



Date: March 11, 2004

TO: Board Members - Parks and Recreation
FROM: General Manager - Parks and Recreation
**SUBJECT: APPOINTMENT OF ARCHITECT FOR
SUNSET COMMUNITY CENTRE**

RECOMMENDATION

- A) THAT the Board award a contract for architectural and engineering services for the new Sunset Community Centre to Bing Thom Architects, for a fixed fee for Phase One (Pre- Design Report) of \$102,000, plus GST and disbursements, and that the fee for Phase Two (design and construction review), be determined at the end of Phase One, as detailed in this report.*
- B) THAT no legal rights shall arise hereby, and none shall arise until execution of the contemplated contract. The Board may rescind this resolution at any time up to the execution of the contemplated contract.*

POLICY

Consultant contracts over \$ 30,000 must be approved by the Board.

BACKGROUND

The Community Centre Renewal Plan, approved by the Board on February 25, 2002, included a recommendation to replace and possibly relocate the Sunset Community Centre. The new larger community centre will extend the range of facilities available in the centre. Relocating the community centre to Main Street will improve access, increase the visibility of the centre and thus attract more patrons.

The 2003-2005 Capital Plan approved \$3.0 million for a new Sunset Community Centre. The Canada British Columbia Infrastructure program has approved a grant of \$4.0 million for the project.

The Park Board, in partnership with the Sunset Community Association, commissioned Phillips Farevaag Smallenberg to consult community stakeholders and produce a needs study to form the basis for the design of a new centre. The Sunset Community Centre Needs Evaluation was completed in October, 2002, and will form a starting point for the creation of the design program for the new centre.

Key recommendations from the needs evaluation include:

- relocating the community centre from Prince Edward Street to Main Street;
- expanded facilities including a larger lobby, multipurpose rooms, a larger fitness centre, gymnasium, preschool and out of school care facilities, etc.; and
- exploring potential linkages with the Sunset Nursery.

Copies of the Sunset Community Needs Evaluation are available from the Planning Department or Facility Development.

Based on the floor area of the existing centre, at 2278m² (24,511 ft²), staff recommend the new centre have a floor area of 2,788m² (30,000 ft²), representing a 20% increase in size. This was also the area noted in the Canada-British Columbia Infrastructure grant application. The building is intended to be designed as a LEED silver building.

DISCUSSION

A Project Building Committee representing the Association, District staff, Planning and Operations and Centre staff was struck, and first met on January 15, 2004.

Expressions of interest were requested from qualified architectural firms. Twenty expressions of interest were received on December 19, 2003. The expressions of interest were reviewed and six qualified architectural firms were invited to submit proposals to provide architectural, engineering, and cost control services for the project. The proposals were evaluated and three firms were invited for interviews.

Representatives of the Building Committee and staff interviewed the three selected consulting firms, and reached consensus in recommending the appointment of Bing Thom Architects. Although all three firms interviewed were of an extremely high caliber, the committee felt that Bing Thom Architects demonstrated the best combination of achievement in:

- experience in designing a variety of building types;
- clarity and completeness in addressing the questions asked in the request for proposals; and
- presentation of their project team as appropriate for the project and for Sunset Community Centre.

The consultant contract will be performed in two phases. Phase One, the Pre-Design Study, and done for a lump sum fee of \$102,000, will include:

- review of the existing Sunset Community Centre Needs Evaluation;
- confirmation of a design program;
- development of a preferred schematic design concept and presentation to a community open house;
- confirmation of the budget;
- preliminary consultations with the Planning and Permits and Licenses Departments at the City; and
- production of a report encompassing the five previous items.

Phase Two will include full architectural services from design development through to the completion of construction and building occupancy.

The fee for Phase Two will be based on the scope of work and construction budget developed in Phase One, and approved by the Board, using the fee percentage submitted by the consultant in their fee proposal.

The total funding identified at this time is \$7,000,000. However, it is accepted that, due to construction cost escalation in the past eighteen months, and possibly in the months to come, the funds available will be insufficient to build a 30,000 square foot community centre. Staff estimate that, were that size building to be bid today, the construction cost alone, would be in the order of \$ 7,000,000.

The Director of Planning and Operations is working with the City's Capital Plan Review Committee to develop a cost escalation strategy that will recommend additional funds for this and other projects. A separate report on this matter will be brought to the Board and Council shortly.

Based on the percentage fee submitted of 9.9% of the construction cost of the work, the fee for Phase Two work, excluding LEED fees (which are dealt with separately) would be \$693,000. The fee for Phase One, the Pre-Design Study, is a fixed sum of \$102,000. There is an additional fee for administering LEED for the project of \$60,000, which will have to be added to the fees for Phase Two. Furthermore, the consultant estimates that a disbursement allowance of \$50,000 is required. The total of the proposed fees are within the median range of those quoted by the five other firms who submitted proposals.

Staff recommend that the Board approve the fee required to carry out Phase One of the consultant's work, along with the cost of any required disbursements. Phase One will commence immediately upon appointment of the consultant. Once the Pre-Design report is completed, staff will report back to the Board the estimated cost of the project as proposed, and the proposed fee for Phase Two of the consultant's services.

SUMMARY

The firm of Bing Thom Architects has assembled a team of professionals, and is qualified to provide full architectural services for this project. The architect's appointment is recommended by a committee representing Association members, District staff, Planning and Operations staff and Centre staff. The proposed fee and allowance for disbursements are reasonable for the nature of project and size of budget.

Prepared by:

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