

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Relocation Advisory Committee

Webinar

Thursday, April 16, 2020 6:00 p.m.

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES – December 5, 2019

4. NEW BUSINESS

4.1 Relocation Project Update (Report No. 002-20RAC)

5. 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.

6. ADJOURNMENT



**PUBLIC SESSION – MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH
RELOCATION ADVISORY COMMITTEE
50 King St. Room 3A
Thursday, December 5, 2019, 10:00 a.m.**

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

Others Present: Ms. Arielle Kayabaga, Board of Health
Mr. John Brennan, Board of Health
Ms. Maureen Cassidy, Board of Health
Dr. Christopher Mackie, Secretary-Treasurer
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health (Recorder)
Ms. Laura Di Cesare, Director, Corporate Services
Mr. Brian Glasspoole, Manager Finance
Ms. Maureen Rowlands, Director Healthy Living
Ms. Donna Kosmack, Manager, South West Tobacco Control Area
Network and Acting Manager Dental Services
Mr. Joe Belancic, Manager Procurement & Operations
Ms. Kendra Ramer, Manager Strategic Projects
Mr. John Cameron, Medical Student
Ms. Maureen Rowlands, Director Healthy Living

At 9:22 p.m., the Chair called the meeting to order.

DISCLOSURE OF CONFLICT(S) OF INTEREST

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

APPROVAL OF AGENDA

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

Carried

APPROVAL OF MINUTES – October 17, 2019

It was moved by Ms. Fulton, seconded by Mr. Reid, *that the minutes for the October 17, 2019 Relocation Advisory Committee meeting be approved.*

Carried

CONFIDENTIAL

At 9:23 a.m., it was moved by Mr. Reid, seconded by Ms. Fulton, *that the Relocation Advisory Committee move in-camera to consider matters regarding a proposed or pending acquisition or disposition of land by the local board; a trade secret or scientific, technical, commercial, financial or labour relations 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 the contractual or other negotiations of a person, group of persons, or organization; a trade secret or scientific, technical, commercial or financial information that belongs*

to the local board and has monetary value or potential monetary value and approve confidential minutes from its October 17, 2019 meeting.

Carried

Ms. Kayabaga arrived at 9:23 a.m.

At 9:31a.m. the Relocation Advisory Committee returned to public session

ADJOURNMENT

At 9:31 a.m., it was moved by Mr. Clarke, seconded by Mr. Reid, *that the meeting be adjourned.*

Carried

IAN PEER
Committee Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



TO: Chair and Members of the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health/CEO

DATE: 2020 April 16

RELOCATION PROJECT UPDATE

Recommendation

It is recommended that the Relocation Advisory Committee recommend the Board of Health:

- 1) Receive Report No. 002-20RAC, re: “Relocation Project Update” for information; and*
- 2) Approve the disbanding of the Relocation Advisory Committee.*

Key Points

- The move to Citi Plaza was completed on March 30, 2020.
- Outstanding deficiencies and changes orders are outlined in [Appendix C](#) and [Appendix D](#).
- Clinical change orders are estimated to be approximately \$15,000 - \$20,000 and will take four (4) to six (6) weeks to complete following initiation.
- It is recommended that the Relocation Advisory Committee disband and refer future decisions and/or reports to the Finance and Facilities Committee.

Background

The Board of Health approved Michael + Clark Construction as the general contractor to complete the construction at Citi Plaza on July 16, 2019. Construction was estimated to last 162 days. The first phase of construction was completed on target by December 23rd, 2019. Staff from 201 Queens Ave. moved into the second floor of the premises on December 27, 2019. The lower level and first floor were turned over to the Health Unit for occupancy on March 16, 2020. The Health Unit opened to the public in the new location on March 30, 2020.

Interior Fit-Up Schedule

The construction timeline was split into three (3) phases and is identified in [Appendix A](#). The move-in schedule was also divided into three phases and outlined in [Appendix B](#). Although construction and move-in to the second floor was completed on time the overall project was delayed by three (3) weeks. This was due to a strain on certain trades including drywalling and electrical, the addition of a second dental operatory and unforeseen change orders during construction.

