

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: November 24, 2014

SUBJECT: Project Agreement Approval of Seismic Mitigation Project at
Lord Nelson Elementary

BACKGROUND:

- Project supported 2005.
- Original Project Agreement signed VBE Board February 2013.
- Project Budget included in 2013 Project Agreement = \$13,991,466 (not including risk reserves).
- Risk Reserves for this project set in 2013 = s.17
- Project Agreement was not approved by the Ministry and was delayed pending establishment of the Vancouver Project Office.

CURRENT SITUATION:

- Due to the one year delay since the above noted project budget was developed, the Ministry asked for an updated cost estimate from the project Quantity Surveyor.
- The budget has now increased to \$15,041,751 from \$13,991,466. This represents an increase of \$1,050,285 or 7.5%
- The Risk Reserves have s.17
s.17
- The maximum potential budget has increased by s.17
- The anticipated construction start date is now January or February 2016. Project completion is estimated for the summer of 2017.

OPTIONS:

Option 1

- Approve the Project Agreement based on the above budget amounts for signature by the VBE Board and Minister.

Option 2

- Approve the project as presented, but require VBE to fund any costs in excess of the original submitted budget.

Option 3

- Require the project scope to be adjusted to keep the budget within the funding request previously submitted.

RECOMMENDATION:

Option 1

**VANCOUVER PROJECT OFFICE
DECISION PAPER**

DATE: November 24, 2014

SUBJECT: Pre-tender Approval of Seismic Mitigation Project at General Gordon Elementary

BACKGROUND:

- Project supported 2005
- Project Agreement signed July 11, 2012
- Approved mitigation solution is replacement.
- Anticipated Contract Award as per Project Agreement was January 2013
- Project Budget = \$14,716,304 (not including risk reserves)
- Risk Reserves = \$1.7 million set aside for the VPO as required.

CURRENT SITUATION:

- The design of this project has progressed to the point where Ministry approval is required to proceed to tender
- The pre-tender cost estimate requires a reallocation of \$882,665 from the Risk Reserve for a revised budget of \$15,598,969.
- Items contributing to the increase funding requirements as confirmed by an independent Quantity Surveyor:
 - General cost increases in construction since the Project Agreement was signed; and
 - Change in tax structure.

OPTIONS:

Option 1

- Approve the pretender estimate and reallocation of risk reserve funding as requested.

Option 2

- Approve the scope of the project as presented, but require VBE to fund costs in excess of the original approved budget.

Option 3

- Require the project scope to be adjusted to keep the project budget with the funding previously approved.

RECOMMENDATION:

Option 1

**VANCOUVER PROJECT OFFICE
DECISION PAPER**

DATE: November 24, 2014

SUBJECT: Project Agreement Approval of Seismic Mitigation Project at Sir
Sandford Fleming Elementary

BACKGROUND:

- Project supported 2005.

CURRENT SITUATION:

-
- The budget
- The Risk Reserves
- The anticipated construction start date is now January or February 2016. Project completion is estimated for the summer of 2017.

OPTIONS:

Option 1

- Approve the Project Agreement based on the above budget amounts for signature by the VBE Board and Minister.

Option 2

- Approve the project as presented, but require VBE to fund any costs in excess of the original submitted budget.

Option 3

- Require the project scope to be adjusted to keep the budget within the funding request previously submitted.

RECOMMENDATION:

Option 1

**VANCOUVER PROJECT OFFICE
DECISION PAPER**

DATE: November 24, 2014

SUBJECT: Pre-tender Approval of Seismic Mitigation Project at
L'Ecole Bilingue Elementary

BACKGROUND:

- Project supported 2005
- Project Agreement signed January 29, 2013
- Anticipated Contract Award as per Project Agreement was February 2014
- Project Budget = \$11,988,015 (not including risk reserves)
- Risk Reserves = s.17 set aside for the VPO as required.

CURRENT SITUATION:

- The design of this project has progressed to the point where Ministry approval is required to proceed to tender.
- The pre-tender review indicates the need to reallocate \$889,931 from Risk Reserve to allow the project to proceed.
- In addition to the amount required above an additional \$200,000 is needed to assist with the establishment of the Vancouver Project Office.
- In total, a reallocation of \$1,089,931 from the Risk Reserve for a revised budget of \$13,077,946 is required for the project to proceed.
- Items contributing to the increase funding requirements as confirmed by an independent Quantity Surveyor:
 - General cost increases in construction since the Project Agreement was signed; and
 - Change in tax structure.

OPTIONS:

Option 1

- Approve the pretender estimate and reallocation of risk reserve funding as requested.

Option 2

- Approve the scope of the project as presented, but require VBE to fund any cost in excess of the original approved budget.

Option 3

- Require the project scope to be adjusted to keep the project budget with the funding previously approved.

RECOMMENDATION:

Option 1

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: November 24, 2014

SUBJECT: Lord Strathcona Elementary school – Approval to proceed to working drawings.

BACKGROUND:

- Project announced in 2005
- Project Agreement signed December 2013.
- Project Budget = \$25,631,200 (not including risk reserves).
- Risk reserves = \$1.7 million
- Given the high cost of this project, largely driven by a heritage premium for a school originally constructed in the early 1900's, government approval for this project established conditions above the regular project approval processes, including:
 - Capital funds be limited to 10% of the approved project budget for design consultant fees. Typically, school boards have access to the full approved capital budget (excluding risk reserves).
 - Technical expertise, including an independent Quantity Surveyor be appointed by the Association of Professional Engineers and Geoscientists of BC (APEGBC) to provide independent advice to EDUC at monthly meetings;
 - Monthly project review meetings with EDUC representation, including monthly progress reports providing updates on budget, scope, schedule and risks until the project is completed;
 - A Design Development Report be submitted to EDUC for review and approval which will be used in the contract documents to tender the work. The report will include a Class C quantity surveyor's estimate (comprehensive list of requirements and assumptions) with a detailed list of quantities and corresponding unit prices for all disciplines (structural, architectural, mechanical and electrical); and
 - EDUC's review and approval of the pre-tender budget is required before any tendering of construction work can occur.

CURRENT SITUATION:

- A DDR has now been submitted with a Class C quantity surveyor's report. The updated budget is \$1.29 million below the approved amount of \$25.63 million. The project is now ready to proceed to working drawings.
- Phase 1 Tender is currently anticipated in May/June 2015. Delay of this approval will put the tender dates at risk and valuable summer construction work could be lost.
- The next milestone approval for the VPO Steering Committee will be at the pre-tender phase of this project.

OPTIONS:

Option 1

- Approve the DDR report. This will enable the release of the balance of project funds to the VBE, and allow the project to proceed to working drawings.

Option 2

- Do not approve.

RECOMMENDATION:

Option 1

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: December 2, 2014

SUBJECT: Vancouver Project Office Funding

BACKGROUND:

- Six seismic projects approved over the past two years have funding included as a part of their respective Risk Reserves to fund the Vancouver Project Office, as shown below:

Project	Reserve Funds Included in Approved Project Budgets
L'ecole Bilingue Elementary	s.17
General Gordon Elementary	
Queen Mary Elementary	
Kitsilano Secondary	
Lord Strathcona Community Elementary	
Lord Nelson Elementary	
TOTAL	

CURRENT SITUATION:

- There has been a request to advance \$200,000 to establish the VPO. This includes the hiring of the interim Project Director and the recruitment of a permanent Project Director.
- The Steering Committee has asked for options to draw funds that spread the costs out over all projects, as opposed to taking the \$200,000 from one project alone.

OPTIONS:

- Option 1 - Charge each project on a prorated basis (based on the % of s.17 total).
- Option 2 – Distribute equally across all projects.

Project	OPTION 1 (Prorated Funding)	OPTION 2 (Equal Distribution)
L'ecole Bilingue Elementary	s.17	\$33,333
General Gordon Elementary		\$33,333
Queen Mary Elementary		\$33,333
Kitsilano Secondary		\$33,333
Lord Strathcona Community Elementary		\$33,333
Lord Nelson Elementary		\$33,335
TOTAL	\$200,000	\$200,000

RECOMMENDATION:

Option 1

Vancouver Project Office



KEY DELIVERABLES	START DATE	MILESTONE TARGET	ACTUAL COMPLETION	PERCENT COMPLETE	2014 Aug	Sep	Oct	Nov	Dec	2015 Jan	Feb	Mar	Apr	May	Jun	Jul
Sign MOU & TOR	31-Aug	31-Aug	31-Aug	100%												
Establish Steering Committee	31-Aug	30-Oct	30-Oct	100%												
Project Targets																
Lord Strathcona Elementary																
Hire VPO Director	30-Nov	31-Mar		35%												
Post the position	01-Nov	30-Nov	30-Nov	100%												
Shortlist applicants	05-Jan	16-Jan	16-Jan	100%												
Interview applicants	19-Jan	30-Jan		0%												
Provide offer to top candidate	06-Feb	06-Feb		0%												
Transition new Director	23-Feb	31-Mar		0%												
Facilities Plan	05-Jan	30-Jun		0%												
Brief SC on Facilities Plan schedule/challenges	05-Jan	17-Feb		0%												
Develop Swing Space Plan	17-Feb	31-Mar		0%												
SC reviews 1st draft of Swing Space Plan	10-Mar	10-Mar		0%												
SC approves Swing Space Plan	10-Mar	31-Mar		0%												
SC reviews 1st draft of Facilities Plan	31-Mar	21-Apr		0%												
SC reviews 2nd draft of Facilities Plan	21-Apr	12-May		0%												
SC Approves final Facilities Plan	12-May	23-Jun		0%												

VANCOUVER PROJECT OFFICE

Steering Committee Update

February 2015



Ministry of
Education

**VSBC Vancouver
School Board**



Vancouver Project Office

Steering Committee Update

BACKGROUND

Vancouver school district (SD 39) currently has 69 schools that have been identified by the Association of Professional Engineers and Geoscientists BC as having high seismic risk. There are over 9000 vacant seats, which means 85% of the district's capacity is being utilized.

Given the complexity and significant number of projects identified in the Vancouver school district, combined with a need to maximize the number of seismic upgrades within the available Seismic Mitigation Program (SMP) funding, it was evident there is a need and opportunity to address these projects in a more timely and cost effective manner through a specialized seismic office.

The Ministry of Education (MOE) and Vancouver Board of Education (VBE) signed a Memorandum of Understanding (MOU) in August 2014 and are working closely together to create a co-governed Vancouver Project Office (VPO) that will be staffed by professional personnel dedicated to overseeing seismic projects in the Vancouver school district. The VPO will provide the school district with access to additional, specialized resources to accelerate progress on seismic upgrades to ensure SMP funding is clearly focused on seismic upgrades and help the VBE make better use of the excess capacity in their facilities.

PROGRESS TO DATE

In August 2014, an MOU, including a terms and conditions, was signed between VBE and EDUC, which has set the foundation for VPO.

In October 2014 a Steering Committee was established, which uses a co-governed model that supports a closer working relationship and help to accelerate decision

making by providing direction and key recommendations for scope, budget, schedule, procurement, risk management and communications/consultation.

To date, the Steering Committee has met three times, and is committed to meeting regularly to get the VPO established. The Steering Committee has already established a reporting framework and provided milestone approvals on the following projects:

- Lord Strathcona Elementary's Design Development Report was approved and now the project can proceed to working drawings.
- L'école Bilingue Elementary's pretender estimate and reallocation of risk reserve funding was approved and now the project can proceed to tender.
- Lord Nelson Elementary's Project Agreement was approved for signature and now the project can proceed to design.
- General Gordon Elementary's pretender estimate and reallocation of risk reserve funding was approved and now the project can proceed to tender.

VBE has engaged with a hiring company who is actively recruiting potential candidates to fill the Director of the VPO role. Mark Pucsek from PartnershipsBC was appointed as the interim Director to ensure continued progress.

NEXT STEPS

Over the upcoming months the Steering Committee is committed to:

- Overseeing the hiring of a Director for the VPO through a competitive process.
- Providing milestone approvals for:
 - Sir Sandford Fleming Elementary
 - Sir Matthew Begbie Elementary
 - Sir Kingford-Smith Elementary
 - Sir Wilfred Grenfell Elementary
 - Dr. George Weir Elementary

- Reviewing VBE's Long Range Facilities Plan, which must be completed by June 30, 2015.
- Providing guidance to the overall structure of the VPO.
- Approving as well as monitoring the VPO's annual budget.

Dave Byng
Deputy Minister | Ministry of Education

Steve Cardwell
Superintendent | Vancouver School Board



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	GORDON ELEMENTARY - REPLACEMENT SCHOOL	Phase: Tender/Award
		Updated: Feb 19 2015
SCHOOL DESCRIPTION:	Student capacity: 40K/400 Classrooms: 18 classrooms + 2 kindergarten Age of Original Building: 1912-1922-1960 Seismic classification: H1 Heritage classification: Heritage 'B' Site area: 1.17 ha / 2.898 acres Other: 1911 two-storey plus half basement masonry school	
PROJECT DESCRIPTION:		
Description:	Replacement elementary school is a 3-storey classroom block accomodating 400+40K+18%NLC. This project was a NLC pilot project. The proposed school is a steel frame structure on slab on grade foundation, replacing a two-storey heritage 'B' structure on half basement.	
Comments:	current CM@risk ccdc5B to be converted to stip. sum CCDC2 contract with Heatherbrae, expected by end mar 2015. Reduced land area reflects 244m2 parcel given to City for Lane.	
SPIR costing:	N/A	
Swing Space:	Students at QE main / QE Annex until project completion	
Procurement:	Stipulated Sum	
Work Completed:	PDR / design / permits / demolition	
Work Planned:	tender award / new construction	
PERCENTAGE COMPLETE: factor of time & cost		
Phase:	Phase % Complete	On Track (Risk: H/M/L)
Pre-design: SPIR, PDR, PA	100%	Low
Design: DD/CD	100%	Low
Procurement: Tender/Award	50%	Medium
Construction:	5%	Medium
13%		
<i>% complete on dollar basis</i>		
SCHEDULE:		
Milestone	PA Target Date	Revised Target (R#)
SPIR to S/C		N/A
PDR/PA to S/C		N/A
Funding Approval		N/A
S/C tender approval		Oct 31 2014
Tender Award	Jan-13	Feb 25th 2015
Occupancy	Sep-15	Sep-16
Comments:		
Heatherbrae currently expects to meet Sept 2016 occupancy. BP award, tender costs are current schedule main risks. Lane agreement with City [\$ value, subdivision] are time critical issues. Anticipate resolution w City by 01/03/2015.		



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	GORDON ELEMENTARY - REPLACEMENT SCHOOL	Phase: Tender/Award		
		Updated:	Feb 19 2015	

BUDGET:	PA Budget	Committed	Spent	Estimate to complete
Original PA Budget	\$ 14,716,304.00			
Total Project Budget:	\$ 15,598,969	\$ 2,660,000	\$ 1,900,000	\$ 11,200,000
Reserves:	\$ s.17			hazmat eg oil tank
Escalation:	\$			
Maximum Cost:	\$			
Construction Budget:	\$ 13,650,000	Incl. new building, supplemental building, offsite, LEED, & demolition		

Comments:
updated to COA approval dec 2014 of drawdown of escalation and reserves. Original PA budget \$14,716,304. Remaining reserves includes procurement of \$528,000. includes PDR = 396,000\$ Extensive value engineering done to reduce costs.

