



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 September 06

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## LOCATION PROJECT – PROJECT MANAGEMENT SERVICES

*It is recommended that the Finance & Facilities Committee:*

- 1) *Receive Report No. 037-18FFC: “Location Project – Project Management Services” for information; and*
- 2) *Recommend that the Board of Health approve entering into a contract with BES Project Consulting for the purpose of providing Construction Project Management Services at Citi Plaza.*

### Key Points

- Multiple quotes were solicited and the lowest quote that met the scope of work request was selected.
- The value of the contract is estimated to be \$143,643.

### Background

The Middlesex-London Health Unit (MLHU) has entered into a Lease Agreement with Avison Young to lease space at Citi Plaza that will consolidate the two London offices located at 50 King Street and 201 Queens Avenue to one central location. It is imperative to hire the services of a Project Manager to finalize designs and manage the construction process.

Construction project managers control the time, cost and quality of construction projects, from residential, commercial and industrial buildings, to roads, bridges and schools. They plan and coordinate all aspects of the construction process, including hiring contractors and working with engineers, architects and vendors. Managers might begin their jobs by determining the scheduling of different phases of a project based on established deadlines. They participate in contracting with vendors, contractors and other workers. As the project continues, construction managers typically confer with supervisors or other managers to monitor construction progress, including worker productivity and compliance with building and safety codes. Because they must ensure that a project is completed according to schedule, managers must resolve problems that arise due to inclement weather, emergencies or other issues that may cause delays.

The Scope of Work for the Project Manager will include the following:

- 1) Pre-Construction
- 2) Construction Phase
- 3) Project Budget Management
- 4) Liaison between Client and Architect
- 5) Record Keeping
- 6) Project Cost Spreadsheets to Cover the Total Project
- 7) Post Construction Phase and Warranty Period

A detailed Scope of Work is provided in [Appendix A](#) for further information.

### Quote Process

A variety of organizations were contacted to quote on providing Construction Project Management services. To begin, an independent contractor whose core business is Project Management was contacted to discuss the overall scope of work and qualifications. This scope of work was shared with additional organizations which included the general contractor and a commercial real-estate services firm. The intent behind this bidding process was to attract a variety of organizations which could provide different perspectives to this project.

### **Vendor Selection**

BES Project Consulting is the recommended vendor for this service. Their quote for \$143,643 (plus applicable taxes) was the lowest acceptable bid received for the scope of work requested. They are a growing construction project management company which have been in business for 14 years and work throughout Southwestern Ontario, the Greater Toronto Area as well as Ottawa. BES has extensive experience in the public sector. Their portfolio includes the Elgin St Thomas Health Unit, Brescia University College (New Residence and Dining Pavilion), Lambton College (Nova Health, Research and Athletic Fitness Centre), Goodwill Industries (Social Enterprise Abilities Center) and a number of projects with the London Health Sciences Centre.

### **Risk Mitigation**

The selection of BES Project Consulting considers the potential risk of sufficient resource allocation during the course of the project. This consultant has provided details on the team which will be supporting this project and the workload required for success. This team coupled with regularly scheduled meetings with the architect and project management team will mitigate the resource risk.

### **Next Steps**

The Finance and Facilities Committee will receive continual updates on the status of key deliverables with respect to the Location Project.

This report was prepared by the Healthy Organization Division.



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Laura Di Cesare, Director, Healthy Organization

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