Administration

Within the scope of the Municipality's Purchasing Policy, the extension of space analysis work was easily scoped within a single source award given LGA had intimate knowledge of the requirements as an extension of the originally awarded contract.

Further extension of the service to include design and construction of the new facility is not covered as a defined single sources and as such an RFP would need to be issued.

The overriding Canadian Free Trade Agreement (CFTA) however has a provision relating to Limited Tendering. In particular Article 513 speaks to the following;

1. *Subject to paragraphs 2 and 3, and provided that it does not use this provision for the purpose of avoiding competition among suppliers or in a manner that discriminates against suppliers of any other Party or protects its own suppliers, a procuring entity may use limited tendering in the following circumstances:*
 - c. *for additional deliveries by the original supplier of goods or services that were not included in the initial procurement, if a change of supplier for such additional goods or services:*
 - i. *cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement; and*
 - ii. *would cause significant inconvenience or substantial duplication of costs for the procuring entity.*

Based on the provisions of CFTA, staff would deem it appropriate to extend a contract to LGA given that going to market would extend the timeline by at least four additional months and would cost significant dollars and human capital which would be lost if LGA was not the successful proponent.

In this regard, LGA has provided a fee proposal and work plan (Appendix 1) which provides details of the scope of work and the overall methodology that would be utilized.

Phase 1: Schematic Design

Schematic Design options will be prepared using site and landscape plans, floor plans, spatial relationship diagrams, sections, elevations, 3D interior and exterior renderings, and flow diagrams, and outline specifications to illustrate in further detail the scale and character of the overall project.

This phase has also included an allowance for one public meeting “open house” style format to present high level information introducing the project and obtain community feedback.

Phase 2: Design Development

This phase finalizes decisions on design and materials and coordinates systems with the entire sub consultant team.

Phase 3: Contract Documentation

Based on the approved Design Development and cost estimate, LGA will develop and prepare drawings and specifications that outline the requirements for construction at this point.

Phase 4: Tender

LGA will work with Municipal staff to prepare bidding information, bid forms, conditions of the contract, and the form of agreement.

Phase 5: Contract Administration

LGA will provide all administrative and field functions during the contract administration phase.

The proposal also highlights the general timelines required to complete the tasks. Assuming authorization to proceed is obtained in early November, LGA anticipate having the Schematic Design phase completed in January 2018 and Design Development by May 2018. Contract Documents could be completed pending Municipal approval by the end of September 2018. Tendering could be conducted in October or November to obtain competitive market pricing, followed by construction (demolition) commencing in winter of 2019 with an occupancy targeted by end of Fall 2019.

Existing Library Facility Utilization

LGA has extensive knowledge of the existing library facility at 15 Trowbridge including existing floorplans/layout, structural capacities and the facility condition based on prior works completed. Given this, staff negotiated

directly with LGA to complete a table top exercise to develop a potential floorplan which would incorporate a Council Chamber, Committee Room and Mayor’s office on the main floor while maximizing the remainder of the space for general office use. Attached as Appendix 2 is a concept plan for the facility incorporating all of the requirements and providing space for eight additional staff work spaces to accommodate future staff needs.

LGA has recognized the required design elements that would ensure compliance with existing Building Code and AODA legislation. LGA also completed an exercise to determine if there was a suitable location to place an elevator or exterior lift if the second floor was ever required to be accessible due to future legislative changes. There is an ability to establish an elevator or lift at the rear of the building. A costing of this concept was not completed, however, staff would recommend this now be completed if the design is satisfactory in order to establish budgetary needs for renovation costs in 2019/2020.

Financial Impact

Facility Purchase

Purchase price of the facility and land was finalized at \$1,525,000. The municipality has sufficient cash flow to internally finance the purchase until the project is complete and is placed into a long term debenture/loan. Any unfinanced short term costs will be charged at an equivalent to the Municipality’s best available one year GIC interest rate (currently 1.78%).

