



*Owen Sound*

**AGENDA**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE**  
**Tuesday, April 20, 2010**  
**10:00 a.m. – 12:30 p.m. Basement Boardroom, City Hall**

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- 1 CALL TO ORDER**
- 2 ADDITIONAL ITEMS**
- 3 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 4 CONFIRMATION OF MINUTES**
  - a) March 23, 2010
  - b) April 6, 2010
- 5 BUSINESS ARISING – Jim M**
  - a) Action Item Review (attached)
    - i) Sun Shade Costing (attached)
    - ii) Green Roof Costing (attached)
    - iii) Costing for Deletion of Service Tunnels (attached)
  - b) Correspondence from Ed Zantinge, Sound Light Video Solutions Inc. (attached)
- 6 MANAGEMENT UPDATE – Jim H, Gayle, Brad**
  - a) Communication Strategies
  - b) Report: March 31, 2010, Strategy
  - c) Funding Review and Update
- 7 ARCHITECT UPDATE – Phil/Duff**
  - a) Micro-Planning Meeting #7 – LEEDS
- 8 CONSTRUCTION UPDATE – Joseph/Brad**
  - a) Tender Update
  - b) Site Update
- 9 FUNDRAISING COMMITTEE UPDATE - Michael**
- 10 MOTION TO MOVE IN-CAMERA**
- 11 OTHER BUSINESS**
- 12 ADJOURNMENT**
- 13 NEXT COMMITTEE MEETING: MAY 18, 2010**



Owen Sound

**MINUTES**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE (RRCSC)**  
**Tuesday, March 23, 2010**  
**10:00 A.M. Basement Boardroom, City Hall**

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**MEMBERS PRESENT:** Councillor Jim McManaman, Chair  
Councillor David Adair  
Mayor Ruth Lovell Stanners  
Councillor Tom Pink  
Councillor Bill Twaddle  
Evelyn Dean, Family Y President, Board of Directors  
Brian Dean, Family Y Vice President, Board of Directors

**ABSENT/REGRETS:** Councillor Ryan Thompson, Township of Georgian Bluffs  
Mayor Francis Richardson, Municipality of Meaford  
Michael Warren, Family Y Board Appointee

**GUESTS:** Joseph Acquino, Project Coordinator (teleconference)  
Al Nightingale, Family Y Facilities Manager  
Kim Williams, Family Y Centre Manager  
Mark Kazarian, Facilities Supervisor  
Duff Balmer, Project Architect  
Philip O'Sullivan, Job Captain

**STAFF PRESENT:** Jim Harrold, City Manager  
Gayle Graham, Family Y CEO  
Brad McRoberts, Manager of Special Capital Projects  
Sharon Edwards, EA - Recording Secretary

**1. CALL TO ORDER – 10:10 A.M.**

**2. ADDITIONAL ITEMS**

**Upcoming OMAFRA Site Visit of Project**

**Family 'Y' Additional Commitment**

**St. Mary's and Agriculture Society – Victoria Park**

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF FOR MATTERS LISTED ON THE AGENDA.**

There were no disclosures of pecuniary interest.

**4. CONFIRMATION OF MINUTES**

a) Minutes of Meeting –February 1, 2010 & February 19, 2010

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Moved by David Adair

**"THAT the Regional Recreation Centre Steering Committee approve the minutes of the meetings held on February 1, 2010, & February 19, 2010, as presented"**

Carried unanimously.

## **5. BUSINESS ARISING – Jim M**

- a) Action Item Review
  - i) The Family Y Board has approved an additional \$350,000 towards the project. Gayle stated that an official letter will be forthcoming to Committee.
  - ii) Evelyn noted that the strategy for Meaford media has been rolled into the overall fundraising communication campaign.
  - iii) Joseph stated that the costing for the sunshade awning over the pool has been forwarded to Phil.
  - iv) Evelyn stated that she received a package from a resident on solar packages. She will forward it to Brad for review.
  - v) Green roof is a fairly substantial cost implication. Duff stated that it is an item that his team would have to know whether we are proceeding as soon as possible. Jim M. requested that the Architect Team provide a costing.
- b) Correspondence – Canteen for Recreation Centre  
After general discussion it was determined that neither the City nor the Family Y has any interest in running a canteen in the new facility. Duff suggested that we have 2-3 key Kiosk locations (water and electrical hook-ups) in the building to accommodate the need to have independent canteen requirements during special events.
- c) Traffic Study Update – Jim M  
Jim gave a general review of the meeting. Committee was asked to forward any further comments to the Operations Committee for consideration.
- d) Cash Flow Forecast – Joseph/Brad  
Brad reported that \$18-20M will be spent by March 2011. Further discussion will occur under item 10 on the agenda.

## **6. MOTION TO MOVE IN-CAMERA**

Moved by Mayor Lovell Stanners

**"THAT the Regional Recreation Centre Steering Committee move In Camera to deal with a litigation or potential litigation including matters before administrative tribunals, affecting the municipality or a local board."**

Carried unanimously.

## **7. COUNCIL APPROVAL OF EARTHWORKS TENDER T10-01 - Jim H**

Brian suggested that we have a group Committee photo taken at the site in the near future. Brad suggested that we wait until the pad is more established and has taken more shape. This will help to assure stability.

Brad has been taking photos of the site on a daily basis and these will be organized, logged and placed onto a shared drive. A webcam is in the process of being mounted (by the City) at the construction site.

