

Meeting: COUNCIL
Date: December 14, 2009
Dept: Planning and Public Works
Report No: PLAN-2009-65-CNC

Title: REPORT ON DESIGN-BUILD PROPOSALS FOR CONTRACT NO. S2009-W3 – DOWNTOWN PORT PERRY WATERFRONT REVITALIZATION PROJECT – SCUGOG MEMORIAL PUBLIC LIBRARY RENOVATION/EXPANSION AND PARKING FACILITY

RECOMMENDATION:

THAT the Library Evaluation Committee recommendation to accept the design-build proposal received from Garritano Bros. Ltd., Oshawa in the amount of \$5,800,000.00 (excluding GST and HST, including a cash allowance of \$350,000.00 for landscaping) be endorsed and Contract No. S2009-W3 for construction of the Scugog Memorial Public Library Renovation/Expansion and Parking Facility be awarded;

AND THAT the total estimated project cost of \$7,185,000.00 (excluding GST and HST) be financed as follows:

TOWNSHIP OF SCUGOG FINANCING

Financing as per Staff Report No. OPS-2009-16-GP&A

- Hydro Reserve Fund \$1,145,000.00
 - Development Charge Reserve Fund – Library 250,000.00
 - Community Enhancement Fund – Library 500,000.00
- Service Category
Component

• Library Fundraising	500,000.00
Total Township Financing	<u>\$2,395,000.00</u>
<u>OTHER FINANCING (BUILDING CANADA FUND – COMMUNITIES COMPONENT GRANT)</u>	
Total Other Financing	<u>\$4,790,000.00</u>
<u>TOTAL FINANCING</u>	<u>\$7,185,000.00</u>

AND THAT the Director of Finance/Treasurer be instructed to establish a Library Project Fund and transfer all approved financing and future revenue for the Library component to this fund;

AND THAT the current shortfall in development charge revenue in the library service category of the Development Charge Reserve Fund be financed from uncommitted amounts in other service categories and repaid from future development charge revenues, with interest calculated at the minimum rate prescribed in the *Development Charges Act, 1997*;

AND THAT Council commit to continuing the \$100,000.00 annual contribution from the Community Enhancement Fund to the Library Project Fund for the next two years (2010 and 2011);

AND THAT the Scugog Memorial Public Library Board be requested to transfer all funds raised to date for the library expansion to the Township and outline its plan for contributing the remaining amount of the \$500,000.00 donation;

AND THAT any shortfall in project financing (temporary or otherwise) be internally financed through a payment or loan from the Hydro Reserve Fund, or other appropriate funding source identified by the Director of Finance/Treasurer, with the amount, term and conditions of any withdrawal or repayment reported to Council prior to expenditure;

AND THAT the Commissioner of Planning and Public Works/Deputy CAO be instructed to consult with the Scugog Memorial Public Library Board and Building Committee on the library building design and floor plan, and be authorized to revise the design to the satisfaction of the Library Board, provided the contract upset limit of \$5,800,000.00 is maintained;

AND THAT authorization be granted to initiate applications for site plan approval and building permit for the library renovation/expansion and the parking facility;

AND THAT an honorarium of \$5,000.00 be issued to each of the three (3) unsuccessful proponents, pursuant to the provisions of the Request for Proposals, as amended;

AND THAT the necessary by-law(s) be passed to authorize the Mayor and Clerk to execute the contract and any other requisite documents;

AND THAT the Clerk be requested to forward copies of Staff Report No. PLAN-2009-65-CNC to the Honourable Bev Oda, M.P. Durham, Mr. John O'Toole, M.P.P. Durham and the Scugog Memorial Public Library Board.

BACKGROUND:

1. INTRODUCTION

The purpose of this report is to seek concurrence of the recommendation made by the Library Evaluation Committee regarding the award of Contract No. S2009-W3 for the Scugog Memorial Public Library Renovation/Expansion and Parking Facility (Library and Parking) components of the Port Perry Downtown Waterfront Revitalization Project (the Project). The report also sets out the financing requirements and the next steps for the Project.

2. PROCUREMENT PROCESS

Earlier this year, the Township initiated the procurement process to select a design/build contractor for the Library and Parking components of the Project. This contract will encompass the following work, which is further detailed in Staff Report No. PLAN-2009-49-GP&A (see Attachment 1):

- Renovation of the existing 622 m² (6,700 sq. ft.) Scugog Memorial Public Library and expansion of the building by 864 m² (9,300 sq. ft.). The 1,486 m² (16,000 sq. ft.) one-storey, at-grade facility will include space for a community room (186 m² (2,000 sq. ft.)) and the Kent Farndale Gallery (65 m² (750 sq. ft.)). The building is being designed, constructed and commissioned to meet LEED (Leadership

in Energy and Environmental Design) Silver “green building” certification requirements and built environment accessibility considerations;

- Expansion of the existing municipal parking facility in the southwest quadrant of the Water Street and North Street intersection, behind the CIBC. The one-level, at-grade parking facility will maximize the available property area through grading and the construction of perimeter retaining walls to yield a supply of +/- 86 stalls (40 new); and
- Grading, landscaping and site servicing to suit.

The procurement process has been conducted in accordance with the Procurement By-Law No. 122-07 and has been carried out in two steps:

Step 1 – Pre-qualification of Proponents

On July 30, 2009, the Township issued a Request for Pre-qualification (RPQ), inviting interested contractors to submit a statement of qualifications demonstrating their experience with similar projects and capacity to complete the work. The invitation was advertised on Biddingo, in the Township Bulletin Board and on the website.

The Township received eight (8) pre-qualification submissions by the deadline of August 14, 2009. The Project Management Team, comprising the Commissioner of Planning and Public Works/Deputy CAO, the Scugog Memorial Public Library CEO, the Library Building Committee Chair and MHPM Project Managers, evaluated the submissions based upon the criteria set out in the RPQ document. The team shortlisted the following four (4) proponents based on their qualifications to invite to submit design-build proposals for the contract:

- Ball Construction Ltd., Kitchener
- Garritano Bros. Ltd., Oshawa
- Giffels Corporation, Toronto
- J.J. McGuire General Contractors Inc., Pickering

Step 2 – Selection of Contractor from Pre-qualified Proponents

On September 1, 2009, the Township issued a Request for Proposals (RFP) to the four (4) pre-qualified design/build teams. The RFP document

was prepared by MHPM Project Managers, with assistance from the Ventin Group Architects (architectural), Opresnik Engineering Consultants (LEED, mechanical and electrical), AECOM (servicing and parking facility design) and A.W. Hooker Associates (cost estimating), to detail the specifications and requirements for the Library and Parking components. This included development of contracting and procedural requirements, determination of the library space needs, layout of the parking facility, and preparation of an outline specification to set the standards of performance for the design/build offer. A “schematic design estimate” was also prepared to establish a realistic cost estimate for the work.

The RFP document stipulated that each submission include:

- A technical proposal detailing the design/builder’s project team, work plan (including schedule) and facility design; and
- A financial proposal specifying the total lump sum (stipulated) price to design, construct and commission the Library and Parking components (including applicable taxes, exclusive of GST and HST), plus prices (add/deduct) for achieving alternative LEED certifications and if the library relocated for a period of 90 days to facilitate construction phasing.

The RFP specified a budget of \$5,850,000, based largely upon the schematic design cost estimate prepared by A.W. Hooker Associates. The budget figure is inclusive of a \$350,000 cash allowance for landscaping. This element will be designed by Daniel J. O’Brien and Associates to integrate with other landscaping works the Township is undertaking through Contract Nos. S2009-W2 (Water Street Reconstruction and Waterfront Trail) and S2009-W4 (Waterfront Pedestrian Boardwalk).

A pre-bid meeting was held with the proponents on September 8, 2009 to clarify the RFP and visit the site. Four (4) addenda were issued over the course of the proposal preparation period to refine and further clarify the project requirements. Submissions were received from all four (4) proponents by the closing date of October 19, 2009.

As described in Staff Report No. PLAN-2009-49-GP&A, the process to evaluate and select the preferred design/build proposal has involved the following steps:

1. MHPM Project Managers examined the proposals for compliance with the RFP requirements and deemed all four (4) compliant.
2. The technical proposals only were forwarded to the Evaluation Committee, comprised of Mayor Pearce, Councillor Hodgson, Councillor Smith, Ms. Bette Hodgins (chair of the Library Board) and Mr. John Richardson (chair of the Library Building Committee), for individual review and evaluation. The proposals were also reviewed by the technical sub-consultants, MHPM Project Managers and Staff.
3. The Evaluation Committee convened on October 27, 2009 to hear presentations from all four (4) proponents.
4. The Evaluation Committee met on November 2 and November 23 to evaluate the proposals. At the conclusion of each meeting, Staff was requested to clarify issues raised and report back to the Evaluation Committee. The financial proposals were only opened at the conclusion of the technical proposal evaluation process.
5. The Evaluation Committee met on December 8, 2009 to recommend the preferred proponent.

3. EVALUATION OF PROPOSALS

The Evaluation Committee evaluated the four (4) design/build proposals based on the criteria set out in the RFP, being the project team, the facility design, the work plan and schedule, and the cost and value. At the conclusion of its meeting on December 8, 2009, the Evaluation Committee adopted the following resolution:

THAT the Library Evaluation Committee recommend to Council that the design-build proposal received from Garritano Bros. Ltd., Oshawa in the amount of \$5,800,000.00 (excluding GST and HST, including a cash allowance of \$350,000.00 for landscaping) be accepted and Contract No. S2009-W3 for Scugog Memorial Public Library Renovation/Expansion and Parking Facility be awarded.

