

Pelham Community Centre Oversight Committee Agenda

Meeting #: PCCOC-10/2017
 Date: Tuesday, June 6, 2017
 Time: 1:00 p.m.
 Location: Town of Pelham Municipal Office - Council Chambers
 20 Pelham Town Square, Fonthill

Pages

1. Call to Order
 - Introduction of Teresa Quinlin, Treasurer
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Approval of Minutes
 - 4.1 PCCOC-09/2017 - May 9, 2017 Minutes 3
5. Unfinished Business/Business Arising from Minutes
 - 5.1 Update on Petroff Architects
 - 5.2 Review of Terms of Reference Amendments 8
 - 5.3 Final Results of Tender Package #2
6. PCC Construction Update - Ball Construction
7. Financial Update, including Report to Upper Government Levels
8. Next Phase for Tendering
9. Milestones for Reporting
 - Review of Council Presentation Highlights

10. New Business

11. Next Meeting and Adjournment



Date: Tuesday, May 9, 2017

Time: 1:00 p.m.

Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present	_____ Bob Nippell	_____ Darren Ottaway
	_____ Ian Desrosiers	_____ Cari Pupo
	_____ Bill Sheldon	_____ Gary Accursi
	_____ Bill Gibson	

Staff Present _____ **Nancy Bozzato**

Others Present **Kyle Valenta, Ball Construction**

1. Call to Order

Noting that a quorum was present, Chair Gibson called the meeting to order at 1:06 p.m.

2. Adoption of Agenda

Steel Inspections Update was added (Modifications to the Truss in the Gymnasium) at Item 6.

Moved By Bill Sheldon

Seconded By Gary Accursi

THAT the agenda for the May 9, 2017 meeting of the PCCOC be adopted as amended.

Carried

3. Disclosure of Pecuniary Interest

There were no conflicts of interest disclosed by any of the persons present.

4. Approval of Minutes

The Clerk outlined how Minutes are prepared, noting they represent a reflection of what was done as opposed to a verbatim account of what was said, recognizing that the minutes of this Committee do include some additional detail.

Moved By Darren Ottaway

Seconded By Bill Sheldon

THAT the March 28, 2017 Minutes of the PCCOC be adopted as presented.

Carried

5. Unfinished Business/Business Arising from Minutes

5.1 Insurance Certificate Review - Compliance Notices

The certificate of insurance summary was provided by the Town's insurer and all were found to be in compliance.

5.2 Update on Architect Matters - D. Ottaway

Mr. Ottaway briefed the Committee on matters relating to Petroff Architects, noting that there is an agreement in place for them to continue the work needed to prepare construction-ready drawings to completion of the project. They work in close communication with Ball Construction, however it was noted that BCL does not approve any contractual changes with Petroff. There had been an additional commitment required by the architects to revise drawings to accommodate the cost savings measures, such as wall types, etc. so the architectural component has been impacted. However, the communication lines between the architect, project manager and the Town continue to remain intact and regular meetings are attended by all parties. Mr. Ottaway will update the committee at the next meeting with regard to any new information.

5.3 Update on Terms of Reference - D. Ottaway

Mr. Ottaway advised that due to unforeseen pressing matters, the Terms of Reference have not yet been updated for this Committee. He is anticipating completion for the next meeting.

6. PCC Construction Update - Ball Construction

6.1 Review of Tender Package #2

- Despite about 16 days of rain, the project is ahead of schedule, Mr. Nippell noting that they expect to have phase 1, 3 and 4 complete by May 12th;
- With regard to Phase 2, there is little to do to complete and it is expected that this will finish up on schedule;
- The remaining phase for steel is Phase 5 and they have 5 trusses on site;
- Others are fabricated but there is nowhere to put them so BCL cannot take delivery yet, but it is expected that posts will arrive in about 1 ½ weeks;
- The steel deck is on schedule for the Phase 1 floor and roof deck and they will finish the gymnasium tomorrow;
- Phase 4 is being put in place today;
- They have sent the recommendation in for masonry and signed back with the brick everyone wanted and it is expected this will be starting ahead of schedule;
- He noted that the tender for the brick was under budget by over \$300,000 for brick and block;
- They will be starting with back up masonry during the beginning of June and are waiting for confirmation on delivery of the brick;
- This timeline provides a good chance to have the bulk done by Christmas;
- He indicated that due to the changes in the interior walls from masonry to steel stud that number went up slightly;
- The schedule will be updated, noting that the external masonry target is to be complete by Christmas and although it will be tight but potentially doable, the schedule shows early January 2018;
- They will be starting plumbing detail underground in Phase 1 in atrium and kitchen and will move into team dressing areas Phase 2 next week;
- The overall Tender Package 2 budget was reviewed and will be updated and finalized for the next meeting, given that some areas are still being reviewed;
- Some discussion relating to the slab thickness requirements ensued;
- It was noted that the drywall estimates are over, however this is partly due to the change from masonry to stud and drywall construction – i.e. more drywall was added;
- BCL will continue to carefully review the costing and provide an updated

schedule;

