

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Relocation Advisory Committee

Wednesday June 26, 2019, 5:00 p.m.
399 Ridout Street North, London, Ontario
Side Entrance, (recessed door)
MLHU Boardroom

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

February 5, 2019

4. NEW BUSINESS

4.1 Floor Plans and Project Plan Update (Report No. 003-19RAC)

5. OTHER BUSINESS

Next meeting - TBD

6. CONFIDENTIAL

The Relocation Advisory Committee will move in-camera to consider matters regarding a trade secret or financial information, supplied in confidence to the local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons or organization, and a trade secret or financial information that belongs to the municipality or local board and has monetary value.

7. ADJOURNMENT



PUBLIC MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH
RELOCATION ADVISORY COMMITTEE

MLHU Boardroom
399 Ridout Street, London
Tuesday, February 5, 2019, 1:00 p.m.

Committee Members Present: **Mr. Ian Peer (Chair)**
Mr. John Brennan
Ms. Trish Fulton
Mr. Matt Reid

Regrets: Mr. Michael Clarke

Others Present: Dr. Christopher Mackie, Secretary-Treasurer
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health (Recorder)
Ms. Laura Di Cesare, Director, Healthy Organization
Mr. Joe Belancic, Manager, Procurement and Operations
Ms. Kendra Ramer, Manager, Strategic Projects
Ms. Amanda Harvey, Project Manager
Jeff Cameron, Manager, IT
Mr. Tom Bes, Project Manager (BES)
Mr. Endri Poletti, Architect
Ms. Nanda Lobato, Project Manager

At 1:00 p.m., Chair Peer called the meeting to order.

DISCLOSURE OF CONFLICT OF INTEREST

Chair Peer inquired if there were any disclosures of conflicts of interest to be declared. None were declared.

APPROVAL OF AGENDA

Mr. Belancic asked that the Committee consider receiving Report No. 002-19RAC re: "Floor Plans" prior to Report No. 001-19RAC re: "Demolition Update." The Committee agreed to this change.

It was moved by Ms. Fulton, seconded by Mr. Reid, *that the amended AGENDA for the February 5, 2019 Relocation Advisory Committee meeting be approved.*

Carried

APPROVAL OF MINUTES

It was moved by Mr. Reid, seconded by Mr. Brennan, *that the MINUTES of the December 12, 2019 Relocation Advisory Committee meeting be approved.*

Carried

NEW BUSINESS

4.1 Location Project – Demolition Update, January 2019 (Report No. 001-19RAC)

Mr. Belancic provided context for this report.

Elevator update: Ms. Di Cesare noted that the cost remains an estimate, but will likely be lower than the 100,000 figure approved. Mr. Poletti suggested that estimates for elevator costs will be nearer the \$50,000-to-\$60,000 range.

Discussion ensued on the following items:

- The potential for future growth.
- The need for additional meeting space (one of the priorities noted by staff).
- None of the walls on the second floor are moveable.

Ms. Di Cesare advised that the next step in the project is to send out the floor plans for costing. It is hoped that costing will be ready to present to the Board of Health at its February 21 meeting.

It was moved by Ms. Fulton, seconded by Mr. Brennan, that *the Relocation Advisory Committee recommend that the Board of Health receive Report No. 001-19RAC re: "Location Project – Demolition Update, January 2019" for information.*

Carried

4.2 Floor Plan – Final Draft (Report No. 002-19RAC)

Dr. Mackie introduced the report, noting that a substantial amount of work has gone into this process in order to ensure that quality service is provided to clients and that a well-planned, efficient work space for staff is designed.

Mr. Poletti introduced his company, Endri Poletti Architect Inc., and the tasks they have been asked to carry out since being contracted by the Health Unit in August 2018.

Other consulting organizations that will be involved were mentioned.

Mr. Poletti provided Committee members a look at the data collected from the staff consultations that took place during the project's needs assessment phase.

In a PowerPoint presentation, Mr. Poletti showed an interactive map of the Citi Plaza location, which noted parking, entrances and exits, and nearby streets. He then walked the Committee through the lower-level and first-floor plans. Ms. Nanda Lobato, Project Manager, then reviewed the second floor and mezzanine.

It was moved by Mr. Brennan, seconded by Mr. Reid, that *the Relocation Advisory Committee receive Report No. 002-19RAC re: "Floor Plan – Final Draft" for information.*

Carried

OTHER BUSINESS

The next meeting of the Relocation Advisory Committee will be called when required.

