



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: May 29, 2007  
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TO: Vancouver City Council

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

SUBJECT: Award of Consulting 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, Kasian Architecture Interior Design and Planning Ltd. be awarded the contract as architects and interior designers for the renovation of Level 2 at 1800 Spyglass Place for the 311 Contact Centre for a maximum contract value of \$151,200.00 plus GST. Source of funds to be the 311 Contact Centre Capital 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

Consulting Services above \$30,000 in value are awarded by Council. Contracts are to be awarded on the basis of best value for the City.

## PURPOSE

The purpose of this report is to recommend the award of the contract for consulting services associated with 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, 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 in the spring 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.

## DISCUSSION

### PROPOSALS

The City issued a Request for Proposals - "Architectural Services for the Renovation & Furnishing of 1800 Spyglass Place for the 311 Contact Centre" (the "RFP") on April 18, 2007. The RFP was posted on the City's website and an advertisement was placed in the Journal of Commerce. Five proposals were received from architectural firms in response to the RFP. Following a review of all proposals by the 311 Facility Committee (consisting of representatives from Facilities Design and Management and the Access Vancouver Program), two firms were short-listed and interviews conducted. It was determined that Kasian Architecture Interior Design and Planning Ltd. best met the requirements necessary for the design of the 311 Contact Centre. The architect proposed a fee based on the recommended tariff of fees by the AIBC for the scope and complexity of work being considered.

Firms were asked to submit proposals complete with their proposed consultant team. Kasian Architecture Interior Design and Planning Ltd. proposed the following sub-consultants, found to be to the satisfaction of the Facility Committee, as part of their team: Cobalt Engineering (electrical and mechanical engineers) and Weiler Smith Bowers Consulting Structural Engineers (to be available on an hourly as-needed basis only).

Thus it is recommended that Kasian Architecture Interior Design and Planning Ltd. be awarded the contract for consulting services for the renovation of Level 2 at 1800 Spyglass Place for the 311 Contact Centre.

## **FINANCIAL IMPLICATIONS**

The maximum value of the consulting contract is \$151,200.00 plus GST. The contract value includes the fees for the architect as well as the mechanical and electrical sub-consultants. It is in accordance with the Architectural Institute of British Columbia (AIBC) fee scale as well as that of the Association of Professional Engineers of British Columbia. Source of funds will be the 311 Contact Centre Capital Budget.

Full construction cost estimates for the facility will be reported back in Spring 2008.

## **ENVIRONMENTAL IMPLICATIONS**

While the scope of this project is below the threshold for requiring a LEED™ designation, Kasian Architecture Interior Design and Planning Ltd. have experience in sustainable construction practices and will apply their knowledge of such practices to this project where practical.

## **CONCLUSION**

Assessed and selected through a competitive process, Facilities Design and Management and Access Vancouver recommend the award of a consulting contract for schematic and design development, preparation of tender documents, and construction administration services for the renovation and furnishing of Level 2 at 1800 Spyglass Place for the new 311 Contact Centre to Kasian Architecture Interior Design and Planning Ltd.

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