Brad gave an update of the earthworks currently underway. He reported that we are removing 1.5m of earthworks not 4.5m as originally stated. Next week 10<sup>th</sup> St. will have to be closed for a portion of the day to allow for the cut across the road. Notices will be placed in the newspaper.

Moved by David Adair

**"THAT the Regional Recreation Centre Steering Committee receive the report from the City Manger and Manager of Special Capital Projects entitled Regional Recreation Centre – Tender T10-01 Owen Sound Regional Recreation Centre External Sanitary Sewer, Watermain Relocation, and Preliminary Earthworks as presented".**

Carried unanimously.

#### **8. GEOTECHNICAL INVESTIGATION REPORT – Brad**

Moved by Tom Pink

**"THAT the Regional Recreation Centre Steering Committee accept he report entitled "Geotechnical Investigation – Community Recreation Centre – 10<sup>th</sup> Street East Owen Sound, Ontario as presented by the Manager of Special Capital Projects".**

Carried unanimously.

#### **9. SITE DEVELOPMENT – Phil/Duff**

a) Updated Site Drawings

Duff reviewed the updated site drawings with Committee. He also reviewed the changes that were requested during the meeting of March 12, 2010, with the Y members and Brad McRoberts. The major changes requested are as follows:

- The elevator be increased in size to accommodate larger pieces of equipment such as a treadmill. This will require that the elevator be upgraded to a 4500lb from a 2500lb and also be relocated to the other side of the basement.
- Public washrooms reconfigured.
- Leisure pool changed to provide a curved sitting area at the hydrotherapy bench and a water feature added at the deeper end; slide will be changed to a smaller version and relocated. The diving board on the lap pool will be eliminated. The depth of the lap pool decreased from 3.2m to 3.0m.
- Sauna rooms changed to steam rooms.
- Tunnels added back into the design. Full height tunnels between the tanks and along the south side of the leisure pool and partial height along the east and south end of the pool. Joseph will provide costing on this proposed revision.
- Space doors along the length of gym storage area which could provide a future

location for a climbing wall.

Duff noted that there were also some smaller changes recommended by the Y that have been incorporated into the new drawings.

The Y requested that the doorway on the family change rooms be relocated to eliminate view into the change rooms.

David requested that the updated site plans go to the Accessibility Committee for consideration and review prior to them being finalized. The next Accessibility Committee meeting is March 29, 2010.

Jim H. emphasized the point that the budget has been finalized and there will not be any cost increases due to the recommended/requested changes to the plans.

Jim M stated that once the management committee has reviewed and agreed on the final changes, the plan will need to go to Council as a deputation for approval.

David left the meeting at 11:58 a.m.

b) Proposed Rendering with Y Logo - Duff

There was a previous request to have five sets of poster boards created that would display schematics of the building. The boards will be strategically placed around the City (Bayshore, Family Y, Coliseum, City Hall, Fundraising Committee). Once received, an electronic copy of the schematics will also be uploaded to the RRC website.

c) Updated Project Meeting/Milestone Calendar

Moved by Tom Pink

**"THAT the Regional Recreation Centre Steering Committee receive the Project Meeting/Milestone Calendar as amended".**

Carried unanimously.

d) Update on Micro-Planning Meeting #6 – Site Design and Materials

Moved by Tom Pink

**"THAT the Regional Recreation Centre Steering Committee receive the Micro Planning Minutes – Site Design and Materials as presented".**

Carried unanimously.

e) Update on Micro-Planning Meeting #7 – LEEDS - deferred

**10. MARCH 31, 2011, DEADLINE STRATEGY – Jim M**

a) Report to Council – Tender T10-01 External Sanitary Sewer, Watermain Relocation, and Preliminary Earthworks

b) Letter to Larry Miller, MP

Jim M. spoke about developing a strategy to keep dignitaries and ministries updated.

Brad will work with Joseph and the Architect Team and do an analysis of ways to increase the work on the job site (2 shifts or 24 hr. shifts). They will review each individual trade package and look at what affect having an extra shift would make on the overall schedule and whether there will be cost savings.

Jim H. reported that once the equipment plan is in place it will be closely reviewed and any equipment that can be pre-ordered will be ordered ahead of time. The analysis of equipment and trade packages will be on-going throughout the project.

Jim M. requested that the Manger of Special Capital Projects report back to Committee on April 20, 2010, on the strategy that will be used on equipment and the schedule. Ruth stated that Council and the RRCSC will meet whenever necessary to help this project continue to move forward. Ruth requested an explanation be included in the report of why we are where we are today.

Jim H. has been communicating with key Ministry staff to keep them up to date on our project. Jim H. will report back to Committee on our political process.

Tom left the meeting at 12:29 p.m.

#### **11. ARCHITECT PROJECT SCHEDULE – Phil/Brad**

The Architect Project schedule was reviewed.

#### **12. CONSTRUCTION SCHEDULE – Joseph/Brad**

The Construction Project schedule was reviewed.

#### **13. FUNDRAISING COMMITTEE UPDATE - Gayle**

Gayle reported that more information will be brought forward to Committee regarding the golf fundraiser in June.

Bill stated that a consistent positive message should go forward from the RRSC members and Fundraising Committee to the public that states that this is currently the 'quiet campaign' which is very active, and in its early stages. It is very similar to MRI campaign where major donors are being put in place before there are any big announcements.

