

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: October 21, 2024

TO: Mayor and Council

FROM: Corrine Haer, P.Eng., Manager, Engineering

SUBJECT: Contract Award – Council Chambers Relocation

RECOMMENDATIONS

THAT Council receive the corporate report dated October 21, 2024, from the Manager of Engineering, titled “Contract Award – Council Chambers Relocation” for consideration; and

1. Confirm Council Relocation Chambers to the Anex; and
 2. Approve the award of the Council Chambers Relocation project to Crescent Electrical Contractors Ltd. in the amount of \$98,060 (excluding GST); and
 3. Approve the award of audio video for the Council Chambers Relocation project to Hybrid AV in the amount of \$20,000 (including Listen Assist) (excluding GST); and
 4. Authorize the pre-approved contingency in the amount of \$22,072 (approximately 15%) to support the project; and
 5. Approve the award of engineering support for the City Hall Renovations (new offices) project to Dialog in the amount of \$50,000 (excluding GST).
-

EXECUTIVE SUMMARY

The purpose of this corporate report is to seek Council’s approval to relocate the Council Chambers to the Annex and to award the Council Chambers Relocation project to Crescent Electrical Contractors Ltd. for \$98,060 (excluding GST). The report also seeks approval to award the engineering and audio-visual services as outlined.

On January 29, 2004, Council approved \$480,000 for the Council Chambers relocation and construction of new City Hall offices. However, due to increased construction costs, the original scope could not be fully realized within the budget. This report provides viable alternatives to stay within budget by reducing investments in the temporary Council Chambers, as the long-term plan is to construct a Community Hub that will permanently house the Council Chambers.

While alternative locations are outlined in this report, staff recommend the Annex as the most practical and suitable option due to its proximity to City Hall, ease of public access, and minimal disruption to current programs, as the space is currently vacant.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
2024-029 January 29, 2024	THAT Council: 1. Approve Option A “Relocate Council Chambers to Annex and Construct Offices in Vacated Space”; and 2. Authorize staff to proceed with the renovations from the Financial Plan. <p style="text-align: right;">CARRIED</p>

INTRODUCTION/BACKGROUND

The limited space in City Hall can no longer adequately accommodate staff. As approved at the January 29, 2024, regular council meeting, staff have been working on the Temporary Office & Council Chambers Relocation renovation project to create more desk space and offices for staff in the current Council Chambers location.

Establishing a temporary office in the vacated Council chambers offers numerous benefits. The new setup will include four larger partition offices for key roles such as the Manager of Communications and Government Relations, the Property, Insurance and Risk Manager, the Senior Project Manager for the Community Hub, and the Manager of Revenue Services. This arrangement ensures that these positions have the necessary privacy and space to conduct their work effectively. Additionally, the area will feature seven smaller partition offices, similar to the current Bylaws setup. These smaller partition offices would be for the Records Coordinator, the Digital Media & Communications Assistant, the Communications Coordinator, and two additional currently vacant spaces. The area will also include two touchdown spots for future growth. The use of partitions allows for flexibility, enabling the office space to expand further if required. This adaptable design ensures that the office can meet the evolving needs of the organization while providing a conducive work environment for all employees until the Community Hub is built.

Council Chambers Relocation

Dialog was retained to design a new Council Chamber in the Annex and to provide tendering support. A construction tender (WR24-016 Construction Services for Council Chamber Relocation) was issued to the market on BC Bid with a tender submission closing date of July 5, 2024. Although there were four vendors that attended the mandatory site meeting, the City only received one non-compliant bid on the closing date.

Prices from the July tender were significantly higher compared to the initial conceptual design estimates used for the budget submission. This is in part due to design changes including acoustical treatments, and air quality improvements that were identified during the detailed design phase completed in May 2024. Additionally, increased electrical and lighting costs, along with a tight construction market and schedule, contributed to the overall cost increase.

Options Review

Upon learning about the one non-compliant bid, staff began a value engineering exercise and explored other options for relocation. Other options that were explored include moving the Council Chambers to Blue Frog or moving the Council Chambers to the White Rock Community Centre.