The Evaluation Committee unanimously agreed the proposal received from Garritano Bros. Ltd. ranked highest in terms of providing best overall value. The proposal complies with the requirements of the RFP and provides an effective and attractive design, a high quality structure and systems, and healthy, accessible and efficient space for library patrons, visitors and staff.

The proponent has assembled an experienced and competent design/build team, featuring Shoalts and Zaback Architects (SZA – lead architect), Jain & Associates (LEED, mechanical and electrical) and Stephenson Engineering (structural). The team has extensive experience with similar assignments, in particular SZA, who has designed over 20 library projects since 1993.

The Evaluation Committee has also recommended that the option to relocate the library operation for a period of 90 days be exercised. Relocation offers cost savings, and helps to enhance safety and minimize intrusion, noise and dust impacts of construction for library patrons, visitors and staff. The exact approach for the library relocation is still to be determined, but could be accomplished through:

- Lease of available commercial space within Port Perry;
- Occupancy of another Township-owned facility (i.e. Scugog Community Recreation Centre, Latcham Centre, etc.); or
- Provision of a temporary facility (i.e. portables, “bookmobile”, etc.).

Financing for the relocation will be included within the overall project budget.

4. COSTS AND FINANCING

The total cost for the Library and Parking components of the Project is estimated as follows:

Item	Total Cost (excluding G.S.T.)
Total Stipulated Price (Contract No. S2009-W3)	\$5,800,000.00
Consultant Fees (project management, technical sub-consultants, site investigation, survey, etc.)	485,500.00
Sundry Costs (library relocation, honoraria, application fees, permits, etc.)	100,000.00
Project Contingency Allowance (+/- 12.5% of above)	799,500.00
TOTAL ESTIMATED PROJECT COST	\$7,185,000.00

As per the recommendations of Staff Report No. OPS-2009-16-GP&A endorsed by the General Purpose and Administration Committee on April 24, 2009 (see Attachment 2), financing for these costs is proposed to be provided from the following sources:

TOWNSHIP OF SCUGOG FINANCING

• Hydro Reserve Fund	\$1,145,000.00
• Development Charge Reserve Fund – Library Service Category	250,000.00
• Community Enhancement Fund – Library Component	500,000.00
• Library Fundraising	500,000.00
Total Township Financing	<u>\$2,395,000.00</u>

OTHER FINANCING (BUILDING CANADA FUND – COMMUNITIES COMPONENT GRANT)

Total Other Financing	<u>\$4,790,000.00</u>
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TOTAL FINANCING

<u>\$7,185,000.00</u>

Due to the multi-year commitment for this project, it is recommended that a separate Library Project Fund be established, and all approved financing and future revenue for the Library component of the Project transferred to this fund. Creating the fund will simplify financial auditing and facilitate the year-end carry forward of approved funding for remaining work. The Director of Finance/Treasurer should be instructed to take the necessary action to establish this fund.

The proposed financing plan will require Council’s commitment to partially fund certain items from future revenues, as follows:

- Development Charge Reserve Fund (DCRF) – The project budget assumes financing of \$250,000 from DCRF. At present, DCRF balance for the Library service category is \$147,342. It is recommended that the remaining amount of \$102,658 be financed from the uncommitted reserve fund balance for other service categories and repaid from future development charge revenues, with interest at the prescribed minimum interest rate, which is the Bank of Canada rate effective the day the DC By-Law was adopted;

- Community Enhancement Fund (CEF) – The project budget assumes financing of \$500,000 from CEF. Since 2007, the Township has been allocating \$100,000 annually towards the library expansion through the Parks, Recreation and Culture Department Capital Budget, with another \$100,000 identified in the proposed 2010 Budget. It is recommended that Council commit to continuing the \$100,000 annual contribution from the Community Enhancement Fund for the next two years (2010 and 2011);
- Library Fundraising – The project budget assumes a donation of \$500,000 from the Scugog Memorial Public Library Board. To date, approximately \$200,000 has been raised, with pledges for further donations. It is recommended that the Board be requested to transfer these funds to the Township and outline the plan for the remaining portion of its contribution. Conceivably, the Township may need to provide bridge financing to allow the Board sufficient time to raise the funds. The potential source of this bridge funding is described below.

Most of the Township's financing for the Library and Parking components of the Project will be drawn from the Hydro Reserve Fund. As noted in Staff Report No. CORP-2009-65-GP&A on November 2, 2009, the estimated balance of the fund will be \$2,328,995 as of December 31, 2009. An amount of \$1,183,995 will remain once financing of \$1,145,000 is committed for this project.

It is recommended that any shortfall in project financing (temporary or otherwise) be internally financed through a payment or loan from the Hydro Reserve Fund. The amount, term and conditions of the withdrawal or repayment would need to be reported to Council prior to expenditure. The Director of Finance/Treasurer may wish to consider other funding sources, which would also be reported to Council.

5. NEXT STEPS

In keeping with the schedule provided by Garritano Bros. Ltd. (see Attachment 3), the key actions required over the next three months for the Library and Parking components of the Project include:

- Consulting with the Scugog Memorial Public Library Board and the Building Committee – The Board and Committee will be consulted on the library building design and floor plan to ensure the proposal

meets the Facility Program and Architectural Requirements Statement set out in Staff Report No. PLAN-2009-49-GP&A. The Project Management Team is scheduled to appear before both bodies during the week of December 14, 2009 to receive their feedback. Any design revisions would be made within the contract upset limit of \$5,800,000.

- Preparing and Executing the Design/Build Contract – The Region of Durham Legal Department is currently crafting the agreement with input from Staff and MHPM Project Managers. A by-law authorizing execution is required.

Once the agreement is executed, an honorarium of \$5,000 would be issued to each of the three (3) unsuccessful proponents, as stated in the RFP. Remuneration of this nature is standard industry practice and intended to compensate the proponent for costs incurred in preparing the submission, such as fees for investigation, pre-design and design services and disbursements.

- Initiating the Site Plan and Building Permit Approval Processes – The design/build team will now move forward with the preparation of detailed submissions for Township review, including the commissioning of Daniel J. O'Brien and Associates to develop the landscaping plans. The review of applications will be carried out through a combination of Staff resources and consultants. Staff will also coordinate reviews by the Heritage Scugog Committee and the Scugog Accessibility Advisory Committee during this period. Again, any design revisions would be made within the contract upset limit.

The current schedule contemplates presenting the site plan to Council and submitting the building permit application to Building Staff by the end of January 2010. This timeframe is aggressive, but will need to be observed for the contract to be completed by the March 31, 2011 deadline imposed by the Township. Staff has alerted internal departments and external agencies of the impending applications, which will be filed by the design/build contractor and paid through the project budget.

- Beginning Site Preparation and Construction – The design/build contractor intends to commence work in February 2010, beginning with the erection of hoarding to secure the site and grading for the

slab on grade foundation. Once construction begins, work on the Library component will be carried out in two phases:

- Phase 1 – Construct building expansion (February – November 2010).
- Phase 2 – Renovate the existing building (November 2010 – March 2011). The library operation will be relocated during this phase of construction.

Construction of the Parking component is scheduled for spring, 2010.

6. ENVIRONMENTAL CONSIDERATIONS

The LEED Green Building Rating System™ is an internationally recognized certification system, providing third-party verification that a building or community was designed and built using strategies aimed at promoting a whole-building approach to sustainability. The LEED system administered by the Canada Green Building Council (CaGBC) recognizes performance in five key areas of human and environmental health:

- Sustainable site development
- Water efficiency
- Energy efficiency
- Materials selection
- Indoor environmental quality

The Library component is being designed, constructed and commissioned to meet at least the LEED Silver certification requirements. The key sustainability features include:

- White, Thermoplastic Polyolefin (TPO) Single Ply Membrane Roof – A white roof will be installed to reflect the sunlight, and its heat that would otherwise enter the building, back into the atmosphere. This will help lower energy consumption and reduce the roof's negative environmental impacts;
- Solar Photovoltaic (PV) Power System – Up to 48 PV panels will be installed on the south portion of the library roof to generate approximately 8 to 10 kilowatts (kW) of electricity from sunlight. The PV panels require little maintenance, do not pollute, and operate silently, making PV energy a very clean and safe method of power

generation. This system is also anticipated to be eligible for the Ontario Power Authority's Feed-in Tariff Program (MicroFIT), which would pay the municipality a fixed price (currently 80.2 ¢/kWh) for the electricity produced and provide a new revenue source. Staff has initiated discussions with Veridian Connections on this initiative and other energy opportunities for the Project;

- Cistern – A cistern will be installed underground to harvest rain water for watering plantings and other landscaping by way of an irrigation system. The system will not supply potable water;
- Lighting – All non-emergency interior lighting will be automatically controlled to turn off at night. During the daytime, extensive glazing tied into a system that turns off artificial lights when they are not required will reduce heat and air conditioning loads, and energy use for powering the lights. Exterior lighting power densities and spillage outside of the site boundary will be minimized. Full cut-off lighting fixtures will be specified and installed;
- Building Reuse – By renovating the existing building, instead of demolishing, it will be possible to reuse at least 75% of exterior walls, floors and roofs, thereby minimizing the volume of material landfilled and the requirement for new resources;
- Material Management – During construction, recyclable and reusable materials will be separated to divert 75% of waste from landfill. Additionally, 7.5% of construction materials will contain a high recycled content. These materials include the ceiling tiles and carpet. To minimize truck emissions and fuel use associated with transportation, regional materials will be used wherever possible. Examples include the concrete and exterior brick. Low-emitting materials, such as adhesives, sealants, paints and coatings, will be used to reduce volatile organic compounds (VOCs);
- Demand Control Ventilation and Heat Recovery/Ventilation – These measures will help reduce energy use;
- High-efficiency Water Fixtures – Installation of low flow water closets, urinals and sinks is estimated to reduce water use by over 40%;
- “Green Education” Program – The following education strategy, including both active and passive components, will be provided:

- An interactive kiosk highlighting the green/sustainable features of the building. Users would be able to navigate, via a computer monitor, through various aspects of the building in real-time, such as the building's current energy use for lighting and heating/cooling;
- A comprehensive signing program built into the building's spaces, calling attention to various green and sustainable design features incorporated in the library; and
- An educational outreach or guided tour focusing on sustainability. The tour would use the library as an exemplary example of sustainability by highlighting sustainable design features and incorporated measures and practices.