RISK RESERVE:

Item:	PA Budget	Released	Risk (H,M,L)
Additional LEED Gold	\$ s.17		Medium
Additional City and Offsite	\$		
Value Added Tax Impact	\$		
Unforeseen issues w/ hazmat & existing bldg.	\$		
heritage	\$		
Procurement (5%)	\$		
escalation	\$		
Total remaining reserves	\$	\$ 882,396	

CHANGE ORDERS:

			Risk (H,M,L)
Construction Contingency 3%		\$ -	Medium
Change Orders		\$ (26,000)	
CCO's		\$ -	
Balance	\$ -	\$ (26,000)	

Comments:
Drawdown of reserves has drained contingency which is main risk. Cost control to mitigate this risk by using QS/CM in parallel value eng since june 2014. Hazmat/demo under budget and complete. Tender of remaining costs in 2 bid packs.

PROJECT RISKS: (Low / Medium / High)

Description	Budget			Schedule		
	Likelihood	Impact	Comments	Likelihood	Impact	Comments
Escalation	Low	Medium	tender will define	Low	Medium	tender within 45 days
City childcare	Low	Low	unlikely	Low	Low	not contemplated
Community	Low	Medium	dissapating	Low	Medium	active community

CITY ISSUES:
Delays in permits have delayed construction start. BP still held due to clause requiring lane widening, and letter of credit required for off-site works. Resolution expected by March 1. CP process at City to advance permitting sequence.

STAKEHOLDER CONSULTATION:
Continued PAC engagement includes three-party PAC committee with two host schools, QE Main and QE Annex. Issues around bussing, temp accomodation.

Project Manager: Jay Hiscox	Signature:
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SCHEDULE B1 - PROJECT BUDGET SUMMARY				Original PA	Variance	NOV 2014 Update
Nominal Capacity	Kindergarten	Grade 1 - 7	Grade 8 - 12	Grade Configuration	Pre-tender Estimate & Reserve Reallocation Calculation Nov 2014	
Existing						
Approved	80	475		K, 1-7		
Additional						
ALLOWABLE SITE Area (ha)						
ALLOWABLE BUILDING AREA (m2)						
Total Allowable Area				4,263.0		4,263.0
Less: Previously Existing Space						
Add: Area to be Demolished						
Area of NEW Space				4,263.0	0.0	4,263.0
Allowable Area of Renovation					0.0%	
LOCATION & ECONOMIC FACTOR						
Location Factor Date				1st QTR 2011		April 2014
Location Factor				1.819	-0.655	1.164
UNIT RATE FOR CONSTRUCTION (\$/m2)						
New				\$1,858.89	\$169.63	\$2,028.51
Renovations						
ELIGIBLE EXPENDITURES						Pre-Tender Cost Check
Site Acquisition						
Site Development				\$471,121	\$343,679	\$814,800
Construction - NEW BUILDING				\$7,924,435	\$723,112	\$8,647,547
RENOVATIONS				\$0		
Fees				\$989,002	\$169,124	\$1,158,126
Contingency - Construction				\$360,356	\$0	\$360,356
Equipment				\$121,095	\$0	\$121,095
Municipal Permits & Fees				\$160,563	\$0	\$160,563
Documented Supplementary Items: (incl. Fees & Related Costs)				\$0		
Supplementary Site				\$995,879	(\$225,829)	\$770,050
Supplementary Building				\$821,044	\$40,846	\$861,890
Offsite Costs				\$440,900	(\$290,900)	\$150,000
LEED GOLD DESIGN Includes Reserve for Certification				\$306,374	\$204,249	\$510,624
List of Other Budget Items:				\$0		
Project Management				\$126,133	\$0	\$126,133
Playground				\$50,000	(\$50,000)	Included above
Feasibility (PDR/PIR) Completion Costs				\$150,000	\$0	\$150,000
Demolition				\$1,179,400	(\$529,400)	\$650,000
Temporary Accommodation and Relocate Daycare				\$620,000	(\$180,000)	\$440,000
Escalation from 1st QTR 2011 Location Factor to Spring 2012				Included		Included in Unit Rate Update
Value Added Tax - PST/GST after April 2013 - 4.4%				Prev in Reserves	N/A	N/A
PST Included in Construction					\$434,493	\$434,493
GST Payable 1.6%					\$243,291	\$243,291
A Total Project Budget (excluding Reserve Items)				\$14,716,304	\$882,665	\$15,598,969
Total Project Budget subject to Economic Adjustment						
Reserve Items (as per Schedule C - Reserve Items)						
C LIST OF IDENTIFIED RISKS						
ADDITIONAL LEED Gold (2% of 2, 3, 4, 9,10)						
ADDITIONAL CITY OFFSITE REQUIREMENTS (25%)						
ADDITIONAL CITY HERITAGE REQUIREMENTS						
UNFORSEEN ISSUES WITH HAZARDOUS MATERIALS & DEMOL (15%)						
PROCUREMENT						
Value Added Tax Impact (No HST, PST/GST implemented 1.5%)						
Identified Risks Sub-Total						
D Estimated Economic Adjustment (from Location Factor to tender close)						
ESCALATION on DEMOLITION to effective date of demolition						
ESCALATION to effective date of construction						
Economic Adjustment Sub-total						
E Total Reserve Items [= C + D]						
F Maximum Potential Project Cost (including Reserve Items) [= A+E]						
FUNDING SOURCE						
Capital Plan (as per Capital Project Funding Agreement, sub-paragraph 3.01(a))				14,716,304	\$882,665	15,598,969
Ministry of Education Restricted Capital (as per sub-paragraph 3.04)						
Borrowing (as per paragraph 3.05)						
Local Capital Reserve (as per sub-paragraph 4.02(e))						
Annual Facility Grant (as per sub-paragraph 4.02(e))						
Other (specify) (as per sub-paragraph 4.02(e))						
Sub-total				14,716,304	\$882,665	15,598,969
Capital Plan - Identified Risks [as per sub-paragraph 3.01(b)] [= C]						
Capital Plan - Economic Adjustment [as per sub-paragraph 3.01(c)] [= D]						
Sub-total						
MAXIMUM POTENTIAL FUNDING ENVELOPE (including Reserve Items) [= F]						

Phase:		Procurement:		Risk:
SPIR		Construction Management		Low
PDR		Design Build		Medium
Project Agreement		Stipulated Sum		High
Design Development		To be determined		
Construction Docs				
Tender/Award				
Construction				



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	STRATHCONA ELEMENTARY - SEISMIC UPGRADE	Phase: Construction Docs
		Updated: February 19, 2015
SCHOOL DESCRIPTION:	Student capacity: 60 PRE K/60K/450 1-7 Classrooms: 18 general instruction + 3 PRE K + 3 kindergarten Age of Original Building: Snr Bldg (A) 1914 & 1929, Auditorium Bldg (B) 1929, Jnr Bldg (C) 1897 Seismic classification: H1 Heritage classification: Class A- Jnr Bldg, Class B- Snr Bldg & Auditorium Site area: 2.124 Ha Other: consolidation of 5 bldgs into 3, 6656 m2	
PROJECT DESCRIPTION:		
Description:	This is a seismic upgrade project with some other upgrades for accessibility and life safety. Two of the three buildings will be upgraded to post-disaster level of seismic performance. A new method of seismic upgrading known as "Base Isolation" will be carried out on the oldest building, the Jnr Bldg(C), and will be the first project in Canada to do this. The project will be conducted in two phases with all kids remaining on site in existing buildings. Building D, the primary building will be surplus space after construction is complete	
Comments:	project on schedule and under budget	
SPIR costing:	NA	
Swing Space:	all students to be accomodated on site through alterations to the Community Bldg (E) to accommodate classrooms and the Primary Bldg (D) to accommodate lunch room	
Procurement:	Construction Management	
Work Completed:	Design Development Report submitted and approved by the Ministry	
Work Planned:	Working Drawings stage with tender of Phase 1 targeted for May 2015	
PERCENTAGE COMPLETE: factor of time & cost		
Phase:	Phase % Complete	On Track (Risk: H/M/L)
Pre-design: SPIR, PDR, PA	100%	Low
Design: DD/CD	25%	Low
Procurement: Tender/Award	0%	Low
Construction:	0%	Low
Overall % Complete 30%		
SCHEDULE:		
Milestone	PA Target Date	Revised Target (R#)
SPIR to S/C	NA	
PDR/PA to S/C		Dec-12
Funding Approval		Dec-13
S/C tender approval	Sep-14	Apr-15
Tender Award	Sep-14	May-15
Occupancy	Mar-17	Sep-17
Comments:		
Risk exposure related to market response to base isolation component & qualified contractors is being managed- the isolation technique has been designed so at least two products from the US can be utilized which should return competitive pricing. Furthermore we have involved the services of two expert Structural Engineers from the US, who have completed base isolation projects, to carry out a Peer Review during the Design Development Stage (where they have confirmed the suitability & constructability of the design). They will be monitored for next phases also.		



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	STRATHCONA ELEMENTARY - SEISMIC UPGRADE	Phase: Construction Docs
		Updated: February 19, 2015

BUDGET:	PA Budget	Committed	Spent	Estimate to complete
Original Project Budget:	\$ 25,631,200	\$ 2,488,805	\$ 573,822	\$ 23,142,395
Reserves:	\$ s.17			
Escalation:	\$			
Maximum Cost:	\$			
Construction Budget:	\$ 19,251,500	Incl. new building, supplemental building, offsite, LEED, & demolition		

Comments:
 As part of the Design Development Report an updated cost estimate was prepared, project is currently \$1.29M under budget. Design team is working hard to deliver the project under budget and manage scope

RISK RESERVE:

Item:	PA Budget	Released	Risk (H,M,L)
Additional LEED Gold	\$ s.17	\$ -	Low
Additional City and Offsite	\$	\$ -	
Unforeseen issue w/ soils & site	\$	\$ -	
Unforeseen issues w/ hazmat & existing bldg.	\$	\$ -	
Temporary accommodation	\$	\$ -	
Procurement (5%)	\$	\$ -	
Escalation	\$	\$ -	
Total remaining reserves	\$	\$ -	

CHANGE ORDERS:

	PA Budget	Released	Risk (H,M,L)
Construction Contingency 3%	\$ 1,816,700	\$ -	Low
Change Orders	\$ -	\$ -	
CCO's	\$ -	\$ -	
Balance	\$ 1,816,700	\$ -	

Comments:

PROJECT RISKS: (Low / Medium / High)

Description	Budget			Schedule		
	Likelihood	Impact	Comments	Likelihood	Impact	Comments
Escalation	Low	Low	working drawings can make changes	Low	Low	changes could be made without significant impact on schedule
Base Isolation	Low	Low	being managed through design and peer review	Low	Low	
City childcare	Low	Low	have to relocate	Low	Low	
Community	Low	Low		Low	Low	

CITY ISSUES:
 none so far, project is in for DP where reviews will commence, final agreement with the city on Loading/Servicing still to be sought but had been agreed in principle to relocate to the street

STAKEHOLDER CONSULTATION:
 ongoing meetings with school admin, school staff and PAC re progress of work and feedback where required

Project Manager: NOEL MCNALLY	Signature:
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SCHEDULE B - PROJECT FINANCIAL SUMMARY

Nominal Capacity	Kindergarten	Grade 1 - 7	Grade 8 - 12	Grade Configuration
Building	3 EL (Strong Start)/ 3 FD	450		11, 3-7
Approved Additions				
ALLOWABLE SITE Area (ha)				
ALLOWABLE BUILDING AREA (m2)				
Total Allowable Area		6,911.0		6,442.0
Less: Previously Existing Space		7,121.0		7,121.0
Add: Area to be Demolished		210.0		202.0
Area of NEW Space				188.0
Allowable Area of Renovation		6,911.0		6,351.0
LOCATION & ECONOMIC FACTOR				
Location Factor Date		2nd QTR 2012		2nd QTR 2014
Location Factor		1.004		1.184
UNIT RATE FOR CONSTRUCTION (\$/m2)				
New				
Renovations		\$2,608.40		\$2,512.70
				\$2,625.51
PROJECT BUDGET				
CONVENTIONAL				
1 Site Acquisition				
2 Site Development		\$316,900	\$1,351,100	\$1,668,000
3 Construction - NEW BUILDING				\$2,040,400
4 Construction - RENOVATIONS		\$18,005,900	(\$2,146,350)	\$15,837,550
5 Design Fees & Disbursements		\$2,940,200	\$0	\$2,940,200
6 Construction Contingency		\$1,816,700	\$0	\$1,816,700
7 Equipment		\$0	\$0	\$0
8 Municipal Permits & Fees		\$707,200	(\$397,274)	\$309,926
Documented Supplementary Items: (Incl. Fees & Related Costs)				
9 Supplementary Site		\$0	\$100,000	\$100,000
10 Supplementary Building (Incl. Demolition)		\$101,500	\$293,100	\$394,600
11 Offsite Costs		\$0	\$30,000	\$30,000
12 SUSTAINABLE BUILDING DESIGN - LEED EQUIV (5% of 2,3,4,9,10)				
13 List of Other Budget Items:				
i Other - Temporary Accommodation, Use Bldgs D & E		\$120,000	\$140,000	\$260,000
ii Other - PROJECT MANAGEMENT		\$288,700	\$0	\$288,700
iii Other - FEASIBILITY COMPLETION COSTS		\$265,000	\$0	\$265,000
iv Other - VALUE ADDED TAX IMPACT 4.4%		\$1,069,100	(\$1,069,100)	\$0
v Other - SEISMIC INSTRUMENTATION			\$50,000	\$50,000
vi Other - PAYABLE GST 1.6%			\$379,131	\$379,131
v Other -				\$0
A Total Project Budget (excluding Reserve Items)		\$25,631,200	(\$1,291,393)	\$24,339,807
B Total Project Budget Eligible for Economic Adjustment				
Reserve Items (as per Schedule C - Reserve Items)				
LIST OF IDENTIFIED RISKS				
1 ADDITIONAL LEED Gold				
2 ADDITIONAL SITE SERVICING ISSUES - Storm, Sewer, Water, Hydro				
3 ADDITIONAL OFFSITE REQUIREMENTS				
4 UNFORESEEN ISSUES WITH SOILS, ENVIRONMENTAL, EXISTING BLD				
5 PROJECT PROCUREMENT (4.3%)				
6				
C Maximum "NOT TO EXCEED" Contingency				
D Estimated Economic Adjustment (from Location Factor from 2nd QTR 2012)				
E Total Reserve Items				
F Maximum Potential Project Cost (including Reserve Items)				
FUNDING SOURCE				
G Capital Plan (as per Capital Project Funding Agreement)		25,631,200	(\$1,291,393)	24,339,807
H Ministry of Education Restricted Capital				
I Borrowing				
J Local Capital Reserve				
K Annual Facility Grant				
L Other				
Sub-total	Sub-Total	25,631,200	(\$1,291,393)	24,339,807
M Capital Plan - Identified Risks				
N Capital Plan - Economic Adjustment				
Sub-total	Sub-Total			
MAXIMUM POTENTIAL FUNDING ENVELOPE (including Reserve Items)				

s.17

s.17

Phase:		Procurement:		Risk:
SPIR		Construction Management		Low
PDR		Design Build		Medium
Project Agreement		Stipulated Sum		High
Design Development		To be determined		
Construction Docs				
Tender/Award				
Construction				



