



REPORT

REPORT TO: Mayor Rick Bonnette and Members of Council

REPORT FROM: Simone Gourlay, BBA, C.P.P., Manager of Purchasing
Jane Diamanti, Director of Libraries

DATE: June 16, 2009

REPORT NO.: CS-2009-0056

RE: Proposed Construction Management Approach and Procurement Approval for Acton Branch Library Replacement - Single Source Award of Architect, Project Manager and Interior Designer and Proposal Call for Construction Management
File: F18/TE

RECOMMENDATION:

THAT Report No. CS-2009-0056, dated June 16, 2009, regarding the Single Source Award of Architect, Project Manager and Interior Designer for the Acton Branch Library Replacement Project be received;

AND FURTHER THAT staff proceed with the design and construction of the Acton Branch Library Replacement project by way of the Construction Management process and that staff issue an immediate Request for Proposal for the Construction Manager;

AND FURTHER THAT Council approve the execution of a contract for the single source award of architectural services for the Acton Branch Library Replacement project amongst the Town of Halton Hills, the Halton Hills Public Library Board and *Chamberlain Architect Services Limited* for an amount not to exceed \$236,250 (including GST of \$11,250);

AND FURTHER THAT Council approve the execution of a contract for the single source award of project management services for the Acton Branch Library Replacement project amongst the Town of Halton Hills, the Halton Hills Public Library Board and *The MMM Group* for an amount not to exceed \$115,500 (including GST of \$5,500);

AND FURTHER THAT Council approve the execution of a contract for the single source award of full interior design services for the Acton Branch Library Replacement project amongst the Town of Halton Hills, the Halton Hills Public Library Board and ZAS Interiors for an amount not to exceed \$36,000;

AND FURTHER THAT staff bring forward by-laws to authorize execution of the contracts for the architectural services, project management services and interior design services.

BACKGROUND:

In April 2009, Council authorized staff to submit three applications for the Federal and Provincial Infrastructure Stimulus Fund Program of which one was the Acton Branch Library Replacement. This application was successful and staff are proceeding with the initial phases of project planning to have this building completed by the stipulated March 2011 deadline.

The March 2011 deadline would be difficult to achieve, if staff followed the past process of Design-Bid-Build. This process involves:

- a) hiring of an architect to design and provide construction specifications for the project
- b) sending out tenders for general contractors to bid
- c) awarding a general contractor the bid with a fixed price to complete construction

There are two other processes that staff have taken into consideration – Design Build and Construction Management.

The process of Design Build has the design and construction stages contracted with a single firm known as the design-builder. The design-builder is usually the general contractor, but in many cases it is also the design professional (architect or engineer). This system is used to reduce the delivery schedule by overlapping the design phase and construction phase of a project. Where the design-builder is the contractor, the design professionals are typically retained directly by the contractor. It should be noted that the design-build approach is primarily intended for buildings requiring limited design and participation by the owner, e.g., warehouses. Otherwise, the owner must be very detailed about the facility requirements (quality of materials and finishes) prior to the hiring of a design-builder and in such cases owners may hire architects to ensure that details are properly considered and documented..

In Construction Management, the owner (Library Board) hires the Architect and Construction Manager separately. The Construction Manager is hired much earlier in the process and is paid a fixed fee. The Construction Manager is more involved in the design process so that issues can be identified and addressed prior to construction. The Construction Manager, much like a General Contractor organizes, schedules, mobilizes and directs equipment, material and personnel in performance of a construction contract, but in a much more open manner. Once specifications for the individual sections of the building are complete (e.g., the foundation, structural steel,

roof, mechanical/electrical) then these sections are put out to bid to sub-contractors. This bidding can be done through either the construction management firm or the owner. Partial building permits can be granted based on these specifications. As contracts are awarded to the sub-contractors, construction work can begin while designs and specifications for other sections are still being developed (e.g., finishings, landscaping). Detailed budgets are developed but pricing may not be fixed in whole until the last contract is bid. There are variations of this process in the industry.

