

From: "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>
To: "Direct to Mayor and Council - DL"
CC: "City Manager's Correspondence Group - DL"
"Kassam, Nick" <Nick.Kassam@vancouver.ca>
"Impey, Patrice" <Patrice.Impey@vancouver.ca>
Date: 9/16/2020 4:32:51 PM
Subject: RE: City Hall 2nd Floor renovations

Dear Mayor and Council,

As promised, here are additional facts regarding the City Hall 2nd floor renovations:

This work was planned

- Part of maintaining our buildings and other facilities/assets in good repair
- Work was planned and already under way pre-COVID
- This particular space has not been updated for more than 30 years
- As people were out of the office due to COVID ☐opportune time to get the work done with no disruption to staff
- With the loss of the East Wing due to seismic concerns as well as the loss of the Broadway buildings for the Broadway subway, we have been shuffling staff and upgrading older, substandard offices. In doing so, we've been able to get many more staff into the new office spaces due to new design guidelines that reduce private offices.

The budget for this work was approved by Council

- The second floor renovation project budget was approved as part of the Council-approved Capital plan and annual capital budget (December 2019)
- The City Wide Construction Contract (CWCC) with Scott Special Projects was approved by Council in November 2019

In case you are asked: the threshold for Council approval is \$2 million – the individual contracts for this work were each less than that

Yes it is a time of financial restraint, but we haven't stopped City services completely

- In 2019 the City awarded contracts for goods and services totalling \$214,422,294
- In a year like this one, that spending contributes to supporting the local economy
- During COVID we've put more stringent spending restrictions in place and this project went through that process and was approved to proceed (including as part of the capital plan re-calibration work)
- We are looking at our work through the lens of which projects should move forward based on the opportunities and benefits of each project
 - o Potential for cost savings ☐in this case energy efficiency, reduced leased space costs
- Appreciate not everyone may agree with this project as a priority ☐again with the space empty, this was an opportune time to get the work done and the upgrades to the space will help us with energy savings in the future
- Wouldn't be prudent to leave the space vacant, as by consolidating staff into this space we will be able to relocate other staff and reduce leased space at other locations
- More staff are returning to work at all our locations, and even more will in the post-COVID world ☐we need to plan for the future

Furniture messages

- We buy good quality products with a long lifespan
- We re-use furniture throughout our locations ☐if it can be reused it is, if it cannot (i.e. broken) we recycle
- New chairs ☐we don't pay retail ☐last for 20 years
- The Mirra 2 chair was selected for its ergonomic features and ability to be adjusted to suit different body types /heights.

In case you are asked: Number of workstations/furniture is greater than the number of people ☐some are hoteling☐stations, some to accommodate potential future moves ☐planning for the future

For reference, here is the information we have already sent in response to his questions:

Funding/approvals:

The funding for the current renovation of one section of the second floor at City Hall falls under the City's capital budget and was approved in the 2019-2022 Capital Plan and the capital budget for 2020. The project was approved and under way prior to the COVID-19 pandemic. At the start of the pandemic, the decision was made by a Steering Committee comprised of senior leaders to continue with the project as it was a) already under way and b) the space was empty due to staff working remotely at the time, allowing the work to proceed with less disruption.

Total project budget is \$2.6M (includes demolition, abatement, construction, furniture, architectural design fees, project management fees, all associated moving costs and contingency).

Furniture costs: \$316,805 (excluding taxes, including installation) [note this cost is included in the \$2.6m project costs above

Summary of furniture order (the orders were placed between January and May 2020):

- Sit-stand configuration workstation furniture - 75
- Task chairs (Mirra 2) - 62
- Guest chairs - 41
- Meeting room/shared space furniture items - 80
- Storage cabinets - 24
- Storage towers - 95
- Monitor arms - 136
- Furniture panels - 70

The Mirra 2 chair was selected for its ergonomic features and ability to be adjusted to suit different body types/heights. A good quality desk chair typically has a lifespan of 20 years. Under the furniture contract, the City does not pay retail prices, and the supplier is committed to their pricing for the term of the contract.

Scope/purpose/project details:

The space being renovated is approx. 11,400 square feet, and represents about a third of the second floor of the building. This space is one of the few at City Hall that has not been updated, with no significant changes since the 1990s. As part of the renovation, upgrades that will create energy savings in the future include:

- New energy saving baseboard heaters
- New LED lighting throughout
- New HVAC components that replaced those which were at end of life

The renovated office space will meet the City's Flexible Workspace Guidelines and will increase the number of workstations in the space by approximately 30 per cent. The new space will be occupied by approximately 57 members of the Human Resources department, who prior to COVID were working out of several different locations/floors at City Hall and other buildings. In addition to providing a more centralized and efficient work space for these employees in the future, including allowing for continued remote work and desk sharing, this will free up work spaces at other locations. This is part of the City's ongoing efforts to reduce the overall office space footprint and costs, including the amount of space the City leases.

Some City staff have been working on site at City Hall during the pandemic and some departments will have more employees returning to their offices at City Hall and other buildings over the course of the fall [those decisions are being driven by the departments and include customer service considerations. Safety plans are in place for all locations and the number of staff physically on site is being managed to ensure physical distancing and the health and safety of our staff and the public. City Hall was closed for public entry until Sept. 14 - there is now limited capacity for some public services e.g. property tax payments and continued access for City Council meetings.

Procurement:

Both the general contractor (Scott Special Projects) and the furniture suppliers (Brooks Corning, Heritage Office Furnishings, and COI - Contemporary Office Interiors) responded to earlier RFPs, were evaluated against a set of standard criteria along with other suppliers, and are on the City's pre-approved vendor list.

Best,
Sadhu

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Pronouns: he, him, his



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.

From: Johnston, Sadhu
Sent: Wednesday, September 16, 2020 11:25 AM
To: Direct to Mayor and Council - DL <CCDTMACDL@vancouver.ca>
Cc: City Manager's Correspondence Group - DL <CMCG@vancouver.ca>
Subject: City Hall 2nd Floor renovations

Good Morning

I understand that you are hearing questions from media about our work to upgrade the second floor of CH. Before you jump into doing media on this topic, we'll provide you with the facts about this issue. With the loss of the East Wing due to seismic concerns as well as the loss of the Broadway buildings for the Broadway subway, we have been shuffling staff and upgrading older, substandard offices. In doing so, we've been able to get many more staff into the new office spaces due to new design guidelines that reduce private offices. More to come from the media team momentarily.

Thanks
Sadhu

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