



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 September 06

LOCATION PROJECT – STATUS UPDATE

Recommendation

It is recommended that the Finance & Facilities Committee receive Report No. 035-18FFC, re: “Location Project – Status Update” for information.

Key Points

- The key deliverables for Q2/Q3 are related to the architectural selection process, the selection process for construction project management, and initiation of the Organizational Structure and Location (OSL) Committee 2.0.
- Current considerations for the project include negotiations on architectural services, project management consulting services, and the build schedule.
- Q4 deliverables will focus on a) finalizing contracts to begin consultations together with the architectural team; and b) key functions of OSL Committee 2.0 to maintain engagement with staff.

Background

MLHU has begun Phase II of the Location Project, which will consolidate two London offices located at 50 King Street and 201 Queens Avenue into one central location at Citi Plaza.

Q2/Q3 Deliverables

1) Architectural Selection

Negotiations are in process for providing architectural services. The Health Unit recommends sole-sourcing this service, as the identified organization will also be completing services on behalf of Avison Young (the landlord). Efficiencies in time and cost will be gained by working through the same firm and will help build a strong landlord-tenant partnership.

2) Construction Project Management Selection

Several sources were contacted to quote for Construction Project Manager services. This contract is required to oversee the work to be completed at Citi Plaza. Avison Young have recommended the use of their internal project management services to facilitate an expeditious timeline. The Health Unit has contacted other construction consulting firms in order to compare competitive quotes.

3) OSL Committee 2.0

The members of this committee represent frontline staff and management from across all divisions and teams. The committee's purpose is to create a forum for individuals to participate in constructive dialogue and propose ideas that will assist in moving Phase II of the project forward successfully. The OSL Committee 2.0 kick-off meeting was held on July 18, 2018. The committee was subdivided into four working groups, each focused on a different aspect of the move, in order to begin planning to carry out specific tasks.

4) Build Schedule

Following discussions with consultants, project managers, and architects, the regular build schedule for both floors is estimated at thirteen months. For an estimated additional cost of \$800,000, the Health Unit would be able to move the clinic space into Citi Plaza one month earlier. Based on this estimate, it does not seem reasonable to increase cost in order to expedite the build schedule.

Upcoming Deliverables

The Health Unit will forward a recommendation to the OSL Committee 2.0 with respect to architectural services and finalizing a contract. Once this is complete, the focus will shift to developing the scope of work for a Construction Project Management Consultant to finalize selection criteria. Additionally, monthly meetings of the OSL Committee 2.0 and its working groups will continue, and consultations will begin at the division/team level regarding space requirements and design. Committee members will also participate in change management workshops to increase awareness and facilitate engagement with staff throughout the process.

Next Steps

The Finance & Facilities Committee will receive continual updates on the status of key deliverables with respect to the Location Project. Key information will be communicated regularly to all MLHU board members and staff based on a formalized plan established by the OSL Committee 2.0.

This report was prepared by the Finance Team, Healthy Organization Division.



Alexander Summers, Associate Medical Officer of Health



Laura Di Cesare, Director, Healthy Organization

On behalf of Christopher Mackie, Medical Officer of Health / CEO