The delay in the project schedule primarily impacted the completion of the clinic space and lower level. While the construction schedule was delayed, the move-in schedule was expedited as a result of COVID-19. All staff were moved into Citi Plaza by March 23rd. This expedite was necessary as many of the contractors were closing their businesses due to health risks and classification as non-essential services. These challenges did not impact the opening of the clinic and the Health Unit was able to open to the public as scheduled on March 30th, 2020. At this time there are outstanding items that will be completed once some of the contractors re-open (i.e. first floor meeting room technology fit-up).

Issue Identification / Deficiencies

There are number of outstanding deficiencies and change orders that are still being actively addressed by the general contractor. These include items listed by our architect in **Appendix C** and by MLHU staff in **Appendix D**. The construction of the ramp in the lower level has begun while the scheduled completion date is still to be confirmed.

On March 23, 2020 the set-up of the clinical space commenced. During the set-up of the clinic, staff and management compiled a list of change order requests to address workflow needs and ensure adherence to Infection Prevention and Control (IPAC) standards. Senior leaders have reviewed and confirmed recommended changes, which have been based on input provided by managers, direct service provider staff, internal IPAC-certified staff, and the IPAC consultant, as well as a review of the initial IPAC Consultant report and the Infection Prevention Control for Clinical Office Practice IPAC document from Public Health Ontario. Clinics (with the exception of the dental operatories) are being offered with the use of disposable equipment for the time being, and with the purchase of additional disposable equipment, can continue to do so until the reprocessing area of the clinic is fully functional.

The dental operatories remain inoperable for prevention or treatment services as a result of pending equipment installation, further changes required to meet IPAC standards, and a pending radiation certificate. Recruitment for a dentist is currently underway.

Addressing the clinical changes required is estimated to cost between \$15,000 to \$20,000. Completion of the changes is estimated to take four (4) to six (6) weeks. These costs can be accommodated from the contingency budget, keeping the project within the allocated budget.

Next Steps

At this point in time building permits have been received and substantial completion reports have been provided by the contractor. Given the project has reached substantial completion it is recommended that the Relocation Advisory Committee cease and refer future decisions and/or reports to the Finance and Facilities Committee.

This report was prepared by the Healthy Organization Division.