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	L'ECOLE BILINGUE ELEMENTARY - REPLACEMENT SCHOOL	Phase: Tender/Award	Updated: Feb 19 2015
SCHOOL DESCRIPTION:	Student capacity: 60K/425 Classrooms: 17 classrooms + 3 kindergarten Age of Original Building: 1911 - originally Cecil Rhodes School - 1949 gym Seismic classification: H1 Heritage classification: Heritage 'B' Site area: 1.25 ha / 3.1 acres Other: Existing building = 4360 m2. two-storey plus basement masonry bldg		
PROJECT DESCRIPTION:			
Description:	4014 m2 replacement building for capacity of 425 + 60K + NLC. District program for french immersion K-7. Design allows for future conversion to neighborhood school. Replacement to be sited on approximately same footprint as existing building.		
Comments:	Building now vacated, issuing tender for stip sum for hazmat/demo/new construction. Current enrollment 500. DP / BP in hand, demo permit awaiting contractor award.		
SPIR costing:	N/A		
Swing Space:	South Hill Swing space - start of occupancy Jan 5 2015		
Procurement:	Stipulated Sum		
Work Completed:	All design work and approvals to point of tender		
Work Planned:	hazmat / demolition / new construction		
PERCENTAGE COMPLETE: factor of time & cost			
Phase:	Phase % Complete	On Track (Risk: H/M/L)	Overall % Complete
Pre-design: SPIR, PDR, PA	100%	Low	8%
Design: DD/CD	100%	Low	
Procurement: Tender/Award	75%	Low	
Construction:	0%	Medium	
<i>% complete on dollar basis</i>			
SCHEDULE:			
Milestone	PA Target Date	Revised Target (R#)	Actual Date
SPIR to S/C			
PDR/PA to S/C			
Funding Approval		Oct-12	Jan-13
S/C tender approval		Jan-14	Dec-14
Tender Award	Apr-14	Mar-15	
Occupancy	Jul-15	Fall 2016	
Comments:			
Current estimate of Fall 2016 occupancy requires commitment from approved contractor. September 2016 remains VSB target. Tender to approved pre-qualified list of 8 firms, includes defined price alternatives to control costs.			



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	L'ECOLE BILINGUE ELEMENTARY - REPLACEMENT SCHOOL	Phase: Tender/Award
		Updated: Feb 19 2015

BUDGET:	PA Budget	Committed	Spent	Estimate to complete
Original PA Budget	\$ 11,988,015.00			
Total Project Budget:	\$ 12,877,946	\$ 924,000	\$ 985,000	\$ 10,350,000
Reserves:	\$ s.17			
Escalation:	\$			
Maximum Cost:	\$			
Construction Budget:	\$ 10,350,000	Incl. new building, supplemental building, offsite, LEED, & demolition		

Comments:
updated \$12,877,946 reflect COA approval 12/2014 of drawdown of escalation and reserves. Original PA budget 11,988,015\$. Updated COA total = \$16,058,065, includes South Hill = \$3,170,118

RISK RESERVE:

Item:	PA Budget	Released	Risk (H,M,L)
Additional LEED Gold	\$ s.17		Medium
UNFORSEEN RENOVATION/SOILS/ENVIRONMENTAL IS	\$		
Additional City / offsite	\$		
Procurement (5%)	\$		
PAYABLE HST - EXPENDED PRIOR TO APRIL 2013 - 0.5%	\$		
Escalation	\$		
Total remaining reserves	\$	\$ 889,931	\$ s.17

CHANGE ORDERS:

			Risk (H,M,L)
Construction Contingency 3%		\$ -	Medium
Change Orders		\$ -	
CCO's		\$ -	
Balance	\$ -	\$ -	

Comments:
Remaining reserves incl. procurement of \$599,401. Concern for drain of contingency for CO's, E/O, unforeseens. South Hill included s.17 in reserves which has not been accessed. MoE suggests capital reserves for South Hill overages.

PROJECT RISKS: (Low / Medium / High)

Description	Budget			Schedule		
	Likelihood	Impact	Comments	Likelihood	Impact	Comments
Escalation	Low	Medium	tender will define	Low	Medium	tender closing early March
City childcare	Low	Low	existing 72 afterschool	Low	Low	district program
Community	Low	Medium	ongoing	Medium	Medium	

CITY ISSUES:
Resolution of off-site works costs and timing. Project assumes re-use of certain site services [upgraded 2002]. DP required posting of LOC for offsite works = \$117,000 for l'Ecole, \$45,000 for south hill.

STAKEHOLDER CONSULTATION:
Ongoing "working group" established during South Hill construction met Jan 16th. This will fold into regular PAC/steering committee for construction period.

Project Manager: Jay Hiscox	Signature:
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SCHEDULE B1 - PROJECT BUDGET SUMMARY				Original PA	Variance	Nov 2014 Update
Nominal Capacity	Kindergarten	Grade 1 - 7	Grade 8 - 12	Grade Configuration	Pre-tender Estimate & Reserve Reallocation Calculation Nov 2014	
Existing						
Approved	60	475		K, 1-7		
Additional						
ALLOWABLE SITE Area (ha)						
ALLOWABLE BUILDING AREA (m2)						
Total Allowable Area				4,014.0		4,014.0
Less: Previously Existing Space				4,829.0		
Add: Area to be Demolished				4,829.0		
Area of NEW Space				4,014.0	0.0	4,014.0
Allowable Area of Renovation					0.0%	
LOCATION & ECONOMIC FACTOR						
Location Factor Date				May 2012		April 2014
Location Factor				1.040	0.124	1.164
UNIT RATE FOR CONSTRUCTION (\$/m2)						
New				\$1,816.99	\$216.64	\$2,033.63
Renovations						
ELIGIBLE EXPENDITURES						Pre-Tender Cost Check
Site Acquisition						
Site Development				\$728,000	\$86,800	\$814,800
Construction - NEW BUILDING				\$7,293,386	\$869,596	\$8,162,982
RENOVATIONS				\$0		
Fees				\$920,871	\$0	\$920,871
Contingency - Construction				\$283,396	\$0	\$283,396
Equipment				\$199,622	\$0	\$199,622
Municipal Permits & Fees				\$147,554	\$0	\$147,554
Documented Supplementary Items: (incl. Fees & Related Costs)				\$0		
Supplementary Site				\$100,000	(\$54,000)	\$46,000
Supplementary Building				\$238,700	(\$12,839)	\$225,861
Offsite Costs				\$405,000	(\$330,000)	\$75,000
LEED GOLD DESIGN Includes Reserve for Certification				\$275,142	\$167,202	\$442,344
List of Other Budget Items:				\$0		
Project Management				\$149,986	\$0	\$149,986
Playground				\$50,000	(\$50,000)	Included above
Feasibility (PDR/PIR) Completion Costs				\$150,000	\$0	\$150,000
Demolition				\$811,300	(\$61,300)	\$750,000
Temporary Accommodation				Separate Project		
Value Added Tax - PST/GST after April 2013 - 4.4%				\$235,059	(\$235,059)	N/A
PST Included in Construction					\$309,091	\$309,091
GST Payable 1.6%					\$200,440	\$200,440
Escalation from Reserves					\$0	\$0
A Total Project Budget (excluding Reserve Items)				\$11,988,015	\$889,931	\$12,877,946
Total Project Budget subject to Economic Adjustment						
Reserve Items (as per Schedule C - Reserve Items)						
C LIST OF IDENTIFIED RISKS						
ADDITIONAL LEED Gold (2% of 2, 3, 4, 9, 10)						
UNFORSEEN RENOVATION/SOILS/ENVIRONMENTAL ISSUES						
ADDITIONAL OFFSITE & CITY HERITAGE REQUIREMENTS						
PROCUREMENT (5%)						
PAYABLE HST - EXPENDED PRIOR TO APRIL 2013 - 0.5%						
Identified Risks Sub-Total						
D Estimated Economic Adjustment (from Location Factor to tender close)						
ESCALATION on DEMOLITION to effective date of demolition						
ESCALATION to effective date of construction						
Economic Adjustment Sub-total						
E Total Reserve Items [= C + D]						
F Maximum Potential Project Cost (including Reserve Items) [= A+E]						
FUNDING SOURCE						
Capital Plan (as per Capital Project Funding Agreement, sub-paragraph 3.01(a))				11,988,015	\$889,931	12,877,946
Ministry of Education Restricted Capital (as per sub-paragraph 3.04)						
Borrowing (as per paragraph 3.05)						
Local Capital Reserve (as per sub-paragraph 4.02(e))						
Annual Facility Grant (as per sub-paragraph 4.02(e))						
Other (specify) (as per sub-paragraph 4.02(e))						
Sub-total				11,988,015	\$889,931	12,877,946
Capital Plan - Identified Risks (as per sub-paragraph 3.01(b)) [= C]						
Capital Plan - Economic Adjustment (as per sub-paragraph 3.01(c)) [= D]						
Sub-total						
MAXIMUM POTENTIAL FUNDING ENVELOPE (including Reserve Items) [= F]						

Phase:		Procurement:		Risk:
SPIR		Construction Management		Low
PDR		Design Build		Medium
Project Agreement		Stipulated Sum		High
Design Development		To be determined		
Construction Docs				
Tender/Award				
Construction				



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	LORD NELSON ELEMENTARY - REPLACEMENT SCHOOL	Phase: Design Development
		Updated: February 19th, 2015
SCHOOL DESCRIPTION:	Student capacity: 60K/400 Classrooms: 16 classrooms + 3 kindergarten Age of Original Building: 104 Seismic classification: H1 Heritage classification: None Site area: 1.41Ha MoE standard 2.70Ha Other: 5501sm existing, 3961.8 replacement	
PROJECT DESCRIPTION:		
Description:	This is a seismic replacement school, the new school will be located on the east side of the site on the existing gravel field. The existing school will remain in operation during the construction of the new school.	
Comments:	There are no VSB added features. The VSB is exploring the option of adding a City funded 69 space childcare facility on the third floor and roof of the school.	
SPIR costing:	\$11,275,200 not including soft costs, life safety and accessibility	
Swing Space:	No swing space is required for this project	
Procurement:	Stipulated Sum	
Work Completed:	Consultants engaged and working on schematic design	
Work Planned:	Continue with design development	
PERCENTAGE COMPLETE: factor of time & cost		
Phase:	Phase % Complete	On Track (Risk: H/M/L)
Pre-design: SPIR, PDR, PA	100%	Low
Design: DD/CD	8%	Low
Procurement: Tender/Award	0%	Low
Construction:	0%	Low
Overall % Complete: 3%		
SCHEDULE:		
Milestone	PA Target Date	Revised Target (R#)
SPIR to S/C	NA	
PDR/PA to S/C	NA	
Funding Approval	Nov-13	
S/C tender approval	Dec-15	
Tender Award	Feb-16	
Occupancy	Apr-16	Sep-17
Comments:		
School project is progressing in Design Development phase. Project Team will be meeting with City of Vancouver over the next few weeks for input.		



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	LORD NELSON ELEMENTARY - REPLACEMENT SCHOOL			Phase: Design Development
Updated:				February 19th, 2015
BUDGET:	PA Budget	Committed	Spent	Estimate to complete
Original Project	\$ 15,041,751	\$ -	\$ -	\$ -
Total Project Budget:	\$ 15,041,751	\$ 971,010	\$ 102,026	\$ 14,070,741
Reserves:	\$ s.17			\$ -
Escalation:	\$			\$ -
Maximum Cost:	\$			\$ -
Construction Budget:	\$ 10,371,557	Incl. new building, supplemental building, offsite, LEED, & demolition		

Comments:

Next cost check will be at the end of design development.

RISK RESERVE:

Item	PA Budget	Released	Risk (H,M,L)
Additional LEED Gold	\$ s.17	\$ -	Low
Additional City and Offsite	\$	\$ -	
Unforeseen issue w/ soils & site	\$	\$ -	
Unforeseen issues w/ hazmat & existing bldg.	\$	\$ -	
Temporary accommodation	\$	\$ -	
Procurement (5%)	\$	\$ -	
Escalation	\$	\$ -	
Total remaining reserves	\$	\$ -	\$ s.17

CHANGE ORDERS:

			Risk (H,M,L)
Construction Contingency 3%	\$ 343,183	\$ -	Low
Change Orders	\$ -	\$ -	
CCO's	\$ -	\$ -	
Balance	\$ 343,183	\$ -	

Comments:

VSB tracks Changes by category (Design, Site Conditions, Code, Owner initiated) and will report breakdowns as required by S/C.

PROJECT RISKS: (Low / Medium / High)

Description	Budget			Schedule		
	Likelihood	Impact	Comments	Likelihood	Impact	Comments
Escalation	Medium	Medium	Design stage can make changes	Medium	Medium	Possible delay for redesign
City childcare	Low	Low	City funds all costs for childcare	Low	Low	City agreements or approvals might be slow
Community	Low	Low		Low	Low	

ESCALATION:


Identified risks affecting Escalation are: (1) unknown City requirements, (2) scheduling due to permitting delays, (3) project revisions due to budget constraints, (4),sheduling due to availability of steel, and (5) cost of steel.

CITY ISSUES:

The City would like to add 69 space childcare facility to the school at their cost. Discussions re:schedule, agreements, etc. are underway to expedite the process

STAKEHOLDER CONSULTATION:

The project team is working with the stakeholders and have held visioning workshops with staff and PAC and are compiling results

Project Manager: Steven Snyder	Signature: 
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NELSON ELEMENTARY SCHOOLReplacement 400 Student Elementary, 60K, 20 Strong Start & NLC
for SCHOOL DISTRICT #39 (VANCOUVER BOARD OF EDUCATION)

November 6, 2014

SCHEDULE B - PROJECT FINANCIAL SUMMARY

Nominal Capacity	Kindergarten	Grade 1 - 7	Grade 8 - 12	Grade Configuration
Existing				
Approved	60K/20SS	400		K-7
Additional				

ALLOWABLE SITE Area (ha)	
ALLOWABLE BUILDING AREA (m2)	
Total Allowable Area	3,961.8
Less: Previously Existing Space	5,501.0
Add: Area to be Demolished	5,501.0
Area of NEW Space	3,961.8
Allowable Area of Renovation	

LOCATION & ECONOMIC FACTOR	
Location Factor Date	April 2014
Location Factor	1.164

UNIT RATE FOR CONSTRUCTION (\$/m2)	
New	\$2,034.70
Renovations	

PROJECT BUDGET		OPTION 3 - Replacement	
			Amounts Subject to Economic Adjustment
1	Site Acquisition		\$961,500
2	Site Development	\$961,500	\$961,500
3	Construction - NEW BUILDING	\$8,060,978	\$8,060,978
4	Construction - RENOVATIONS		\$0
5	Design Fees & Disbursements	\$1,159,787	\$1,159,787
6	Construction Contingency	\$343,183	\$343,183
7	Equipment	\$197,614	
8	Municipal Permits & Fees	\$240,781	
Documented Supplementary Items: (incl. Fees & Related Costs)			
9	Supplementary Site	\$450,000	\$450,000
10	Supplementary Building	\$328,946	\$328,946
11	Offsite Costs	\$450,000	\$450,000
12	LEED GOLD DESIGN (3% of 3,4,9,10)	\$343,183	\$343,183
13	List of Other Budget Items:		
i	Project Management	\$118,894	\$118,894
ii	Feasibility (PDR/PIR) Completion Costs	\$120,000	
iii	Demolition	\$1,638,000	
iv	Temporary Accommodation - Temp Gym & Remove Existing	See Reserves	
v	Payable Taxes (PST/GST 4.4%)	\$628,886	\$628,886
vi			
vii			
A Total Project Budget (excluding Reserve Items)		\$15,041,751	
B Total Project Budget Eligible for Economic Adjustment			\$12,845,357

Reserve Items (as per Schedule C - Reserve Items)	
LIST OF IDENTIFIED RISKS	
1	ADDITIONAL LEED Gold (2% of 2, 3, 4, 9,10)
2	ADDITIONAL CITY & OFFSITE REQUIREMENTS
3	UNFORSEEN ISSUES WITH SOILS & SITE
4	UNFORSEEN ISSUES WITH HAZMAT & EXISTING BUILDING
5	TEMPORARY ACCOMMODATION
6	PROCUREMENT (5%)
7	
C Maximum "NOT TO EXCEED" Contingency	
	Sub-total
D Estimated Economic Adjustment (from Location Factor as of April 2014 to tender close Jan/Feb 2016 - 22mths)	
	8.5% s.17
E Total Reserve Items	
	s.17
F Maximum Potential Project Cost (including Reserve Items)	
	[=A+E]

FUNDING SOURCE	
G	Capital Plan (as per Capital Project Funding Agreement, sub-paragraph 3.01(a))
H	Ministry of Education Restricted Capital (as per sub-paragraph 3.04)
I	Borrowing (as per paragraph 3.05)
J	Local Capital Reserve (as per sub-paragraph 4.02(e))
K	Annual Facility Grant (as per sub-paragraph 4.02(e))
L	Other (specify) (as per sub-paragraph 4.02(e))
	Sub-total
M	Capital Plan - Identified Risks (as per sub-paragraph 3.01(b))
N	Capital Plan - Economic Adjustment (as per sub-paragraph 3.01(c))
	Sub-total
MAXIMUM POTENTIAL FUNDING ENVELOPE (including Reserve Items)	

Prepared by:
JAMES BUSH & ASSOCIATES LTD
PROFESSIONAL QUANTITY SURVEYORS

PROJECT AGREEMENT STAGE

JBA|QS

Phase:		Procurement:		Risk:
SPIR		Construction Management		Low
PDR		Design Build		Medium
Project Agreement		Stipulated Sum		High
Design Development		To be determined		
Construction Docs				
Tender/Award				
Construction				



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	KITSILANO SECONDARY - REPLACEMENT SCHOOL	Phase: Construction
		Updated: February 19, 2015
SCHOOL DESCRIPTION:	Student capacity: 1,500 Grades 8-12 Classrooms: 32 modules Age of Original Building: 1927 main bldg; additions in 1958 and 1973 Seismic classification: H1 Heritage classification: B Site area: 2.7 Ha (MoE standard is 6.3 Ha) Other: 18,510 sm existing total area; 20,350 sm new total area	
PROJECT DESCRIPTION:		
Description:	This is a seismic renewal plan which includes the retention of the 1927 heritage façade with a new 21st Century teaching and learning environment interior. Also included is a new 3-storey academic wing which will also house the administration offices and a new artificial playing field. This multi-phased project consists of: Phase 1 - new building block; Phase 2 - installation of swing space through portables and renovation of the Shops area; Phase 3- interior demolition and renovation of the heritage building; Phase 4 - demolition of renovated shops area and construction of the new playfield	
Comments:	Phase 1 is well underway, within budget and on schedule; Phase 2 is being finalized with a building permit on hand for the renovation scope; the DP and BP submissions for the portables are underway.	
SPIR costing:	N/A	
Swing Space:	required at phases 2 & 3: 10 portables plus renovation of existing shops area	
Procurement:	Design Build	
Work Completed:	Phase I under construction	
Work Planned:	To finalize the portable layout and to submit for Development and Building permits.	
PERCENTAGE COMPLETE: factor of time & cost		
Phase:	Phase % Complete	On Track (Risk: H/M/L)
Predesign: SPIR, PDR, PA	100%	Low
Design: DD/CD	100%	Low
Procurement: Tender/Award	100%	Low
Construction:		
Phase 1	40%	Low
Phase 2	0%	Medium
Phase 3	0%	Low
Phase 4	0%	Low
Overall % Complete: 25%		
SCHEDULE:		
Milestone	PA Target Date	Revised Target (R#)
SPIR to S/C	n/a	
PDR/PA to S/C	n/a	
Funding Approval	Nov-11	
S/C tender approval	Aug-13	
Tender Award	Jun-12	
Phase 1 (Occupancy)	Sep-15	
Phase 2 (Occupancy)	Sep-15	
Phase 3 (Occupancy)	Mar-17	
Phase 4 (Occupancy)	Sep-17	
Comments:		



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	KITSILANO SECONDARY - REPLACEMENT SCHOOL	Phase: Construction
		Updated: February 19, 2015
Contractor is working diligently to meet milestones; progressing well for Phase 1. Completion of Phase 2 (swing space) for Summer of 2015 is quite aggressive. DP and BP will be applied for next week with no anticipated issues forecasted. Coordination for the summer move has started and is under development.		



Vancouver School Board
Project Summary Report for VPO S/C

SCHOOL NAME:	KITSILANO SECONDARY - REPLACEMENT SCHOOL	Phase: Construction
		Updated: February 19, 2015

BUDGET:	PA Budget	Committed	Spent	Estimate to complete
Total Project Budget:	\$ 62,214,354.00	\$ 60,437,947.00	\$ 17,505,793.00	\$ 42,932,154.00
Reserves:	\$ s.17			
Escalation:	\$			
Maximum Cost:	\$			
Construction Budget:	\$ 55,230,957.00	Incl. new building, supplemental building, offsite, LEED, & demolition		

Comments:
Owner-generated extra costs have been approved (design and functionality items); development permit issues as well as new energy by-law resulted in extra costs as well. Altogether, project is still within the allotted contingency funding.

RISK RESERVE:

Item:	PA Budget	Released	Risk (H,M,L)
Additional LEED Gold	\$ s.17	\$ -	Medium
Additional City and Offsite	\$	\$ -	
Unforeseen issue w/ soils & site	\$	\$ -	
Unforeseen issues w/ hazmat & existing bldg.	\$	\$ -	
Temporary accommodation	\$	\$ -	
Procurement (5%)	\$	\$ -	
Escalation	\$	\$ -	
Total remaining reserves	\$	\$ -	s.17

CHANGE ORDERS:

	PA Budget	Released	Risk (H,M,L)
Construction Contingency 3%	\$ 1,696,359.00	\$ -	Low
Change Orders		\$ 280,262.00	
CCO's		\$ 512,252.00	
Balance	\$ 1,696,359.00	\$ 792,514.00	

Comments:
Extent of hazardous materials inside and around the heritage building is unknown. There is always risk involved here. There is an extra cost to bring the design of the building to within the Development Permit guidelines. The Design Build team has an ongoing task to mitigate this extra cost through cost saving ideas throughout the project.

PROJECT RISKS: (Low / Medium / High)

Description	Budget			Schedule		
	Likelihood	Impact	Comments	Likelihood	Impact	Comments
Escalation	Low	Low	this is a DB project	Low	Low	
Schedule	Low	Low		Low	Low	tight schedule
Community	Low	Low		Medium	Medium	

CITY ISSUES: issuance of DP was held up a little due to building façade issues along Trafalgar Street as well as plaza configuration on the northwest corner of the site. Both have since been resolved. Finalizing Phase 2 (portables and building renovation) with DP/BP application scheduled for submittal to the City next week; no issues anticipated

STAKEHOLDER CONSULTATION:
Updated the staff on November 28th about the upcoming move this summer (completion of Phases I and II).

Project Manager: Raymond Afan	Signature:
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Capital Project Financial Summary

Schedule B

School Name:		Kitsilano Secondary School		
Project No:		115172		
Project Description:		Replacement School		
Nominal Capacity		Kindergarten	Grades 1 - 7	Grades 8 - 12
Existing				1,500
Approved				
Additional				
A R E A U N I T R A T E	Allowable Site Area (ha)			
	Allowable Building Area (sqm)			
	Total Allowable Area		17,982	
	Less: Previously Existing Space		18,510	
	Add: Area to be Demolished		16,266	
	Area of New Space		15,738	
	Allowable Area of Renovations		2,244	
	Unit Rate for Construction (\$/sqm) (based on 1 st Quarter 2012 Location Factor and using Ministry Unit Rates)			
	New		\$1,908.61	
	Renovation			
E L I G I B L E E X P E N D I T U R E S	PROJECT BUDGET			BUDGET USING 2012/2013 ALLOWANCES
	1 Site Acquisition			\$0
	2 Site Development			\$1,022,200
	3 New Construction:			\$30,037,685
	4 Renovation			\$0
	5 Design Fees and Disbursements			\$5,211,999
	6 Construction Contingency			\$1,696,359
	7 Equipment			\$1,085,273
	8 Municipal Permits & Fees			\$493,288
	9 Documented Supplementary Items (including fees and related costs)			
	10 Supplementary Site			\$1,694,190
	11 Supplementary Building			\$14,043,305
	12 Off-Site Costs			\$0
	13 LEED® Gold			\$1,552,994
	14 List of Other Budget Items:			
	i. Feasibility Costs			\$425,000
	ii. Procurement Management including Compliance Team			\$2,130,000
	iii. DB Honorarium			\$200,000
	iv.			\$0
	v.			\$0
	vi.			\$0
	14 Sub-Total			\$59,592,293
	Equivalent Current Tax as of April 1, 2013			4.40%
	15 HST			12.00%
	16 HST Rebate - Federal Portion			28.33% (68% of five twelfths)
17 HST Rebate - Provincial Portion			50.75% (87% of seven twelfths)	
(A) Total Project Budget (excluding Reserve Items)			\$62,214,354	
(B) Total Project Budget Eligible for Economic Adjustment				
RESERVE ITEMS (as per Schedule C - Reserve Items)				
List of Identified Risks				
1. LEED® Gold			s.17	
2. Subsurface condition requiring piling or soil densification				
3. Additional Hazardous Materials Removal and Possible Contaminated Soils				
4. Off-site Costs - Allowance				
5. Procurement Management including Compliance Team				
(C) Maximum "Not to Exceed" Contingency				
Sub-Total				
(D) Estimated Economic Adjustment (from Location Factor 1 st Quarter 2012 to Mid-Point of Construction)				
(E) Total Reserve Items			[=(C)+(D)]	
(F) MAXIMUM POTENTIAL PROJECT COST (including Reserve Items)			[=(A)+(E)]	
F U N D I N G	(G) Capital Plan [as per Capital Project Funding Agreement, subparagraph 3.01(a)]			\$58,300,000
	(H) Ministry of Education Restricted Capital [as per paragraph 3.04]			\$3,914,354
	(I) Borrowing [as per paragraph 3.05]			
	(J) Local Capital Reserve [as per subparagraph 4.02(e)]			
	(K) Annual Facility Grant [as per subparagraph 4.02(e)]			
	(L) Other			
	Sub-Total			\$62,214,354 [=(A)]
	(M) Capital Plan - Identified Risks [as per sub-paragraph 3.01(b)]			
	(N) Capital Plan - Estimated Economic Adjustment [as per subparagraph 3.01(c)]			
	Sub-Total			s.17 [=(C)]
S O U R C E S	(O) MAXIMUM POTENTIAL PROJECT FUNDING (includes Lines G, H, I, J, K, L, M and N)			[=(F)]

Phase:		Procurement:		Risk:
SPIR		Construction Management		Low
PDR		Design Build		Medium
Project Agreement		Stipulated Sum		High
Design Development		To be determined		
Construction Docs				
Tender/Award				
Construction				

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: March 10, 2015

SUBJECT: Project Definition Report Approval of Seismic Mitigation Project
at Sir Sandford Fleming Elementary

BACKGROUND:

In 2004, the BC Seismic Assessment Program concluded that Sir Sandford Fleming Elementary contained high seismic risk areas that could have extensive damage following an earthquake.

In 2005, the Ministry of Education formally supported Sir Sandford Fleming Elementary as a part of the Province's Seismic Mitigation Program.

In March 2013, Genivar Engineering conducted a seismic investigation and provided a Seismic Project Identification Report (SPIR). The SPIR identified the original 1912 school block, the 1958 gym addition, and the classroom blocks as High Risk (H1). The SPIR concluded that extensive seismic upgrades and non-structural seismic restraints would be required on all (H1) building blocks in the main school. The 1914 Outbuilding and 2002 addition were identified as Low Risk (L) and do not require seismic upgrades.

According to the SPIR it would cost a minimum of \$16,223,780 to make Sir Sandford Fleming Elementary safe.

CURRENT SITUATION:

The following three seismic mitigation options were investigated:

- Option 1 Full Retention - SPIR structural upgrade scope plus project necessities, including basic accessibility retrofits
- Option 2 Partial Retention - Retention of the Outbuilding and construction of a new two storey addition
- Option 3 Full Replacement - Ministry base-case replacement school, a new building that would full comply with the 2014 VBBL

Based on the SPIR and additional cost estimates, the lowest cost solution is to do a full replacement of the school. The budget for a full replacement is:

- Project cost: \$14,961,461
- Risk Reserve: ^{s.17}
- Total Project cost: ^{s.17}

The anticipated construction start date is March 2017 with an estimated completion date of spring 2019.

OPTIONS:

Option 1- Approve the Project Definition Report based on the above budget amounts and proceed to the design development phase with the intent to administer the project under a stipulated sum contract, executed as a design-bid-build project.

Option 2 - Do not approve the Project Definition Report based on the above budget amounts.

RECOMMENDATION:

Option 1

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: March 31, 2015

SUBJECT: Project Definition Report Approval of Seismic Mitigation Project
at Sir Kingford-Smith Elementary

BACKGROUND:

In 2004, the BC Seismic Assessment Program concluded that Sir Kingford-Smith Elementary contained high seismic risk areas that could have extensive damage following an earthquake.

