

**COMMITTEE OF THE WHOLE MEETING
OCTOBER 3, 2016**

REPORT #DCAO-2016-08

**NEW TOWN HALL ADMINISTRATIVE SPACE - TERMS OF REFERENCE FOR
CONSULTING SERVICES**

RECOMMENDATION

That report DCAO-2016-08 be received;

And that the Guiding Principles for the design and construction of new administrative space as outlined in Report DCAO-2016-08 be adopted;

And that the Terms of Reference for the retention of consulting services to design new administrative space as outlined in Report DCAO-2016-08 be adopted.

OBJECTIVE

The objectives of this report are to provide Council with draft Guiding Principles for the design of new administrative space and draft Terms of Reference to retain architectural and engineering services related to the provision of new Town administrative space and to obtain any feedback from members of Council.

BACKGROUND

At the Council meeting held on June 13, 2016, Council passed the following motion:

That the Committee of the Whole recommends:

That Report ADMIN-2016-31 be received;

And further that a by-law be enacted to authorize the Mayor and Clerk to sign the final Agreement of Purchase and Sale and to waive all conditions associated with the Offer;

And further that a consultant be retained;

And further that funding be allocated from the HEC Fund for the purchase, and costs associated with the purchase, as well as the retention of a consultant.

COMMENTS AND CONSIDERATIONS

The existing Town Hall does not provide sufficient space for the Administrative functions of the Town and is in need of capital investment to address its deteriorating state.

Council's decision to purchase the site at 25 Albert Street West provides the Town with the opportunity of using this centrally located site for new Administrative offices. The existing building on the site is the previous Alliston Union School which was closed a

couple of years ago when the school board decided to construct a new school on a new site in Alliston.

The design of the building on the Albert Street site does lend itself to being refurbished to provide new administrative space for the Town. To be certain that this approach will provide the desired results in the most cost effective manner staff, in alignment with Council direction as referenced above, will be retaining consulting services to work with the Town to determine the most effective manner to proceed.

To assist in facilitating discussion and decision making throughout the design and construction process, staff are recommending the development of Guiding Principles. The following principles are being recommended for Council's consideration:

- The history of New Tecumseth be honoured
- Efficient Customer Service
- Employee and Workplace wellness
- Green design elements will be incorporated (e.g. energy efficiency, Low Impact Development)
- Creation of a community hub
- Cost Effectiveness

A municipality's Town Hall houses the government and administrative functions that guide the municipality and therefore should be a focal point of the community. A Town Hall, if designed and constructed properly should stand for many years as a cornerstone in the community and provide sufficient space for the efficient provision of services as the community and organization evolves. The approach being recommended and outlined below will allow for the consultant to interact with Council and Staff to ensure they have a comprehensive understanding of Council's vision as well as functional requirements of the organization. In addition, the consultant will be requested to review the current condition of the existing building and demonstrate that that knowledge has been considered in developing the conceptual design. This will assist in providing the Town with a greater degree of cost certainty in regards to the level of refurbishment being recommended.

The Terms of Reference for the Design element of the project will consist of the following phases:

Phase 1: Visioning

The focus of this phase is for the consultant to gain insight from Council in regards to their desired concept for new Town administrative space. It is anticipated that this phase will be undertaken through interviews and / or a workshop with Council members.

Phase 2: Condition Assessment

The consultant will be expected to review all documents that the Town has obtained from the School Board as well as undertake any physical inspections including but not limited to: electrical, mechanical, building envelope and roofing systems.

Phase 3: Space Planning

To compliment the Visioning and Condition Assessment elements, the consultant will be asked to work with the Town's Senior Management to understand space requirements considering:

- Evolution and growth of the organization
- Inter-connectivity of departments
- Service delivery
- Customer service
- The need to provide additional space prior to the completion of the project.

Phase 4: Architectural Design Services

A. Conceptual Design:

During this phase the consultant will consider the outcomes from the Visioning, Condition Assessment and Space Planning phases, as well as the application of the guiding principles to develop a conceptual design. The consultant will present this to Council along with required levels of refurbishment, demolition and replacement as well as preliminary cost and scheduling estimates. Given the current space constraints at the existing Town Hall, the consultant will also be requested to provide options for the provision of temporary space that could be utilized to house some departments until such time the project is complete. These may include (but not be limited to) phasing the design and construction in such a manner that space is made available for use as the next phases of the work are continuing and the use of portable office space on the site.

B. Final Design:

Once the conceptual design is approved by Council, the consultant will proceed to the development of a final design. This must consider, but not be limited to considering, the following:

- Feedback received from Council and staff on the Conceptual Design
- All provisions of the Ontario Building Code
- All applicable life safety and fire protection requirements
- All applicable provisions relating to the design of public spaces contained within the Accessibility for Ontarians with Disabilities Act (AODA)

The consultant will also be responsible for delivering the following:

- Construction Contract-ready drawings for all renovations, demolitions, additions, landscaping as well as mechanical, electrical, plumbing, information technology and communications requirements. This should also consist of all specifications, notes, details and finishes.
- Construction phasing that will allow for some staff to occupy some parts of previously completed phases.
- Detailed cost estimates for each construction phase

The submissions that are received in response to the Request for Proposal will be evaluated using the following criteria:

- Completeness and quality of submission.

- Demonstrated understanding of project scope, objectives, deliverables and critical schedule requirements.
- Consultants Team – Qualifications and experience on similar projects
- Demonstration of successful completion of a minimum of three similar projects.
- Professional Services Fees

Contract Administration and construction elements of the project will be procured following Council's acceptance of the final design.

FINANCIAL CONSIDERATIONS

In keeping with Council's direction as referenced above, funding for this element of the project will be allocated from the HEC Fund.

Respectfully submitted:



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Deputy CAO

Approved By:
Mark Sirr, CPA, CMA
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Department:
Finance
CAO

Status:
Approved - 29 Sep 2016
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