Moving the Council Chambers to Blue Frog was considered; however, challenges with a long term four-to-five-year contract made this option less viable. Moving the Council Chambers to White Rock Community Centre Gallery is not favourable primarily due to space limitations potentially resulting in very cramped meetings. There is also concern about restrictions a closed Gallery would put upon Recreation & Cultures ability to further grow programs and a potential loss of revenue up to \$11K/year. However, a basic setup is possible in the Gallery using temporary monitor, microphone and audio-visual connections for approximately \$25K.

It was then determined that the best path forward would be to continue the value engineering exercise by revisiting the project scope and making necessary adjustments to ensure the project remained within the allocated budget. This is the scope being recommended in this report and further explained below.

Timeline of the project to date is included in Appendix A.

Council Chambers Relocation to the Annex

Revised scope for the council chambers relocation to the Annex includes:

- Moving existing casework (reuse of existing furniture) from existing Chambers to the new Chambers.
- Replacement of existing lighting with new LED lighting.
- Move two existing wall cooling units to the new Chambers.
 - It is noted that the cooling (air conditioner) scope is minimal and does not contribute significantly to the overall project costs. It is recommended based on the historical data in this area that this remain in the project scope.
- Construction of a backwall to isolate the audio equipment and ensure its temperature controlled. This is necessary for the relocation to occur.
- Mural backdrop will be resized and moved to the new backwall.
- Data cabling and equipment rack relocation.
- Relocation of two TVs from existing Chambers to the new Chambers.

Scope that is no longer included to remain within allocated project budget:

- New casework components (furniture) to create additional desk space.
- Front entrance and accessibility improvements including auto door openers at the doors entering the new chamber.
- Acoustical treatment:
 - Echo/sound bouncing is likely to occur without this; and
 - Speech intelligibility may be impacted from a audio video recording perspective.
- Improvements to air quality through a new ventilation unit:
 - Air quality complaints have been made about this space.
- Custom blinds.
- Drop down ceilings and lighting in IT office and foyer areas:
 - Although covered by a separate budget, this has been removed at this time for simplicity.

To minimize disruption, the relocation of the Council Chambers to the Annex is proposed to start in December when no Regular Council meetings are scheduled, and the City Hall Renovations (new office spaces in the vacated Council Chambers) will be tendered this winter with construction following as soon as reasonably possible.

Staff recommend a single source award of the revised scope for the Council Chambers Relocation to Crescent Electrical Contractors Ltd. in the amount of \$98,060. This will include all items identified in the revised scope. Crescent Electrical Contractors Ltd is the City’s As&When electrical contractor and has proven that they have the abilities, equipment, and personnel required to complete the project within budget.

Staff also recommend a single source award of the audio video component to Hybrid AV in the amount of \$20,000 (this price includes Listen Assist). Hybrid AV has been previously procured to supply equipment to replace the aging systems in the current Council Chambers. This work has been pivoted to the Annex to support the Council Chamber Relocation project. This has resulted in significant cost savings that would not have been possible without this prior arrangement.

FINANCIAL IMPLICATIONS

This project is included in the 2024 Financial Plan as follows:

- Annex Council Chamber Upgrades - \$315,000 (Project 67400).
- City Hall Renovations (offices in the vacated chamber) - \$165,000 (Project 67003).

A summary of the project budget is as follows:

Table 1 – Project Budget Council Chamber Relocation

	Total
Annex Council Chambers Upgrades (Project 67400)	\$315,000
Total budget available	\$315,000
Spent to date	\$86,868
Construction (Crescent Electrical Contractors Ltd.)	\$98,060
Audio fees (Hybrid AV)	\$20,000
Concrete ramp at entrance	\$10,000
Subtotal	\$214,928
Contingency (approx. 15% of project costs)	\$22,072
Total project cost	\$237,000
Leftover budget available for reallocation (if more is leftover once project is complete, it will be allocated to the City Hall Renovations project 67003)	\$78,000

Table 2 – Project Budget City Hall Renovations (offices in the vacated space)

	Total
City Hall Renovations (Project 67003)	\$165,000
Budget reallocation (from Project 67400 to 67003)	\$78,000
Total budget available	\$243,000
Engineering support (Dialog)	\$50,000
City Hall Offices Construction (cost estimate from Dialog, actual numbers will be based on tender)	\$177,000
Total estimated project cost	\$227,000

The cost for furnishing has not been included in the above estimates for the City Hall Renovations. Offices will be furnished with unused, recently purchased furniture available at the Annex. Any additional furniture required to support the project is planned to be funded from project cost savings, 2024 operating surplus or Miscellaneous Facility Upgrades as required.