A copy of the LEED Checklist is appended as Attachment 4.

7. ACCESSIBILITY CONSIDERATIONS

The facility is being designed to meet the requirements of the *Accessibility for Ontarians with Disabilities Act*. To achieve this objective, the design will meet or exceed the Barrier Free Municipal Guidelines for the City of London, Ontario, in addition to requirements of the Ontario Building Code 2006, Section 3.8 (Barrier Free Design). Key accessibility features of the library include:

- An easy and welcoming approach from the parking lot and all pedestrian routes to the entrances of the library;
- Fully accessible barrier-free entrances, welcoming all customers. All entrance doors will be automated;
- Gang washrooms with automated doors or washrooms designed so that no door is needed;
- Library shelving design to enable customers to reach the top or bottom shelves comfortably;
- Wide barrier-free pathways and wide aisles between book stacks, with ample turn areas at stack-ends, for wheelchair and motorized scooter access;
- Collection layouts that eliminate dead-ends;

- Floor surfaces that allow easy movement for people with mobility disabilities and impairments;
- Design for library furnishings that is sensitive to disabled user needs, with a seating level height section at all service desks, and wheelchair-accessible workstations, carrels and study tables;

Interlock brick pavers and concrete sidewalk will also be installed on the pedestrian paths connecting the library building to the waterfront boardwalk and the library and parking facilities to Water and North Streets.

8. FUNDING OPTIONS

As presented above. Sufficient funding exists within the budget identified for the Port Perry Downtown Waterfront Revitalization Project in Staff Report No. OPS-2009-16-GP&A to award the contract. Current commitments, including Contract No. S2009-03, include:

Contract	Description	Budget	Status
S2009-02	Water Street Reconstruction and Waterfront Trail	\$1,768,590	Budget approved through Report No. OPS-2009-35-CNC. Construction underway, with completion by spring 2010.
S2009-03	Scugog Memorial Public Library Expansion/ Renovation and Parking Facility	\$7,185,000	Budget proposed for approval through Report No. PLAN-2009-65-CNC. Construction to begin in February 2010, with completion by March 2011.
S2009-04	Waterfront Pedestrian Boardwalk	\$650,000 (est.)	Award in January 2010. Construction to begin in January 2010, with completion by spring 2010.
Other:	Building Demolitions	\$22,180	Complete
	Project Management Fees	\$125,000	Still in progress
	Technical Consultants	\$96,000	Still in progress
TOTAL COMMITTED		\$9,846,770	

As the table shows, the current forecast is approximately \$650,000 under the established budget of \$10,500,000 for the Project. The above breakdown does not include applicable taxes.

9. CONCLUSION

On the basis of the Library Evaluation Committee recommendation, **it is recommended that the proposal received from Garritano Bros. Ltd., Oshawa for construction of the Scugog Memorial Public Library Renovation/ Expansion and Parking Facility be accepted and Contract No. S2009-W3 be awarded in the amount of \$5,800,000.00. Financing for the total estimated project cost of \$7,185,000.00 is proposed from identified sources.**

Assuming all necessary approvals and permits are received in a timely fashion, construction is scheduled to commence in February 2010, with completion by March 31, 2011. During this period, Staff will continue the dialogue with parties affected by the project to help mitigate the expected consequences of construction. The general public will be advised of project commencement in the Township Bulletin Board and on the website, and by way of signing.

This report was reviewed with the Director of Finance/Treasurer, who concurs with the financial recommendations. The Regional Legal Department was also consulted in its preparation.

Respectfully submitted:



Gene Chartier, P.Eng.
Commissioner of Planning &
Public Works/Deputy CAO

Approved for presentation to Council:



Bev Hendry
CAO

ATTACHMENT 1

Staff Report No. PLAN-2009-49-GP&A, dated August 31, 2009

Recommendations Received and Endorsed by Township Council
on September 14, 2009

Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date: August 31, 2009

Dept: Planning and Public Works

Report No: PLAN-2009-49-GP&A

Title: UPDATE ON PORT PERRY DOWNTOWN WATERFRONT
REVITALIZATION PROJECT

RECOMMENDATION:

THAT this Committee recommend to Council that the Facility Program and Architectural Requirements for the Scugog Memorial Public Library Renovation & Expansion component of the Port Perry Downtown Waterfront Revitalization Project (the Project) contained in Attachment 1 to Staff Report No. PLAN-2009-49-GP&A be endorsed, in principle;

AND THAT the Parking Structure component of the Project be revised to provide for the development of a one-storey, on-grade parking structure instead of a two-storey garage;

AND THAT the selection process for the Design/Build Contractor for the Library Renovation & Expansion and Parking Structure components outlined in Staff Report No. PLAN-2009-49-GP&A be endorsed, and that the Mayor and two (2) other members of Council be appointed to the Evaluation Committee;

AND THAT the Clerk be requested to circulate a copy of Staff Report No. PLAN-2009-49-GP&A to the Scugog Memorial Public Library Board, with a request to appoint two (2) individuals to the Evaluation Committee.

BACKGROUND:

1. INTRODUCTION

The purpose of this report is to provide an update on the Port Perry Downtown Waterfront Revitalization Project (the Project). The report identifies matters requiring Council's consideration at this time.

2. PROJECT STATUS UPDATE

On May 4, 2009, the General Purpose and Administration Committee approved the project management strategy and organization for the Project through Staff Report No. PLAN-2009-29-GP&A. The organization chart, shown in Figure 1 below, illustrates the four major components and the various sub-components of the Project, and the consultant/agency lead.

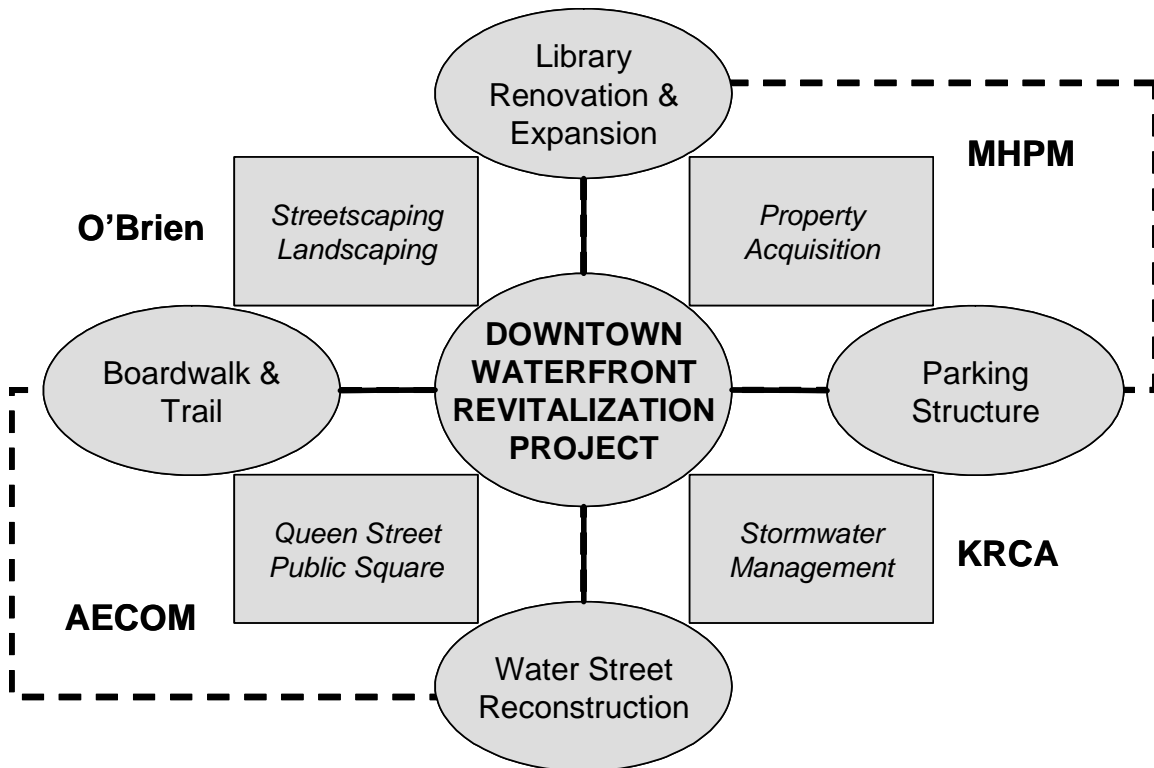


FIGURE 1 – Port Perry Downtown Waterfront Revitalization Project

Staff Report No. PLAN-2009-29-GP&A also included a list of the expected actions to be completed over the subsequent six months. The tasks are restated in the table below, with a comment summarizing progress on each item since May:

