



CITY OF VANCOUVER

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ADMINISTRATIVE REPORT

Report Date: April 1, 2008
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RTS No.: 07048
VanRIMS No.: 03-1200-30
Meeting Date: April 15, 2008

TO: Vancouver City Council

FROM: The Director of Facilities Design and Management in consultation with the Program Director of Access Vancouver.

SUBJECT: Award of Construction Contract for the Renovation of Level 2 at 1800 Spyglass Place for the 311 Contact Centre.

RECOMMENDATION

- A. THAT, subject to the conditions set out in Recommendations B, C, and D, CDC Construction Ltd. be awarded the contract for the renovation of Level 2 at 1800 Spyglass Place for the 311 Contact Centre for a contract value of \$647,979.00 plus GST . Source of funds: the previously approved 311 Contact Centre Building & Tenant Improvements Budget.
- B. THAT the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement Recommendation A.
- C. THAT all such legal documents be on terms and conditions satisfactory to the General Manager of Corporate Services and the Director of Legal Services; and
- D. THAT no legal rights or obligations will be created or arise by Council's adoption of Recommendation A, B, and C above unless and until such legal documents are executed and delivered by the Director of Legal Services.

GENERAL MANAGER'S COMMENTS

The General Manager of Corporate Services and the Program Director of Access Vancouver RECOMMEND approval of A, B, C, and D.

COUNCIL POLICY

Council approval is required for the award of any construction contract with a value over \$300,000.

Contracts are to be awarded on the basis of best value for the City.

PURPOSE

The Director of Facilities Design and Management and the Director of Access Vancouver are requesting approval for the award of a construction contract for the renovation of level 2 of 1800 Spyglass Place to accommodate the 311 Contact Centre, as set out in this report.

BACKGROUND

Per Council's approval of the Administrative Report to Standing Committee on City Services and Budgets on the Implementation of 311 Service in Vancouver on November 30, 2006 (RTS#6357), the City of Vancouver is planning the implementation of a 311 Contact Centre (the "311 Contact Centre") for citizen service. "311" is a single-point-of-access phone number for non-emergency municipal government services. Current plans are for the contact centre to be operational for soft-launch in January of 2009.

In February 2007 Facilities Design and Management, in consultation with Access Vancouver, hired the architectural firm Endall Elliot & Associates to complete an architectural programme for the 311 Contact Centre as well as a feasibility study to assess the viability of the second floor of 1800 Spyglass Place as a contact centre. Results of the study concluded that this location is suitable for this purpose.

1800 Spyglass Place is a city-owned facility and is available for renovation within the time frame required to ensure the 311 Contact Centre can become fully operational on schedule. In light of the availability and the results of the feasibility study, the Access Vancouver Steering Committee have recommended the choice of level two of 1800 Spyglass Place as the location for the future 311 Contact Centre for Vancouver. In May, 2008 (RTS#6767, In Camera), Council approved the lease and building improvement funding for the 311 Contact Centre to occupy level 2 at 1800 Spyglass Place.

Kasian Architecture Interior Design and Planning Ltd., along with their sub-consultant team, were retained in June, 2007 to prepare the design and subsequent tender documents for the renovation of level two at 1800 Spyglass Place for the 311 Contact Centre. The renovation project consists of demolition and architectural, mechanical and electrical reconfiguration of the existing office space to create a space best suited to the function of the 311 Contact Centre. Some upgrades to the existing washrooms will be included. No modifications to the existing building envelope are anticipated other than what may be required for any new equipment placed on and penetrating the roof or elsewhere through the building envelope. The schedule anticipates construction to begin late-April, 2008 and complete by mid-July, 2008. This will allow for furniture move-in during the last two weeks of July, and technology installation and hook-up in August, 2008. The facility is anticipated to be ready for move in by City staff in September, 2008.

DISCUSSION

From an open invitation to general contractors to submit requests for prequalification, seven contractors were prequalified to submit tenders for the Project.

Following a formal tender process, five tenders were received on March 4, 2008 and opened in public. The bids were received and analyzed by Facilities, Legal, and Access Vancouver staff. They were all found to be materially compliant. The bids are summarized as follows:

Bidder	Tender Price (exclusive of GST)
CDC Construction Ltd.	\$647,979.00
Turn-key Construction Inc.	\$662,800.00
Parkwood Construction Ltd.	\$668,339.00
Novacom Construction Ltd.	\$669,815.00
Reotech Construction Ltd.	\$698,065.00

FINANCIAL IMPLICATIONS

Source of fund for the renovation contract with CDC Construction Ltd (\$647,979 plus GST) will be the previously approved 311 Contact Centre Building & Tenant Improvements Budget.

ENVIRONMENTAL IMPLICATIONS

While the scope of this project is below the threshold for requiring a LEED™ designation, sustainable construction practices will be applied to this project where practical.

CONCLUSION

Following an open call for prequalification and a public tender process, five compliant bids were received and following analysis, the Director of Facilities Design and Management and Director of Access Vancouver recommend that the City enter into a contract with CDC Construction Ltd., the best value, compliant bidder, for the renovation of Level 2 at 1800 Spyglass Place for the 311 Contact Centre at a contract value of \$647,979.00 plus GST.

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