

Report to: General Committee-
Community Services & Environment

Report Date: March 1, 2007

SUBJECT: Markham Village Library Schedule Update
Contract Number 188-T-05
PREPARED BY: Michael Shatil, Project Manager, Ext. 2379

RECOMMENDATION:

That the report entitled "Markham Village Library Schedule Update, Contract # 188-T-05" be received for information;

EXECUTIVE SUMMARY:

Not applicable

FINANCIAL CONSIDERATIONS:

Not applicable

PURPOSE:

This report is to update Council of the schedule at the Markham Village Library project, and provide a forecast of when the various stages leading up to and including the public opening of the library are expected to be completed. It also details the liquidated damages clause in the contract.

BACKGROUND:

On February 5, 2007 staff presented an interoffice memorandum entitled "MARKHAM VILLAGE LIBRARY- PROJECT SCHEDULE" to the General Committee. In the memorandum, staff detailed the reasons for the project not being completed on schedule, as a result of which, MPL administration will be required to vacate their current offices and relocate to temporary residence at the Seneca Campus, pending the completion of their new offices at the Garden level of the Markham Village Library (MVL) building. Staff was directed to provide a report to the General Committee on March 5, 2007, outlining an updated schedule for the Markham Village Library expansion and renovation project and detailing the penalty clauses noted within the original contract.

OPTIONS/ DISCUSSION:

Project and Schedule Status

1) Work on Site is Progressing Well

On February 16, 2007 staff met with the Contractor to review the progress to date. The review and the discussion that ensued yielded the following information:

- The Contractor has several subcontractors working in various activities throughout the building – Mechanical, electrical, Windows and finishes.
- The contractor can provide trades with continuous and progressive work throughout the building.
- There are currently no looming impediments to the continuous progress on this project.

- The quality of the work is good, and in some aspects, higher than the requirements in the contract specifications.

Staff continues to conduct regular site visits to monitor progress and adherence to the construction schedule.

2) The Contractor's Substantial Completion Date is expected on or before July 27, 2007.

The original substantial completion date for this project is December 19, 2006. The latest schedule update provided by the Contractor at the February 16, 2007 meeting depicts the substantial completion date as June 22, 2007. Given that there still may be unforeseen delays, it would be prudent to provide some delay contingency in predicting a substantial completion date. After consultations between staff and the Architect, the following dates were derived to provide this buffer:

- "Conservative Scenario" estimate July 27, 2007
- "Worst Case Scenario" August 27, 2007

3) Public Opening of the Markham Village Library will occur 3-4 Months after Substantial Completion

The purpose of forecasting a completion date is to allow Markham Public Libraries to plan and schedule the work that needs to be done after the completion of the Contractor's work, to render the building ready for a public opening. Using the "Conservative Scenario" date of July 27, 2007 as the baseline for substantial completion of the Contractor's work and, hence, occupancy by the library, MPL staff project another 3-4 months worth of work required to setup the library before opening to the public. Preparation work includes installation of self-service technology, wireless network, public and staff computers, security system, telephony, signage, shelving, furniture and amalgamation of library collections from five different streams. Various parts of the collection are currently in different storage facilities, circulating out of other library branches and housed at the temporary library location. Additional work required in preparing the collections includes labeling and digital tagging of approximately 100,000 items.

The Library Board has requested a report from MPL staff outlining the work required to prepare for public opening and would like to discuss these details with staff before staff commit to a specific timeline. Recognizing that the community is anxiously awaiting the opening of the renovated library, MPL will make every effort to expedite their processes to ensure a timely public opening date.

Staff continues to monitor the contractor's progress, and as work progresses, if there is any change to the overall completion date, Council, Library Board and staff will be informed.

Liquidated Damages

The contract stipulates that the Town is empowered to charge the contractor a cost of \$500 per calendar day for each full day beyond the specified dates that the work is not complete, and to charge all costs thereby incurred to the contractor as liquidated damages, and to deduct these costs from monies due to the contractor.

The contractor is required to submit an extension of time request. Once the request is received, reviewed and commented on by the Architect, staff will submit a report to Council detailing the various options for implementing the liquidated damages clause in the contract.

FINANCIAL TEMPLATE:

ENVIRONMENTAL CONSIDERATIONS:

ACCESSIBILITY CONSIDERATIONS:


ENGAGE 21ST CONSIDERATIONS:

BUSINESS UNITS CONSULTED AND AFFECTED:


Markham Public Libraries

RECOMMENDED

BY:



Steve Andrews
Director, Asset Management



Catherine Biss
CEO, Markham Public
Libraries



Jim Sales
Commissioner of Community
And Fire Services