Evelyn stated that the Fundraising Committee will be making second presentations to municipalities in the future. The plan is to use a different approach each time they go to see them. They will include such topics such as wellness in the communities and how to connect local programming to regional programming. They will also be presenting to both Bruce and Grey County Councils.

#### **14. OTHER BUSINESS**

Brad is in the process of trying to get in touch with Ministry of Transportation representative regarding the Agriculture Society property.

Jim M. asked if we have had any formal discussion with St. Mary's High School regarding the site work. Brad will call the principal of the school and have a discussion regarding the field and offer them a walk thru.

Jim H. reported that OMAFRA Audit division will be here on Thursday, March 25, 2010, to review the process and project to date. There will also be a visit from Ministry project auditors on April 1, 2010.

The site sign will be planned and located on site in the near future. It will contain a picture of the rendering and the City and Y logos.

#### **15. ADJOURNMENT**

The Committee adjourned at 1:14 p.m. Next Steering Committee meeting is, April 20, 2010.



## Owen Sound

**MINUTES**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE (RRCSC)**  
**Tuesday, April 6, 2010**  
**3:45 p.m. Basement Boardroom, City Hall**

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- MEMBERS PRESENT:** Councillor Jim McManaman, Chair  
Councillor David Adair  
Mayor Ruth Lovell Stanners  
Councillor Tom Pink  
Councillor Bill Twaddle  
Evelyn Dean, Family Y President, Board of Directors (via teleconference)  
Councillor Ryan Thompson, Township of Georgian Bluffs  
Michael Warren, Family Y Board Appointee
- ABSENT/REGRETS:** Mayor Francis Richardson, Municipality of Meaford  
Brian Dean, Family Y Vice President, Board of Directors
- GUESTS:** Craig Ruppenthal, City Facilities Manager
- STAFF PRESENT:** Jim Harrold, City Manager  
Gayle Graham, Family Y CEO  
Brad McRoberts, Manager of Special Capital Projects  
Lee-Anne Kazarian, A.A. - Recording Secretary

- 1. CALL TO ORDER – 3:53 P.M.**
- 2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF FOR MATTERS LISTED ON THE AGENDA.**  
There were no disclosures of pecuniary interest.
- 3. CONFIRMATION OF MINUTES (none)**
- 4. REPORT – TENDER CALL PACKAGE 1-11312 PRE-ENGINEERED STEEL STRUCTURE – Brad McRoberts**

Brad presented and reviewed a copy of Tender Call Package 1-11312 Pre-Engineered Steel Structure Report with Committee. General discussion took place.

Moved by Michael Warren

**"THAT in consideration of a report dated April 6, 2010, from the Manager of Special Capital Projects, that the Regional Recreation Centre Steering Committee recommend that Council approve the award of Trade Package 1-11312 – Pre-Engineered Steel Structure to Clarence H. Graham Design & Construction, a Division of Scott Builders Inc. for the amount of \$1,740,811 + GST/HST; and further**

**THAT the Regional Recreation Centre Steering Committee recommend that Council issue a purchase order of \$3,876,776 + GST/HST to Aquicon Construction Ltd. For Tender Package 1, Pre-Engineered Steel Structure, General Conditions, Inspection and Testing, Pre-Construction Services and Construction Services."**

Carried unanimously.

**5. OTHER BUSINESS (none)**

**6. ADJOURNMENT**

The Committee adjourned at 4:15 p.m. Next Steering Committee meeting is, April 20, 2010.

**Action Items**  
**From March 23, 2010, Committee Meeting**

<b>Date of Action</b>	<b>ACTION ITEM</b>	<b>RESPONSIBLE</b>	<b>COMPLETED?</b>
November 30 2009	Develop a YMCA Equipment plan.	Gayle	
January 18 2010	<del>Forward costing of sunshade (over pool) to Sharon for distribution to Committee.</del>	Joseph/Phil	Completed April 8
March 23, 2010	Committee photo shot at Victoria Park once pad is established	Brad	
	Letter to Committee regarding additional Family Y funding commitment.	Gayle	
	<del>New site plans to the Accessibility Committee for final review on March 29</del>	Brad/Phil	Completed March 29
	Cost of Green Roof for Committee's consideration	Joseph	
	<del>Costing on tunnels</del>	Joseph	Completed March 29
	Forward 5 sets of presentation boards to Brad and e-copy to Sharon	Duff	
	Brad to prepare and present analysis report on strategy that will be used on equipment and the schedule to Committee for April 20	Brad	
	Jim H to prepare and present a report on the political process to Committee for April 20	Jim H	
	<del>Forward an e-copy of the LEED Sustainable Design Basis report to Sharon for distribution to Committee</del>	Duff	Completed March 25

502

Date of Action	ACTION ITEM	RESPONSIBLE	COMPLETED?
	Architect Team to forward LEEDS Micro-planning Meeting Minutes to Sharon	Phil/Duff	
	Fundraising Committee to supply more information on the fundraising golf tournament being held in June	Gayle	
	<del>Brad to contact St. Mary's principal to discuss the field and offer a walk thru</del>	Brad	Completed April 8
	Complete the planning of the site sign – order and have mounted	Brad	

5 a(i)

**Edwards, Sharon**

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**From:** McRoberts, Brad  
**Sent:** Thursday, April 08, 2010 2:33 PM  
**To:** Edwards, Sharon  
**Subject:** FW: RRCSC Follow Up Action Items

For April 20, 2010 meeting.