Action	Expected Completion (per Report No. PLAN-2009-29)	Progress
Complete preliminary site investigations (geotechnical, hydrogeological, archaeological, environmental, building condition, property survey, topographic survey)	Spring 2009	All preliminary investigations are complete. Minor follow-up work may be required for clarification purposes.
Retain project management consultant	May 2009	Existing assignment with MPHM Project Managers for Library Renovation & Expansion component was extended to include the entire Project through Staff Report No. PLAN-2009-41-GP&A in June 2009.
Retain “bridging consultant” to prepare Request for Proposals (RFP) for Design/Build Contract	June 2009	<p>An RFP for the bridging consultant was issued in June 2009. No proposals were received.</p> <p>MHPM Project Managers have since prepared a draft Design/Build RFP document with the assistance of technical sub-consultants. AECOM was retained through Staff Report No. PLAN-2009-46-GP&A in June 2009 to prepare the specifications and drawings for the Parking Structure component of this work</p>
Carry out public consultation to refine Waterfront Master Plan	May / June 2009	A Public Information Centre was held on July 7, 2009. Project information is also posted on the Township website. The updated plan will be presented to Council in the fall.

Action	Expected Completion (per Report No. PLAN-2009-29)	Progress
Retain consultant to prepare design and tender package for Boardwalk & Trail Contract	June 2009	Daniel J. O'Brien and Associates (DJOA) were retained to prepare the design. The design for the Trail element has been completed and provided to AECOM to incorporate into the tender package for the Water Street Reconstruction component. DJOA will be preparing the design for the Boardwalk element, in cooperation with AECOM, early this fall.
Demolish buildings (i.e. garage on Old Mill site, former Bertram property and Cooper property)	Spring / Summer 2009	Completed in August 2009.
Issue tender call for Water Street Reconstruction and Boardwalk & Trail Contract	Summer 2009	Tenders for Water Street Reconstruction and Waterfront Trail Contract were called on August 24, 2009, with close scheduled for September 8, 2009. Tenders for Boardwalk Replacement Contract will be called later this fall.
Issue RFP for Library Renovation & Expansion and Parking Structure Design/Build Contract	Fall 2009	Request for Prequalification was issued in July 2009. Eight submissions were received and four selected. The RFP document is currently being finalized. Proposals will be due in late September / early October. (Further detail is provided below)

3. CURRENT ISSUES REQUIRING COUNCIL'S CONSIDERATION

3.1 Scope of Work for the Design/Build Contract

The Library Renovation & Expansion and Parking Structure Design/Build Contract will encompass the following work, which is discussed in further detail below:

- Renovation and expansion of the existing Scugog Memorial Public Library (SMPL) building on Water Street;
- Construction of a new municipal parking structure in the southwest quadrant of the Water Street and North Street intersection, across the street from the SMPL; and
- Grading, landscaping and site servicing to suit.

Library Renovation & Expansion Component

An approximately 864 m² (9,300 sq. ft.) expansion of the existing Scugog Memorial Public Library (SMPL) and renovation of the existing 622 m² (6,700 sq. ft.) building are currently being proposed. The expansion includes an allocation of 186 m² (2,000 sq. ft.) for a community room and new space for the Kent Farndale Gallery. A one-storey (at grade) expansion is planned, not two-storeys as previously contemplated.

Attachment 1 provides further detail on the proposed Facility Program and Architectural Requirements for the library. These functional specifications describe the planned use and organization of space within the library, and are based on the previous Library Needs Studies and input from SMPL staff, the public, the Library Board and the architectural sub-consultant retained by MHPM Project Managers to assist with developing the RFP. The building will be designed to achieve at least a LEED Silver certification and provide improved accessibility for all users.

It is recommended that Council endorse the attached Facility Program and Architectural Requirements Statement, in principle, as the basis for the Library Renovation & Expansion component of the Design/Build Contract. It is noted that the Library Building Committee has reviewed a draft of the document, but is still commenting on the final version. Staff will report any further refinements to the specifications resulting from the final review of the document.

Parking Structure Component

To date, the parking structure has been assumed to be an open-air, two-level garage, with lower level access from North Street and upper level access from Water Street. Parking for between 150 and 200 vehicles has been expected.

Until AECOM was retained, minimal work, other than preliminary field investigations, had been completed to detail the feasibility and design of the parking structure. AECOM has since developed three concepts for a two-level garage, with the lower level constructed below grade, which are summarized in the following table. The number of new parking stalls noted is the difference between the potential yield and the existing parking supply of 46 stalls:

Option	No. of Stalls	Preliminary Cost Estimate	Comments
1	Total 106 New 60	\$4.25 M Cost per new stall: \$70,830	<ul style="list-style-type: none"> • Estimated cost meets budget allocation • Lower level only covers a portion of the lands to minimize shoring of adjacent properties
2	Total 131 New 85	\$6.15 M Cost per new stall: \$72,350	<ul style="list-style-type: none"> • Estimated cost exceeds the budget allocation due to more extensive shoring and retaining walls required to support adjacent properties • Lower level only covers a portion of the lands to minimize shoring of adjacent properties
3	Total 162 New 116	> \$8 M Cost per new stall: >\$68,970	<ul style="list-style-type: none"> • Achieves the greatest yield of parking stalls by maximizing the available property area and using more retaining walls • Concerns about ramps grades • Estimated cost greatly exceeds the budget allocation due to the extensive shoring and retaining walls required to support the adjacent properties

As the table illustrates, the cost to develop a parking structure as originally contemplated will exceed the available budget. Although the minimum yield design would fall within budget, the parking supply is significantly less than desired. The cost is more than expected due to greater requirements for excavation, shoring and retaining wall construction than anticipated. The higher amount also reflects the current price escalation being observed in the Greater Toronto Area due to the numerous infrastructure programs underway.

It is noted that a two-level structure with one floor above grade, instead of below ground, would be less expensive to construct. However, this design would be more visually intrusive and inconsistent with the urban design objectives for the downtown and waterfront areas.

For comparison purposes, AECOM has prepared a design for a one-level, at-grade parking structure. The design maximizes the available property area through grading and the construction of perimeter retaining walls. The cost to construct this design, which yields a supply of 86 stalls (40 new), is roughly estimated at \$1.2 M (still to be refined). This equates to a cost of about \$30,000 per new stall, which is considerably less than the two level garage and generates almost as much new parking as the two-storey option that falls within budget.

On the basis of the feasibility assessment, **it is recommended that the Township construct a one-level parking structure instead of a two-storey garage.** The rationale for this recommendation is as follows:

- The cost to construct a two-level structure that achieves the expected yield greatly exceeds the available budget;
- A two-level structure, with one floor below grade, is not cost-effective given shoring and retaining wall requirements;
- Although less expensive to construct, a two-level structure, with one floor above grade, is not consistent with urban design objectives;
- A one-level structure would provide an additional 40 parking stalls, which is sufficient to support the library expansion. Zoning By-Law No. 75-80 requires a parking supply of one stall per 38 m² (409 sq. ft.) of gross floor area for a public library. This equates to an

additional 23 parking stalls for the proposed 864 m² (9,300 sq. ft.) expansion; and

- The one-level parking structure could be expanded above grade in the future should urban design objectives change.

Assuming Council concurs with this recommendation, the remaining financing originally earmarked for the parking structure will be reallocated to other aspects of the project, in particular the Trail & Boardwalk component. Preliminary cost estimate for this component greatly exceeds the budget allocation of \$150,000.

3.2 Selection Process for the Design/Build Contractor

Selection of the Design/Build Contractor for the Library Renovation & Expansion and Parking Structure components of the Project is being carried out in two steps:

Step 1 – Prequalification of Proponents

On July 30, 2009, the Township issued a Request for Prequalification, inviting interested contractors to submit a statement of qualifications that demonstrates their experience with similar projects and capacity to complete the work. The invitation was advertised on Biddingo, in the Township Bulletin Board and on the website.

There were several reasons for conducting prequalification, including:

- Confirming qualified contractors were interested and available to carry out the work;
- Streamlining the evaluation process. With capability established through prequalification, the final evaluation can focus on design and price. It also moderates the number of proposals to review and evaluate;
- Enabling potential bidders to express an interest in the work without having to incur the substantial cost of preparing a formal proposal. This was intended to foster interest from more contractors; and
- Allowing the municipality to offer a small honorarium to unsuccessful proponents to encourage better proposals.

The Township received eight prequalification submissions by the deadline of August 14, 2009.

Step 2 – Selection of Contractor from Prequalified Proponents

The Project Management Team, comprising the Commissioner of Planning and Public Works/Deputy CAO, the Scugog Memorial Public Library CEO, the Library Building Committee Chair and MHPM Project Managers, has selected four proponents, based on their qualifications, to invite to submit proposals for the Design/Build Contract. As noted above, the RFP document is currently being finalized and will be issued to the four prospective contractors in the near future.