In 2012, the Ministry of Education formally supported Sir Kingford-Smith Elementary as a part of the Province's Seismic Mitigation Program.

Once the project was supported, Ausenco completed a seismic investigation and provided a Seismic Project Identification Report (SPIR). The SPIR identified the Block 1 classroom and Block 3 gym and multipurpose room as High Risk (H1) and Block 2 classroom as Medium Risk (M). The scope for a seismic upgrade focuses on Blocks 1 and 3, which includes strengthening all structural components within the building's high risk areas, including foundations, super-structure, roof, and interior walls. The areas impacted by construction will include reinstatement of interior and exterior finishes, fixtures, millwork, plumbing lines, electrical distribution and site servicing along the foundation line.

According to the SPIR it would cost a minimum of \$2,655,000 to make Sir Kingford-Smith Elementary safe.

CURRENT SITUATION:

The following three seismic mitigation options were investigated:

- Option 1: Seismic Upgrade Full Building Retention - SPIR – structural upgrade scope plus project necessities, including basic life safety and accessibility improvements, excluding deferred maintenance.
- Option 2: Partial Retention - Retention of the administration block and gym area and construction of a new classroom block.
- Option 3: Full Replacement - Ministry base-case replacement school, a new building that would full comply with the 2014 Vancouver Building By-law.

Based on the SPIR and additional cost estimates, it is recommended to go with the lowest cost solution, which is Option 1: Seismic Upgrade Full Building Retention of the school. The budget for a full replacement is:

- Project cost: \$7,326,865
- Risk Reserve:^{s.17}
- Total Project cost:^{s.17}

The anticipated construction start date is summer 2016 with an estimated completion date of fall 2017.

OPTIONS:

Option 1- Approve the Project Definition Report based on the above budget amounts and proceed to the design development phase with the intent to administer the project under a stipulated sum contract, executed as a construction management project.

Option 2 - Do not approve the Project Definition Report based on the above budget amounts.

RECOMMENDATION:

Option 1

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: March 31, 2015

SUBJECT: Accounting Practices for the Vancouver Project Office (VPO)
from an audit perspective.

BACKGROUND:

In August 2014, the Ministry of Education (MED) and Vancouver Board of Education (VBE) signed a Memorandum of Understanding (MOU) to establish a VPO that will manage all of the VBE's Seismic Mitigation Program (SMP) projects, to define the terms of reference for the VPO, the Director and the Steering Committee, and to identify the respective roles and responsibilities of the VBE, the Province, the Steering Committee, the VPO and the Director.

At the VPO Steering Committee meeting in January 2015, there was a discussion on how salary and general administrative office costs related to the VPO should be accounted for from an audit perspective.

CURRENT SITUATION:

The Project Agreement (PA) for each SMP project has a Risk Reserve line item designated to fund the VPO.

The hiring process and salary for the VPO Director will be funded on a prorated basis that is based on a percentage of the six seismic projects that currently have an approved PA.

OPTIONS:

Option 1 – Fund the VPO's staff salaries and general office costs by equally splitting the costs amongst all of the projects that have an approved PA.

Option 2 – Fund the VPO's staff salaries and general office costs on a prorated basis that is based on a percentage of the total cost of all the projects that have a PA.

Option 3 – Fund the VPO's staff salaries based on how much they worked on each individual project and fund general office costs by equally splitting the costs amongst all of the projects that have an approved PA.

Option 4 – Fund the VPO's staff salaries based on how much they worked on each individual project and fund general office costs on a prorated basis that is based on a percentage of the total cost of all the projects that have an approved PA.

RECOMMENDATION:

Option 4

**VANCOUVER PROJECT OFFICE
DECISION NOTE**

DATE: March 31, 2015

SUBJECT: Location of the Vancouver Project Office.

BACKGROUND:

It is estimated the Vancouver Project Office will require approximately 1500-2500 sq ft to accommodate 8-10 workstations, meeting rooms and common areas.

OPTIONS:

Option 1: Main Floor of the Education Centre Building

Description of Space	The space is located at the Vancouver School Board Education Centre on the Ground Floor. It is a self contained space with controlled access and windows on two sides of the space. Meeting room with one Directors office. Remainder of space is open office plan. Access to larger meeting room.
Lease Cost & Duration	The space is approximately 1500 square feet but can be expanded as required. Lease term up to 5 years renewable. Lease cost \$48,000/yr.
Furniture	Some furniture exists and the rest can be ordered depending on need. An initial quote has been received to supply 10 workstations, 24 filing cabinets, 1 drawing racks, 4 bookcases, 3 storage cabinets, chairs and a meeting room table.
IT	IT infrastructure exists and would be available utilizing the VSB Ed Centre Server. Meeting room to be configured to have audio visual telephone conferencing. Included in IT cost for apple TV and thin screen 60" monitor.
Parking	Parking is available in the below grade parking lot at the preferred rate as it already applies to all VSB personnel. A number of spots are available. Visitors parking free up to 4 Hrs.
Security	The site has security measures incorporated as well evening security checks and work alone procedures.
Location/Amenities	Access to shared services: Purchasing Department, Finance Department, Facilities Department, Superintendents Office, Human Resources, alternate meeting rooms, cafeteria, catering for meetings, phone system, print shop, and access to shower rooms and bicycle storage.

Estimated start-up costs	Configuring Space	\$61,000
	Furniture purchase & moving	\$23,800
	IT (computers, printers, phones, etc)	\$36,000
	Other	\$0
	Total	\$120,800
Estimated ongoing costs/month	Lease	\$4,000
	Parking (3 spaces)	\$240
	IT (phones, internet, etc)	\$0
	Other	\$0
	Total	\$4,240
Pros	<ul style="list-style-type: none"> • Space can be expanded as required. Certainty of space for duration of seismic mitigation project. • Free wifi • Parking spots are available to rent • There is space for a reception area • Close to amenities • Secure building 	
Cons	<ul style="list-style-type: none"> • There are more start-up and ongoing monthly costs with this option • Offices, meeting rooms and workstations will need to be reconfigured • IT/Electrical work may need to be done to accommodate a workstation move 	

Option 2: Second Floor 865 Hornby Street

Description of Space	<p>This space is located on the second floor of 865 Hornby Street. and it is currently vacant.</p> <p>It is approximately 1500 sq ft and is configured with the following:</p> <ul style="list-style-type: none"> • 2 large offices • 1 large meeting room • 1 small meeting room • 9 cubical work stations • 1 reception area • 1 IT server/coping/file room <p>Some of the cubical work stations and reception area will need to be reconfigured in order to meet the needs of staff. The estimated moving cost to do this under \$1500.</p>
Lease Cost & Duration	<p>No lease cost because this space is part of Shared Services BC's surplus.</p> <p>The existing lease is in place until 2022 and can be extended if required.</p>

Furniture	<p>There are a number of desks, meeting tables, partitions, chairs, and filing cabinets that are all included with the space for no additional cost.</p> <p>If any additional furniture is required, it can be provided via the surplus warehouse. There would be no cost to purchase the furniture, only to move it from the warehouse in Vancouver to the office location. The estimated cost to do this is included in the estimated moving cost of under \$1500 listed above.</p>	
IT	<p>This space has a server room, multifunctional device, polycom, and free wifi, which are all included.</p> <p>Each employee will have to be equipped with a computer, phone, etc.</p> <p>The space will have to be equipped with any addition equipment such as printers, land lines, etc</p>	
Parking	<p>There is a secured underground parking lot for the building with a number of spaces available to rent for \$231/stall/month</p> <p>There is paid parking available at the courthouse across the street.</p>	
Security	<p>Card access is required to enter the space from the elevators</p> <p>The space is currently shared with other Ministry staff; however it should be possible to configure it so that it is separate.</p>	
Location/Amenities	<p>The space is located in the downtown core of Vancouver.</p> <p>There is a wide variety of amenities within close proximity.</p>	
Estimated start-up costs	Configuring Space Furniture purchase & moving IT (computers, printers, phones, etc) Other Total	\$1,000 \$500 \$3,000 \$0 \$4,500
Estimated ongoing costs/month	Lease Parking (3 spaces) IT (phones, internet, etc) Other Total	\$0 \$700 \$800 \$0 \$1,500
Pros	<ul style="list-style-type: none"> • Central location in Vancouver to VBE and EDUC offices • Office and meeting rooms are already configured • No leasing costs until 2022 • No cost for furniture • No cost for a MFD • Free wifi • Parking spots are available to rent • There is space for a reception area • Close to a wide variety of amenities • Secure building 	

Cons	<ul style="list-style-type: none"> • Workstations will need to be reconfigured • Some IT/Electrical work may need to be done to accommodate a workstation move
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RECOMMENDATION:

Option 2

VANCOUVER PROJECT OFFICE DECISION NOTE

DATE: June 12, 2015

SUBJECT: Location of the Vancouver Project Office

BACKGROUND:

On March 31, 2015, the Vancouver Project Office Steering Committee (VPOSC) was presented with two options regarding the location of the Vancouver Project Office (VPO). See attachment previous report dated March 31, 2015.

Option 1: Locate the VPO at the VBE Education Center

Area - 1500 square feet
Proposed leasing cost - \$48,000 per year
Renovation & Equipment cost - \$120,800

Option 2: Locate the VPO downtown at 865 Hornby St.

Area - 1500 square feet
Leasing cost – No charge due to vacant available space in an existing leased space until 2022.
Renovation & Equipment cost - \$4,500

With both locations being more or less comparable with the exception of proximity to the VBE office and costs, the Steering Committee decided on locating the VPO at 865 Hornby Street due to cost considerations.

On May 12, 2015, the Vancouver Project Office Director requested from the Steering Committee permission to reconsider the location of the Project Office, citing that the Project Office located at the VBE Education Center would be more effective and efficient for its operations.

The Steering Committee advised that this subject could be reviewed again if new information is available for consideration.

CURRENT SITUATION:

1. Another suitable location for the VPO has been found at the VBE's Education Center.
2. The VBE has received approval from the Board of Trustee to provide this space to the VPO at no cost for rent or renovations.

The following tables compares 865 Hornby St location to the new space option identified at the VBE Education Center.

<u>Location</u>	<u>865 Hornby St</u>	<u>1580 W. Broadway</u>
Area	1500 sf	1500 sf
Rent: 2015-2022	No cost	No cost
Rent: 2022-2030	Estimated lease renewal cost: \$540,000	No cost
Tenant Improvement	\$1500	No cost
Furniture*	No cost	No cost
Staff Parking	\$231/month, \$2772/year	\$65/month, \$780/year
Expansion capability beyond 1500 square feet suitable for up to 20 staff.	Unknown	Adjacent space available for immediate expansion
Access to a variety of additional meeting rooms	Unknown	Yes
Transportation Efficiencies to VSB Schools	Downtown North tip of Van. Heavy Traffic	Broadway Corridor Centrally located Moderate Traffic
Access to VSB Support Services	Remote	Good
Access to VSB Planning Staff	Remote	Good

*This excludes IT equipment, printer, and phones which could be leased.

OPTIONS:

Option 1: Locate the VPO at 1580 W. Broadway

Option 2: Maintain the VPO at 865 Hornby St.

RECOMMENDATION:

Option 1

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: December 8, 2015

SUBJECT: Project Re-Prioritization

BACKGROUND:

- In Spring 2015, the Director of the Vancouver Project Office (VPO) received a list of Seismic Mitigation Projects that have been identified as being supported by the Ministry of Education.
- Based on that list of supported projects, on July 14, 2015, the Vancouver Project Office Steering Committee (VPOSC) was presented with a Seismic Mitigation Program Implementation Plan with target timelines for completion.
- On July 2015, a draft Long Range Facility Plan (LRFP) framework was also presented to the Steering Committee for review, but it was noted that the Vancouver Board of Education had not approved it yet.

CURRENT SITUATION:

- The Vancouver Project Office has been challenged in meeting timelines and receiving Government approval for Projects as identified in the Implementation plan noted above.
- The VPO is currently still waiting for Project Agreements for two Schools projects that were presented and approved by the VPOSC in early 2015.
- Government approval of Project Definition Reports for schools situated on the East side of Vancouver have been especially challenging due to its lower school utilization rates and the absence of an approval Long Range Facility Plan.
- Government support of Project Definition Reports (PDR) for schools situated on the West side of Vancouver have been more favourable due to its higher utilization rates at the school and within their surrounding areas.
- There are currently three supported schools left situated on the East side of Vancouver (McKenzie and Waverly Elementary, and Templeton Secondary), which has not commenced its PDR. These three schools also have lower school utilization rates.
- The Vancouver Board of Education has submitted within their 2015/2016 Capital Plan three schools (Hudson, Livingstone, and False Creek Elementary) that the VPO considers to be

good candidates for achieving approval from Government due to its location and higher utilization rate.

OPTIONS:

Option 1 – Commence PDR work for McKenzie Elementary, Waverly Elementary, and Templeton Secondary.

Option 2- Align commencement of the PDR's for McKenzie Elementary, Waverly Elementary, and Templeton Secondary with completion of the LRFP.

Option 3 - Approve commencement of the PDR's for Hudson, Livingstone, and False Creek Elementary.

Option 4 - Align commencement of the PDR's for McKenzie Elementary, Waverly Elementary, and Templeton Secondary with completion of the LRFP and reallocate cash flow to commence PDR work for Hudson, Livingstone, and False Creek Elementary.

Option 5 – Do not proceed with any of the options noted above.

RECOMMENDATION:

Option 4

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: December 8, 2015

SUBJECT: Funding Approval to commence Design work for Kingsford Smith Elementary

BACKGROUND:

- The Project Definition Report (PDR) for Kingsford Smith Elementary was presented to the Vancouver Project Office Steering Committee (VPOSC) by the VPO's interim Director on March 31, 2015. Comments from this presentation were incorporated in the PDR and subsequently was supported by the Ministry of Education as a Seismic Upgrade project.
- On May 2015, in light of several other projects exceeding their project budgets by a significant margin, the new incoming Project Office Director requested that this project be peer reviewed by a third party Quantity Surveyor to ensure that the budget estimate covers a true and unbiased assessment of the scope of work. Budget adjustments as result of this review were completed July 3, 2015.
- During the Summer of 2015 the VPO was advised by MOE staff that Life Cycle Costing (LCC) was now required for all PDR. This additional requirement was completed in October 2015.
- Kingsford Smith is located in the East side of Vancouver and has a modest utilization rate of 84%.

CURRENT SITUATION:

- The VPO is waiting for a Project Agreement.
- The VSB Long Range Facility Plan is currently being developed and anticipated to be completed in June 2016.
- VPO staff is unable to perform any further work without approval and funding to proceed.
- Funding required for consultants to produce plans and specification ready for construction tendering is approximately $75\% \times \$967,000 = \$725,000$.

OPTIONS:

Option 1 – The Ministry of Education provide funding to commence and complete the design process. Tendering will not commence until a Project Agreement is signed for the balance of the project costs.

Option 2 – The Vancouver Board of Education provide funding to commence and complete the design process. Tendering will not commence until a Project Agreement is signed for the balance of the project costs.

Option 3 – The Ministry of Education and the Vancouver Board of Education jointly and equally provide funding to commence and complete the design process. Tendering will not commence until a Project Agreement is signed for the balance of the project costs.

Option 4 – Do not proceed with any of the options noted above.

RECOMMENDATION:

Option 1

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: February 16, 2016

SUBJECT: Kingsford Smith Elementary - Adjustment of Project Schedule for Project Agreement

BACKGROUND:

- The Project Definition Report (PDR) for Kingsford Smith Elementary was presented to the Vancouver Project Office Steering Committee (VPOSC) for approval on March 31, 2015. Comments from this presentation were incorporated in the PDR and subsequently was supported by the Ministry of Education (MOE) as a Seismic Upgrade project.
- Adjustments to the budget and schedule were completed July 3, 2015 following third party peer review recommendations. The project start to completion date at that time was July 2015 to Dec. 2017 assuming a quick approval.
- In October 2015, Life Cycle Costing was further added to the PDR at the request by Ministry of Education.
- By December 23, 2015, when it was evident that a Project Agreement would not be received by the end of 2015, an updated budget and schedule was provided to the Ministry of Education assuming a start to completion date of January 2016 to December 2018. The updated Project Schedule accounted for both the delays in the execution of the Project Agreement, and the inaccurate scheduling overlaps relating to the Building Permit issuance and the Contract Award.
- On January 15, 2016 the VPOSC approved the Project Office to engage the Consultant Team to commence preliminary work up to a value of \$5000 (approximately 2 weeks of work).
- On January 27, 2016, the Ministry of Education (MOE) and the Vancouver School Board (VSB) publicly announced the funding of \$11.6M for a seismic upgrade to Kingsford Smith Elementary.
- On January 28, 2016 a Draft Project Agreement was received from the MOE which has a projected start date of September 2015 and a completion date of March 2018.
- On February 2, 2016, the VSB staff presented the results of the public consultation process to the VSB's Committee II. The Committee endorsed the recommendation to seismically upgrade and to proceed to the Board for approval of the draft PDR on February 9, 2016.
- On February 9, 2016 the VSB approved the draft PDR's recommendation to seismically upgrade Kingsford Smith Elementary.

- Projected Approval Timelines:

VPOSC Approval of Project Schedule Adjustment	Feb. 17, 2016
Project Agreement presented to Committee II for endorsement	Feb. 17, 2016
Project Agreement presented to VBE for approval	Feb. 29, 2016
Ministry of Education to return signed Project Agreement to VSB	Mar. 15, 2016
The VPO executes contractual agreements with the Consultant Team	Mar. 22, 2016

CURRENT SITUATION:

- Assuming that a Project Agreement could now be executed by all parties by the end of March 2016, the attached Project Schedule dated February 11, 2016 has been adjusted to reflect the current and realistic timelines resulting in a revised completion date of March 2019, versus March 2018 as noted in the draft PA.
- The updated Schedule does not reflect any Budget modifications.
- The Project Budget in the draft PA is still in alignment with the media announcement.
- The completion date of this Project has never been publicly announced by the VSB nor the MOE.
- The VPO advises against signing a Contract (the Project Agreement) with the wrong Project Schedule included.

OPTIONS:

1. Approve the revised and updated Project Schedule, and include it in the Draft Project Agreement.
2. Approve only the revised and updated Project Schedule as a stand-alone document.
3. Approve the current Project Schedule in the draft Project Agreement, acknowledging that the start to completion date of September 2015 to March 2018 is incorrect and will be required to be revised and updated.

RECOMMENDATION:

Option 1.

Project Update for VPO Steering Committee

FEBRUARY 17, 2016



KITSILANO

SEISMIC
UPGRADE &
NEW ADDITION

Current Project Status

- ▶ Phase 1 and 2 completed - Cleaning up remaining deficiencies
- ▶ Phase 3 (Heritage Building) – Hazmat abatement and demolition 80% complete; Heritage façade retention 90% complete. Overall Phase 3 is 10%.
- ▶ Phase 4 Demolition of temporary accommodation and playing field to commence after completion of Phase 3.

Kitsilano Photos



Removal of heritage windows on the north
façade Nov. 2015

Kitsilano Photos



Full demolition while retaining the heritage façade (SW corner)



Heritage facade retention with steel bracing and concrete lock blocks (west façade)

Kitsilano Photos



Demolition debris behind retained heritage
façade

Issues/Concerns/Risks

- ▶ Additional haz-mat - after detailed examination, the initial claim of \$625,000 for extra hazmat abatement has been reduced to \$400,000.
- ▶ Soil – unforeseen poor soil conditions were discovered below the existing heritage building have a cost magnitude of approximately \$200,000 to-date.

Schedule Status

- ▶ Phase 3 (Heritage Building): Originally schedule to complete in Spring 2017 is approximately 3-4 months behind schedule due to the unforeseen additional hazmat abatement work and poor soil conditions.
- ▶ Project completion date of Phase 3 is now estimated to be August 2017. However, the team is still reviewing opportunities to recover time loss.
- ▶ Phase 4 (Demolition of Shop, Installation of Play Field): to commence after the completion of Phase 3.
- ▶ We are approximately 2/3 through the 4 year construction period.

Budget Status

Construction Contingency	\$1,696,358
Accumulated Change Orders	\$1,306,134
Construction Contingency Balance	\$390,224
Forecasted additional hazmat & poor soils work	\$250,000
Forecasted Construction Contingency Remaining to date	\$140,224

- ▶ Project is approximately 66% complete with 80% of the contingency committed
- ▶ Project Team is reviewing opportunities for additional cost savings

QUEEN MARY

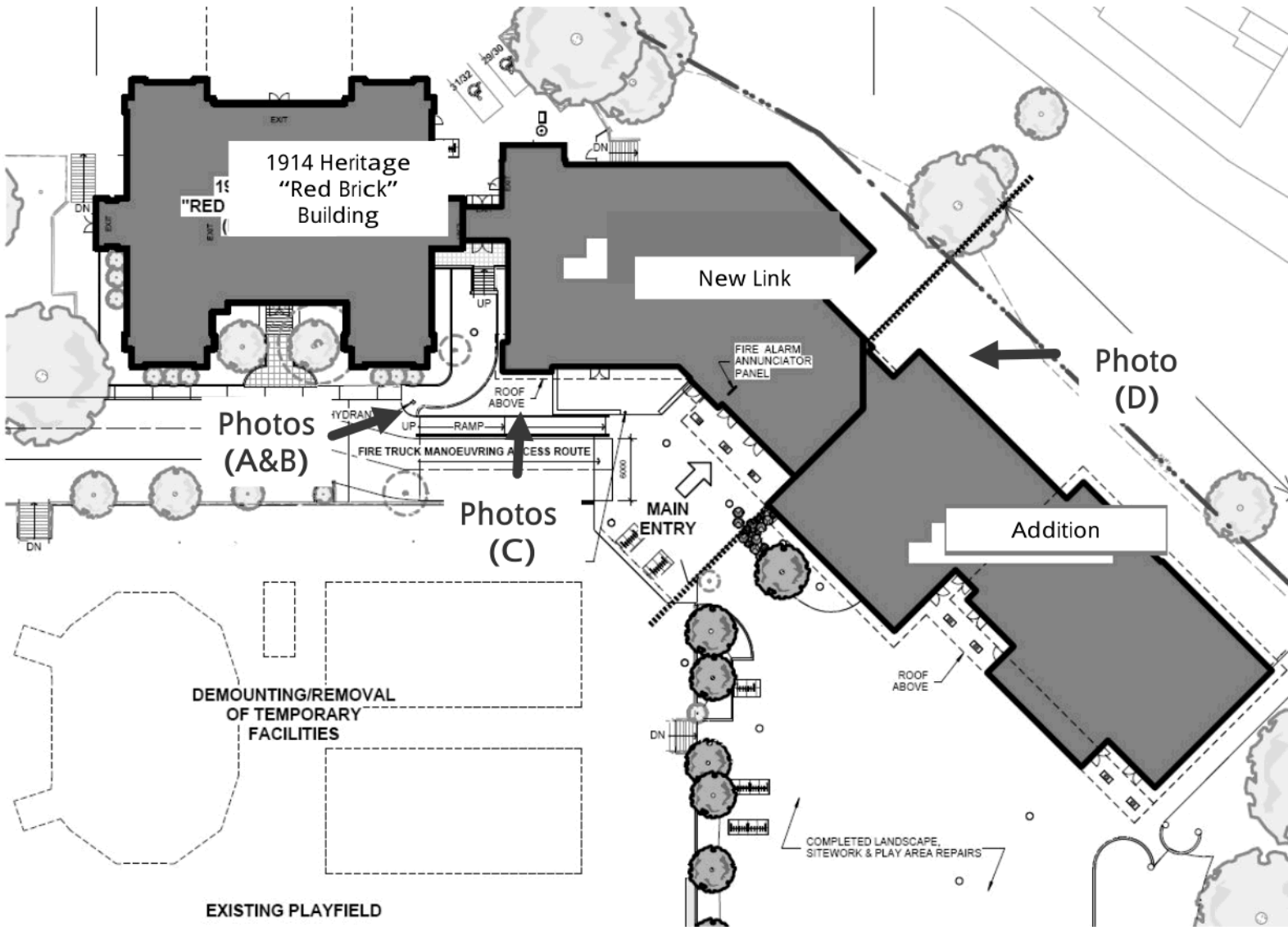
SEISMIC
UPGRADE WITH
A PARTIAL
REPLACEMENT

Current Project Status

- ▶ Phase 1 – Portables and Gym – Completed Summer 2014.
- ▶ Phase 2 – Heritage Building renovation; New Library & Admin. Office – Completed December 2015.
- ▶ Phase 3 – New Gym and Common Areas – To be completed in December 2016
 - ▶ Hazmat abatement and demolition of 1926 and 1964 buildings are 85% complete

Queen Mary Site Plan

Complete



Under construction

Queen Mary Construction Photos



(A)
Heritage and new library/entry - Phase 2
(completed)



(B)
Exterior of library and new main entry - Phase 2
(completed)

Queen Mary Construction Photos



(C)
Southwest exterior corner of the new library -
Phase 2 (completed)



(D)
Old office admin building demolished – Phase
3 (ongoing)

Issues/Concerns/Risks

- ▶ Hazmat - Discovered hazardous materials in buried concrete tunnel.
- ▶ Soil - Unforeseen poor soil conditions were discovered under the existing structure of Phase 3 that was to be demolished.
- ▶ Mitigation - Design and construction team are in discussions to resolve and mitigate cost and schedule impact to these unforeseen scopes of work

Schedule Status

- ▶ Phase 2 – Completed December 2015
- ▶ Phase 3 – New Gym and Common Areas – completion targeted for December 2016

Budget Status

Change Orders

1. Hazardous Materials	\$ 250,000
2. Underground Civil Services	\$ 650,000
3. Other Building Conditions	\$ 315,000
Total Change Order Amount To-date	\$ 1,215,000

Budget Status

Construction Contingency	\$ 729,000
Accumulated Change Orders to date	\$ 1,215,000
Funding Required from Risk Reserve	-\$ 486,000

Risk Reserve Budget	s.17
VPO Reserve	
Remaining Risk Reserve	

- Project is approximately 2/3 complete.

GENERAL
GORDON

REPLACEMENT
SCHOOL

Current Project Status

- ▶ Under Construction - 60% complete
- ▶ Exterior weather enclosure complete, cladding underway
- ▶ M/E rough-in nearing completion
- ▶ School in temporary portables at QE Main / QE Annex sites
- ▶ Bussing to two sites ongoing

Gordon Construction Photos



View from Northeast



View from West – Main entry

Gordon Construction Photos



View from Southwest – classroom block



View towards multipurpose from Northwest

Issues/Concerns/Risks

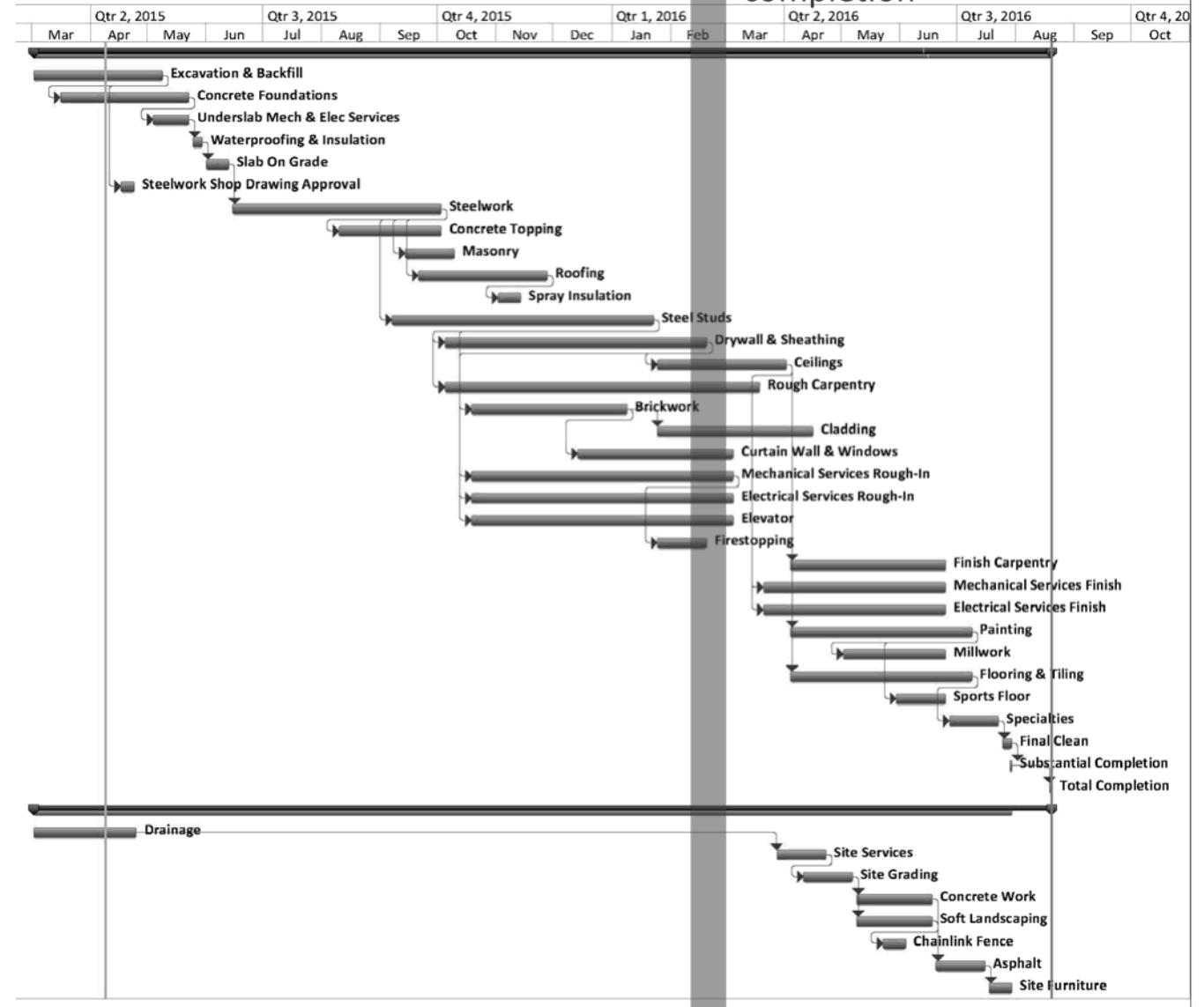
- ▶ Unforeseen Soils issues early in construction phase have utilized approximately \$380,000. The total project contingency is only \$360,000 (3%).
- ▶ Project staff continue to seek areas for cost savings. An additional \$49k in savings found in the offsite lane civil works.
- ▶ Forecasted additional costs due to Hydro works that was inadvertently missed by the electrical consultant.
- ▶ Community concerns over demolition of Montessori outbuilding could impact the demolition planned for March 2016. This may impact overall completion schedule.

Schedule Status

Heatherbrae reports they are on track to current schedule, target occupancy August 2016

Current status:

on track for August 2016 completion



Next Milestones

- ▶ Completion of Exterior enclosure complete. Interior work on schedule.
- ▶ Interior finishing – Spring 2016
- ▶ Montessori outbuilding Demolition - March 2016
- ▶ Exterior landscape and site services completion – Spring 2016
- ▶ Site equipment including playground install – July 2016

- ▶ Occupancy target – August 2016
- ▶ School start – September 2016

Budget Status

Change Orders	
1. Unforeseen Soils Conditions (CD# 1,2,3)	\$ 341,719
2. Steel Structure Revisions	\$ 77,532
3. Hydro / City Requirements	\$ 93,095
4. HVAC / Mechanical revisions	\$ 85,541
5. Exterior enclosure	\$ 35,055
5. Other Change Orders [Millwork, etc]	\$ 58,934
Total Change Order Amount	\$ 691,876

Budget Status

Accumulated Change Orders to date	\$ 691,876.69
Cost Savings (Post-tender Change Orders)	(\$ 320,346.36)
Total Net Change Order Amount	\$ 386,530.33
Construction Contingency (PA Value 3%)	\$ 360,356
Shortfall required from Reserve presently	(\$ 26,174.33)

Risk Reserve Budget (PA Nov. 2014)	s.17
VPO Reserve	
Remaining Risk Reserve	

L'ÉCOLE
BILINGUE

REPLACEMENT
SCHOOL

Current Project Status

- ▶ Under Construction - Contract value 28% complete.
- ▶ Foundation and sub-grade services complete
- ▶ Wall framing and slab pour work underway

- ▶ On Schedule for completion November 2016 and school start in January 2017

L'Ecole Bilingue Construction Photos



View of earth tubes under MP slab – simplified for cost savings



View of earth tubes under gym slab – simplified for cost savings

L'Ecole Bilingue Construction Photos



Feb 10: First floor framing of West classroom block complete.



Feb 10: Interior of first floor classroom block

L'Ecole Bilingue Construction Photos



Feb 10: View from Southeast – First floor framing complete. Second floor framing underway.

Feb 10: Gym slab layout at East ready for pour

L'Ecole Bilingue Construction Photos



Feb 16: View from Southeast – Second floor framing nearing completion.

Feb 16: Gym slab pour

L'Ecole Bilingue Construction Photos



Feb 16: View from Southwest – Second floor framing nearing completion.



Feb 12: Installation of prefabricated walls underway

Issues/Concerns/Risks

- ▶ Hazmat and soils issues encountered during demolition now contained and complete.
- ▶ Construction Tender price was approximately \$2.1M over the construction budget.
- ▶ Further cost savings opportunities are being reviewed but are minimal.

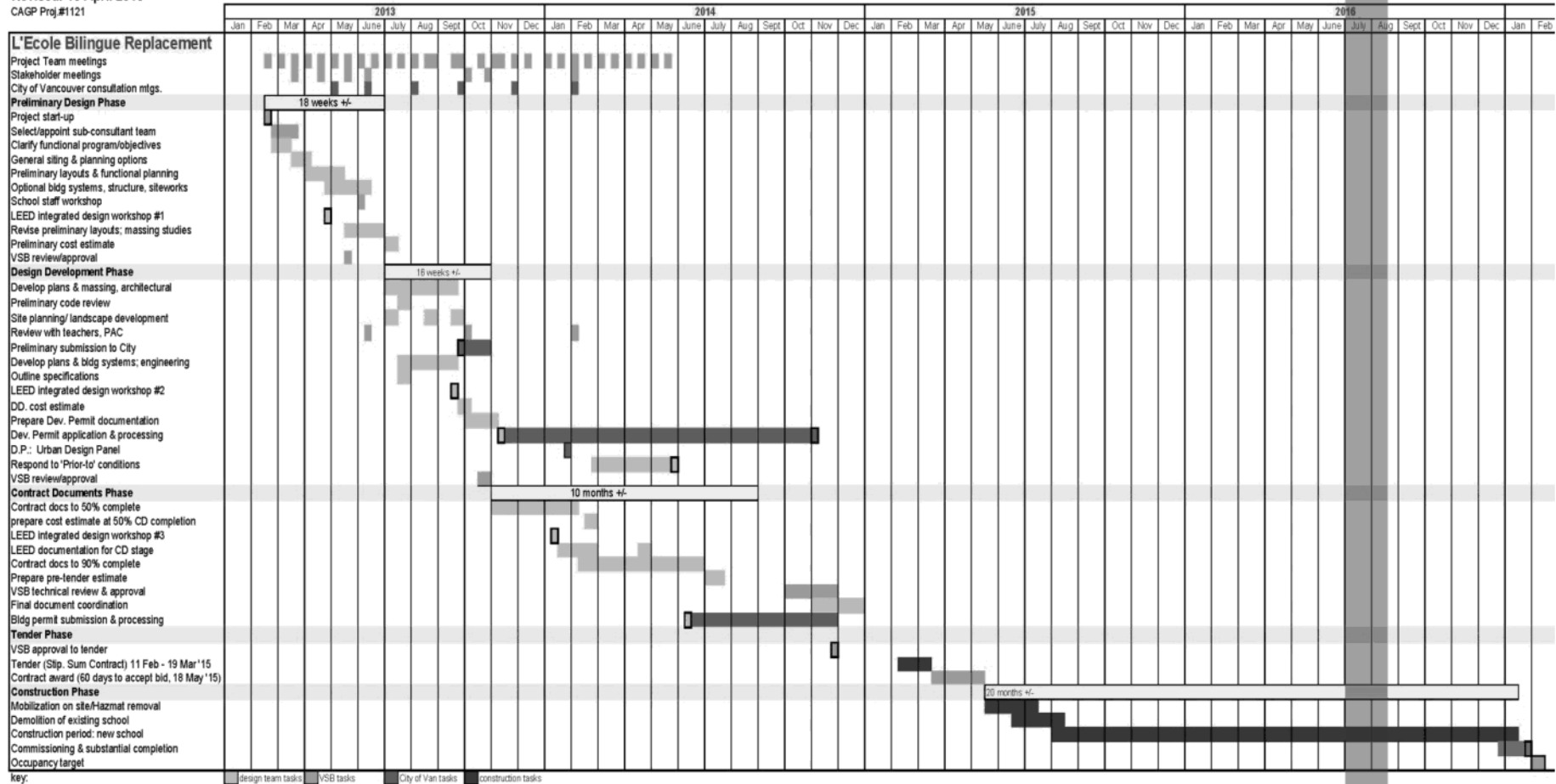
Current status:
on track for Nov
2016 completion

Schedule Status

DGS reports
they are on
track to current
schedule,
target
occupancy
November 2016

L'Ecole Bilingue Replacement School: Project Schedule

Revised: 15 April 2015
CAGP Proj.#1121



Next Milestones

- ▶ Completion of Grade Slab – Feb 2016
- ▶ Glulam structure assembly [Gym, Multipurpose] – March 2016
- ▶ Building close-in - June 2016
- ▶ Target occupancy - Nov 2016
- ▶ School start targeted for January 2017

Budget Status

► Contract status:

► Original contract amount	=	\$ 12,500,000
► Cost savings	=	(\$ 360,207)
► <u>Extras via change order</u>	=	<u>\$ 70,208</u>
► Net contract value	=	\$ 12,210,000

	PA – revised Budget Nov 2014	Contract Values	Actual Spent	Committed	Forecasted totals to completion	Variance from PA budget
Hard costs	\$10,826,078	\$12,702,190	\$3,009,024	\$9,693,166	\$12,665,000	(\$1,838,922)
Soft costs	\$920,871	\$1,124,267	\$882,350	\$241,917	\$1,194,754	(\$273,883)
Contingency	\$283,396 [2.6%]		-	-	\$379,950 [3%]	(\$96,554)
Other costs [Permits, PDR, taxes, offsite]	\$847,602	\$1,042,548	\$464,048	\$578,500	\$1,019,041	(\$171,439)
Project budget	\$12,877,946				\$15,218,308	(\$2,340,362)
Reserves	s.17					
VPO allowance						
Total overall						

STRATHCONA

HERITAGE
SEISMIC
UPGRADE



Current Project Status

- ▶ Phase 1 Building B & C Construction & Civil work– ongoing.
- ▶ Building B:
 - ▶ Exterior Concrete Shear walls for Building B complete
 - ▶ Steel Stud installation on the interior as well as new link to building A.
- ▶ Building C:
 - ▶ Foundations and new slab on grade complete
 - ▶ Structural shoring of existing building complete
 - ▶ Structural demolition of interior brick walls ongoing

Strathcona Building B progress...



Exterior concrete shearwalls
(photo taken from Pender St)



Bldg. B new link foundations
(photo taken from Courtyard)



Interior struc. steel and steel studs
(auditorium level)

Strathcona Building C progress...



Slab on grade and shotcrete exterior walls complete in basement. Reinforcing steel in place for concrete columns that support Isolators



Structural Shoring of Building C complete

Strathcona Building C progress...



Structural shoring of interior brick walls to be retained above isolation plane



Structural demolition of interior brick walls on Upper Level complete

Issues/Concerns/Risks

- ▶ Civil work encountered conflicts with existing services not on record drawings
- ▶ Ground conditions in Building C were worse than anticipated, a detailed sequenced excavation was developed to pour new footings so as not to undermine existing
- ▶ After interior demolition of finishes, portions of interior brickwork require remediation
- ▶ Some windows on east and south elevations have been discovered to have rot in the frames behind where the interior finish had previously covered
- ▶ Schedule- due to the above the schedule for building C (to hand back for school occupancy in September 2016) is tight and is in risk of pushing into September. Contractor ascertaining where time can be recovered.

Schedule

Current status: targeting Sept.
completion

Strathcona Elementary Seismic Upgrade: Project Schedule

CURRENT

	2014												2015												2016												2017																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Budget

	BUDGET	CONTRACT AMOUNT	SPENT
SOFT COSTS	\$ 2,940,200.00	\$ 2,786,618.29	\$ 2,099,178.08
CONSTRUCTION COSTS	\$ 19,613,400.00	\$ 19,807,785.11	\$ 4,010,510.16
CONTINGENCY	\$ 1,816,700.00	\$ 1,816,700.00	\$ 308,401.81
PROJECT COSTS	\$ 1,260,900.00	\$ 1,286,834.08	\$ 671,220.64
TOTAL	\$ 25,631,200.00	\$ 25,697,937.48	\$ 7,089,310.69
<i>variance to budget</i>		\$ (66,737.48)	

- As conveyed in previous SC update, on Construction Costs we had a tender overage. Post tender cost savings have reduced the total overage. The team are continuing to explore any possible cost savings as well as managing the remaining overage with the total project cost as well as retendering of one large trade package.

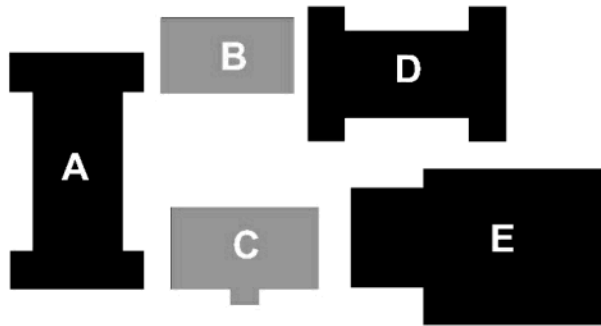
Contingency

	PROGRESSED		PROJECT TOTAL	%
SCHEDULE (mths)	7	<i>of</i>	26	27
CONTINGENCY	\$308,401.81	<i>of</i>	\$1,816,700	17
CONSTRUCTION COSTS	\$ 4,010,510.16	<i>of</i>	\$19,807,785	20

Next Milestones

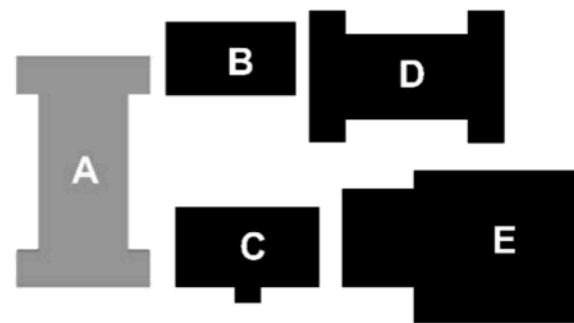
- ▶ Building B-
 - ▶ Interior steel stud target completion March 2016
 - ▶ Building new link to Building A- May 2016
- ▶ Building C
 - ▶ Structural Demolition- March 2016
 - ▶ Main Floor Suspended Concrete Slab – April 2016
 - ▶ Isolators Install- May 2016

Schedule Status



Phase 1

- ▶ Building B(Auditorium) and Building C (Junior Building/Base Isolation) and Civil works
- ▶ Construction commenced July 2015
- ▶ Targeted completion August 2016



Phase 2

- ▶ Building A and Landscape works
- ▶ Targeted to commence July 2016
- ▶ Targeted completion August 2017

Schedule Risk

Completion of Building C, due to discovery of site conditions schedule is getting tight for handover to school for September 2016- closely monitoring.

A dark gray, curved shape that resembles a stylized letter 'C' or a partial circle, positioned on the left side of the page. It has a slight gradient and a thin white border on its right edge.

NELSON

REPLACEMENT

Current Project Status

Replacement School

- ▶ Working Drawings are 65% complete.
- ▶ DP issue - April 2016.
- ▶ Open House for VSB – CoV joint Childcare announcement to be held – date to be confirmed.
- ▶ Building Permit (BP) – June 2016

City of Vancouver Childcare

- ▶ M.O.E. to review and approve VSB-CoV “Offer to Lease”.
- ▶ The City of Vancouver has requested a 60 year lease arrangement.