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**From:** Joseph Aquino [mailto:Joseph.Aquino@aquicon.com]  
**Sent:** April 8, 2010 2:32 PM  
**To:** McRoberts, Brad  
**Cc:** Phil Fenech  
**Subject:** RE: RRCSC Follow Up Action Items

Good Afternoon Brad,

The cost provided to STIP for the high south entrance overhang was in the range of \$30,000 to \$40,000. This was based on the sketch that was issued at the January 18<sup>th</sup> Steering Committee meeting.

Regards,

Joseph Aquino

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**From:** McRoberts, Brad [mailto:bmcroberts@owensound.ca]  
**Sent:** April-08-10 1:55 PM  
**To:** Joseph Aquino  
**Cc:** Edwards, Sharon; Phil Fenech  
**Subject:** RRCSC Follow Up Action Items

Joseph,

At the last RRCSC meeting you indicated that you had provided a cost for the entrance overhang along the south entrance area to Phil. I could not find a copy of the information in my files. Could you please re-forward this to myself for inclusion in the next RRCSC Agenda by no later than April 14, 2010.

Also as we discussed you were to provide me with an analysis of the cost benefit of additional shifts on work items leading up to March 2011 to see if we can accelerate the schedule with any net benefit to cash flow by March 2011. I would need this by Tuesday next week in order to draft a report to the RRCSC for the next meeting.

Thanks

*Yours Truly,*

*Brad McRoberts, P. Eng.*

**Manager of Special Capital Projects**

City Of Owen Sound  
808 2nd Ave East  
Owen Sound, ON  
N4K 2H4

Direct #: (519) 376-4440 Ext. 1201  
City Hall Fax #: (519) 371-0511  
bmcroberts@owensound.ca

4/8/2010

**Edwards, Sharon**

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**From:** McRoberts, Brad  
**Sent:** Thursday, April 08, 2010 1:49 PM  
**To:** Edwards, Sharon  
**Subject:** FW: Green Roof

FYI

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**From:** McRoberts, Brad  
**Sent:** April 8, 2010 1:48 PM  
**To:** 'Duff Balmer'  
**Cc:** 'Joseph Aquino'  
**Subject:** Green Roof

Duff,

At the last meeting with the RRCSC you had indicated that you could provide a cost for a green roof for the project. Please provide this as soon as possible for inclusion in the agenda by no later than April 14, 2010.

*Yours Truly,*

*Brad McRoberts, P. Eng.*

**Manager of Special Capital Projects**

City Of Owen Sound  
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City Hall Fax #: (519) 371-0511  
[bmcroberts@owensound.ca](mailto:bmcroberts@owensound.ca)

4/8/2010

Sa(ii)

**Edwards, Sharon**

**From:** McRoberts, Brad  
**Sent:** Monday, April 12, 2010 8:53 AM  
**To:** Edwards, Sharon  
**Subject:** FW: Green Roof

For RRCSC Agenda

**From:** Duff Balmer [mailto:dbalmer@stipartners.com]  
**Sent:** April 9, 2010 11:26 AM  
**To:** McRoberts, Brad  
**Cc:** Phil Fenech  
**Subject:** RE: Green Roof

Hi Brad:

Further to my last email, the unit cost for an 'extensive' green roof is approximately \$175-200/ sm. This would include a thin sedum mat that would be installed as a series of trays in addition to a small contingency for upgrades to the roof membrane and structure. Aquicon has suggested the cost of the green roof alone is about \$160/ sm  
 As mentioned earlier I would not recommend installing the green roof above the long span spaces such as the gym and the pool due to the negative impact on the structure at these locations. Since the green roof could not be installed on the pre-eng standing seam roof above the arena this would leave only the roof above the fitness area and main common space. This would amount to approx. 1700 sm of roof area at between \$300Kto \$340K in value.  
 Once again, given that this 'extensive' green roof system offers very little benefit in terms of storm water retention and insulation value, and no appreciable aesthetic value, since it would not be viewed from any of the spaces, I question its value to the project.

Regards,  
 Duff

**From:** McRoberts, Brad [mailto:bmcroberts@owensound.ca]  
**Sent:** Thursday, April 08, 2010 1:48 PM  
**To:** Duff Balmer  
**Cc:** Joseph Aquino  
**Subject:** Green Roof

Duff,

At the last meeting with the RRCSC you had indicated that you could provide a cost for a green roof for the project. Please provide this as soon as possible for inclusion in the agenda by no later than April 14, 2010.

*Yours Truly,*

*Brad McRoberts, P. Eng.*

**Manager of Special Capital Projects**

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 bmcroberts@owensound.ca

4/12/2010

5a(iii)

**Edwards, Sharon**

**From:** McRoberts, Brad  
**Sent:** Friday, April 09, 2010 8:00 AM  
**To:** Edwards, Sharon  
**Subject:** FW: Owen Sound Rec Centre - Differential Analysis for Service Tunnels in Basement  
**Importance:** High  
**Attachments:** 0490\_001.pdf

FYI

**From:** Joseph Aquino [mailto:Joseph.Aquino@aquicon.com]  
**Sent:** March 29, 2010 11:01 AM  
**To:** McRoberts, Brad; Phil Fenech  
**Cc:** Philip O'Sullivan; dbalmer@stipartners.com; Frank Aquino  
**Subject:** Owen Sound Rec Centre - Differential Analysis for Service Tunnels in Basement  
**Importance:** High

Good Morning Phil/Brad,

We have been asked to assess the costs involved for the removal of the service tunnels around the south and east sides of the pool tanks. At this preliminary stage, a full cost for the basement cannot be assessed until structural details are confirmed. As such, we have conducted a preliminary differential analysis based on the attached Sketch B, which incorporates the recent revised caisson requirements. Dewatering will not be included in this assessment as this requirement cannot be determined at this point in time without further information.

