Report of the Standing Policy Committee on Property and Development dated July 8, 2002

Delegation of Authority to Award City Hall Courtyard Renovation Contract during the period of July 17 to August 22, 2002
File FB-1.1 (Vol. 9)

1. The Standing Policy Committee on Property and Development has been advised the City Hall Courtyard Construction Project is on a tight schedule to be completed prior to the end of summer construction season. The City Hall Courtyard has structurally deteriorated to the point that rehabilitation is required in 2002. Should the rehabilitation not proceed, public gatherings on the Courtyard will not be allowed.

Council approved $360,000.00 for the Courtyard rehabilitation as part of the 1998 Capital Budget to address minor structural problems, poor drainage (especially in conjunction with the para-ramps), increasing operation and maintenance costs, and aesthetic issues.

Council approved an additional $400,000.00 for Courtyard Redevelopment in 1999 as initial surface investigations determined that some structural concrete panels would have to be replaced.

On February 21, 2001, the Executive Policy Committee, during its consideration of the 2001 Annual Capital Estimates and the 2002-2006 Five-Year Capital Forecast, referred the decision back to the Standing Policy Committee on Property and Development "to determine the Courtyard Renovation option within a view to the Concept Plan for the entire Civic Centre". $1,092,000.00 was approved in 2002 for the Courtyard Redevelopment Project in the 2002-2006 Five-Year Capital Forecast.

On December 11, 2001, the Standing Policy Committee on Property and Development recommended that the Courtyard rehabilitation proceed in 2002.

On June 27, 2002, the Standing Policy Committee on Property and Development, in its capacity as the Downtown Design Board, approved the overall design plan as proposed, and delegated to the Director of Planning, Property and Development the review and approval of detailed drawings.

The Planning, Property and Development Department hired a Consultant, Scatliff + Miller + Murray Inc., in association with a structural engineer, to investigate the condition of the Courtyard and prepare alternatives to remedy the structural problems and improve the aesthetics. Upon further detailed site review, testing, and investigation of options, it was

determined that the proposed funding of $760,000.00 was not enough to rectify the problems with the Courtyard.

Concrete slab testing and live load investigations have revealed that all of the concrete panels in the Courtyard have to be replaced. The structural tests conducted in 1999 showed that the maximum life of some of the panels was five years.

As such, replacement of the concrete panels should be done in 2002 in order to allow continuous long-term use of the Courtyard. If the Courtyard Project does not proceed, use of the Courtyard for things such as public gatherings will not be allowed.

Courtyard Renovation Project Cost Summary

Courtyard Capital Funds	
Approved Capital Funds ($360,000 - 1998 / $400,000 - 1999)	$ 760,000
Approved 2002 Capital Estimates	$1,092,000
	$1,852,000
Asbestos Removal (1999 Capital Budget)	$ 33,000
TOTAL PROJECT FUNDING	$1,885,000
Courtyard Renovation Costs	
*Previously Expended Costs	$ 116,000
Construction Costs	$1,263,000
Contingency (20%)	$ 253,000
Design Fees (14%)	$ 177,000
Finance & Administration (3%)	$ 38,000
G.S.T. (3%)	$ 38,000
TOTAL PROJECT COSTS	$1,885,000

*Includes destructive investigations, load testing, and consultant fees.

The City Hall Courtyard tender is projected to close July 16, 2002. The contract needs to be awarded very shortly thereafter because the project is on a tight schedule to be completed prior to the end of the summer construction season. Project costs would increase for winter construction. The tender package provides that bids will expire 30 days after that date.

Council on February 10, 1988 (as amended) approved the Policy on Purchasing Procedures and the Disposal of Surplus Supplies which, in Section 8 Delegation of Authority to Award Contracts, delegated to select members of Civic Administration and Standing Committee(s) the authority to award contracts where certain criteria are met.

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The pre-tender estimate for the project is $1,400,000. Award of a contract for this amount is within the award authority of Standing Policy Committee on Property and Development but the Standing Policy Committee does not have the power to delegate its award authority. As the next scheduled meeting for Committee is not until August 20, 2002, the Planning, Property and Development Department requested that Council delegate to the Chief Administrative Officer, or her designate, the authority to award the subject contract.

The Standing Policy Committee on Property and Development recommends:

I. That Council delegate to the Chief Administrative Officer or her designate, the authority to award the contract for Tender No. 460-2002, City Hall Courtyard Redevelopment, during the period July 17, 2002 to August 22, 2002, said contract award not to exceed total project funding.

II. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing, including the execution of any documents related thereto.