- It is important to show the cost savings that have been realized in a way that is understandable to viewers;
- It was noted that decisions will need to be made while considering design choices while ensuring they are economical;
- In some areas, the trades are proposing alternates to increase cost savings;
- A review of the Zinc panels is ongoing, as well as potential cost savings in alternate door types;
- Mr. Nippell outlined the various options being explored in terms of the doors and what impacts, if any, this would have on the elevations;
- It was pointed out that custom colours for doors will increase the costs, Mr. Nippell noting that the architects are willing to accept standard colours , although there is a desire to ensure that the same type of door is installed on the same elevations;
- The committee indicated an interest in receiving updated information relating to the cost implications of door types being proposed in terms of custom versus standard;
- For Tender Package 3, trades will be encouraged to propose alternatives; i.e. flooring products, etc.
- Discussion relation to the acoustic provisions in Rink A included comparisons to economics and effectiveness;
- The lighting fixtures and alignment in the Atrium was reviewed and all decisions have been made within the budget provisions;
- Greater attention will be given to lighting fixtures facing the public realm and what reliance will be placed on streetlighting for the building as well with attempts to eliminate wallpack lighting where appropriate;
- A review of the soundproofing in multi-purpose walls was done, it being generally agreed that a rating that ensures one might hear noise from the next room but could not now what is being talked about is desired and there is a hope for a better soundproofing in the multi-purpose area will be strived for;
- Mr. Ottaway reinforced the fact that skate flooring in the lobby areas is not desired – skaters can use skate guards in these areas and for larger events rubber matting could be utilized.

6.2 Steel Inspection

- Mr. Nippell advised that all matters relating to the steel inspection have been successfully resolved. The two trusses fabricated for Rink B were spliced at the bottom cord instead of one continuous and the rewinding has

now resulted in an inspection clearance;

- He indicated that they are now ready to black weld and send to a third party inspector;
- The gymnasium truss needed to be reinforced due to the partition door.

7. Financial Update, including Report to Upper Government Levels

A review of the Infrastructure reporting was undertaken. Of note, the fundraising initiatives are ahead of the targets and in excess of \$1 million has been raised thus far, with the campaign still being in the quiet phase.

8. Next Phase for Tendering

Mr. Nippell will update the Committee following co-ordination with the architects with regard to Tender Package 3.

9. Milestones for Reporting

The next report to Council will occur in June once all final Tender Package 2 results are known.

10. New Business: No new business raised.

11. Next Meeting and Adjournment

The next meeting was scheduled for Tuesday, June 6th to be held at the site trailer. Members of the Committee are asked to ensure proper personal protective equipment is worn a (safety boots; hard hats).

Moved By Darren Ottaway

Seconded By Bob Nippell

THAT the meeting of May 9, 2017 be adjourned (3:35 p.m.).

Carried

Chair Bill Gibson;

Nancy Bozzato, Clerk

Pelham Community Centre Construction Oversight Committee Terms of Reference

Mandate

The Construction Oversight Committee (COC) of the Town of Pelham has been established to provide reliable and transparent oversight on the following key issues associated with the Pelham Community Centre (PCC) construction project:

- 1) The project cost and schedule is well managed - the COC will examine issues such as whether management processes and controls are well designed and followed, contracts are being managed diligently and financial drawdowns comply with the established process.
- 2) The PCC is meeting the cost and schedule objectives – the COC will examine issues such as how schedule performance and forecast compare to the plan, how cost performance and forecast compare with the budget, how cost and schedule forecast compare with current performance and how cash flow forecasts reflect the project's funding requirements.
- 3) The cost and schedule risks are being reasonable anticipated and managed – the COC will examine issues such as whether risks are being sufficiently identified and addressed and whether Ball Construction (Ball) has established adequate contingency to address outstanding project risks.

The COC's mandate does not include participation in the management of the project. Oversight of health, safety and environment, quality, and regulatory compliance are specifically excluded from the COC's scope.

Objectives

The objectives are to provide reliable and transparent oversight on the cost and schedule performance of the PCC and to establish a direct and effective communication map between Ball, Administration and Mayor and Council. It is the role of Mayor and Council to communicate directly with the public.

Comment [DO1]: Delete the word map.

Members

The COC will consist of the following members:

- One member of Council as appointed by Mayor and Council of the Town of Pelham.
- Two members of the community as appointed by Mayor and Council.