Professional Services & Contract Administration

The LGA proposal includes the following costs;

Description of Work	
Phase 1 - Schematic Design	\$ 39,193
Phase 2 - Design Development	\$ 39,193
Phase 3 - Contract Documentation	\$ 129,417
Phase 4 - Tendering	\$ 11,677
Phase 5 - Contract Administration	\$ 94,063
TOTAL LGA Contract	\$ 313,543

As well, LGA has also determined other sub-consultants required to complete specialized work as follows;

Sub-Consultants	
Civil Engineering	\$ 16,000
Landscape Architect	\$ 16,000
Cost Consultant	\$ 13,000

Furniture, Fixtures & Equipment	\$ 18,000
TOTAL Sub-Consultants	\$ 63,000

Lastly, there are numerous additional costs and allowances required to ensure the project is successful. These costs are itemized below;

Allowances	
Initial Design & Facility Assessment	\$ 28,500
Legal Fees (Facility Purchase)	\$ 3,000
Geotechnical testing	\$ 5,000
Hazardous Materials testing	\$ 3,000
Surveying	\$ 3,000
A/V, IT, Security consulting	\$ 10,000
Energy Modelling	\$ 10,000
Sprinkler Design	\$ 8,000
TOTAL Allowances	\$ 70,500

Based on the above factors, the total anticipated budget for all professional fees is expected to be \$499,600 as illustrated below;

LGA Contract	\$ 313,543
Sub-Consultants	\$ 63,000
Allowances	\$ 70,500
TOTAL PROFESSIONAL FEES	\$ 447,043
Contingency Allowance (10%)	\$ 44,700
Non-Refundable HST	\$ 7,870
TOTAL BUDGET	\$ 499,613

With a total construction value of approximately \$3.4M including taxes the allocation of 14.6% in total professional fees seems reasonable. Core infrastructure projects (roads, bridges, water mains, etc.) typically are in the 12.5%-13% range. A further example is the recent facility renovation for the Meaford Hall balcony which included fees in excess of 20% of the construction value.

Staff are confident the total cost illustrated above seem rational for the project scope and as such the draft capital budget for this project will include a total of \$499,600 in various legal, engineering, consultant and professional services fees.

Existing Library Facility Utilization

LGA has determined that a costing exercise to determine a budgetary framework would cost approximately \$3,000. Given the minimal cost, this

expense can be accommodated within the 2017 operating budget and would be completed upon Council approval.

Implications

Both Council and staff recognize the current limitations of the existing Library Facility with regards to its service delivery abilities and accessibility and are striving to find a solution that fits within the Municipality's Strategic Plan and financial limitations.

Strategic Priorities

This report supports the mission, vision and values of the Municipality of Meaford, as well as the goals and objectives set out in Council's Strategic Priorities 2015-2018, particularly with respect to:

Focus Area: Investing In Infrastructure

Objective: Fund Assets Responsibly

- A. Investigate and review all funding models and opportunities to support infrastructure needs, including long term debt.
- B. Evaluate funding opportunities to support one-time capital needs.

Focus Area: Investing In Infrastructure

Objective: Balance Rehabilitation, Construction, Maintenance

- C. Evaluate and respond to the community's interests and needs for expanded services related to tangible assets.

Focus Area: Strengthening Our Community

Objective: Promote Arts and Culture

- B. Improve the accessibility of all municipal facilities.
- D. Support the opportunity for expanded library services and the determination of a location.

Focus Area: Ensuring Sustainability

Objective: Social: Foster a Caring Community

- B. Ensure the Municipality of Meaford attracts young families through accessible accommodation, recreation, and leisure services.

Consultation and Communications

The facilities repurposing investigations have involved multiple staff members from various departments, as well as the involvement of the Meaford Public Library Board.

The original Library Space Needs Analysis included a similar project team as this project, but also included members of the general public during the project.

As noted earlier in the report, LGA has also incorporated an “open house” style format to present high level information introducing the project and obtain community feedback.

Community feedback to this point has also suggested a desire for the facility to incorporate solar power in some form. To determine appropriate sizing the facility first needs to in use for a full year at which time staff will determine future feasibility of a solar installation based on the facility energy demands.

Conclusion

It is recommended that Council direct staff to engage LGA Architectural Partners at a cost of \$313,543 plus non-refundable HST to complete Schematic Designs, Design Development, Contract Documentation creation, Tender assistance and Contract Administration during construction.

Further it is recommended that Council direct staff to include a project in the draft 2018-2019 capital budgets including land acquisition costs, LGA contract costs, sub-consulting/engineering fees, additional allowances for geotechnical, surveying, energy modelling, sprinkler design and construction/contingency costs to renovate 11 Sykes Street North, new furniture & equipment needs and complete exterior park amenities for a total not to exceed \$5,500,000.

