



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: June 13, 2008
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Meeting Date: June 24, 2008

TO: Vancouver City Council

FROM: The Director of Facilities Design and Management in consultation with the General Manager of Community Services Group.

SUBJECT: Award of Interior Design Consultant Contract for the Office Renovations of Suite 300-575 West 8th Avenue

RECOMMENDATION

- A. THAT, subject to the conditions set out in Recommendations B, C, and D, PD Group Interior Design Ltd be awarded the contract as Interior Designers for the office renovations at Suite 300-575, West 8th Ave for Social Development and Cultural Services for a maximum contract value of \$64,800.00 plus GST. Source of funds to be provided by the Landlord's "Tenant Improvement Allowance".
- 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 Business Planning and Services and the Director of Legal Services.
- 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 Business Planning and Services and the General Manager of Community Services RECOMMEND approval of the foregoing recommendations.

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 Interior Design Consultant Contract for the office renovations of 13,313 square feet of office space in Suite 300-575 West 8th Avenue, leased by the City of Vancouver to meet the City's immediate and short term space needs.

BACKGROUND

Per Council's approval of the Administrative Report to Standing Committee on the "Lease of office space for Community Services Group, 3rd Floor, 575 West 8th Avenue" on April 9, 2008, Real Estate Services proactively sought leasing opportunities in close proximity to City Hall in order to meet the City's immediate and short term space needs. To that effect, 13,313 gross square feet of office space was leased on the 3rd Floor at 575 West 8th Avenue (Echelon Centre) and is currently available for renovation/tenant improvement. It is proposed that Community Services newly formed Social Development and Cultural Services will occupy these offices once complete, in Fall, 2008. The renovated offices will house approximately 80 staff.

DISCUSSION

PROPOSALS

On May 26, 2008, The City issued a Request for Proposals - "Interior Design Services for the Renovation & Furnishing of The Social Development Department for the City of Vancouver" (the "RFP"). The RFP was posted on the City's website and an advertisement was placed in the Journal of Commerce. In total, five proposals were received from Architectural and Interior Design firms. A review by Facilities Design and Management Department determined that PD Group Interior Design Ltd. presented the best value and met the necessary project requirements. As part of their contract, PD Group Interior Design Ltd. proposed the following Sub-Consultants: Flow Consulting (Electrical and Mechanical Engineers).

Thus, it is recommended that PD Group Interior Design Ltd. be awarded the Interior Design Consultant Contract, which includes Mechanical and Electrical Sub-Consultants, programming, space planning, schematic design, design development, tender documents and construction administration for the office renovations and furnishing at Suite 300-575 West 8th Avenue.

FINANCIAL IMPLICATIONS

The value of the consultant contract is \$64,800.00 plus GST. The contract value includes the fees for the Interior Designer as well as the Mechanical and Electrical Sub-Consultants. Source of funds to be provided by the Landlord's "Tenant Improvement Allowance". The Tenant Improvement Allowance is \$532,520.00 (based on 13,313 sq/ft x \$40.00/sq/ft).

ENVIRONMENTAL IMPLICATIONS

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

CONCLUSION

Selected through a competitive process, Facilities Design and Management recommends the award of the Interior Design Consultant Contract for the Office Renovations and Furnishing of the new Social Development Department, located at Suite 300 575 West 8th Avenue to PD Group Interior Design Ltd.

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