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

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ID	Task Name	Duration	Start	Finish	'19 Jun 16	'19 Jun 30	'19 Jul 14	'19 Jul 28	'19 Aug 11	'19 Aug 25	'19 Sep 08	'19 Sep 22	'19 Oct 06	'19 Oct 20	'19 Nov 03	'19 Nov 17	'19 Dec 01	'19 Dec 15	'19 Dec 29	'20 Jan 12	'20 Jan 26	'20 Feb 09	'20 Feb 23	'20 Mar 08	'20 Mar 22
					F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W
67	Heat Pump Power - Test + Commission	5 days	Fri 20-02-21	Thu 20-02-27																					
68	Hospital Grade Receptacle Testing	5 days	Fri 20-02-21	Thu 20-02-27																					
69	Dental Change	84 days	Tue 19-10-22	Thu 20-02-27																					
70	Frame Lead Time	50 days	Tue 19-10-22	Thu 20-01-09																					
71	Door Lead Time	70 days	Tue 19-10-22	Thu 20-02-06																					
72	Dental Wall Framing	5 days	Mon 19-11-11	Fri 19-11-15																					
73	M+E Rough In	10 days	Fri 19-12-13	Tue 20-01-07																					
74	Install Lead Lining	5 days	Wed 20-01-08	Tue 20-01-14																					
75	Drywall Installation	10 days	Wed 20-01-15	Tue 20-01-28																					
76	Install Frame	1 day	Fri 20-01-10	Fri 20-01-10																					
77	Paint	3 days	Wed 20-01-29	Fri 20-01-31																					
78	Ceiling Grid	1 day	Mon 20-02-03	Mon 20-02-03																					
79	M+E Finishes	10 days	Tue 20-02-04	Tue 20-02-18																					
80	Flooring	3 days	Wed 20-02-19	Fri 20-02-21																					
81	Millwork & FFE	2 days	Mon 20-02-24	Tue 20-02-25																					
82	Plumbing Fixtures	1 day	Wed 20-02-26	Wed 20-02-26																					
83	Door and Hardware	1 day	Fri 20-02-07	Fri 20-02-07																					
84	Final Paint	1 day	Thu 20-02-27	Thu 20-02-27																					
85	Drywall Installation	40 days	Wed 19-09-18	Wed 19-11-13																					
86	Aluminum Screens	5 days	Thu 19-11-14	Wed 19-11-20																					
87	Paint - Prime + 1 Finish	5 days	Thu 19-11-14	Wed 19-11-20																					
88	Ceiling Grid	12 days	Thu 19-11-21	Fri 19-12-06																					
89	Aluminum Screen Glazing	2 days	Thu 19-11-21	Fri 19-11-22																					
90	Sprinkler Drops	5 days	Mon 19-12-02	Fri 19-12-06																					
91	Mechanical finishes	30 days	Tue 19-12-03	Thu 20-01-23																					
92	Electrical Finishes	30 days	Mon 19-12-16	Wed 20-02-05																					
93	Flooring - Sheet Vinyl + Coves	20 days	Mon 19-12-09	Wed 20-01-15																					
94	Flooring - Carpet + LVT	5 days	Thu 20-01-30	Wed 20-02-05																					