ADJOURNMENT

At 2:00 p.m., it was moved by Mr. Reid, seconded by Mr. Brennan, that *the meeting be adjourned.*

Carried

IAN PEER
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



TO: Chair and Members for the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 June 26

FLOOR PLANS AND PROJECT PLAN UPDATE

Recommendation

It is recommended that the Relocation Advisory Committee Receive Report No. 003-19 re: “Floor Plans and Project Plan Update” for information.

Key Points

- In Q2 the project is back on schedule following a delay obtaining budget estimates for fit-up during Q1.
- The project plan ([Appendix B](#)) indicates that the build phase will commence the first week of July following the awarding of the general contractor by June 30, 2019.
- There is a seven (7) month build schedule extending from July 2019 through to February 2020, aligning with the lease termination dates for 50 King St. and 201 Queens Avenue.
- Design plans are included as ([Appendix A](#)) and the furniture selections ([Appendix C](#)) are available for staff to view in the furniture showroom located in the lower level at 50 King St.

Background

www.healthunit.com

In early December 2018, the creation of the block plans was underway followed by detailed design development of the first and second floor of Citi Plaza completed by Endri Poletti Architect Inc. (EPA). External consultants were retained to perform clinical flow analysis and infection control assessments to assist the architectural team in finalizing the designs plans for the clinic and lab spaces. The final design plans can be referenced in [Appendix A](#).

Project Schedule

In Q1 2019, the project was behind schedule due to design finalization being delayed while obtaining budget estimates for fit-up. Cost estimates were received at both 60% and 90% of design completion and plans were modified to prepare contract documents for tender. Interior finishes were selected by the core project team based on cost and longevity of the products available. This includes items such as flooring, millwork, hardware and ceiling finishes. Security, communications/data and audiovisual consultants were hired to assist with the completion of the finalized drawings that formed the tender package.

A pre-qualification of general contractors was completed in accordance with the updated project schedule ([Appendix B](#)) and the construction tender was issued on May 13, 2019. The tender closes on June 24, 2019 with the evaluation of bid documents and contract awarded to the successful proponent by June 30, 2019. Kick-off for the construction phase will commence the week of July 2nd.

There is a seven (7) month build schedule allocated on the project plan extending from July 2019 through to February 2020. The general contractor and their hired sub-trades must be held accountable for completing the work on schedule as the move is dictated by the Citi Plaza contract and Middlesex-London Health Unit's

lease termination dates. The lease agreement with Citi Plaza stipulates that MLHU must begin paying rent the earlier of the day they commence operations or 8 months after the landlord turns the property over to MLHU to begin fit-up work. The lease agreements for 201 Queens Avenue and 50 King St. terminate on February 28, 2020 and March 31, 2020, respectively. Project management services from BES Consulting were retained at the commencement of work with EPA and are responsible for ensuring the project remains on schedule.

Staff Engagement

On February 13, 2019, all staff were invited to attend information sessions where the finalized designs were presented by the architectural and project team. Staff had an opportunity to visualize the layout of the new location and recognize how the design consultations were incorporated into the final plans.

On April 3, 2019, an all staff town hall was held and highlighted the ongoing work of the Organizational Structure and Location (OSL) Committee working groups. This forum allowed staff another opportunity to view the design plans and ask questions of the OSL representatives.

In early May, a furniture showroom was set-up in the lower level of 50 King St. to showcase the selection of new desks and equipment. On June 5th one of the new collaboration spaces was added to the showroom and professional drawings of the floor plans posted for staff to view – see [Appendix C](#). Since opening the furniture showroom staff have been invited to drop-in when an OSL representative has been scheduled to be present to answer questions.

Next Steps

Following the selection of the general contractor the project will move into the build phase. The project team, along with BES Consulting, will closely monitor the project schedule to ensure deliverables are met to minimize impact to the target move-in date. The Relocation Advisory Committee will continue to receive updates throughout the next phase of the project.

This report was prepared by the Healthy Organization Division.