Supporting Documentation

Appendix 1 – LGA Fee Proposal – Scope of Services & Work Plan
Appendix 2 – Concept Plans – 15 Trowbridge Council Chamber Renovation

Respectfully Submitted:

Darcy Chapman
Treasurer / Director of Financial Services and Infrastructure Management

Reviewed by:
Denyse Morrissey, CAO

October 20, 2017

**Municipality of Meaford
21 Trowbridge St. W.
Meaford, ON
N4L 1A1**

Attn: **Mr. Darcy Chapman**
Treasurer/Director, Financial Services & Infrastructure Management

Re: **Request for Fee Proposal for Meaford Library Renovation**

Dear Mr. Chapman:

We are pleased to submit this fee proposal for full architectural services and related core engineering sub consultant services for the renovations to the existing Sykes Street Foodland building to become the new home for the Meaford Library. The consultant team's scope of work includes for the design of a complete interior renovation of the existing building; retrofits to the building envelope to add window openings, thermal insulation and a rain screen cladding system; new mechanical & electrical systems, related site work, site servicing, and landscape including the parkette.

1.0 SCOPE OF SERVICES & WORK PLAN METHODOLOGY

We have assembled an experienced architectural and core engineering sub consultant team with expertise in renovations and library design. As the prime consultant, LGA will use an integrated design approach to ensure the project is carefully coordinated throughout the entire process and that the various disciplines develop each phase in concert with each other to perform the following as outlined below:

PHASE 1 : SCHEMATIC DESIGN (2.5 MONTHS)

This phase allows LGA to build on the preliminary information gathered during the feasibility study; confirming in detail the scope of the project, as well as the program, schedule and construction budget. Schematic Design options will be prepared using site and landscape plans, floor plans, spatial relationship diagrams, sections, elevations, 3D interior and exterior renderings, and flow diagrams, and outline specifications to illustrate in further detail the scale and character of the overall project.

Project Start Up Meeting

To start the project, we will meet with the Meaford Library Client Group/Building Committee to confirm the project requirements, goals, vision, scope and work plan. We will establish a clear collaboration process with decision-making protocols and a project-specific communications plan to achieve set milestone timelines.

Review of all Relevant Material and Information Gathering

We will collect and review all relevant reports, record drawings, and guidelines, including previous feasibility studies, Meaford Strategic Plans, business cases, and space needs reports. We will review existing geotechnical or soils engineering reports, and updated surveys, and confirm and verify dimensions, construction and services of the existing building. We will identify if any additional owner information is required and assist the client in soliciting and gathering such as additional geotechnical testing, video scoping of site services, utility locates, updated surveys, hazardous materials testing etc.

Preliminary Meetings and Soft Approvals with Authorities Having Jurisdiction

We will arrange for a preliminary meeting with all authorities, to identify key issues, determine the various approvals and requirements relating to this renovation project, and proactively obtain any soft approvals that will inform design options in principle.

Review of Existing As-built Conditions/ Investigative Demo / Uncovering Concealed Conditions

This task includes assisting with geotechnical testing, arranging for investigative demolition by owners forces to strip back parts of the building to reveal concealed conditions, sub-surfaces and utility locates to facilitate a more accurate building analysis that is not limited to a visual inspection. The entire consultant team will complete an on-site, existing conditions review to record the existing building and site conditions at the start of the design phase.

Space Needs Assessment/Facility Trends Research

We will work with the Meaford Public Library to confirm its evaluation of current and new programming, services, collections, and space needs to develop a detailed functional building program and test fit layouts. We will conduct any specific branch comparisons,

facility trends research and draw upon our firms recent library experience and related lessons learned to develop design concepts.

Functional Building Program

The scope of the project is well understood, so a detailed building program analysis can begin. We will conduct a detailed review of program elements on a room-by-room basis, including:

- Size, orientation, adjacency
- User needs: desk, chair, computer
- Book shelf count, shelf heights
- Lighting, power, IT needs
- Mechanical requirements
- Finish & specialty requirements
- Exterior spaces/landscaping

Produce Design Options

We anticipate generating (2) preliminary options for review to uncover all the possible synergies within the existing building footprint and proposed program.