The proponents will be given approximately six weeks to prepare their submissions. Once the proposals are received, **it is recommended that the process for selecting the Design/Build Contractor would be as follows:**

1. MHPM Project Managers would review the proposals for compliance with RFP requirements. Non-compliant proposals may be disqualified and not carried forward to evaluation.
2. Staff would forward the compliant proposals to an Evaluation Committee for individual review and evaluation. Composition of the Committee is discussed below. The proposals would also be reviewed by technical sub-consultants and Staff.
3. The Evaluation Committee would convene to review the individual results and rank the submissions. At this stage, the Committee would also hear presentations from some or all of the proponents to clarify and elaborate on their proposals. Staff and consultants would also provide advice on functionality and constructability considerations, and opinion on the submissions.
4. The Evaluation Committee would meet to select the preferred contractor. At this stage, the Committee would decide whether to: accept the proposal as is, negotiate with the preferred contractor, or reject the bid. If the Committee recommends negotiation, Staff would be provided direction and authorized to proceed. At this stage, Staff would consult with the Township's solicitor.

5. The Evaluation Committee would make its final recommendation to Council. This is expected to occur in October 2009. An accompanying Staff report would summarize the findings.

It is recommended that the Evaluation Committee be comprised of the following five members:

- Mayor
- Two Councillors
- Two individuals appointed by the Scugog Memorial Public Library Board

If this approach is approved, **it is recommended that Council and the Library Board be requested to make the required appointments.**

4. ENVIRONMENTAL CONSIDERATIONS

As noted in Staff Report No. OPS-2009-16-GP&A.

5. ACCESSIBILITY CONSIDERATIONS

As noted in Staff Report No. OPS-2009-16-GP&A.

6. FUNDING OPTIONS

As noted in Staff Report No. OPS-2009-16-GP&A.

7. CONCLUSION

The Port Perry Downtown Waterfront Revitalization Project is the largest undertaking the Township has ever carried out. To date, the Project appears to be on schedule and budget, although the major elements are just getting underway. Timing and financial implications will be better understood by the end of October once the procurement processes for the two most significant contracts – Water Street Reconstruction and Waterfront Trail (S2009-W2) and Design/Build for Library Renovation & Expansion and Parking Structure (S2009-W3) – are completed.

Four matters related to the Project require Council's consideration at this time. It is recommended that Council:

- Concur, in principle, with the scope of work for the Library Renovation & Expansion component as defined in Attachment 1;

- Authorize a change in the design of the Parking Structure component;
 - Endorse the selection process for the Design/Build Contractor; and
 - Appoint the Mayor and two (2) Councillors to the Evaluation Committee.
-

Respectfully submitted:



Gene Chartier, P.Eng.
Commissioner of Planning &
Public Works/Deputy CAO

Approved for presentation to Committee:



Bev Hendry
CAO

ATTACHMENT 1

Library Facility Program and Architectural Requirements

This document is a précis of the requirements set out in the RFP.

1 INTRODUCTION

The Township is committed to the development of an attractive yet highly functional, building design. It is important that the elevations of the building are presentable and aesthetically pleasing; particularly, when viewed as a whole with the existing facility. Elevations should have visually interesting facades. Entrances should be emphasized using vertical extensions of the entrance wall, canopies, and architectural features.

The Township is also committed to the development of sustainable buildings incorporating features that improve the indoor quality of the spaces for the occupants and that help to reduce operating costs. Preference will be given to designs that are able to incorporate the most extensive use of sustainable design components within the project budget.

LEED Silver certification is the minimum requirement. The Design-Builder is required to identify features of the design that conform to LEED standards and will be incorporated into the submittal as credits toward certification.

Storm Water Management plan must be integrated into the SWMP for the overall Port Perry Downtown Revitalization Plan currently under development.

The Township has established the accessibility requirements outlined herein. This project must satisfy these guidelines as the minimum requirement.

Wherever possible, parking and servicing areas are to be effectively screened by the built form.

2 LIBRARY FACILITY PROGRAM

2.1 Introductory to Facility Program

This program is in response to earlier needs assessments culminating in the SMPL Strategic Plan of February 2008. The goal of the Facility Program is to satisfy the aims of the Strategic plan and should be regarded in conjunction with the Strategic Plan.

2.2 Site Planning Criteria

The site is adjacent to the Water St ROW. However, this section of Water Street provides access and parking only for the library, the municipal swimming pool and Birdseye Park. The site is also adjacent to Lake Scugog and entirely within the screening zone of the Kawartha Region Conservation Authority and construction permissions will be governed largely by the Lake Scugog flood plain shown on the Boundary and Topographical Survey Plan.

The area is former industrial/commercial lands which were serviced in the 19th century by water transportation afforded by Lake Scugog and the adjacent railway (since removed). The last remnant of 19th century industry in this area is the existing mill building at the nearby intersection of Queen and Water Streets. The waterfront area has been largely redeveloped for recreation (marina, parkland, sports fields and boardwalk/trail). This work will continue the growth and enhancement of such uses.

While outside the Heritage District, this project is very close to the area governed by the Port Perry Downtown Development Strategy. The project must respect the heritage nature of the area without attempting an imitation of it.

.1 Entrances

The expanded and renovated Library must feature Public Entrances that:

- Are clearly visible from surrounding streets.
- Serve all customers, featuring full accessibility. Consider providing covered benches with backs where persons with disabilities can sit comfortably while attendant parks car.

- Is located and designed to maximize customer convenience, whether approached by foot or by car.
- Provides convenient and safe pedestrian routes from sidewalk approaches and from the parking lot.
- Provides convenient drop-off areas for customers and for materials being returned.

.2 Service Entrances

Freight and employee access is afforded by a grade level door situated as follows:

- Service access will be located independent of the public entrance.
- Needs to be well lit and located in an area clearly visible from the street as staff often leaves the premises after nightfall after the Library is closed. Should have a doorbell and peephole. Lighting and other controls need to be located properly so that staff can close down the Library from a single point and exit safely through the staff entrance.

.3 Relation to Waterfront and Streetscape

The expansion provides an opportunity to:

- Strengthen the Library's street presence as a civic landmark, and its connection to the streetscape and the historic town of Port Perry. The building should present a lively and engaging presence on all street frontages.
- Integrate the Library's exterior with the surrounding waterfront and ensure that it presents an attractive face to the lake.
- Create a useful and attractive outdoor space that can be used seasonally for library programs and 'outdoor reading room'.
- Provide strong pedestrian connection and encourage pedestrian access.
- Respect the proposed improvements to Water Street.

.4 Site Improvements

The expansion project provides an opportunity to address two site-related issues:

- Developing a better utilization for waterfront exterior space.
- Providing a better location and treatment for the War Memorial. This issue needs to be handled with great sensitivity and full consultation with Veterans' Association and other stakeholders.

.5 Parking

The parking lot needs to be as close as possible to the public entrance of the library. Safety of people walking to the library from the parking lot, and of vehicles entering and leaving the parking lot needs to be studied carefully. Pedestrian traffic to and from the proposed Parking Structure across the street must be carefully considered to ensure safety.

.6 Landscaping

The landscaping must provide:

- Attractive, inviting plantings, walkways and seating employing low maintenance materials and plants but no obscured areas that could provide concealment.
- Useable outdoor areas (e.g. "Outdoor reading room").

.7 Site Works

The landscaping and hardscaping for this site will be designed and implemented separately as part of the overall Downtown Port Perry Revitalization project and is not in contract. In this regard, this Work includes repair and restoration of any existing landscaping or hardscaping disturbed or damaged in the course of this Work. Further, the lands surrounding the new construction are to be fine graded, dressed with topsoil and sodded.

2.3 Space Requirements

.1 Existing Building

Scugog Memorial Public Library is housed in a 6,700 sq. ft. area structure approximately 30 years of age. It is a one storey wood frame, slab on grade construction with brick veneer. The roof is a combination of long span wood trusses (low slope roof) and shorter span dimension lumber roof joists (flat roofs). It is expected that to fulfill the programmatic requirements of this RFP that extensive renovation of this existing building will be required. At a minimum, interior finishes, mechanical and electrical systems shall be replaced to provide a seamless integration between the old and new sections. It may be necessary to remove non-load bearing partitions, and cut openings in existing load bearing partitions, depending on the proponent design. The best features of the existing building should be incorporated in the final product

.2 Addition Configuration

It is anticipated that the addition will be a one storey addition with a finished floor elevation matching that of the existing Library. This is currently considered the simplest approach to fulfilling the needs of the expansion project however this is not intended to restrict alternative approaches by proponent teams provided all other design and planning requirements of the RFP are met.

.3 Providing a Comfortable, Inviting Setting

The design of the new Library should provide a setting that is warm and welcoming, while also generating a sense of excitement and inspiration. The design will create an environment that's interesting to be in, so that people will want to stay and experience the Library and make the most of its services. It is expected this will be achieved through the use of colour and materials (warm materials such as wood), size and scale of elements, and connection back to the outdoors.

Seating and Lounge areas should be interspersed throughout the Collections to provide quiet, intimate nodes for users. Seating, including lounge seating, window seats, and study seating, should also be located in proximity to windows to allow library users to enjoy both natural light and

pleasant views. Busy, high traffic areas such as circulation and program rooms should be separated from quieter program areas.

There should be visual connectivity between major areas to the Library program to ensure an overall layout that is simple and easily understandable to users.

.4 Windows and Daylighting

Windows should be maximized to offer pleasant views from within the library, and maximize the benefit of the vista over the lake. Program areas without windows should benefit from borrowed light or indirect views through adjacent program areas.

