



**Administrative Building Design Task Force Meeting
Wednesday, December 16, 2020 – 11:30 a.m.**

or immediately following the County Council meeting

Via Virtual Electronic Format

<https://youtu.be/JjfQrDRVmqw>

AGENDA

Page

1. Call to Order

2. Adoption of the Agenda

- a) **That** the agenda for the December 16, 2020 meeting of the Administrative Building Design Task Force be adopted.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

- a) Minutes of Meeting held December 18, 2019

That the minutes of the Administrative Design Task Force meeting held December 18, 2019 be adopted.

5. Deputations and/or Presentations

- a) Todd Colbourne of Colbourne & Kembel Architects Inc. will present to the Task Force the Concept Designs for the Joint Administrative Building.

[See Reports clause a)]

6. Reports

- a) **2020-120**

Office of the Chief Administrative Officer

Selection of a Detailed Design Plan for the Joint Administrative Building

Recommendation:

Be It Resolved That the Office of the Chief Administrative Officer – Selection of a Detailed Design Plan for the Joint Administrative Building report be received;

3 - 5

6 - 9

And Further That the Administrative Building Design Task Force approve the Concept Designs presented by Colbourne & Kembel Architects Inc;

And Further That Colbourne & Kembel Architects Inc be authorized to proceed to Phase Two of the Basic Architectural Services outlined in the RFP contract documents that being the development of detailed designs.

7. **Communications**
8. **Other Business**
9. **Next Meeting**
10. **Adjournment**



**Minutes of the Administrative Building Design Task Force Meeting
December 18, 2019**

A meeting of the Administrative Building Design Task Force was held in the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, December 18, 2019 at 12:37 p.m.

Present:

Councillor Vandewal - Chair
Councillor Doyle – Vice Chair
Councillor Martin
Councillor MacDonald

Staff Present:

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Susan Brant, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement/GIS
Kelly Pender, Chief Administrative Officer

1. Call to Order

The Chair called the meeting to order at 12:25 p.m.

2. Adoption of the Agenda

Moved By: Councillor Doyle
Seconded By: Councillor MacDonald

That the agenda for the December 18, 2019 meeting of the Administrative Building Design Task Force be adopted.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were none



Report 2020-120

Committee Recommend Report

To: Chair and Members of the Administrative Building Task Force

From: Kelly Pender, Chief Administrative Officer

Prepared by: Kelly Pender, Chief Administrative Office

Date of meeting: December 16, 2020

Re: Office of the Chief Administrative Officer – Selection of a Detailed Design Plan for the Joint Administrative Building

Recommendation

Be It Resolved That the Office of the Chief Administrative Officer – Selection of a Detailed Design Plan for the Joint Administrative Building report be received;

And Further That the Administrative Building Design Task Force approve the Concept Designs presented by Colbourne & Kembel Architects Inc;

And Further That Colbourne & Kembel Architects Inc be authorized to proceed to Phase Two of the Basic Architectural Services outlined in the RFP contract documents that being the development of detailed designs.

Background

At its December 18, 2019 meeting, the Administrative Building Design Task Force was advised that staff had worked collaboratively with the CRCA to develop a draft Memorandum of Understanding (MOU) between the two partners and that once executed, the parties would commence negotiations regarding the commercial arrangements for a long term lease.

As a result, the following motion was passed by the Task Force

- a) **2019-160
Office of the Chief Administrative Officer
Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building**

Moved By: Councillor Doyle

Seconded By: Councillor Martin

Be It Resolved That the Office of the Chief Administrative Officer – Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building report be received;

And Further That staff be directed to proceed with Phase #3 of the Work Plan that being the issuance of an RFP for Detailed Design as identified Report 2019-116.

And Further That Council direct staff to explore funding options for the redevelopment.