- The Chief Administrative Officer for the Town of Pelham.

Meetings

Meetings will be chaired by one of the two members of the public appointed by Council.

The COC will meet **monthly**, as determined by the COC in co-operation with Ball Construction, and more frequently if required.

Comment [D02]: Remove the word monthly.

Meetings will be minuted by the Town of Pelham Clerk or her designate.

Information Requirements

The COC's information requirements may be summarized as follows:

Cost Information

- a) Baseline budget as developed by Ball and approved by Mayor and Council.
- b) Cost reporting showing in period and cumulative data for the following: baseline budget changes, cost to complete, final forecast cost, and variance.
- c) Contingency draw log, report of planned vs. consumed contingency.
- d) **Performance graphs showing performance, trend and/or forecast.**
- e) Contract and work package level cost reporting including: original commitments, change orders, revised commitments and invoiced and incurred to date.
 - i. **details will be provided for all material contracts**
 - ii. **summary level for all other contracts, with cost performance index, period and cumulative, is required where that information is being tracked on a contract.**
- f) Rolling cash flow – forecast and planned versus actual.
- g) Funding request log for tracking funding draws.
- h) Variance analysis and corrective action for all material cost variances.

Comment [D03]: Delete this requirement.

Comment [D04]: Delete this requirement.

Schedule Information

- a) Schedule development and control plan including schedule specification, basis of schedule and assumptions.
- b) Schedule milestone report showing baseline finish, actual/forecast start and finish, schedule performance index (where available), variance, % complete, critical and sub-critical path, with further levels of detail available as requested.
- c) Performance graph showing performance, trend and forecast where available for program as a whole and each material contract work package.
- d) Variance and analysis and corrective action for all material schedule variances.

Comment [D05]: Delete this requirement.

Comment [D06]: Replace with "report"

Other Information

- a) Standard project monthly progress report (including health and safety, environment, scope & change, cost, schedule, quality, risk and contract reports.
- b) Progress reporting of material contractors.
- c) Resource profile and graphs/histograms (planned versus actual/forecast).
- d) Project work breakdown structure.
- e) Project policies, plans and procedures.
- f) Project execution and contracting strategies.
- g) Change orders.
- h) Claims logs.
- i) Project assurance plans – internal and third party assurance.
- j) Relevant assurance reports, as issued including Quality Management Metrics.
- k) Engineering reports.
- l) Notification of award of: material contracts/value of other contracts.
- m) Issues log or other established reports for recording and managing issues.
- n) Other information as the COC may from time to time require.

Comment [D07]: Insert the word "sub"

Comment [D08]: Delete

Comment [D09]: No sure if this is required. Bill to comment.

Comment [D010]: Delete

Comment [D011]: Delete

Existing Oversight

The Town of Pelham has provided significant oversight for this project since its inception. The Provincial government has also established robust project oversight (Infrastructure Ontario oversight reporting requirements) as conditions of the loan guarantee.

Ball Construction has been retained as the project managers and is responsible for the day to day oversight of the construction of the PCC.

The Town of Pelham is responsible for determining whether the organizations network of risk management, control and governance processes is adequate and functioning as intended. The Town of Pelham's external auditor is the independent accounting firm responsible for the attest auditing of the financial statements for the project. Deloitte LLP, Chartered Accountants, is the current independent firm responsible for these activities.

Cost, Schedule Performance, Forecasts and Risk Management Oversight

The COC's role is focused on the project's cost and schedule performance therefore the COC's mandate includes:

Are the project costs, schedule and risks well managed?

- Working with Ball Construction to ensure process and controls are well designed.
- Ensuring adherence to process and controls during the construction of the project.
- Evaluating and recommending diligent contract management.
- Ensuring financial draws comply with established financial procedures.
- Evaluating schedule performance and forecasts adherence to the plan.
- Comparison of cost performance and forecasts compare to project baselines.
- Evaluating cost and schedule forecasts against current performance.
- Evaluating whether cash flow forecasts adequately reflect the projects funding requirements.

- To evaluate whether schedule risks are being reasonably anticipated and managed.
- Evaluate whether risks are being sufficiently identified and addressed.
- Evaluate whether there is adequate contingency in place to address the outstanding project risks.

Reporting Protocol

Ball will provide access to all the information requested by the COC on a regular basis. The COC will compare project cost and schedule performance to the capital budget and project schedule. The COC will align its information requirements with Balls reporting rhythm.

The COC will file a written report to Mayor and Council on a monthly basis, or as requested by Mayor and Council. Where necessary, in order to protect the Town's commercial interests as they relate to the people's investment in the project, the COC committee will report information and the results of its reviews on a summary basis.