.5 Future Layout Flexibility

Design for capability for future internal change. Spaces should be simple and adaptable to a range of functions. Structural system should be designed to allow book stacks to be placed anywhere and in any configuration. The building should be able to adapt to changes required by new technologies, allowing introduction of power and communications in mid-floor locations and providing flexibility in lighting and furnishing arrangements. The structural design should require a minimal number of columns. It is anticipated all furniture and fixtures will be moveable. Limit fixed millwork.

.6 Accessibility

Overall guidelines to be followed are those being currently being refined as part of the [Accessibility for Ontarians with Disabilities Act](#). To meet this requirement, the design standard shall meet or exceed the Barrier Free Municipal Guidelines for the City of London, Ontario, in addition to requirements of the Ontario Building Code 2006, Section 3.8 (Barrier Free Design).

The Scugog Memorial Public Library design shall provide:

- An easy and welcoming approach from the parking lot and all pedestrian routes to the entrances of the Library.

- Fully accessible barrier-free entrances, welcoming all customers, including the handicapped and wheelchair-bound. All entrance doors should be automated.
- Gang Washrooms with automated doors or washrooms designed so that no door is needed.
- Library shelving designed to enable customers (particularly older adults) to reach the top or bottom shelves comfortably.
- Wide barrier-free pathways through the Library.
- Wide aisles between book stacks, and ample turn areas at stack-ends, for wheelchair and motorized scooter access. Collection layout's that eliminates dead-ends.
- Floor surfaces that allow easy movement for people with mobility disabilities and impairments.
- Library furnishings that are sensitive to handicapped user needs, with a seating level height section at all service desks, and wheelchair-accessible workstations, carrels and study tables.

.7 Acoustics

The design of the expanded and renovated Library will feature:

- Appropriate acoustic design and program layout to minimize sound transmission to and from quiet areas of the Library.
- Appropriate acoustic design to dampen ambient and user sound in open areas of the building program. (Collections Areas for example.)
- Acoustic design that maximizes the hearing abilities of customers with hearing impairments.
- Noise-generating HVAC or other equipment will be located away from or acoustically buffered from all public areas, and from staff work areas such that it has no acoustic impact on users or staff.

.8 Security

Adopt CPTED (Crime Prevention Through Environment Design) principles for building and surrounding site. Program organization and layout shall provide site lines from staff service desks to as much of the library floor space as possible. Collection aisles should be positioned so that staff and users can see through them to facilities beyond. Public Washrooms should be located for visibility and security. Design shall address the requirement

for the Library operation to be closed and fully secured independent of the Community Program Room and Kent Farndale Gallery. After hours securing of the outdoor reading room is not required.

Materials Security System at Public Entrances: The expanded Library should provide entrance/exit should be designed to facilitate the use of a collections materials security system.

Public Address: A paging/public address system for public announcements for the entire building will be part of the overall approach to public safety in the event of an emergency.

.8 Community Program Room

The Community Program room space supports the Library's role as a community forum by accommodating a wide range of meetings, including library programs, art classes, seminars, presentations, training, community group meetings, and social events. It will function as a multipurpose facility for both library and community programs. It is envisioned as a flexible meeting space, which can be readily adapted for different purposes and for groups of different sizes.

It may be booked by community groups for use during Library's closed hours. Therefore this program space will require direct access to a Public Entrance or common lobby and washrooms for use by users/renters without disruption of other library activities or compromising library after hour's security.

.9 Kent Farndale Gallery

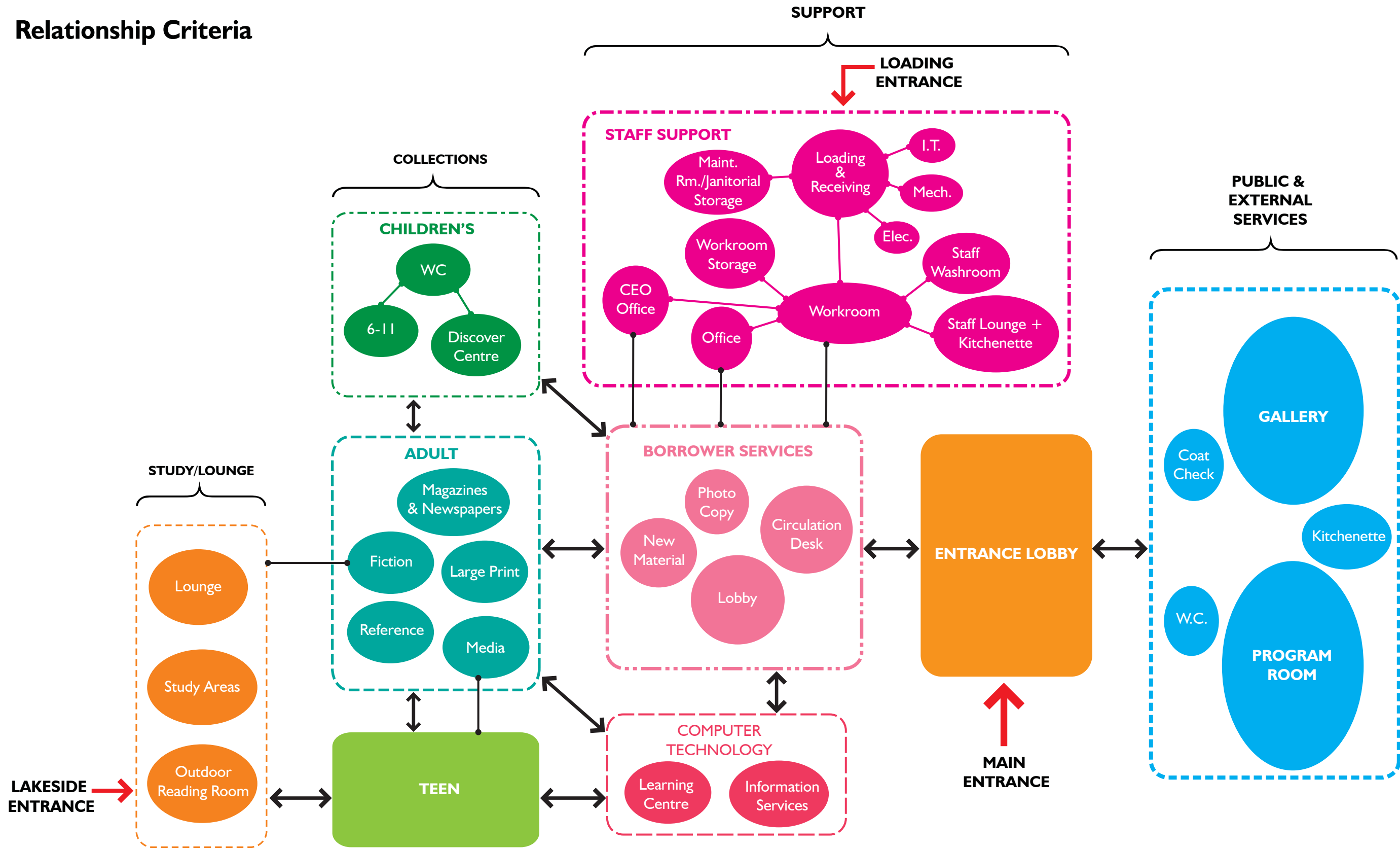
The role as community gallery could include use for art classes, openings, exhibitions and related events. It will provide wall space for wall-mounted art exhibits and floor area for 3-dimensional installations. Operationally, the Gallery will function similar to the Community Program room in terms of access and hours of operation. It is seen as a single purpose space dedicated to the promotion and advancement of local artist and artistic endeavors.

Functional Program Summary (in square feet)

ELEMENT	NET	GROSS
Entrance Functions		
Public Entrance / Lobby	400	
Kent Farndale Art Gallery	700	
Program Room town target for 250 people.	2,000	
Kitchenette	100	
Cloak Room	150	
Washrooms (3 male, 3 female)	450	
Family Washroom (unisex, barrier free)	75	
Library and Collections Public Spaces		
New Materials Display	300	
Adult Collection (non-fiction / reference)	1,450	
Adult Collection (fiction)	730	
Magazines and Newspapers	0	
Large Print and Audio Books	300	
Media Collections	900	
Lounge Areas (includes magazines and newspapers)	575	
Children's Area (Early Years / Discover Centre)	900	
Children's Area (School Age, 6-11 years)	1,500	
Teen Area	950	
Information Services – Public Computer Area concentrated zone 4 catalogue computers can be interspersed in collections. Dedicated computers in children areas. 10 computers total	300	
Computer Learning Centre 10 computers +1 for instructor.	300	
Study Areas – large	250	
Study Area – small	180	
Study Area – small	180	
Study Area - small	180	
Administrative and Collections Circulation		
Borrower Services	240	
CEO Office	150	
Public Service Coordinator Office	100	
Staff Workroom / Sorting Room	650	
Workroom Storage	100	
Photocopy Area access to public	60	
Staff Washroom (unisex, barrier free)	75	

ELEMENT	NET	GROSS
Service / Loading / Receiving / Storage		
Loading / Receiving Area	200	
I/T / Data Room	60	
Electrical Room	60	
Janitor's Closet / Maintenance Room	100	
Off hours Book drop/book return	40	
Staff Lounge	180	
TOTAL	14,245	16,000
Outdoor Reading Lounge	500	