95	Interior Glazing - Demountable Partitions	5 days	Thu 20-01-30	Wed 20-02-05																					
96	Ceiling Tile	10 days	Thu 20-01-30	Wed 20-02-12																					
97	Millwork & FFE	15 days	Thu 20-01-16	Wed 20-02-05																					
98	Doors, Hardware + Security	10 days	Thu 20-01-16	Wed 20-01-29																					
99	Plumbing Fixtures/Accessories	5 days	Thu 20-02-06	Wed 20-02-12																					
100	Final Paint	5 days	Thu 20-02-06	Wed 20-02-12																					
101	Deficiencies	5 days	Fri 20-02-21	Fri 20-02-28																					
102	Testing, verification, commissioning	5 days	Fri 20-02-28	Thu 20-03-05																					
103	Final Inspections	5 days	Fri 20-02-28	Thu 20-03-05																					
104	Install Furniture Meeting Rooms	10 days	Thu 20-02-06	Thu 20-02-20																					
105	Install Furniture "New Furniture"	10 days	Fri 20-02-21	Thu 20-03-05																					
106	Install Clinic Furniture	5 days	Mon 20-03-09	Fri 20-03-13																					
107	Unit 110-1N	178 days	Thu 19-06-13	Thu 20-03-05																					
108	Demolition & Rough Ins	107 days	Thu 19-06-13	Thu 19-11-14																					
109	Demolish walls/ceilings	5 days	Wed 19-07-31	Wed 19-08-07																					
110	Mechanical Electrical Cut/Cap	5 days	Thu 19-08-08	Wed 19-08-14																					
111	Hoarding to exterior Wall"	1 day	Thu 19-08-08	Thu 19-08-08																					
112	Electrical/Mechanical Flr Penetrations	4 days	Thu 19-06-13	Tue 19-06-18																					
113	Screed Floor	9 days	Mon 19-09-09	Thu 19-09-19																					
114	New Stud Partitions	15 days	Thu 19-09-12	Wed 19-10-02																					
115	Electrical Rough In	6 wks	Thu 19-10-03	Thu 19-11-14																					
116	Mechanical Rough in	3 wks	Thu 19-10-03	Thu 19-10-24																					
117	Finishes	101 days	Thu 19-10-03	Thu 20-03-05																					
118	Drywall Installation	35 days	Thu 19-10-03	Thu 19-11-21																					
119	Install Moveable Wall Steel Support	3 days	Wed 19-12-04	Mon 19-12-09																					
120	Paint - Prime + 1 Finish	5 days	Tue 19-11-26	Mon 19-12-02																					
121	Interior Glazing	5 days	Thu 20-01-30	Wed 20-02-05																					
122	Install Ceiling Grid	15 days	Mon 19-12-09	Wed 20-01-08																					
123	Sprinkler Drops	5 days	Mon 19-12-23	Wed 20-01-08																					
124	Electrical Finishes	3 wks	Thu 20-01-23	Wed 20-02-12																					
125	Mechanical Finishes	2 wks	Fri 20-01-24	Thu 20-02-06																					

ID	Task Name	Duration	Start	Finish	'19 Jun 16	'19 Jun 30	'19 Jul 14	'19 Jul 28	'19 Aug 11	'19 Aug 25	'19 Sep 08	'19 Sep 22	'19 Oct 06	'19 Oct 20	'19 Nov 03	'19 Nov 17	'19 Dec 01	'19 Dec 15	'19 Dec 29	'20 Jan 12	'20 Jan 26	'20 Feb 09	'20 Feb 23	'20 Mar 08	'20 Mar 22
					F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W	S T M	F T S W
126	Flooring	10 days	Thu 20-01-16	Wed 20-01-29																					
127	Movable/Folding Wall Partitions	5 days	Thu 20-01-30	Wed 20-02-05																					
128	Millwork	5 days	Thu 20-01-30	Wed 20-02-05																					
129	Doors, Hardware + Security	10 days	Thu 20-01-30	Wed 20-02-12																					
130	Ceiling Tile + Insulation	8 days	Thu 20-02-06	Tue 20-02-18																					
131	Washroom Fixtures/Accessories	5 days	Thu 20-02-06	Wed 20-02-12																					
132	Final Paint	5 days	Thu 20-02-13	Thu 20-02-20																					
133	Deficiencies	5 days	Thu 20-02-13	Thu 20-02-20																					
134	Testing, verification, commissioning	5 days	Fri 20-02-28	Thu 20-03-05																					
135	Final Inspections	5 days	Fri 20-02-28	Thu 20-03-05																					
136	Level 2	113 days	Tue 19-07-16	Fri 20-01-03																					
137	Demolition & Rough Ins	85 days	Tue 19-07-16	Thu 19-11-14																					
138	Demolish walls/ceilings/doors	5 days	Tue 19-07-16	Mon 19-07-22																					
139	Mechanical/Elctrical Cut & Cap	4 days	Tue 19-07-23	Fri 19-07-26																					
140	Duct Removal	2 days	Mon 19-07-29	Tue 19-07-30																					
141	Patch Raised access Flooring	3 days	Tue 19-08-27	Thu 19-08-29																					
142	Roof Penetrations	1 day	Tue 19-11-12	Wed 19-11-13																					
143	RTU Installation	2 days	Wed 19-11-13	Thu 19-11-14																					
144	New Stud Partitions	20 days	Mon 19-07-29	Mon 19-08-26																					
145	Mechanical Rough in	30 days	Wed 19-07-31	Thu 19-09-12																					
146	Electrical Rough Ins	30 days	Wed 19-07-31	Thu 19-09-12																					
147	Finishes	84 days	Tue 19-08-27	Fri 20-01-03																					
148	Drywall Installation	20 days	Tue 19-08-27	Tue 19-09-24																					
149	Paint - Prime + 1 Finish	5 days	Wed 19-09-25	Tue 19-10-01																					
150	Ceiling Grid Install	15 days	Wed 19-09-25	Wed 19-10-16																					
151	Sprinkler Drops	10 days	Wed 19-10-02	Wed 19-10-16																					
152	Electrical Finishes	4 wks	Thu 19-10-17	Wed 19-11-13																					
153	Mechanical Finishes	4 wks	Thu 19-10-17	Wed 19-11-13																					
154	Flooring	15 days	Fri 19-10-11	Fri 19-11-01																					
155	Millwork	10 days	Mon 19-11-04	Fri 19-11-15																					
156	Interior Glazing	15 days	Mon 19-11-04	Fri 19-11-22																					
157	Install Ceiling Tiles + Insulation	15 days	Thu 19-11-14	Wed 19-12-04																					
158	Washroom Fixtures/Accessories	4 days	Mon 19-11-18	Thu 19-11-21																					
159	Doors + Hardware	10 days	Mon 19-11-25	Fri 19-12-06																					
160	Security + Access Control	10 days	Mon 19-11-25	Fri 19-12-06																					
161	Final Paint	10 days	Mon 19-12-09	Fri 19-12-20																					
162	Install Furniture	7 days	Mon 19-12-16	Fri 20-01-03																					
163	Install Furniture Data Drops	5 days	Wed 19-12-18	Fri 20-01-03																					
164	Mezzanine	20 days	Mon 19-11-04	Fri 19-11-29																					
171	Close Out Items	61 days	Fri 19-12-06	Fri 20-03-13																					
172	Level 2	12 days	Fri 19-12-06	Fri 20-01-03																					
173	Substantial Completion	0 days	Fri 19-12-06	Fri 19-12-06																					
174	Punch List	10 days	Mon 19-12-09	Fri 19-12-20																					
175	Final Inspections	10 days	Mon 19-12-09	Fri 19-12-20																					
176	Final Clean	2 days	Mon 19-12-23	Fri 20-01-03																					
177	Final Completion	0 days	Fri 20-01-03	Fri 20-01-03																					
178	Funrinture Install Complete	0 days	Fri 20-01-03	Fri 20-01-03																					
179	MLHU Occupy	0 days	Fri 20-01-03	Fri 20-01-03																					
180	Level 1	21 days	Thu 20-02-13	Fri 20-03-13																					
181	Punch List	5 days	Thu 20-02-13	Thu 20-02-20																					
182	Substantial Completion	0 days	Thu 20-02-20	Thu 20-02-20																					
183	Final Inspections	5 days	Fri 20-02-28	Thu 20-03-05																					
184	MLHU Occupy	0 days	Thu 20-03-05	Thu 20-03-05																					
185	Furniture Install Dates	16 days	Thu 20-02-20	Fri 20-03-13																					
186	Install Furniture Meeting Rooms	0 days	Thu 20-02-20	Thu 20-02-20																					
187	Install Furniture "New Furniture"	0 days	Thu 20-03-05	Thu 20-03-05																					
188	High Density Filing System	0 days	Fri 20-03-06	Fri 20-03-06																					
189	Install Clinic Furniture	0 days	Fri 20-03-13	Fri 20-03-13																					

Appendix B -Move Plan

1

- Queens Ave – December 27th

2

- 50 King 3rd Floor – January 8th
- 50 King 2nd Floor – January 18th

3

- Basement High Density Files– March 9 - 13
- Basement Storage, Environmental Health , Infectious Disease Control and Outreach – March 16-20
- Reception, Vaccine and Preventable Disease, Sexual Health, Oral Health and all Clinics – March 23-27



ENDRI POLETTI ARCHITECT INC.

DEFICIENCY LIST 04

To:	Travis Blanke Project Manager	Owner:	Joe Belancic Middlesex London Health Unit
Company:	Michael Clark Construction Inc. 6447 Westminster Drive London, ON	Project:	Suite 110 355 Wellington Street London, Ontario
Distribution:	L. Di Cesare – MLHU T. Bes – BCC D. Rasenberg – BCC N. Tervit – MLHU	Project No.:	1715-TI
		Permit No.:	19-018068
		Date:	March 30 th , 2020
		Page(s):	02 Pages

The items listed below were observed during a walk through of this project on the date and time indicated above. They indicate items of work to be corrected or completed to comply with the contract documents. However, failure to list any such item does not relieve the Contractor of the responsibility to complete all work in accordance with the contract documents.

ITEM	SUMMARY NOTE:	Due Date (Y/M/D)
	<i>Refer to separate Mechanical & Electrical reports for deficiencies related to those disciplines.</i>	
3.1	Doors & Glazing: 1. <u>Levels 1 & 2:</u> MCC to confirm when permanent door locking hardware installation is complete on demountable partitions	
3.2	Finishes: 1. <u>Basement:</u> Final grout installation required to fill any holes & cover mortar. 2. <u>Level 1N:</u> Base shoes at landing structural supports to be installed.	
3.3	Painting: 1. <u>Exterior:</u> Finish painting Needle Exchange door E03.	
3.4	Work not complete from approved CN's & CD's: 1. <u>CN-40:</u> Demountable partition locks 2. <u>CN-45:</u> Loading Dock Ramp 3. <u>CN-55:</u> Door 1S54 at Needle Exchange (1S-57) 4. <u>CN-55:</u> Door 1S68 at Files Room (1S-07) 5. <u>CN-58:</u> Access hardware to door 274 6. <u>CN-64:</u> Additional Glazing in Needle Exchange (1S-57) 7. <u>CN-64:</u> Door Glazing in Lab (1S-23) door 1S27 8. <u>CN-65:</u> Millwork cabinet in Emergency Comms Rm (1N-11)	20/02/12 TBC 20/04/30 20/04/30 20/03/24 20/04/30 20/04/30 20/04/30



ENDRI POLETTI ARCHITECT INC.

DEFICIENCY LIST 04

	9. <u>CN-65</u> : Millwork upper cabinets in Mezzanine (227) 10. <u>CN-65</u> : Washroom partition in Men's W/R (226) 11. <u>CN-70</u> : Basement entry vestibule millwork alteration	20/04/30 20/03/24 20/04/30
3.5	Outstanding CO's still to be submitted to MLHU: 1. <u>CN-34</u> : Mezzanine Lighting 2. <u>CN-68R1</u> : Shower Hose 3. <u>CN-69</u> : Library Sensor, L2 Floor Boxes & furniture interferences 4. <u>CN-71</u> : Fountain, Skylight ceiling painting & cabinet locks 5. <u>CD-14</u> : Corridor Canopy	TBC

Should there be any errors or omissions in the above do not hesitate to call the writer for corrections to the minutes.

Jenn Castein, M.A.A.T.O.

Appendix D - MLHU Deficiency List

- 1) Missing network in receiving office 005 next to window
EPA – MLHU to confirm if this is in addition to what is shown on the contract documents, if yes, where does it need to be located?
This was an addition to the contract documents and we require a network drop below or next to the receiving window to support the receiving desk.
- 2) Incomplete door locking mechanism (latch to floor) on doors 201, 1S01 and 1N01
EPA – MCC to coordination with JPW
- 3) Card access system installation incomplete on door 277 (electrical room) and 274 (IT Server Room)
EPA – MCC to coordination with JPW
- 4) Temperature in meeting Room 273 (too cold – issue raised with S&A) – no update received
EPA – S+A Mech to suggest adjustments to increase temperature
- 5) Temperature in meeting Room 233 (too hot – issue raised with S&A) – no update received
EPA – S+A Mech to suggest adjustments to increase temperature
- 6) Temperature in meeting Room 234 (too hot – issue raised with S&A) – no update received
EPA – S+A Mech to suggest adjustments to increase temperature
- 7) Light switch sensor turning off frequently while occupied in office 253
EPA – This is a private office. MCC to review and ensure that lighting controls are set correctly.
- 8) Insufficient drainage for hydrims in lab area 1S-22 identified by Dental Consultant Henry Schein
EPA – MLHU to confirm details, we have not seen correspondence from Henry Schein. What revisions to the drainage are required?
Henry Schein advised that the drainage installed for the hydrims is not sufficient to operate all 3 hydrims at the same time as we could experience an overflow into our lab area. Please confirm the drainage will be sufficient to accommodate the equipment installed.