Carried

As a reminder, the Task Force, at its meeting held September 18, 2019, approved the following work plan, with Phase 3 currently being focused on:

Phase #	Item	Date	Discussion
1.	Develop Memorandum of Understanding (MOU) regarding detailed design process and outline/principles for lease	Sept to Dec 19	<ul style="list-style-type: none"> • Options for discussion: <ul style="list-style-type: none"> ○ County pays up front, CRCA pays back if they pull out, CRCA % of design costs incorporated into lease ○ Both parties pay 50% up front • Lease based upon 100% of dedicated CRCA space + % of common space • Utilities – separate pay own, pay %, or incorporated into lease pmt • Capital replacement/maintenance costs
2.	Funding Analysis	Sep to Dec 19	<ul style="list-style-type: none"> • Reserves options • Borrowing costs/options
Decision Point			
3.	RFP for Detailed Design	Jan to Mar 20	<ul style="list-style-type: none"> • Includes testing, soils, materials • Joint committee to select/recommend architecture firm • Determine interim accommodations plan and/or project phasing
Decision Point			
4.	Building Fit Up	Spring 20	<ul style="list-style-type: none"> • Product selection/procurement <ul style="list-style-type: none"> ○ Both parties responsible for own costs
5.	Tendering for Construction	Apr-Jun 20	<ul style="list-style-type: none"> • Joint committee to review and recommend contractor
6.	Construction Window	Jul 20 to Jul 21	<ul style="list-style-type: none"> • Project reporting/project management

7.	Building Commissioning	Fall 21	<ul style="list-style-type: none"> • Moving related costs • Finalize constructions costs and lease amount.
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Comment

An RFP was issued on Tuesday, March 3, 2020, which required interested proponents to attend a mandatory site visit. The deadline for submissions was April 8, after which 3 candidates were chosen for interviews, with Colbourne & Kembel Architects Inc. being chosen as the successful proponent. As part of the RFP, Table One outlined the Basic Architectural Services, split into five phases, those being:

- Phase One - Schematic Design
- Phase Two - Design Development
- Phase Three - Construction Documents
- Phase Four - Bidding or Negotiation
- Phase Five - Construction Phase – Contract Administration

A focus group of staff was established, which included representation from both the County of Frontenac and the CRCA, to work with the architects in developing options for the building and what staff deemed important for their needs. Following these discussions/input by staff, as well as a more detailed physical review of the building by the architects, a meeting of the focus group was held on December 8, 2020 to review potential variations of a preliminary building design. Mr. Neil Allen, Chair of the Joint Frontenac Accessibility Advisory Committee was also in attendance at this meeting to ensure the building met accessibility requirements from a user perspective.

The results of these designs, based on feedback from both County and CRCA staff at the December 8th meeting, are being presented to both the Administrative Building Design Task Force and the CRCA Building Review Committee at this joint meeting for final decisions. Todd Colborne of Colbourne & Kembel Architects Inc. will be attending the meeting to provide a detailed overview of these designs.

Staff would also note that at the November 18, 2020 regular Council Meeting, Council provided authorization to staff to submit a grant application to the COVID-19 Resilience Infrastructure Stream Funding, which is part of the federal government's Investing in Canada Infrastructure Program and reinforces the commitment of both the federal and provincial governments to protect the health and well-being of individuals and families during the pandemic. The grant is to a maximum of \$100,000. Staff will be submitting a grant application in support of a small aspect of the Joint Administrative Building project, such as the lobby/waiting area which would meet the criteria of the project being related to supporting physical distancing. As noted in the report to Council in November, eligible projects must begin by September 30, 2021 and be completed by December 31, 2021.

Staff are recommending that the Task Force approve the concept designs being presented and authorize the consultants to proceed with the development of detailed designs.

In terms of the Memorandum of Understanding, given that the driving factor for lease payments is dependent upon the square footage occupied by each party, the execution of the lease agreement will be completed once the detailed designs are finalized. At that point, both the County and the CRCA will have a cost estimate of the project as well as more detailed designs, taking both parties to the next decision point in terms of proceeding with a joint facility.

Strategic Priority Implications

Priority 3

Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach

Specifically, the objectives that support this strategy states that the County will continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services. This priority identifies the CRCA as a current and potential project partner

In addition, shared facilities reduce the overall environmental foot print required to occupy two separate facilities. Depending upon outcomes/options in terms of a shared facility, the overall greenhouse gas foot print of the County could be reduced as a result of this project, thereby assisting in meeting our GHG emission requirements as noted in the County's Energy Conservation and Demand Management Plan.

Financial Implications

There are no financial implications directly associated with this report. Financial impacts will be more appropriately identified when final decisions are made.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement/GIS
Cataraqui Region Conservation Authority (CRCA)