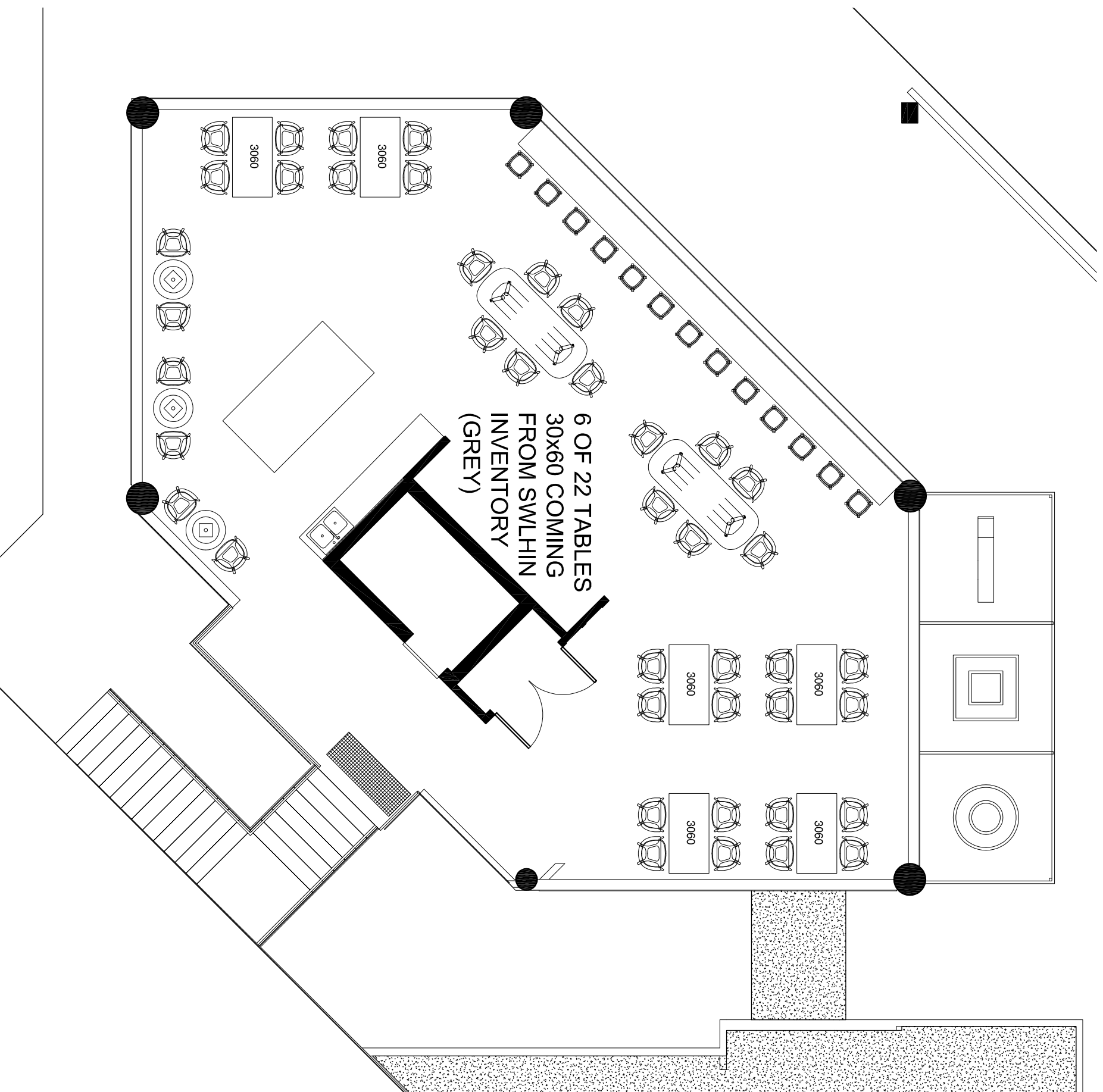
Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO



MLHU - CITI PLAZA - LEVEL 1



MLHU - CITI PLAZA - LEVEL 2



MLHU - CITI PLAZA - MEZZANINE



ENGINEERING ARCHITECTS INC.

MLHU Project Design Schedule

ID	Task Name	Duration	Start	Finish	Resource Names	Predecessor	% Complete	4th Quarter			1st Quarter			2nd Quarter								
								Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
1	MLHU - FIRST AND SECOND FLOOR	349 days	Thu 10/4/18	Thu 2/13/20			39%															
2	PLANNING AND EVALUATION	44 days	Thu 10/4/18	Tue 12/4/18			100%															
3	Analyze Clients Requirements	2 days	Thu 10/4/18	Fri 10/5/18			100%															
4	analysis of existing functional programming document	2 days	Thu 10/4/18	Fri 10/5/18			100%															
5	Functional Programming	42 days	Mon 10/8/18	Tue 12/4/18			100%															
6	Analysis of Space Requirements & meeting with each department	42 days	Mon 10/8/18	Tue 12/4/18			100%															
7	Project Set Up - Data Gathering & Site Visits	16 days	Mon 10/8/18	Mon 10/29/18	MLHU	4	100%															
8	Team Meetings	15 days	Wed 10/31/18	Tue 11/20/18	EPA	7	100%															
9	Analysis of Space Requirements	10 days	Wed 11/21/18	Tue 12/4/18	EPA	8	100%															
10	PRELIMINARY DESIGN	49 days	Wed 11/21/18	Wed 2/6/19			94%															
11	Prepare schematic design documents	46 days	Wed 11/21/18	Fri 2/1/19			100%															
12	Schematic Plans and Review w/ client	44 days	Wed 11/21/18	Wed 1/30/19	EPA	8	100%															
13	Final Floor plans	2 days	Thu 1/31/19	Fri 2/1/19	EPA	12	100%															
14	Review	3 days	Fri 2/1/19	Wed 2/6/19			0%															
15	Submit Schematics to client for review	0 days	Fri 2/1/19	Fri 2/1/19	EPA	13	100%															
16	Obtain written approval for design development	3 days	Mon 2/4/19	Wed 2/6/19	MLHU	15	0%															
17	DETAILED DESIGN DEVELOPMENT	27 days	Thu 2/7/19	Fri 3/15/19			97%															
18	Review Program w/ consultants	1 day	Thu 2/7/19	Thu 2/7/19	EPA	16	100%															
19	Detailed document development	15 days	Fri 2/8/19	Thu 2/28/19			100%															
20	Architectural	15 days	Fri 2/8/19	Thu 2/28/19	EPA[0.5]	18	100%															
21	Mechanical	15 days	Fri 2/8/19	Thu 2/28/19	S+A[0.25]	18	100%															
22	Electrical	15 days	Fri 2/8/19	Thu 2/28/19	S+A[0.25]	18	100%															
23	Structural	15 days	Fri 2/8/19	Thu 2/28/19	DC BUCK	18	100%															
24	Develop Preliminary Specifications	15 days	Fri 2/8/19	Thu 2/28/19			100%															
25	Architectural	15 days	Fri 2/8/19	Thu 2/28/19	EPA[0.5]	18	100%															
26	Mechanical	15 days	Fri 2/8/19	Thu 2/28/19	S+A[0.25]	18	100%															
27	Electrical	15 days	Fri 2/8/19	Thu 2/28/19	S+A[0.25]	18	100%															
28	Review	11 days	Fri 3/1/19	Fri 3/15/19			40%															
29	Submit Schematics to client for review	2 days	Fri 3/1/19	Mon 3/4/19	EPA	19,24	100%															
30	Obtain written approval for design development	1 day	Wed 3/13/19	Wed 3/13/19	MLHU		0%															
31	Redesign - 2nd Floor ABW'S and IT Area	2 days	Thu 3/14/19	Fri 3/15/19		30	0%															
32	CONTRACT DOCUMENT PHASE	44 days	Wed 3/6/19	Mon 5/6/19			12%															
33	Contract documents	10 days	Wed 3/6/19	Tue 3/19/19	EPA[0.34],S+A[0.33],DC BUCK[0.33]	17	100%															
34	Quality Control - Establish review dates	34 days	Wed 3/20/19	Mon 5/6/19			1%															
35	60% review with consultants	2 days	Wed 3/20/19	Thu 3/21/19			50%															
36	meeting with consultants	1 day	Wed 3/20/19	Wed 3/20/19	EPA	33	100%															
37	Presentation to SLT - Obtain Design Approval	1 day	Thu 3/21/19	Thu 3/21/19	MLHU	36,31	0%															
38	Implement 60% CD Review and Continue Development	13 days	Fri 3/22/19	Tue 4/9/19	EPA[0.34],S+A[0.33],DC BUCK[0.33]	37	0%															
39	90% review with consultants	16 days	Fri 3/22/19	Fri 4/12/19			0%															
40	EPA Comments	2 days	Wed 4/10/19	Thu 4/11/19	EPA[0.5]	38	0%															
41	Meeting with consultants (A,MEP AND SPECS & FINISHES)	0.5 days	Fri 4/12/19	Fri 4/12/19	EPA[0.5]	40	0%															
42	Specifications	13 days	Fri 3/22/19	Tue 4/9/19			0%															
43	Prepare and assemble specification	13 days	Fri 3/22/19	Tue 4/9/19			0%															
44	Architectural	13 days	Fri 3/22/19	Tue 4/9/19	EPA[0.34]	37	0%															
45	Mechanical	13 days	Fri 3/22/19	Tue 4/9/19	S+A[0.34]	37	0%															

