

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

25 February 2019 / 25 février 2019

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

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**SUBJECT: CONSTRUCTION / FIT-UP CONTRACT AWARD FOR ELGIN A -
PHASE 1 AND DELEGATED AUTHORITY FOR ELGIN A – PHASE 2**

**OBJET: OCTROI DU CONTRAT LIÉ AUX TRAVAUX DE CONSTRUCTION ET
D'AMÉNAGEMENT POUR LA PHASE 1 – ELGIN A ET DÉLÉGATION
DE POUVOIRS POUR LA PHASE 2 – ELGIN A**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve:

- 1. The award of a construction contract in the amount of \$1,054,348.90 (including construction contingency; net of HST) to PCS General Contractors for the fit-up of approximately 9,700 square feet of operational support space at 474 Elgin Street, Level 0.**
- 2. The delegation of authority to the Chief of Police to award contracts and execute payments for all remaining project related activities required to deliver the Elgin A - Phase 2 project for an amount not to exceed \$3.2 million.**

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa approuve :

- 1. L'octroi du contrat de construction d'un montant de 1 054 348,90 \$ (y compris les sommes pour les imprévus; TVH en sus) à PCS General**

Contractors pour l'aménagement d'un espace de soutien opérationnel d'environ 9 700 pieds carrés au niveau 0 du 474, rue Elgin;

- 2. La délégation du pouvoir, au chef de police, d'octroyer les contrats et d'effectuer les paiements relatifs à toutes les activités restantes liées au projet et requises pour la réalisation de la Phase 2 – Elgin A, jusqu'à concurrence de 3,2 \$ millions de dollars.**

BACKGROUND

In June 2017, the Facilities Strategic Plan (FSP) – Update #1 (2017-2033) was approved by the Police Services Board. Elgin A was among the projects approved with a goal to co-locate Criminal Investigations Directorate (CID) units at 474 Elgin Street. Additionally, the project supports the de-population of Leitrim and Greenbank facilities allowing for their eventual return to the City. The estimated budget approved in 2017 for the project was \$2M.

Since then significant modifications have been made to the plan for Elgin to address the changes to service delivery resulting from the Service Initiative (SI). They include changes to support the new Frontline Directorate (FLD) and enhancements to CID's Victim Services Unit, including a Victim Service Centre to better serve the community.

In recognition of the increased scope of the work required at Elgin, the Elgin A project budget was increased by \$2.3M as part of the approved 2018 budget, bringing it to a total budget of \$4,367,000.

This report sets out the approach to the construction and fit-up work, recommends the award of a contract for the construction of Elgin A Phase 1, and requests delegated authority for the Chief to award the necessary contracts to complete Elgin A Phase 2.

DISCUSSION

Project Scope and Phasing

The Elgin A project incorporates new space standards, along with new ways of working, to increase the efficient use of space and to increase population density. This approach aligns to the recommendations of the Workplace Innovation Project (WIP) which identified solutions to achieve the required 25% savings built into the FSP. This new approach will enable staff to accommodate operational needs at Elgin Station. The experience at Elgin with these new standards and densities will also help to inform the planning and design of the South Facility.

The project will occur in two phases. The revised project scope and complexity, limited availability of swing space within the building and the need to minimize disruption to

police operations, makes it necessary to deliver the project using a phased construction approach:

- Phase 1: Level 0 renovations to support FLD operations. (Completion August 2019)
- Phase 2: Levels 1 and 2 renovations will realign the CID functions and provide a new centralized Victim Service Centre. Initiated shortly after the completion of Phase 1. (Estimated completion Q2, 2021)

Selection of Contractors for Phase 1 and Phase 2

OPS retained consultants to prepare drawings, specifications and tender documents to support the procurement process for a contractor for Phase 1 which was undertaken with the City Supply Management Branch. Bidders were invited from the prequalified General Contractors list created by Supply Management in March 2016 where 14 General Contractors qualified to bid on construction projects valued between \$15K and \$2M for a period of three (3) years, plus two additional one year terms.

On December 17, 2018 all 14 contractors were invited to respond to the **Elgin A - Phase 1 Fit-Up** Request for Tender. Six (6) general contractors submitted proposals. The tender closed on January 24, 2019 and PCS General Contractors was deemed the successful bidder in the procurement process.

Phase 2 will follow the same planning, contracting and implementation approach as outlined in this report for Phase 1. Construction of Phase 2 will be aligned to commence shortly after the completion of Phase 1 construction.

Request for Delegated Authority

Staff are requesting delegated authority of \$3.2M for Phase 2 of the project to ensure it proceeds in a timely manner and isn't dependent on the Board's monthly approval cycle. Delegated authority will support efficient project implementation within occupied space that operates 24 hours per day, 7 days per week, 365 days per year.

The funds are required for the Tenant Fit-Up portion of Phase 1, as well as Phase 2 consulting and professional fees, construction, furniture, fixtures and equipment (FF&E) to align with interim corporate standards and the recommendations within the Workplace Innovation Project (WIP).

All contracting under the authority will be done in accordance with the OPS Finance and Accountability Manual and in conjunction with the City Supply Management Branch. Staff will report on a quarterly basis – in the Quarterly Financial Status Report – on the use of the authority.

CONSULTATION

Project specific consultation was undertaken with representatives from the OPS operational units directly impacted by the project, including Superintendents from CID and FLD. Consultations will continue throughout the project to ensure units remain operational throughout construction.

Public consultation is not required.

FINANCIAL IMPLICATIONS

A funding envelope of \$4.367M is available within Capital Account #907491 identified for the Elgin A project assigned as follows:

Total Approved Budget:	\$ 4,367,000.00
Expenditures to Date:	\$ 108,071.24
Construction Contract	\$ 1,054,348.90*
<u>Delegated Authority</u>	<u>\$ 3,200,000.00</u>
Remaining Budget:	\$ 4,579.86

* Net of HST

CONCLUSION

The Elgin A project is an important part of the Facility Strategic Plan. It will provide improved work spaces for Frontline Operations and allow co-location of Criminal Investigation units to promote operational effectiveness. The community and victims of crime will be better served by a centralized Victim Service Centre located at 474 Elgin Street. The space standards being used will also serve as a guide for the planning of the South Facility. It will enable some functions at Leitrim and Greenbank to be moved to Elgin, beginning the eventual process of handing over those facilities to the City.

Using delegated authority is an effective way to carry out Phase 2 of the project. The Board's monthly approval process does not lend itself to the agile process that is needed to manage a renovation project in space that is used 24 hours per day, 365 days per year. Staff will report on a quarterly basis on the use of this authority.