



TO: Chair and Members of the Board of Health
FROM: Christopher Mackie, Medical Officer of Health / CEO
DATE: 2018 October 18

LOCATION PROJECT PLAN

It is recommended that the Relocation Advisory Committee recommend that the Board of Health receive Report No. 003-18RAC, re: "Location Project Plan" for information.

Key Points

- Middlesex-London Health Unit (MLHU) worked with the architect and project management consultant to identify key requirements and develop a project plan.
- The project plan includes is divided into key phases including employee consultations, design reviews, tendering and contract management and is divided into two phases by floor.
- Key milestones will create a basis for future report updates to the Relocation Advisory Committee and the Board of Health.

Background

The Board of Health approved Endri Polleti Architect LLP to provide the architectural services of Endri Polleti Architect LLP and BES Construction Consulting to provide project management services on September 20th, 2018. A kickoff meeting was held on October 4th to discuss the development of an overall project plan which would identify key decision points and deliverables. An initial draft of the project plan was created on October 14th, and finalized on October 15th.

Project Work Flow Schedule

The overall project plan is identified in [Appendix A](#). The timeline is split into two phases. Two phases are required to allow sufficient time for employee input and will facilitate an expedited project schedule. The first phase of the project includes all activities associated with the consultation, design, tender and contract management of the first floor public spaces including clinical space, teaching rooms and employee workspaces. Similarly, the second phase of the project plan includes activities related to employee workspaces on the second floor. The construction schedules for both phases are currently consolidated on the plan and the project teams will be working to create more detailed work plans. In addition, the furniture installation schedule will need to be verified following an inventory of all furniture, equipment and resources currently stored at both 50 King Street and 201 Queens Avenue and a review of what needs to go to tender. The estimated move date is January 2020.

Next Steps

An updated project workflow will be provided once the construction details are verified. The Relocation Advisory Committee will continue to receive updates on the schedule and will be notified should there be any significant changes to the schedule provided.

This report was prepared by the Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO