



**ENGINEERING AND OPERATIONS DEPARTMENT
ENGINEERING DIVISION**

Report Number: 2012-13

Date: March 26, 2012

**SUBJECT: INFORMATION REPORT – NEW OPERATIONS CENTRE – NEXT
STEPS REQUIRED TO COMPLETE DETAILED DESIGN**

1) PURPOSE:

This information report is prepared by Jim Huppunen, Manager of Engineering Services under the permission of Ron Hanson, Director of Engineering and Operations. The purpose of the report is to advise Council of the next steps required to complete the detailed design of the New Operations Centre.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The City's Works Yard is no longer adequate for the present Operations and Public Works fleet and Council has agreed that a new facility is required, through presentations made at Strategic Planning and budget deliberations. In 2008 a Class Environmental Assessment (EA) was initiated to address the long term requirements of the Operations Division of the City. The Study was completed in November 2009 and after a site selection process, the City-owned land comprising of 5.7 hectares of industrial land on Stonebridge Drive was selected as the preferred site.

During budget deliberations for the 2012 Capital Budget, City Staff requested a debenture of \$800,000 which would be used to hire a Project Management firm and an Architectural firm to complete the detailed design during 2012 for construction in 2013.

In 2011, City Staff meet with the Niagara Peninsula Conservation Authority (NPCA) to review the preferred site and discuss any environmental constraints. A 30.0m wetland buffer was found to be in place along the north property line and a 100 year floodplain transverses diagonally across the northeast quadrant of the property. Based on the preliminary site plan established through the EA process, it was determined that the building configurations would need to be manipulated to ensure that the site was still adequate for the New Operations Centre to be built within the environmental constraints. City Staff met with Staff from AMEC Environmental on February 23, 2012 to review the preliminary site plan. AMEC revised the buildings on the site to determine if the site was still adequate for the requirements of the Operations Department. AMEC sent a revised site plan to City Staff on March 8, 2012 showing that the site was still adequate for the requirements of the Operations Department.

3) STAFF COMMENTS AND DISCUSSIONS

Upon review of the revised drawings sent by AMEC, City Staff feel that this site is still the preferred site for the location of the New Operations Centre. The site is currently owned by the City and it is large enough to accommodate the requirements for the existing Operations Staff and Public Works Fleet with room for moderate future expansion. The site will also incorporate the west side Bulk Water Filling Station which is currently attached to the City's Animal Shelter building on the southwest corner of Stonebridge Drive and Elm Street. This site allows for a large magnitude of outdoor

storage for equipment and materials while also accommodating a large mechanics bay with provisions for equipment storage inside.

With the site selection and EA process complete, it is time for the City to move on to the next step of the design process for the New Operations Centre. The process that was utilized for the design of the New Health and Wellness Centre will be used as a good outline for the design of the New Operations Centre.

The next step in this process leads us to the preparation of a Request for Proposal (RFP) for the hiring of a Project Administrator/Owner's Representative. The duration of the hiring of this consultant is expected to take approximately one and a half (1.5) months upon approval of this report. The Project Administrator/Owner's Representative will lead the Technical Advisory Committee meetings and be responsible for the meeting minutes and ensuring requested information is obtained. (Anticipated completion date-early May 2012)

Once a Project Administrator/Owner's Representative is selected, City Staff will have the ability to utilize this firm to prepare a draft RFP for Design Services. During the preparation of the draft RFP for Design Services, Staff will work with the Project Administrator/Owner's Representative to obtain geotechnical reports, legal surveys and topographical surveys for the Stonebridge Drive site. This step is expected to take approximately two (2) months upon the selection of the Project Administrator/Owner's Representative. (Anticipated completion date-early July 2012)

Once the draft RFP for Design Services is finalized, it can be issued and closed within a one (1) month period with evaluation of the proposals taking place within a week of the closing date. Once a short list of successful proponents is prepared, interviews will take place to determine the successful design team. This is expected to take approximately two (2) weeks with a report to Council being presented once the successful design team is selected by the Technical Advisory Committee for the project. (Anticipated Completion date-early August 2012)

The design of the New Operations Centre is expected to take approximately six (6) months before final construction drawings and tender documents can be prepared. Once tender documents are available, the tender period will be approximately one (1) month in duration with evaluation and award of the successful contractor being determined within two (2) weeks of tender closing. (Anticipated Completion date-late March 2013)

Construction is expected to start in late April of 2013 with substantial completion provisionally scheduled for late 2013.

City Staff are requesting that the debentured funds allotted for in the 2012 Capital Budget be utilized to hire a Project Administrator/Owner's Representative firm and a Design firm to complete the detailed design for the facility as per the process outlined above.

Since the projected costs of this facility are between \$5-6 million it would be beneficial to have a Project Management firm managing the daily expenditures during the design process in 2012 and also during the future construction phase. The Project Administrator/Owner's Representative would report directly to the City's Technical Advisory Committee which would be comprised of City Staff and Councilor's.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

Not an Option. The existing Public Works building does not allow the Operations Staff to function effectively. (not recommended)

b) Other Options

- Direct City Staff to prepare an Request for Proposal document for the hiring of a Project Administrator/Owner's Representative to assist in the completion of the detailed design for the New Operations Centre. **(Recommended)**

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

2011 Strategic Planning Session: Engineering & Operations
Complete a review of preferred sites for a new Operations Centre and prepare a report to Council outlining a strategy for the location and building of the new facility.

6) ATTACHMENTS

1. Revised Site Plan prepared by AMEC on March 8, 2012

7) RECOMMENDATION

A. THAT The Council of the City of Port Colborne accept this information report;

B. AND THAT Council approve the next steps in the development of a detailed design for the New Operations Centre as per the steps outlined in this report.

8) SIGNATURES

Prepared on March 15, 2012 by:

Reviewed by:

Jim Huppunen, A.Sc.T.
Manager of Engineering Services

Ron Hanson, C.E.T.
Director of Engineering & Operations

Reviewed and Respectfully Submitted:

Robert J. Heil
Chief Administrative Officer