Task		External Tasks		Manual Task		Finish-only		Critical Split	
Split		External MileTask		Duration-only		Path Successor Milestone Task		Progress	
Milestone		Inactive Task		Manual Summary Rollup		Path Successor Summary Task		Split	
Summary		Inactive Milestone		Manual Summary		Path Successor Normal Task			
Project Summary		Inactive Summary		Start-only		Critical			



ENRRI POLYD ARCHITECTS INC.

MLHU Project Design Schedule

ID	Task Name	Duration	Start	Finish	Resource Names	Predecessor	% Complete	4th Quarter			1st Quarter			2nd Quarter			
								Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
46	Electrical	13 days	Fri 3/22/19	Tue 4/9/19	S+A[0.34]	37	0%										
47	meeting with Owner	0.5 days	Fri 4/12/19	Fri 4/12/19	MLHU	41,44,4	0%										
48	Implement 90% CD Review and Continue Development	12 days	Mon 4/15/19	Tue 4/30/19	EPA[0.34],S+A[0.33],DC BUCK[0.33]	47	0%										
49	Avison Young - Obtain Approval before permit	12 days	Mon 4/15/19	Tue 4/30/19	EPA	47	0%										
50	100% review with consultants	4 days	Wed 5/1/19	Mon 5/6/19			0%										
51	EPA Comments	2 days	Wed 5/1/19	Thu 5/2/19		48	0%										
52	meeting with consultants	1 day	Fri 5/3/19	Fri 5/3/19	EPA[0.34],S+A[0.33],DC BUCK[0.33]	51	0%										
53	meeting with Owner	1 day	Mon 5/6/19	Mon 5/6/19	MLHU	52	0%										
54	PERMITTING PHASE	28 days	Tue 4/30/19	Fri 6/7/19			0%										
55	Obtain client written authorization	28 days	Tue 4/30/19	Fri 6/7/19			0%										
56	AY - Client Authorization for Building Permit Submission	0 days	Tue 4/30/19	Tue 4/30/19	EPA	49	0%										
57	Prepare Material for Permit	4 days	Wed 5/1/19	Mon 5/6/19	EPA	56	0%										
58	To submit drawings for building permit and get approval	24 days	Tue 5/7/19	Fri 6/7/19	EPA	57	0%										
59	Building Permit Received	0 days	Fri 6/7/19	Fri 6/7/19	EPA	58	0%										
60	TENDERING PHASE	106 days	Thu 2/7/19	Thu 7/4/19			0%										
61	Pre- Qualification	10 days	Thu 2/7/19	Wed 2/20/19	BES CONSULTING	16	0%										
62	Prepare Material for Permit	5 days	Mon 5/6/19	Fri 5/10/19	EPA	52	0%										
63	Distribution of Bidding and Proposal Documents	38 days	Mon 5/13/19	Wed 7/3/19			0%										
64	Distribute documents to GCs	1 day	Mon 5/13/19	Mon 5/13/19	EPA	62	0%										
65	Bidding	30 days	Tue 5/14/19	Mon 6/24/19	EPA	64	0%										
66	Bid and Proposal evaluation	6 days	Tue 6/25/19	Tue 7/2/19	EPA	65	0%										
67	Contract sign GC	1 day	Wed 7/3/19	Wed 7/3/19	MLHU	66	0%										
68	GC kick Off Meeting	1 day	Thu 7/4/19	Thu 7/4/19	MLHU[0.25],BES CONSULTING[0.25]	67	0%										
69	CONTRACT ADMINISTRATION	8 mons	Fri 7/5/19	Thu 2/13/20	BES CONSULTING[0.5],EPA[0.5]	68,59	0%										

Project: 1715-2019-03-21-MLHU-Singu
Date: Fri 3/22/19

Task		External Tasks		Manual Task		Finish-only		Critical Split	
Split		External MileTask		Duration-only		Path Successor Milestone Task		Progress	
Milestone		Inactive Task		Manual Summary Rollup		Path Successor Summary Task		Split	
Summary		Inactive Milestone		Manual Summary		Path Successor Normal Task			
Project Summary		Inactive Summary		Start-only		Critical			

Furniture Showroom at 50 King St.



Workstations



Locker



Collaboration Space