Relationship Criteria



ATTACHMENT 2

Staff Report No. OPS-2009-16-GP&A, dated April 20, 2009

Recommendations Received and Endorsed by Township Council
on April 27, 2009



Meeting: GENERAL PURPOSE & ADMINISTRATION COMMITTEE

Date: April 20, 2009

Dept: Planning and Public Works

Report No: OPS-2009-16-GP&A

Title: BUILDING CANADA FUND – COMMUNITIES COMPONENT
CONTRIBUTION AGREEMENT FOR PORT PERRY
DOWNTOWN WATERFRONT REVITALIZATION PROJECT

RECOMMENDATION:

THAT this Committee recommend to Council that the necessary by-law be passed to authorize the execution of the Contribution Agreement with the Province of Ontario for the Building Canada Fund – Communities Component grant funding to undertake the Port Perry Downtown Waterfront Revitalization Project;

AND THAT the Township of Scugog share of the project, totalling \$3,500,000.00, be proposed to be financed as follows:

2009 Capital Budget (Planning and Public Works Department)

Item 14 – Water Street Reconstruction

• Development Charge Reserve Fund	\$282,200.00
• Investing in Ontario Funding	49,800.00
	<hr/>
Sub-Total	<u>\$332,000.00</u>

Additional Financing Not Identified in the 2009 Capital Budget

• Hydro Reserve Fund	\$1,432,700.00
• Parks Reserve Fund	100,000.00

• Development Charge Reserve Fund – Engineering Component	185,300.00
• Development Charge Reserve Fund – Library Component	250,000.00
• Community Enhancement Fund – Library Component	500,000.00
• 2010 Ontario Municipal Partnership Funding	200,000.00
• Library Fund Raising	500,000.00
	Sub-Total
	\$3,168,000.00
<u>TOTAL FINANCING</u>	\$3,500,000.00

AND THAT copies of this report be forwarded to the Honourable Bev Oda, M.P. Durham and Mr. John O’Toole, M.P.P. Durham.

BACKGROUND:

1. INTRODUCTION

In February 2009, the Township was advised that it had been successful with its application under Intake One of the Building Canada Fund – Community Component for funding to undertake the Port Perry Downtown Waterfront Revitalization Project. The purpose of this report is to seek approval to execute the Contribution Agreement with the Province of Ontario for the grant. The report also updates Committee on the status of the project and proposes a financing strategy for the Township’s \$3.5 million share of the work.

2. CONTRIBUTION AGREEMENT

The Township has received the Contribution Agreement from the Province of Ontario specifying the municipality’s obligations to receive the grant funding. The agreement:

- Specifies a projection completion date of March 31, 2016, after which time the municipality risks losing remaining financing;
- States the municipality must commence the project within six (6) months of the agreement date, which will be before year end;

- Denotes eligible and ineligible costs. Typical construction costs, and project management and design fees up to 15% of the total project amount are eligible. The acquisition of land and on-going operational costs are ineligible, as are expenditures prior to February 13, 2009;
- Outlines reporting, procurement, insurance and indemnity requirements; and
- Describes communication and recognition requirements.

A brief description of the work is included in the agreement, consistent with the submission authorized by Council through Staff Report No. CORP-2008-74-CNC on November 10, 2008. Staff recommends that the necessary by-law be passed to authorize execution of the agreement with the Province, enabling the municipality to receive the committed funds.

3. PROJECT UPDATE

As noted in Staff Report No. CORP-2008-74-CNC, the Port Perry Downtown Waterfront Revitalization Project is comprised of several elements. A brief update of the various items is provided below:

- *Reconstruction of Water Street from Queen Street to North Street. This component of the project will involve reconstruction of the road and base, installation of curb, gutter and sidewalks, provision of a storm drainage system and construction of a roundabout at the intersection of Water and North Streets.*

This element of the project is well underway. Financing for the works was appropriated in the 2009 Planning and Public Works Department Capital Budget.

AECOM has prepared a design for the works, and is ready to present the proposed plan to the public for comment. Tendering and construction could proceed once feedback is received. Final design and tender document preparation is pending resolution of the project management strategy, which is discussed below.

An agreement to acquire the remaining property needed to complete the reconstruction project has been negotiated and is being presented to Committee on April 20, 2009 for endorsement (see Staff

Report No. OPS-2009-15-GP&A). The Township will take possession by July 31, 2009.

- *Closure of Queen Street from Water Street to the pier, and development of a new public square.*

This component is being developed in conjunction with the Water Street reconstruction, with funding appropriated as part of that project. Preliminary engineering design for the works has been prepared. Landscape design is also pending resolution of the project management strategy discussed below.

- *Provision of enhanced stormwater management measures to improve treatment of runoff to entering Lake Scugog. The specific measures would be defined through the Stormwater Management Plan being proposed in the 2009 Budget.*

The initial elements of the stormwater management plan will be implemented through the Water Street reconstruction project. A bioswale is being planned to convey drainage from the road and adjacent properties to the lake in a more environmentally friendly manner.

Staff is currently working with Kawartha Region Conservation Authority to prepare a terms of reference for the overall Port Perry Stormwater Management Plan, which will define the “enhanced stormwater management measures” to be implemented through the waterfront project. A report will be forthcoming to Committee seeking permission to proceed with this plan, which is scheduled for completion in late 2009. Financing of \$50,000 was set aside in the 2009 Planning and Public Works Operating Budget for this purpose.

- *Demolition of the Latcham Centre and the residential dwelling on the lands owned by the Township at 223 Water Street.*

Council has given direction to defer demolition of the Latcham Centre. The residential dwelling at 223 Water Street (the Bertram property), as well as the soon to be acquired property at 214 Water Street (the Cooper lands) and an old garage on the recently purchased Old Mill property, will be demolished in the early stages of

the project. Timing for this work is also pending resolution of the project management strategy discussed below.

- *Expansion of the Scugog Memorial Public Library. An addition of approximately 13,000 square feet, for a total floor area of 20,000 square feet, has been assumed. The expansion would include 9,000 square feet of additional floor space for library purposes and 4,000 square feet for community use, as a replacement for the Latcham Centre.*

Per Council direction, the floor space for the replacement of the Latcham Centre is not being included in the library expansion project, thereby reducing the projected total floor area for the building to 16,000 square feet.

The Library Board has appointed a Library Building Committee to guide its component of the expansion project. The Committee terms of reference have been approved and the group meets regularly. Councillor McMillan is representing Council on the Committee. The CAO and the Commissioner of Planning and Public Works have been participating in the process as well.

Council has authorized the retention of project management consultant MHPM Management Consultants to execute the project on behalf of the municipality. The consultant takes direction from the Committee, the CEO of the Library, and Township Staff in undertaking their tasks. The Library Building Committee reports to the Library Board who then provide advice to Council on this component of the project.

A preliminary schedule outlining the overall project tasks has recently been prepared, targeting construction to commence in late 2009/early 2010. This is a very aggressive timetable that will require the on-going commitment of Township Council and Staff to accomplish.

The consultant has also initiated the collection of base information and development of the procurement process for the various consultants and contractors required to deliver a project of this magnitude.

- *Construction of a municipal parking garage behind the CIBC. The garage would be two stories in height, and accommodate approximately 150 vehicles. Most of the property is already owned by the Township.*

As noted above, the Township has negotiated the acquisition of the remaining property required to implement the parking garage. Geotechnical testing has also been completed.

This aspect of the project is the least developed at this time. The approach for proceeding with the parking garage is also pending resolution of the project management strategy discussed below.

- *Development of a waterfront trail and boardwalk.*

Under a separate assignment, the Township has been working AECOM to scope the requirements of the boardwalk and trail. Preliminary results indicated that significant rehabilitation of the existing boardwalk will be required, in addition to shore stabilization works to permit an extension southerly from the pier. Revitalization of the pier is also being examined.

AECOM has been asked to prepare some options for consideration. The approach for proceeding with the boardwalk and pier work is also pending resolution of the project management strategy discussed below.

- *Acquisition of property required to support the project.*

At the time of preparing Staff Report No. CORP-2008-74-CNC, it was premature to identify the subject properties under consideration, being the Old Mill and the Cooper lands, since discussions were in the formative stages. Negotiations for both properties have now concluded, with the Township taking ownership of the Old Mill on March 16, 2009 and scheduled to acquire the Cooper lands by July 31, 2009.

As noted above, property acquisition costs are not eligible for recovery under the Building Canada Fund – Communities Component grant. The Township is financing both purchases from other sources, being the Hydro Reserve Fund for the Old Mill and a combination of Development Charge and Investing in Ontario funds

for the Cooper lands. Repayment of the Hydro Reserve Fund is planned over a 15 year time horizon beginning in 2010 at a rate of 5% per annum, compounded semi-annually, as resolved by Council on February 9, 2009.

The overall Port Perry Downtown Waterfront Revitalization Project is based on the conceptual Port Perry Waterfront Plan prepared by Daniel O'Brien and Associates in March 2004 and recently updated. The concept is consistent with the recommendations of the Parks, Recreation and Culture Strategic Master Plan, endorsed by Council in May 2007, and the Port Perry Downtown Development Strategy, approved in March 2008.

During the initial stages, it has become apparent that further refinement of the overall concept plan is required to better guide the project and address a few outstanding issues. Staff has asked Daniel O'Brien and Associates to update the plan, with the expectation that the drawing will serve as the basis for public consultation and project coordination. The revised plan will be unveiled at the upcoming "Give the Lake a Break Conference" scheduled for May 2, 2009 at the Scugog Community Recreation Centre.