COMMENTS:

Staff are recommending that the Acton Library Branch be built using the Construction Management Method. Using this method, three parties are required – the owner (represented by the Project Manager), the Architect and the Construction Manager. Staff would like to extend the contract of *Chamberlain Architects Services Limited* and *The MMM Group* already endorsed by Council and approved by the Library Board for the Georgetown Branch and Cultural Centre Renovation/Expansion.

Architect - Chamberlain Architect Services Ltd.

As stated in report LIB-2006-0002, a Request for Proposal was issued in 2006 for an Architect for the Georgetown Branch Library Renovation and Expansion. *Chamberlain Architect Services Ltd.* was selected through this process. *Chamberlain* has completed eight (8) public library projects – Quinte West Public Library, Shelburne Public Library, Niagara-on-the-Lake Public Library, Gravenhurst Public Library, Moses F. Rittenhouse Public Library, Westdale Branch - Hamilton Public Library, Norwich Branch – Oxford County Public Library and St. Mary's Public Library. Most of these projects were done for smaller communities. John Knox was the lead architect for all these projects including the Georgetown Branch and would be for the Acton Branch as well. He brings 38 years of experience as an architect. To date, the conceptual designs of the Georgetown Branch have been completed and staff are targeting early 2011 to send the specifications out to market for bidding. This timeline is extended to meet the needs of the library and not due to any delay by *Chamberlain*. Staff have been extremely pleased with the quality of work, responsiveness and professionalism of *Chamberlain* staff.

Project Manager - The MMM Group

As stated in report LIB-2009-0002, a Request for Proposal was issued in 2008 for a Project Manager to oversee the Georgetown Branch Library Renovation/ Expansion Project and Cultural Centre Alterations. *The MMM Group* was selected through this process. *MMM* is a multi-national, multi-service firm and would have support staff to assist if necessary, including Civil Engineers and LEED accredited professionals. The Designated Project Manager, Mr. Mahendra Shah, has a Master's Degree in Architecture and a Project Management Professional Certification. As an architect for over 35 years, he has a strong understanding of the design and construction process. He has worked on a number of public library projects for Hamilton. Mr. Shah has worked with *Chamberlain Architect Services* previously. Mr. Shah has been very helpful in the design stages of the Georgetown Branch Project, assisting with accurate budgeting and cost control.

A Project Manager is still required with this Construction Management Process, to coordinate or manage the overall project within the constraints of time, cost and performance requirements. The Project Manager will first and foremost protect the Library's and Town's interests and ensure that issues are resolved in a timely and affordable manner. The Project Manager coordinates the owner's project team and can offer suggestions to the Architect and/or Construction Manager which can lead to cost-savings and/or better design.

Construction Manager

Staff also recommend issuing an RFP immediately for a Construction Manager so that these three firms can work in conjunction with staff to develop the design for the Acton Branch. From discussions with the architect, staff recommend having the foundation poured prior to the winter 2009/2010 season in order to complete this construction by March 2011.

ZAS Interiors

Although not normally a major partner in the Construction Management process, staff recommend single sourcing the interior design services of ZAS Interiors. This firm has been selected for the Georgetown Branch renovation through a Request for Proposal process. ZAS have worked closely with staff to create a successful interior design concept which can be easily extended to the Acton Branch. Staff have been very pleased with the colours, furnishings and fitments that have been proposed to reflect this concept.

RELATIONSHIP TO STRATEGIC PLAN:

There is no direct relationship to the Strategic Plan.

FINANCIAL IMPACT:

Staff have allocated these costs into the overall \$3.5 million budget of the Acton Branch Library Replacement Project.

COMMUNICATIONS IMPACT:

Approved recommendations from this report will be communicated to the Library Board, Library staff, and the consultants involved.

ENVIRONMENTAL IMPACT:

There is no environmental impact associated with this report.

CONSULTATION:

The Library Board, the Town's Chief Administrative Officer, Infrastructure Services and Director of Corporate Services & Treasurer were consulted in preparation of this report.

CONCLUSION:

Staff are recommending that the Library Branch be built using the Construction Management Method and that a Proposal Call be put out for Construction Management Services. Staff are also recommending single sourcing for the award of architectural services to *Chamberlain Architects Services Limited*, project management services to *The MMM Group* and interior design services to *ZAS Interiors*..

Respectfully submitted,

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