



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 June 12

OFFICE SPACE NEEDS ASSESSMENT

Recommendation

It is recommended that the Finance & Facilities Committee receive Report No. 028-14FFC re Office Space Needs Assessment for information.

Key Points

- The 2014 approved operating budget includes \$104,755 to develop a facilities plan.
- A Request for Proposal was executed and the successful proponent (Tillmann Ruth Robinson Architects) was chosen at an anticipated cost of \$43,700 (excluding HST).
- Initial planning has begun for developing technological and process changes that will be required to support an alternative work environment.

Background

In the 2014 operating budget the Board of Health approved one-time funding of \$104,755 for the Health Unit to develop a facilities plan which would include a review of existing facilities, program delivery, and needs assessment as it pertains to facilities and the use of such for Health Unit programs. The needs assessment will act as a plan for current and future space requirements in order to inform office location decisions. It will identify the Health Unit's requirements with respect to office space utilization, staffing space needs, and the ability to provide public health services in an effective and efficient manner.

Procurement Process

On April 15th a Request For Proposal (RFP) was sent out for an independent review of our facilities (space needs assessment). The RFP closed April 29, 2014 and it attracted four proponents. An evaluation committee was formed which consisted of Ms. Diane Bewick, Director of Family Health Services, Ms. Melody Couvillon, Manager of Procurement and Operations, and Mr. John Millson, Director of Finance & Operations. The committee met on May 5th to evaluate the four proposals and also interviewed three of the four proponents on May 14, 2014.

Successful Proponent

The committee was unanimous in its recommendation of Tillmann Ruth Robinson Architects who ranked the highest in the evaluation against established criteria which included: experience, qualifications, methodology and approach, reasonableness of cost, delivery, resources, and value added benefits or services. Table 1 below, provides a break-down of the \$43,700 (before HST) contract into the various accepted phases, and a draft timetable is attached as [Appendix A](#).

Table 1 – Space Needs Assessment Overview

Description¹	Amount
Phase 1 – Documentation and Consultation	\$ 11,800
Phase 3 – Capture Vision & Goals	2,400
Phase 4 – Program Analysis	2,400
Phase 5 – Functional Program Development	9,400
Phase 6 – Functional Plan Development	15,300
Phase 8 – Draft Final Report	2,400
Total Contract Price (excluding HST)	\$ 43,700

Note 1) Phases 2 (Research & Precedents \$8,500), and 7 (Costing \$7,500 – creation of an Order of Magnitude Cost Estimate based on the Functional Plan for a new building, or a series of new buildings or leased space) were determined as optional pricing.

Technological & Process Changes

Technological and process changes are anticipated to be required as an outcome of the space needs assessment. Such changes include:

- implementing a Virtual Private Network (VPN) access so that staff can work securely from virtually anywhere they have access to a Wi-Fi network;
- enhancing the corporate Intranet to access program information and submit expense reimbursements and time and attendance information as effectively and as efficiently as possible; and
- reorganizing processes and identifying technology to reduce or eliminate the use of paper.

These changes support staff in more efficient program delivery and also reduce reliance on the traditional, space-intensive work environment.

Next Steps

The next steps will be to have a kick-off meeting with Tillmann Ruth Robinson Architects and to finalize and initiate the project plan. Staff will provide regular updates the Finance & Facility Committee throughout the project.

This report was prepared by Ms. Melody Couvillon, Manager of Procurement and Operations, and Mr. John Millson, Director of Finance & Operations.



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