Public Consultation Open House

We have allowed for (1) public meeting “open house” style format to present high level information introducing the project and obtain community feedback. It is anticipated that this is mainly an information and listening session and no renderings or presentation material of a design is required or appropriate at this time.

Client Reviews and Approvals

We will prepare schematic designs and prepare plans, drawings, 3D renderings and outline specifications for an interim client review at 50% Schematic Design. Afterwards client input will be incorporated and presented for client approval at the end of Schematic Design, including review of the Schematic Design Class C costing explained below.

Class C Costing at SD & Ongoing Cost Control Measures

Working with the Cost Consultants, we will prepare a Schematic Design (Class C) cost estimate at the end of the SD phase. We are proposing that a total of three costings be prepared throughout the process. Owner approval of each cost estimate will be required before proceeding with each subsequent phase of the project.

PHASE 2 : DESIGN DEVELOPMENT (2.5 MONTHS)

This phase finalizes decisions on design and materials and coordinates systems with the entire subconsultant team. We will schedule (2) meetings with you and the consultant

team to provide input on the development of the building design, engineering systems, construction assemblies and material selections. This includes interior design details; material and color samples, details for any envelope upgrades, design for accessibility/applicable AODA, detailed review of millwork and service desk design, integration of power & data outlets, lighting, and HVAC design. Any services for furniture, fixture and equipment (FFE) selection including the specification and coordination of book stack design to ensure the entire interior design is coordinated accordingly would be considered an additional service.

Class B Costing

Working with the cost consultants, we will prepare a Design Development (Class B) cost estimate at the end of the DD phase. Approval will be required before proceeding with the next phase of the project.

Client Reviews and Approvals

At 50% DD, we will develop designs and prepare plans, drawings, 3D renderings and outline specifications for an interim client review at 50% DD. The input given by the client will be incorporated and presented for client approval at the end of DD.

PHASE 3 : CONTRACT DOCUMENTATION (5 MONTHS)

Based on the approved DD and Class B cost estimate, we will develop and prepare drawings and specifications that outline the requirements for construction at this point.

Client Reviews @ 50% and 100% Completion of CDs

We will present progress contract drawings at 50% complete and include a review of the Municipality of Meaford's tender requirements. At this time we will also make an application for the Building Permits. Towards the end of this phase we will meet to review the Class A pre-tender costing at 90% completion, and review the final Tender Sets.

PHASE 4 : TENDER (1.5 MONTHS)

We will work with the Municipality to prepare bidding information, bid forms, conditions of the contract, and the form of agreement between the City and the Contractor.

Tender Analysis & Administration

It is assumed the Owner will run the tender and coordinate as required. Tenders will include optional price items for budget control and analysis of bids.

PHASE 5 : CONTRACT ADMINISTRATION (9 MONTHS)

We will provide all administrative and field functions during the contract administration phase.

Field Functions / Site Meetings

As the Prime Consultant, LGA will attend one construction site meeting in person and one via video/teleconference monthly. Sub-consultants will also attend as their scope of work is being completed and/or discussed. We regard the Contractor's site meeting minutes as the main mechanism for tracking and recording project issues. Minutes must be formatted to track items chronologically and assign actionable items to responsible parties. Items are only removed once everyone is satisfied the issue is closed.

Detailed Review of Construction Schedule and Critical Path

LGA conducts a detailed review of the initial submitted construction schedule. Submittal dates by the trades to the consultants must factor in consultant review times and allowances for necessary revisions and re-submittal times. It's essential to ensure that the dates in the schedule won't jeopardize ordering and delivery dates, particularly for long lead items. We regularly review the schedule to plan accordingly for anticipated activity. Any lags will be checked against the critical path to determine any impact to the entire schedule. Progress will also be measured against initial Contractor Cash Flow projections submitted.

Regular Pre-Construction / Installation Meetings

Well in advance of the commencement of a key construction sequence, LGA will participate in a required pre-installation review with the General Contractor and related trades.

Quality Control during Construction

In addition to a thorough review of fabrication and shop drawings, our quality control during construction relies on the submittal of sample products. These include samples finishes, as well as full-scale mock-ups and templates delivered on site to ensure quality and adherence to the contract documents. Regular Field Reviews and Deficiency Reports will be conducted to track quality of work and to assess accurate payment certification of work complete.

