

TO: Chair and Members for the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 June 26

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## 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](http://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 2<sup>nd</sup>.

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 5<sup>th</sup> 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.



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