LEGAL IMPLICATIONS

No legal implications are anticipated.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Following construction, the public will be notified of the new location for all regular council meetings moving forward.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Staff will continue to work directly with all internal stakeholders to ensure the project progresses with minimal disruption.

ALIGNMENT WITH STRATEGIC PRIORITIES

This project aligns with the Council Strategic Priority of Organization and Governance with an objective to improve permit process to reduce wait times as this project will ultimately produce additional offices for new staff.

OPTIONS / RISKS / ALTERNATIVES

The following alternate options are available for Council's consideration:

1. Not approve the recommendation to award the Council Chambers Relocation project to Crescent Electrical Contractors Ltd. This may result in reduced service and may affect staff retention as staff will be further squeezed into inadequate office space or potentially offsite.
2. Direct staff to relocate the Council Chambers to the White Rock Community Centre. This option has space limitations potentially resulting in cramped meetings for the public; however, it is possible with audio visual, cabling and other temporary set up costs of approximately \$25K. There is also concern about restrictions it would put upon Recreation & Cultures ability to further grow programs and a potential loss of revenue up to \$11K/year.

CONCLUSION

Staff recommends that the Council Chambers Relocation project be awarded to Crescent Electrical Contractors Ltd. in the amount of \$98,060 (excluding GST) and the audio video component to Hybrid AV in the amount of \$20,000 (this price includes Listen Assist and excludes GST).

Staff also request a preauthorized contingency in the amount of \$22,072 (approximately 15% of the project cost) to support the Council Chamber Relocation project. Additionally, staff seek Council's approval to procure Dialog for engineering support services to finalize the design for

the new office spaces in the vacated chambers, tender and provide construction support in the amount of \$50,000 (excluding GST).

Respectfully submitted,

Approved by,

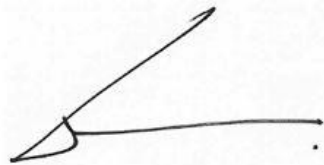


Corrine Haer, P.Eng.
Manager, Engineering

Jim Gordon, P.Eng.
Director, Engineering & Municipal Operations

Comments from the Acting Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Project Timeline

Appendix A

Project Timeline

- January 29, 2024 – Council approved Option A “Relocate Council Chambers to Annex and Construct Offices in Vacated Space” and authorized staff to proceed with the renovations from the Financial Plan.
- January 31, 2024 – Single source award to Dialog for Engineering fees approved.
- February 16, 2024 - Walkthrough of the existing council chambers followed by the proposed relocation to the Annex with Dialog staff and internal stakeholders.
- March 14, 2024 – First draft of the office layouts were received for comment and circulated to internal staff stakeholders for comment. Comments were circulated back to consultant on March 28, 2024.
- April 12, 2024 – Second draft of the layouts were circulated and an option was chosen April 26, 2024 in consultation with internal stakeholders.
- May 10, 2024 – Consultant raises concerns regarding changes in the ceiling plane (lights, mechanical, sprinklers, ceilings) as a result of the chosen option. These were not anticipated and hence not included for this space along with modifications to lighting, lighting control, life safety, and access control system. Although architectural and electrical design implications are straightforward, the mechanical scope requires further investigation to define.
- May 13, 2024 – Staff advised Dialog to proceed based on an hourly charge to determine if the existing VRF equipment could be reused.
- June 6, 2024 – Met with internal stakeholders and were advised that August construction schedule is mandatory, therefore moved focus to the Council Chambers relocation. It was determined that this would also allow the project team to get a better sense of pricing that can be allocated to support phase two.
- June 10, 2024 – Advised Dialog to focus on Council Chambers relocation and move forward with August construction schedule. Drawings and tender documents were expedited accordingly.
- June 20, 2024 – Tender posted on BC Bid.
- July 5, 2024 – Closing date on BC Bid
- July 15, 2024 through to September 27, 2024 – Value engineering and alternative options explored
- October 9, 2024 - report drafted and circulated to be included on Council agenda for October 21, 2024