Working from a base of the full revised basement layout, we have the following differential costs:

1. Delete service tunnels on the south and east side of the basement; and in between pool tanks
  - Credit in the \$20,000 to \$30,000 range
2. Delete service tunnels on the south and east side of the basement, but maintain tunnel between tanks only
  - Credit in the \$10,000 to \$20,000 range

For the above credits, the following key changes are anticipated:

1. Basement foundation walls will be added at the stair/start of the half height service tunnels to close the basement area
2. Typical interior and perimeter caissons will be added in lieu of the concrete foundations, similar to the balance of the building
3. Typical perimeter grade beams will be added at the exterior and entrance/lobby side of the pool area to support the curtainwall & exterior cladding
4. The footprint for the complete removal of existing loose sand & silt, and the engineered fill pad to the subgrade of the basement, will be reduced to the pool tanks and balance of the basement to remain
5. Minimum 1.5m of sand and silt will be removed and replaced with engineered fill at the unexcavated

4/9/2010

area in preparation for an unreinforced slab on grade

6. An unreinforced slab on grade will be poured at unexcavated area and between pool tanks at the deck level

Note that the value engineering credit provided during the Class C budget was very preliminary as several structural details were not available at the time of the estimate. In addition, several changes that have evolved during the design development have impacted the credit applicable. These include the following:

- The location of the basement is founded further north, where recent soil reports indicate the average elevation of the sub-grade for loose native sand and silt to be removed at approximately 211.4m. In addition, the ground floor elevation of the building has been lowered to 214.3m. This reduced the amount of credit that can be provided for the excavation of loose native material and engineered fill pad of the building
- The layout of the basement altered to maintain a full height basement corridor along the north end of the pool tanks. This reduced the amount of credit that can be provided for raising of the shallow pool foundations as they have to step down to the full height tunnel level
- The full height tunnel that is to remain now requires excavation of the loose native sand and silt material and engineer filled to return the grades back to sub-grade. The original layout of the basement had a significant portion of this work overlapped with the excavation required for the deep end of the lap pool. This reduces the amount of credit that can be provided for deletion of the tunnels
- The original layout of the basement had a significant portion of the tunnels deleted on the interior of the building, where grade beams would not be required to support the exterior cladding
- Further development in the caisson design has increased the size of the caissons that need to be added, further reducing the credit provided
- Tie beams were introduced between caissons, further reducing the credit provided

Please note that Tender Call #2 is being issued for the Excavation and Backfill work. Direction on this scope of work needs to be clarified. I ask that the consultants please prepare an addendum format document to incorporate the final changes required for the option to be taken.

I trust that you will find the enclosed in order; however, should you have any questions or concerns, please do not hesitate to contact me.

**Regards,**

**Joseph Aquino, BAsc. Hon.**

AQUICON CONSTRUCTION CO. LTD.

WWW.AQUICON.COM

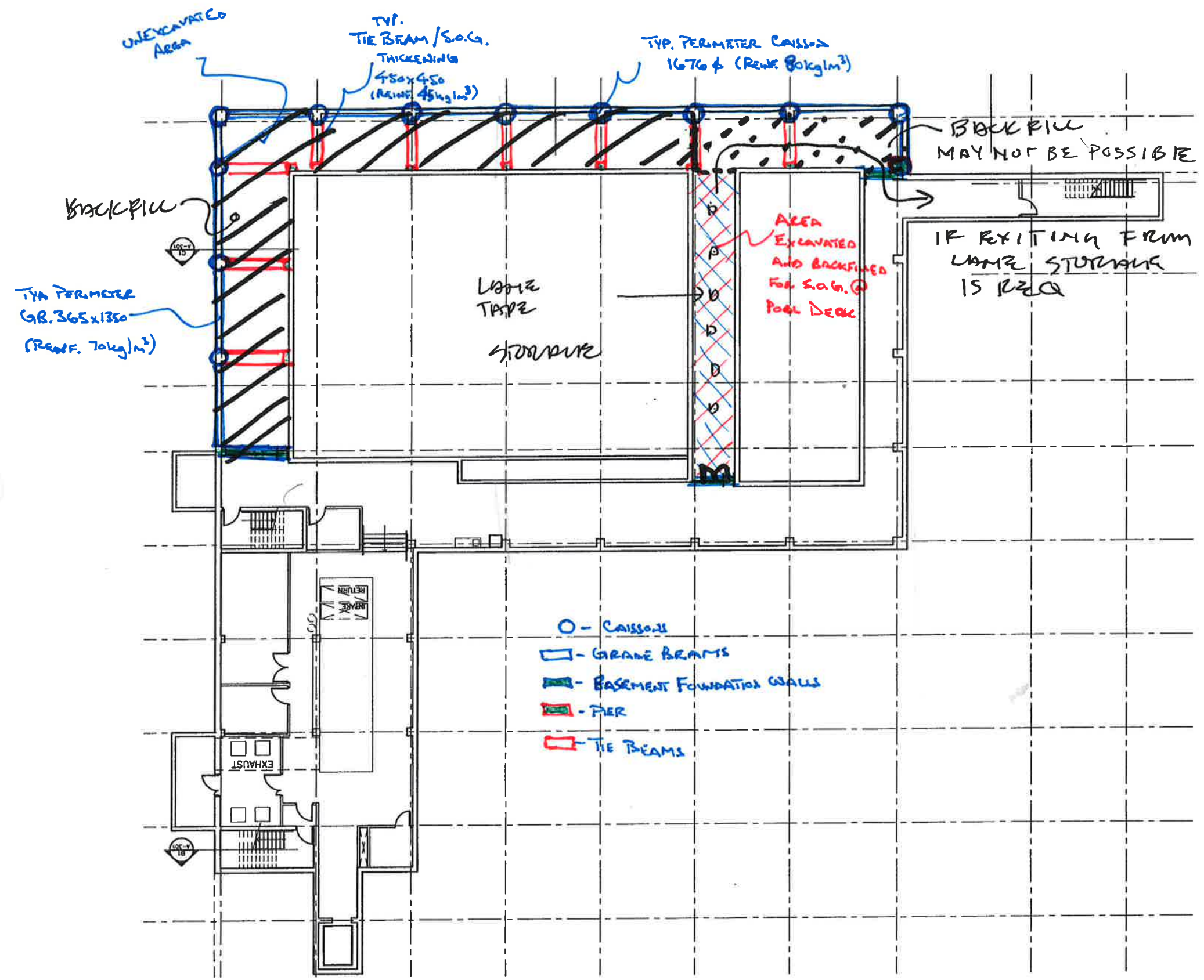
905-458-1313 (P)