2.0 PROPOSED TEAM

LGA has successfully worked with the proposed sub-consultants on library projects, both new-build and renovations, establishing a strong working relationship dedicated to the successful completion of projects similar in complexity to the Meaford Library Renovation.

Please refer to Appendix A for a full list and description of our proposed subconsultant team.

3.0 REFERENCES / RELEVANT EXPERIENCE

Please refer to Appendix B for a full description of relevant library project experience including client reference contact information for each project.

4.0 FEE PROPOSAL

Our proposed fee for architectural, and core engineering services (structural, mechanical & electrical) to undertake this work is a percentage fee of **9.25%** based on an estimated construction budget of **\$3,389,661.00** which includes the HST portion of the value. The following table summarizes the fee breakdown for the team per phase. We bill monthly, with the amount based on the percent complete of each phase. The approximate percentage break-down per phase is as follows: 12.5% for schematic design phase, 12.5% for design development phase 40% for the construction documents phase, 5% for Tendering and 30% for contract administration:

Phase Description		Fee (excluding HST)
1.	Schematic Design Phase	\$39,193.00
2.	Design Development Phase	\$39,193.00
3.	Contract Documentation Phase	\$129,417.00
4.	Tender Phase	\$11,677.00

Phase Description		Fee (excluding HST)
5.	Contract Administration Phase	\$94,063.00
SUB TOTAL – Core Consultants (excluding HST)		\$313,544.00
	Additional separate Sub Consultants:	
7.	Civil Engineering	\$16,000.00
8.	Landscape Architect (includes Parkette scope).	\$16,000.00
9.	Cost Consultant (2 costings)	\$13,000.00
10	FFE by LGA	\$18,000.00
SUB TOTAL – Additional Consultants (excluding HST)		\$63,000.00
TOTAL (excluding HST)*		\$376,544.00

*Total price based on above referenced percentage fee and estimated construction budget.

5.0 RECOMMENDED ALLOWANCES

The following is a list of allowances that would be typical for an Owner to carry for a project of this scope:

- Geotechnical testing & report
- Hazardous materials testing
- Surveying
- A/V, IT, Security specialty consulting
- Energy Modelling
- Advanced preparation of Detailed Sprinkler drawings & calculations at time of building permit application

6.0 DISBURSEMENTS

Disbursements are reimbursable and charged for the following items; faxes, printing, parking, mileage/car rental, and couriers. A 10% administration fee is added to all disbursements. Disbursements are included with our monthly invoice.

7.0 HOURLY RATES

LGA's hourly rates for work additional to our fee are as follows (Sub-consultant hourly rates are available upon request):

Partner	\$175/hr.
Associate	\$140/hr.
Project Manager/Job Captain	\$140/hr.
Project Staff	\$120/hr.
Junior Staff	\$105/hr.

8.0 PROJECT ASSUMPTIONS

1. The LGA's percentage fee is based on an assumed construction budget of \$3,389,661.00. This fee is subject to change if this figure is significantly modified higher by applying the percentage fee to the increased construction budget. LGA to review and discuss with the Client prior to any modifications.
2. LGA's fee assumes a construction schedule of 9 months from start to total completion. The architect will be entitled to additional services fees at the listed hourly rates for extended duration performing contract administration services during the construction phase made necessary by the extension of the Contractor's construction schedule.
3. LGA's fee is based on the library renovation and parkette occurring in the same single phase or one (1) tender package.
4. It is assumed that the only approval required for this project is a building permit. For example, we have assumed that Committee of Adjustments (C of A) or Site Plan Approval (SPA) are not required for this project. If planning approvals are

determined to be required by the Municipality, first applications and all subsequent revised submissions as requested or required by the City will be completed as additional fee services at an agreeable price in writing.

5. LGA's fee includes services required for one (1) Building Permit Application. Permit application fees are not included in our fee
6. It is assumed that an OAA Architect/Client agreement (OAA Doc 600-2013) will be executed as the form of contract for this work.