In addition to the items noted above, Staff has been active with the project on other fronts:

- Meetings with environmental approval agencies, beginning with Kawartha Region Conservation Authority in February 2009. A meeting of all agencies has been scheduled for April 22, 2009 to obtain a better understanding of potential requirements up front.
- Meetings with the operator of the Port Perry Marina to discuss the plans and gauge future directions.
- Presentations to Township Staff and other interested parties to provide an overview of the project.

4. NEED FOR PROJECT MANAGEMENT STRATEGY

Several observations have become apparent through the initial stages of project development:

- All of the project elements are interrelated and need to be addressed in a coordinated and comprehensive manner. For example, a

decision regarding the reconstruction of Water Street could adversely affect plans for the library expansion.

- Staff resources are not available to provide day-to-day, hands on project management. A project of this scope and complexity needs dedicated resources with professional expertise in a range of technical and related disciplines.
- That said, the Township needs to retain ownership of the undertaking to ensure overall goals and objectives are met. Deliberate, well-thought out guidance will be needed to ensure Council and the community is satisfied with the outcome.
- A member of Township Staff should be assigned to oversee and coordinate the municipality's involvement. The individual would guide project manager(s) in the delivery of the work, have sufficient authority to make financial and other significant decisions and serve as the Township's point person.
- Roles and responsibilities need to be well-established up front, given the multitude of stakeholders and parties involved.
- A dedicated project office is required to provide a "home-base" and project a professional image.

On the basis of these observations it is staff's opinion that a project management strategy is required and a subsequent report will be presented to Council with the details.

5. ENVIRONMENTAL CONSIDERATIONS

As part of the project, the Township will be implementing a stormwater management component that will be enhancing treatment water runoff before it enters Lake Scugog. The library building is contemplated to be designed to a LEED Silver standard, which would be the first Township building, and possible the first within the municipality, meeting this sustainability benchmark. There may be some consequences for the Township related to the properties and the existing structures that may need to be mitigated (i.e. contaminated soil, materials in the building, etc.). The proposed roundabout would reduce fuel consumption and greenhouse gas emissions (fewer starts and stops).

6. ACCESSIBILITY CONSIDERATIONS

New sidewalk is being constructed as part of the road project. Consideration will be given to accessibility requirements when designing the boardwalk. Access to the library will be enhanced through the renovation and expansion.

7. FUNDING OPTIONS

The Building Canada Fund – Communities Component for this project commits \$3,500,000 from each of the Federal and Provincial levels of government. The remaining \$3,500,000 of the funding must be contributed by the local municipality. Staff has recommended that the Township share be financed as follows:

2009 Capital Budget (Planning and Public Works Department)

Item 14 – Water Street Reconstruction

• Development Charge Reserve Fund	\$282,200.00
• Investing in Ontario Funding	49,800.00
	<hr/>
Sub-Total	\$332,000.00

Additional Financing Not Identified in the 2009 Capital Budget

• Hydro Reserve Fund	\$1,432,700.00
• Parks Reserve Fund	100,000.00
• Development Charge Reserve Fund – Engineering Component	185,300.00
• Development Charge Reserve Fund – Library Component	250,000.00
• Community Enhancement Fund – Library Component	500,000.00
• 2010 Ontario Municipal Partnership Funding	200,000.00
• Library Fund Raising	500,000.00
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Sub-Total	\$3,168,000.00

<u>TOTAL FINANCING</u>	<u>\$3,500,000.00</u>
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8. CONCLUSION

Financing from the Building Canada Fund – Communities Component is providing the Township the opportunity to advance its long-standing plans for revitalization of the downtown and waterfront. A comprehensive project, involving expansion of the library, construction of needed parking, reconstruction of Water Street and development of waterfront amenities, is underway.

The Township is set to receive two-thirds of the \$10,500,000 estimated project cost from the Federal and Provincial Governments upon execution of the Contribution Agreement. The Township's one-third share of \$3,500,000 is proposed to be raised from a variety of sources, including items already identified in the 2009 budget and four-year capital forecast.

Respectfully submitted:



Gene Chartier, P.Eng.
Commissioner of Planning &
Public Works

Approved for presentation to Committee:



Bev Hendry
CAO

ATTACHMENT 3

Proposed Project Schedule, dated November 30, 2009

ATTACHMENT 4

LEED Checklist, dated December 11, 2009



LEED Canada-NC 1.0 Project Checklist

Scugog Memorial Public Library
Port Perry, Ontario

4 Sustainable Sites 14 Points

	Prereq 1	Erosion & Sedimentation Control	Required
1	Credit 1	Site Selection	1
	Credit 2	Development Density	1
	Credit 3	Redevelopment of Contaminated Site	1
	Credit 4.1	Alternative Transportation , Public Transportation Access	1
	Credit 4.2	Alternative Transportation , Bicycle Storage & Changing Rooms	1
	Credit 4.3	Alternative Transportation , Alternative Fuel Vehicles	1
	Credit 4.4	Alternative Transportation , Parking Capacity	1
	Credit 5.1	Reduced Site Disturbance , Protect or Restore Open Space	1
	Credit 5.2	Reduced Site Disturbance , Development Footprint	1
1	Credit 6.1	Stormwater Management , Rate and Quantity	1
	Credit 6.2	Stormwater Management , Treatment	1
	Credit 7.1	Heat Island Effect , Non-Roof	1
1	Credit 7.2	Heat Island Effect , Roof	1
1	Credit 8	Light Pollution Reduction	1

4 Water Efficiency 5 Points

1	Credit 1.1	Water Efficient Landscaping , Reduce by 50%	1
1	Credit 1.2	Water Efficient Landscaping , No Potable Use or No Irrigation	1
	Credit 2	Innovative Wastewater Technologies	1
1	Credit 3.1	Water Use Reduction , 20% Reduction	1
1	Credit 3.2	Water Use Reduction , 30% Reduction	1

7 Energy & Atmosphere 17 Points

	Prereq 1	Fundamental Building Systems Commissioning	Required
	Prereq 2	Minimum Energy Performance	Required
	Prereq 3	CFC Reduction in HVAC&R Equipment	Required
4	Credit 1	Optimize Energy Performance	1 to 10
1	Credit 2.1	Renewable Energy , 5%	1
	Credit 2.2	Renewable Energy , 10%	1
	Credit 2.3	Renewable Energy , 20%	1
1	Credit 3	Best Practice Commissioning	1
1	Credit 4	Ozone Protection	1
	Credit 5	Measurement & Verification	1
	Credit 6	Green Power	1

5 Materials & Resources 14 Points

	Prereq 1	Storage & Collection of Recyclables	Required
1	Credit 1.1	Building Reuse: Maintain 75% of Existing Walls, Floors, and Roof	1
	Credit 1.2	Building Reuse: Maintain 95% of Existing Walls, Floors, and Roof	1
	Credit 1.3	Building Reuse: Maintain 50% of Interior Non-Structural Elements	1
1	Credit 2.1	Construction Waste Management: Divert 50% from Landfill	1
1	Credit 2.2	Construction Waste Management: Divert 75% from Landfill	1
	Credit 3.1	Resource Reuse: 5%	1
	Credit 3.2	Resource Reuse: 10%	1
1	Credit 4.1	Recycled Content: 7.5% (post-consumer + ½ post-industrial)	1
	Credit 4.2	Recycled Content: 15% (post-consumer + ½ post-industrial)	1
1	Credit 5.1	Regional Materials: 10% Extracted and Manufactured Regionally	1
	Credit 5.2	Regional Materials: 20% Extracted and Manufactured Regionally	1
	Credit 6	Rapidly Renewable Materials	1
	Credit 7	Certified Wood	1
	Credit 8	Durable Building	1

13 Indoor Environmental Quality 15 Points

	Prereq 1	Minimum IAQ Performance	Required
	Prereq 2	Environmental Tobacco Smoke (ETS) Control	Required
1	Credit 1	Carbon Dioxide (CO₂) Monitoring	1
	Credit 2	Ventilation Effectiveness	1
1	Credit 3.1	Construction IAQ Management Plan: During Construction	1
1	Credit 3.2	Construction IAQ Management Plan: Testing Before Occupancy	1
1	Credit 4.1	Low-Emitting Materials: Adhesives & Sealants	1
1	Credit 4.2	Low-Emitting Materials: Paints and Coating	1
1	Credit 4.3	Low-Emitting Materials: Carpet	1
1	Credit 4.4	Low-Emitting Materials: Composite Wood and Laminate Adhesives	1
1	Credit 5	Indoor Chemical & Pollutant Source Control	1
1	Credit 6.1	Controllability of Systems: Perimeter Spaces	1
	Credit 6.2	Controllability of Systems: Non-Perimeter Spaces	1
1	Credit 7.1	Thermal Comfort: Compliance	1
1	Credit 7.2	Thermal Comfort: Monitoring	1
1	Credit 8.1	Daylight & Views: Daylight 75% of Spaces	1
1	Credit 8.2	Daylight & Views: Views 90% of Spaces	1

4 Innovation & Design Process 5 Points

1	Credit 1.1	Innovation in Design - Green Education	1
1	Credit 1.2	Innovation in Design - Low Mercury Lamps	1
1	Credit 1.3	Innovation in Design - Water Use Reduction Exemp. Performance	1
	Credit 1.4	Innovation in Design	1
1	Credit 2	LEED® Accredited Professional	1

37 Project Totals (pre-certification estimates) 70 Points

Certified 26-32 points Silver 33-38 points Gold 39-51 points Platinum 52-70 points