905-458-6020 (F)

416-720-7553 (C)

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4/9/2010



**Edwards, Sharon**

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**From:** McRoberts, Brad  
**Sent:** Friday, April 09, 2010 9:03 AM  
**To:** Edwards, Sharon  
**Subject:** Fw: Rec Centre Audio Visual

**Importance:** High

----- Original Message -----

**From:** Joseph Aquino <Joseph.Aquino@aquicon.com>  
**To:** McRoberts, Brad  
**Sent:** Thu Apr 08 15:03:06 2010  
**Subject:** RE: Rec Centre Audio Visual

Good Afternoon Brad,

The following is in response to your enquiry below:

1. Notices have been sent out to all firms that have submitted a response to the RFP document to inform them if they have been successful or not in the prequalification. We have also recommended that any firm that is interested in contributing to the project, but has not prequalified, should contact the list of prequalified bidders for their scope of work in order to discuss possible arrangements for bidding/working on the project.
2. Division 16 encompasses all Electrical scope of work and includes items such as fire alarm, audio-visual, security, etc. (as needed). This is defined at the Electrical Trade Package. We did receive a response to the RFP advertisement from SLV, and found it necessary to note their submission in the Electrical Trade Package summary as their work forms a part of this section. However, we do not prequalify subtrades or specific manufacturers and could not comment on their prequalification. A response has been issued to SLV advising them that they did not prequalify for the trade packages indicated in the RFP advertisement.
3. The A/V services forms a part of the Electrical Trade Package. Notification has been sent to the design team informing them that SLV has expressed an interest in the project by submitting a response to the RFP. Contact information has been provided to STIP in the event that the specifications have any further requirements.

I trust the above provides clarification to your enquiry. Should you have any further questions or concerns, please do not hesitate to contact me.

Regards,

Joseph Aquino

From: McRoberts, Brad [mailto:bmcroberts@owensound.ca]  
Sent: April-08-10 2:32 PM  
To: Joseph Aquino  
Cc: McManaman, Jim  
Subject: RE: Rec Centre Audio Visual

Joseph,

I recall this discussion and believe that he applied for prequalification under the electrical contractors but is not an electrical contractor. Your note refers to SLV Solutions being part of Division 16.

Three questions:

1. Have you sent notices to the various companies that applied for prequalification to inform them if they have been successful and if not in this particular case informed them as to what their next step should be?
2. What is division 16 specifically? Will it be a separate tender?
3. Under what tender package will AV services be tendered and what group of prequalified bidders should this company be contacting?

From: McManaman, Jim  
Sent: April 8, 2010 2:23 PM  
To: McRoberts, Brad; Harrold, Jim; Edwards, Sharon; Lovell Stanners, Ruth; Graham, Gayle [ggraham@ymcaowensound.on.ca]  
Cc: anightengale@ymcaowensound.on.ca; joseph.aquino@aquicon.com; pjfenech@stipartners.com  
Subject: FW: Rec Centre Audio Visual  
Importance: High

Brad, could you please craft a response, in coordination with Joseph, and get back to Mr. Zantinge?

And...was every person who applied to be pre-qualified contacted to let them know if they were successful or not?

Thanks

Jim

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From: Ed Zantinge [mailto:ezantinge@slv-solutions.com]  
Sent: Thu 4/8/2010 11:39 AM  
To: McManaman, Jim  
Cc: 'Al Nightengale'; joseph.aquino@aquicon.com; pjfenech@stipartners.com  
Subject: Rec Centre Audio Visual

Hi Jim,

Although I went through the "due diligence" process of completing the pre-qualification package, I see that SLV Solutions is not listed on the prequalified contractors list. Is this because Audio Visual Integrators are not recognized as a trade in Owen Sound, or did we fail to make the grade? Do I have any reason to be concerned at this point?