9.0 PROJECT SCHEDULE

Assuming authorization to proceed is obtained within the next 1-2 weeks, we anticipate having the Schematic Design phase completed in January 2018, Design Development by May 2018. Contract Documents could be completed pending owner approval by the end of September 2018. Tendering could be conducted in October or November to obtain competitive market pricing, followed by construction (demolition) commencing in winter of 2019 with an occupancy targeted by end of Fall 2019. All the above is pending budget approvals.

We trust that this submission responds fully to your request; however, please don't hesitate to contact us if you have any questions or would like to discuss further.

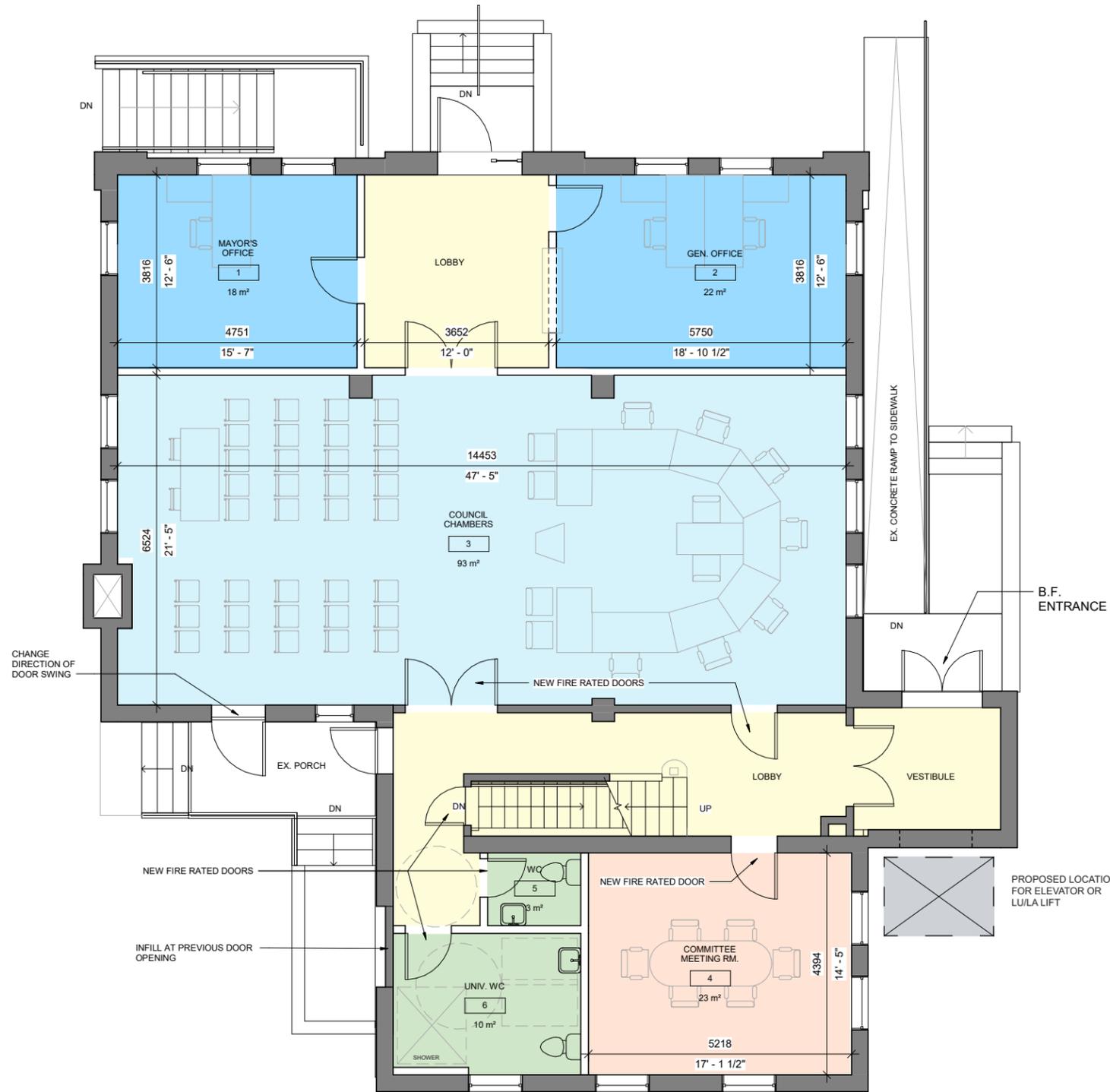
Please don't hesitate to call if you have any questions or comments.