We continue to have a strong interest in this project, and are professionally capable of providing design, implementation, & on going maintenance of all audio-visual & control systems for the new Rec Centre.

Thanks,

Ed Zantinge

Sound Light Video Solutions Inc.

ezantinge@slv-solutions.com <mailto:ezantinge@slv-solutions.com>

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From: Ruppenthal, Craig [mailto:cruppenthal@owensound.ca]  
Sent: April 8, 2010 11:23 AM  
To: Ed Zantinge  
Subject: RE: city hall contact info

Ed:

Here it is jmcmanaman@owensound.ca

Thanks

Craig R.

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From: Ed Zantinge [mailto:ezantinge@slv-solutions.com]  
Sent: April 8, 2010 11:19 AM

To: Ruppenthal, Craig  
Subject: city hall contact info

Hi Craig,

Please forward Jim McManaman's email address. I've noticed that although I submitted the pre-qualification package for the new rec centre, we are not listed on the prequalified contractors list.

Regards,

Ed Zantinge

Sound Light Video Solutions Inc.

ezantinge@slv-solutions.com <mailto:ezantinge@slv-solutions.com>

Office: 519.372.2006 ext 22

Facsimile: 519.372.1958

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**DATE:** APRIL 19, 2010  
**TO:** REGIONAL RECREATION STEERING COMMITTEE      **DEPT:** City Council  
**FROM:** JIM HARROLD/BRAD MCROBERTS    **DIV:** Special Projects    **DEPT:** City Manager  
**SUBJECT:** REGIONAL RECREATION CENTRE – FULL FUNDING STRATEGY

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**STRATEGIC INITIATIVE:** *RC 5.1: Develop an affordable and efficient multi-purpose facility to meet needs for all age groups with a reasonable operating cost. RC 6: The City should develop itself as a regional centre for recreation opportunities. RC 4: The City should provide a range of recreation opportunities for youth in the community and promote the concept of fitness for all ages.*

**BACKGROUND:** Our March 31 strategy has two components. One relates to the management of construction to get as much complete by the existing Contribution Agreement (CA) deadline of March 31 and the other relates to ongoing efforts to achieve the full \$21.743 million allocation of Build Canada Funds (BCF), notwithstanding the current deadline. This report addresses each of these items.

#### **A. Construction Schedule Acceleration Strategy**

Two options can be considered in order to accelerate the project schedule for the Regional Recreation Centre. These included the implementation of additional shifts (i.e. 16-hour or 24-hour work days) and/or 7-day work weeks.

Prior to consideration of these alternatives the following factors need to be considered:

- Is work amenable to this type of scheduling?
- What resources are available to contractors in order to undertake this activity?
- What is the additional cost (i.e. cost)?; and
- What effect will the alternative(s) have on the project schedule (i.e. benefit)?

Most of the activities scheduled before March 31, 2011, will involve exterior activities such as excavation, foundations, structural steel, roofing, siding, etc. The structure will not be fully enclosed until approximately March 2011 (as currently scheduled) as such all shift activities will require exterior work within the elements of weather. A bulk of these activities will be occurring throughout the winter of 2010/2011 and as such conditions will be challenging to workers even during daylight hours. Also daylight hours will be shorter thus resulting in longer periods of time requiring artificial lighting system. In general activities such as exterior works are not very amenable to shift work. Conversely interior activities (i.e. plumbing, electrical, finishes, etc.) can be easier to accommodate extended working hours. As such the activities leading up to March 2011 would not be amenable for shift-type work.

The resources of the contractor also need to be considered. Although one could argue that the contractor just gets more workers it still falls back to the skilled expertise that the contractor may have at their disposal to accommodate additional shifts (i.e. supervisors, managers, technical experts).

Although specific examples of cost are not possible it can generally be concluded that labour costs would increase by a minimum of 50%. Regardless of either alternative, project costs will increase, however the benefit will not be proportionate (i.e. doubling the cost will not half the construction time) as scheduling of this type does not lend itself to efficiency. Workers can be subject to several conditions which would lead to inefficiency:

- Night and morning shifts require additional temporary facilities to control climate for sensitive activities and additional lighting. Artificial lighting may not be as effective as natural lighting;
- Transition from shift to shift (i.e. workers need to relay where they left off, what was completed, what is outstanding, etc);
- Tools and equipment may not be in the same location as left when the shift last worked because they could be used by the next shift. This would require additional time to locate and reorganize tools;
- Night and morning shifts are less productive as workers normal sleeping and working habits are disrupted (Note: construction works are not normally attuned to shift work);
- Dilution of supervision will occur;
- Cost of supporting trades such as crane and equipment operators, and clean-up personnel could increase per man-hour, since second and third shifts may have fewer people than day shifts but require almost the same number of supporting trades;
- If not all trades are working on the same shifts then coordination problems will result; and
- Accident rates can increase on shifts as a result of fatigue and disruption of normal habits.

Detailed analysis by trade package is not possible at this time as the information is preliminary and currently going through a cost analysis review (Class B). Nonetheless, each tender package being issued is requesting separate pricing for additional shifts and will be evaluated at the time of bid submission and review. Both City staff and the Construction Manager will make recommendation on the use of additional shifts at that time.