Sincerely,



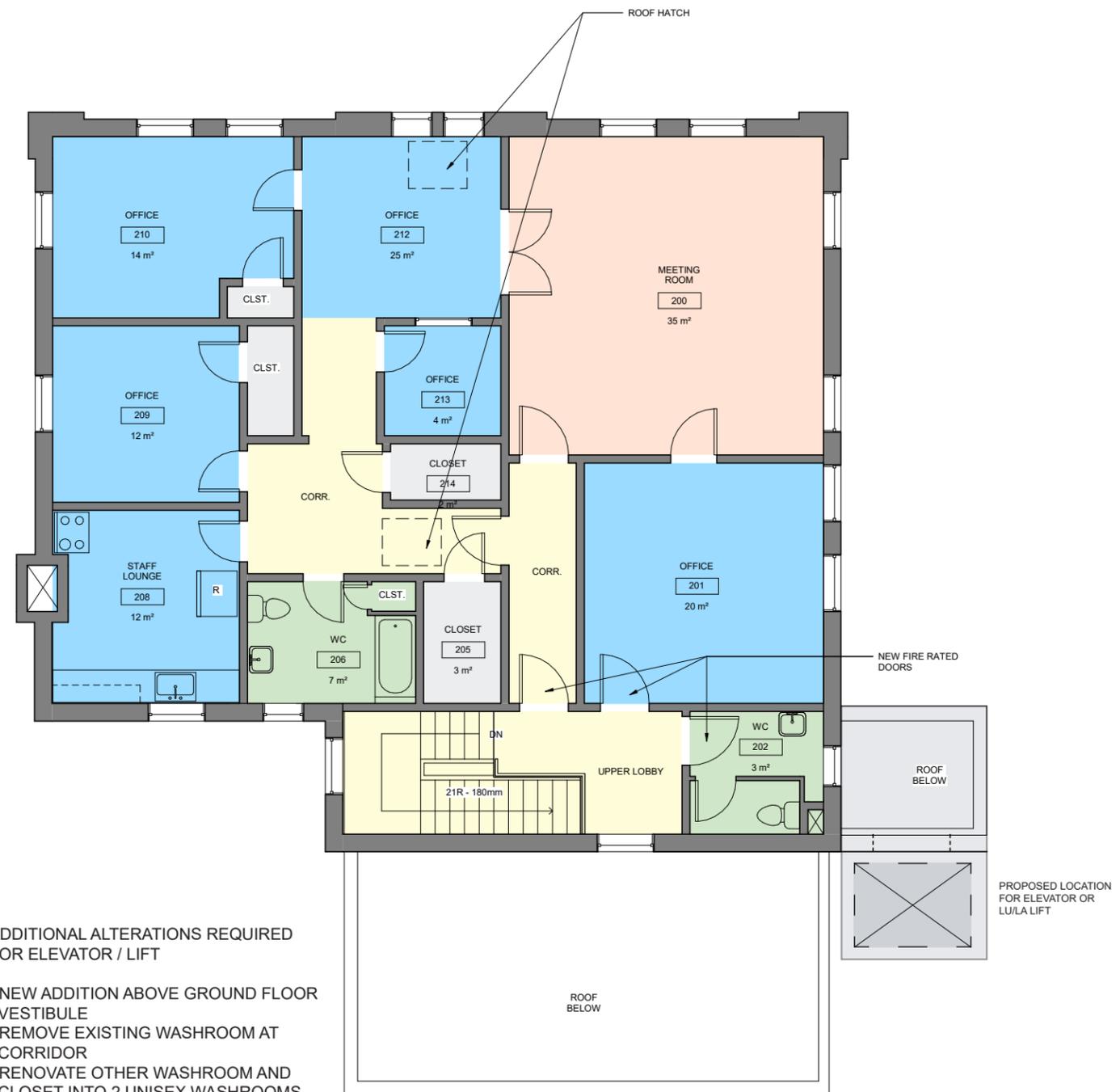
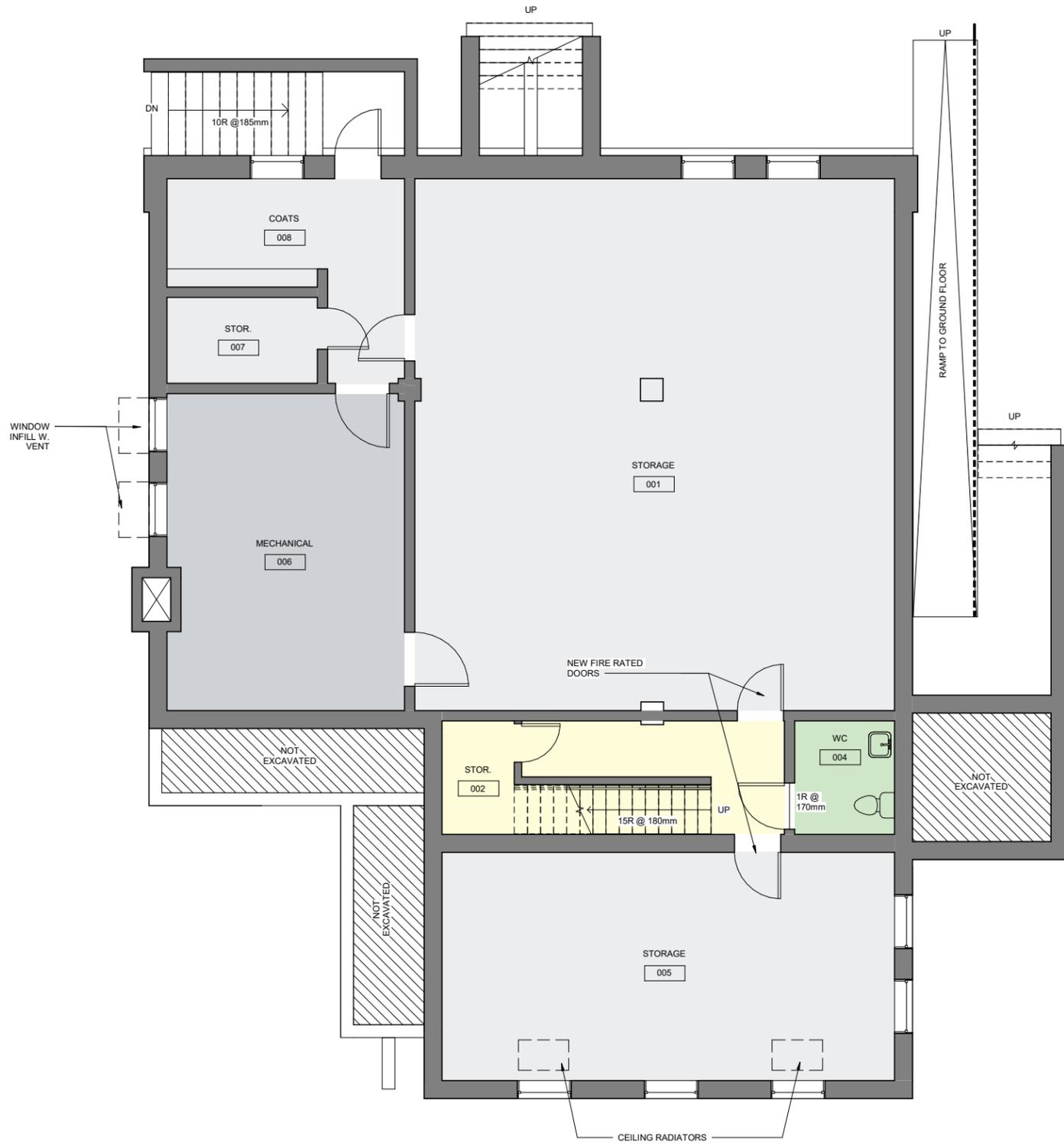
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TROWBRIDGE STREET



- COUNCIL CHAMBERS
- MEETING ROOMS
- AMENITIES
- CIRCULATION
- OFFICES
- BUILDING SERVICES





ADDITIONAL ALTERATIONS REQUIRED FOR ELEVATOR / LIFT

- NEW ADDITION ABOVE GROUND FLOOR VESTIBULE
- REMOVE EXISTING WASHROOM AT CORRIDOR
- RENOVATE OTHER WASHROOM AND CLOSET INTO 2 UNISEX WASHROOMS

COSMETIC RENOVATIONS ONLY