Regardless it should be cautioned that any use of additional shifts will result in increase construction costs. Even if the benefit is to get more money spent before March 2011 the major risk is that the Federal/Provincial governments ultimately extend the deadline and the additional cost is now a project cost with no benefit.

## **B. March 31 Strategy**

The existing Contribution Agreement (CA) states:

*Project Completion Date (March 21, 2011). The recipient shall complete the Project by the Project Completion Date. The Government of Ontario shall not be obligated to provide Financial*

*Assistance under this Agreement for any costs incurred after the Project Completion Date. The Recipient will be responsible for any risks and obligations to complete the Project if the Recipient fails to complete the Project by the Project Completion Date. The Recipient will also be responsible for completing the Project as soon as possible after the Project Completion Date.*

Further clarification is that amount expended by that date will remain eligible and will not be clawed back if the project is not substantially complete. The City has met and corresponded with the Minister of Agriculture, Food and Rural Affairs (the designated administrator of the CA) and it has been made clear that the governments are not in a position to grant and extension at this point (see attached). On March 4, 2010, a report to Council outlined this situation and while the City concurred to proceed it is clear that all efforts must be extended to amend the current closing date for eligible funding so the City realizes the total amount pledged by the Federal and Provincial government.

There are strategies aimed at both the order of government. It is clear that the main decision makers areas rest with the Federal Minister of Transportation and Infrastructure and officials in that department; and the Provincial Minister of Energy and Infrastructure and officials in that ministry. It appears that OMAFRA is a key ally yet not the area that sets or amends policy inherent in the CA. OMAFRA officials have visited Owen Sound and are up to date and familiar with our progress and situation.

There are also other groups that are showing increasing concerns about the effect of the March 31 date. It has been raised by opposition members at the Federal Standing Committee on Transport and Infrastructure. The Opposition critic, MP Gerard Kennedy has forwarded correspondence (attached) and has provided an avenue to make the case. FCM and AMO have shown some interest in monitoring the situation and it is suspected that March 31 will become a broader advocacy matter over the coming months. Also, the Auditor General of Ontario is undertaking a value for money audit which included a visit to Owen Sound. At the present time, it is likely the Auditor's report will be table to the Legislature late this calendar year.

With this advocacy effort the message is multilayered but straightforward. The City is working diligently on the infrastructure project. We are realizing the benefits intended by this stimulus funding. Our project is very large and has been delayed by unexpected circumstances. We are moving forward good faith and at full speed. In fact, unexpected circumstances have increased the project costs so the local contribution to the project is now 43 percent. There are greater stimulus benefits. To cut off the eligibility of legitimate project expenses just because of a time period runs counter to the project. We will be substantially complete within six months of March 31. We are prepared to pledge security that if we do not complete the project, then extended funding can be clawed back. We need your commitment to see the project and its benefits to completion.

This message has been delivered to the Minister of OMAFRA (in person and in writing); to the Minister of Infrastructure and Energy (in writing); to our MP Miller (in person and in writing); to officials at the respective federal and provincial departments (in person and in writing). We are continuing providing this level one

update to our local MPP and through appropriate opposition processes and broader messaging to officials.

The expected outcome of these efforts is that we get receive our full funding commitment from the federal and provincial government. That could be relief from the CA target dates or some other vehicle. It is not expected that relief will happen soon. With 187 BCF Intake 2 projects and a total of around 1500 infrastructure projects in Ontario, an early extension of this deadline could have a deflating effect on the stimulus spending. Our advocacy will necessarily need to be consistent and durable. The following highlights subsequent stages of our messaging.

<b>Target Audience</b>	<b>Action</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>
local MP and MPP	Detailed monthly updates	4W	4W	4W	4W	4W	4W
OMAFRA, Federal and Provincial Infrastructure officials.	Detailed monthly updates	4W	4W	4W	4W	4W	4W
Detailed and direct meetings with involved Minsters (3)	Direct meetings with Ministers	Request meetings Set dates	Meet And follow up	Meet And follow up	Meet And follow up		
Contact meetings with Minsters (3)	Reinforce messaging	Request delegations	FCM	Follow up		AMO	Follow up
Opportunistic meetings with any members of cabinet.	Reinforce messaging		FCM	Follow up		AMO	Follow up
Appropriate opposition processes	Build broad support	Assess opportunities	Request meetings	Meet/attend committees	Follow up		
Federal and Provincial Officials and other staff	Reinforce messaging and follow up	Day to day contact	D2d	D2d	D2d	D2d	D2d
AMO and FCM advocacy	Build coalition and support	Contact leadership	Advocacy strategy				
Other municipalities	Advocacy support		Contingent on above				

<b>Target Audience</b>	<b>Action</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>
RRSC and Council	Fully inform – monthly updates	1W	1W	1W	1W	1W	1W

The City Manager will oversee the implementation of this part of the strategy and meetings will include the Mayor and Council as appropriate.

**RECOMMENDATION:**

**In consideration of a report dated April 19, 2010, from the City Manager and the Manager of Special Capital Projects that the Regional Recreation Centre Steering Committee agree with the Full Funding Strategy and particularly,**

**THAT Staff and the Construction Manager continue to evaluate the use of additional shifts throughout the tendering processes to accelerate the project schedule with appropriate recommendations being returned for Committee consideration.**

Jim Harrold  
City Manager

Brad McRoberts  
Manager of Special Capital Projects