Currently the project is projected to be behind schedule due to permit processing delays.

we are here

PROJECT IMPLEMENTATION



McFARLAND MARCEAU ARCHITECTS LTD | Lord Nelson Elementary School | VSB

Next Milestones

- ▶ CoV issuing 'Prior to' letter for Development Permit approval – March 2016.
- ▶ Joint CoV – VSB – M.O.E. announcement for new Childcare facility at Lord Nelson Elementary – date to be confirmed.
- ▶ Value Engineering report to be complete at the end of March.
- ▶ Building Permit Application early-mid April.

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: April 20, 2016

SUBJECT: Project Definition Report-Approval of Seismic Mitigation
Project at Lord Tennyson Elementary

BACKGROUND:

Lord Tennyson Elementary School (Tennyson) is located in the Kitsilano neighbourhood of Vancouver on West 10th Avenue and Cypress Street, between Granville and Arbutus Streets.

The operating capacity of the school is 406 (57K+349) and current enrollment is 447 (110% utilization). The enrollment is expected to grow over the next 10 years due to ongoing commercial and residential densification along West Broadway. The 2016 Facility Condition Index (FCI) for the main school building is 0.51, well above the 0.41 provincial average. The main school building consists of a classroom block (1910/1912), a gymnasium block, and a change room block (1957).

In 2004, the BC Seismic Assessment Program concluded that Lord Tennyson Elementary contained high seismic risk areas that could have extensive damage following an earthquake. In 2013, the Ministry of Education supported Lord Tennyson Elementary as a part of the Province's Seismic Mitigation Program.

Shortly thereafter, the firm of Genivar Engineering completed a seismic investigation of the main school building and provided a Seismic Project Identification Report (SPIR) in 2013. The SPIR identified Block 1 (classrooms), Block 2 (gymnasium), and Block 3 (change rooms) all as High Risk (H1). Therefore, the scope of the upgrade will encompass all three blocks of the main school.

CURRENT SITUATION:

Tennyson Elementary presents strong case to be addressed as part of the Seismic Mitigation Program due to its high seismic risk, high enrollment utilization, high utilization of surrounding area schools, and high FCI.

The City of Vancouver also identifies this school in their Heritage Registry as a Category B. However, modifications over time have diminished some of the building's overall character and heritage integrity. Discussions with the City of Vancouver have clearly indicated that upgrades may be cost prohibitive and that a viable replacement option involving demolition could be an acceptable scenario.

Three Seismic mitigation options were investigated:

Option 1: Seismic Upgrade
Full Building Retention with structural upgrade scope plus project necessities, including basic life safety and accessibility retrofits as required by City of Vancouver.
Pros: Shorter design and construction timeline. FCI improves from 0.51 to an estimated value of 0.41
Cons: High Total Project Cost Higher long-term operation costs Requires temporary accommodation for school program throughout the duration of the project.

Option 2: Full Replacement
Full Replacement of the school that would fully comply with the Building Code requirements of the Vancouver Building By-law.
Pros: Lowest Total Project Cost – Least Cost Option. Lowest long-term operational costs. Energy Efficient and Sustainable meeting LEED Standards Temporary accommodations not required as school will remain on site during construction.
Cons: No on-site playfield during construction of new school building.

Option 3: Partial Retention/Replacement
Partial replacement was studied and deemed not feasible due to the fact that all three blocks are equally high seismic risk (H1) and have similar FCI. In addition, the existing classroom block has a compact central corridor with the gymnasium block integrally connected at the center making it not feasible for dividing the school into functional sections. Further cost estimates therefore were not pursued.

Project Costs of the two viable options:

Options	Option 1	Option 2	Option 3
Seismic Mitigation Strategy	Seismic Upgrade	Full Replacement	Partial Replacement
Total Project Cost (including Reserves)	s.17		Not deemed feasible. Cost estimate not done.

Based on the options presented above, the Vancouver Project Office recommends **Option 2: Full Replacement**, as the lowest cost option.

Project budget for the recommended option is:

Project Cost without Reserves	\$19,878,600
Project Reserves	s.17
Administrative Reserves	
Escalation Reserves	
Total Project Costs with Reserves	

Anticipated construction start date: Summer 2018

Estimated construction completion date: Spring 2020

DECISION OPTIONS:

Option A- Approve the Project Definition Report based on the recommended option and budget amounts noted above, and authorize the VPO to proceed to the design phase upon execution of the Project Agreement with the intent to administer the construction under a Stipulated Sum Contract.

Option B - Do not approve the Project Definition Report based on the recommendation noted above.

RECOMMENDATION:

Option A

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: April 20, 2016

**SUBJECT: Project Definition Report Approval of Seismic Mitigation
Project at Annie B. Jamieson Elementary**

BACKGROUND:

Annie B. Jamieson Elementary School (Jamieson) is located on the west side of Vancouver, on Tisdall Street and 49th Avenue, between Cambie and Oak Street. The majority of Schools in this area have high enrollment rates.

The operating capacity of the school is 481 (38K+443) and current enrollment is 475 (99% utilization). The enrollment is expected to grow over the next 10 years resulting in a utilization rate of over 100%. The 2015 Facility Condition Index (FCI) for the school is 0.60, well above the 0.41 provincial average. The school was originally constructed in 1959 and had two major additions of classrooms in 1964 and 2001.

In 2004, the BC Seismic Assessment Program concluded that Annie B. Jamieson Elementary contained high seismic risk areas that could have extensive damage following an earthquake. In 2012, the Ministry of Education formally supported Annie B. Jamieson Elementary as a part of the Province's Seismic Mitigation Program.

Once the project was supported, the Structural Engineering firm of Bush Bohlman and Partners completed a seismic investigation and provided a Seismic Project Identification Report (SPIR). The SPIR identified Block 1 (classrooms), Block 2 (administration) and Block 3 (gymnasium and multipurpose room) as High Risk (H1). Block 4 (classrooms) was completed in 2001 and is not considered a high risk.

CURRENT SITUATION:

Jamieson Elementary presents strong case to be Seismically Upgrade due to its high seismic risk, high enrollment utilization, high utilization of surrounding area schools, high FCI, and the availability of temporary accommodations at the South Hill site. South Hill is a good choice as a swing space since it is in relatively close proximity, has sufficient capacity, and can meet the project timelines.

The scope for the seismic upgrade will focus primarily on Blocks 1, 2 and 3, which includes strengthening all structural components within the building's high risk areas, including foundations, super-structure, roof, and interior walls. The areas impacted by seismic work will include reinstatement of interior and exterior finishes, fixtures, millwork, plumbing lines, electrical distribution and site servicing along the foundation line. Non-structural components of all four blocks will also be addressed.

Three Seismic mitigation options were investigated:

Option 1: Seismic Upgrade
Full Building Retention with structural upgrade scope plus project necessities, including basic life safety and accessibility retrofits as required by City of Vancouver.
Pros: The lowest cost option; FCI improves from 0.60 to an estimated value of 0.40
Cons: Highest annual operating cost upon completion due to minimal improvement in energy consumption.

Option 2: Partial Retention/Replacement
Retention and seismic upgrade of Block 3 (gymnasium and multipurpose room), and the new replacement of Blocks 1 and 2 (classrooms and administration).
Pros: Lower energy and operating costs; FCI improves from 0.60 to an estimated value of 0.24
Cons: Higher cost than Option 1

Option 3: Full Replacement
Full Replacement of the school that would fully comply with the Building Code requirements of the Vancouver Building By-law.
Pros: Reduces FCI from 0.6 to 0
Cons: Highest cost option; Longer approval, design, and construction period.

Project Costs of the three options:

Options	Option 1	Option 2	Option 3
Component	Seismic Upgrade	Partial Replacement	Full Replacement
Project Cost (including Reserves)	s.17		

Based on the options presented above, the Vancouver Project Office recommends **Option 1: Seismic Upgrade**, as the lowest cost option.

Project budget for the recommended option is:

Project Cost without Reserves	\$ 10,085,000
Project Reserves	s.17
Administrative Reserves	
Escalation Reserves	
Total Project Costs with Reserves	

Anticipated construction start date: Spring 2018

Estimated construction completion date: Fall 2019

DECISION OPTIONS:

Option A - Approve the Project Definition Report based on the recommended option and budget amounts as noted above, and authorize the VPO to proceed to the design phase upon execution of a Project Agreement with the intent to administer the construction under a Construction Management contract to be converted to a Stipulated Sum Contract.

Option B - Do not approve the Project Definition Report based on the recommendation noted above.

RECOMMENDATION:

Option A

Seismic Mitigation Program Decision Forum Agenda - Meeting #1

April 28, 2016, 9:30-12:30pm

Location: Vancouver School Board

1.	Subject – Decision Forum Terms of Reference Presenter – Secretary Treasurer and Assistant Deputy Minister Decision Required – For Information	9:30 am
2.	Subject – Jamieson Elementary School PDR Presenter – VPO Director Decision Required – Confirmation to move forward to VPO Steering Ctm.	9:45 am
3.	Subject –Tennyson Elementary School PDR Presenter – VPO Director Decision Required – Confirmation to move forward to VPO Steering Ctm.	10:00 am
4.	Subject –VPO Funding Model Presenter – VPO Director / Finance Supervisor Decision Required – Agreed Funding Model for VPO	10:15 am
5.	Subject – PDR Process and Approval Chart Presenter – VPO Director Decision Required – Alignment of VSB & MoE Approval Timelines for PDR's	11:45 pm
6.	Wrap Up / Next Meeting Date	12:15 pm

Seismic Mitigation Program Decision Forum

Record of Decisions – Meeting #1

Date: April 28, 2016
Time: 9:30 am to 12:30 pm
Location: Vancouver School Board
Attendees: Russell Horswill, Shanna Mason,
 Janson Ho, Ernest Fanthorpe, Jay Hiscox, Michael Long
 James Meschino, Kelly Isford-Saxon
 Lesley Ballman, Ryan Spillett, Rob Drew

Agenda Item	Discussion/Decisions/Action items
1. Decision Forum - Terms of Reference	<ul style="list-style-type: none"> • Shanna and Russell explained the purpose and the process for the Decision Forum (DF) meeting. • Action Items are to be identified and minuted, and then brought forward to the next Decision Forum for review. • PDR's – are technical documents produced by the VPO in consultation with the VSB, for the MoE. <ul style="list-style-type: none"> - PDR's are to be marked as "Final" and provided to the Ministry with a cover letter or email stating the scope, schedule and budget is final, supported by the VBE and ready for funding decision. - MOE Staff will not be part of the decision to finalize a PDR as this is a product produced by the VPO for the VBE. We are happy to participate in decisions relating to the development of a PDR that require ministry's input or clarification. - PDR's may provide additional options should the VSB have supplemental funds to support additional work (Ex. Deferred Maintenance upgrades, Heritage Retention, Additional improvements, or other partnerships, etc.) and funding contribution should be clearly laid out in the PDR. - Time should not be spent between MoE and VPO wordsmithing the document unless the information provided is not correct or absent. - Project Schedules should be identified with duration periods instead of specific dates which can then be applied to the project whenever the Project Agreement (PA) is finally executed. A mechanism to address escalation cost adjustments will also need to be addressed. - Once the Treasury Board has approved the PDR/PA, adjustments

	<p>to Schedule and Budget should not be made until the Pre-Tender approval stage; and should be the exception, not the norm.</p> <ul style="list-style-type: none"> Funding Approval Form – This new form is to be used on future submissions to the VPOSC in support of PDR's. <ul style="list-style-type: none"> This is to be first signed off by the VPO Director confirming the facts are accurate as presented. Then, the form will be provided to the VBE and to the MOE (MoE Regional Director, and VSB Director of Facilities) who will sign off that they have reviewed the work done by the VPO and agree with the facts as laid out. Once the Form is signed by all three parties it can advance to the Steering Committee. Capital Bylaws – The MoE will not require a specific bylaw for each individual project, but instead the VSB can pass a bylaw for a group of projects under one bylaw. This bylaw list will not address specific financials since the PA's already identify the specific values approved for each project.
2. Jamieson Elementary School PDR	<p>Action: Approved to be forwarded to VPO Steering Ctm on May 3, 2016 for endorsement. Regional Director to provide materials for VPOSC.</p>
3. Tennyson Elementary School PDR	<ul style="list-style-type: none"> Questions were raised in regards to the forecasted 110% enrollment while the replacement school capacity remains status quo. Attached Tables do not align with recommendations. Concerns were also raised that this school is designated Heritage "B". Delayed to VPO Steering Committee until May 24th. <p>Action: Narrative to be added to Decision Paper explaining school capacity rationale. IE. Management of Single Track French Program. Action by Jay.</p> <p>Action: Jim M. to engage Heritage consultation with school community ahead of next Decision Forum meeting on May 12th. Consultation with Heritage advisory groups is scheduled for May 18th.</p> <ul style="list-style-type: none"> Due to the upcoming Provincial election, Government approval for Capital Projects from approximately Jan. - June 2017 will be challenging, unless projects are low complexity, low risk, and less than \$20M.
4. VPO Funding	<ul style="list-style-type: none"> Overhead work by VPO staff comprised of 31% from projects with PA's, but 69% from projects in feasibility stage without PA's.

Model	<ul style="list-style-type: none"> • Three funding models were presented for discussion • Option 3 which proposed a \$5M fund was deemed not possible. • A system where funds (cash flow) were drawn down on a regular basis, even for projects with a different COA's, but resulting in surpluses/shortfalls that would be averaged out over the long term, would be supported. Project costs would then also be reconciled according to time spent on each project via time sheet tracking. • The 5% VPO Reserve would be used to fund the VPO's operating costs, while the 1% funding above the line could be used for VSB Staff costs. VSB control measures would be required for costs allocated to the 1%. • It was suggested to move the 5% VPO Reserve above the line to eliminate the need for reserve approval. • It was also advised that the VPO needs to ensure they align work effort with the availability of Ministry project funding which is based on the LRFP. For example, the Interim LRFP shows no new projects completing construction until the latter part of 2019, which may create a lull in billable hours. The VPO is to manage this through adjusting resourcing accordingly or finding other sources of billable hours. • And, it was also advised that Ministry review of PDRs will be limited to those moving to decision as outlined in the LRFP / available ministry project funding. In order to manage workload, MOE staff will not be reviewing and commenting on PDRs that will not be advanced for decision within the next 12 months. • It was noted by the Project Office Director that the VPO Steering committee had approved his implementation plan as per MOU requirement in July 2015 for all projects currently in PDR phase. The implementation plan showed project approval stages and when Project Agreement funding would be required to achieve a 2030 completion date. The Interim Long Range Facilities plan showed completion dates for non-specific projects. Further discussion would be required on the issue. <p>Action: The VPO Finance Supervisor will provide a condensed proposal in accordance with direction provided at the Decision Forum on May 26 or earlier if possible.</p>
5. PDR Process and Approval Chart	Action: Deferred to the next meeting.
6. Future Agenda Items	<ul style="list-style-type: none"> • Review of Action Items • Tennyson PDR (Janson) • VPO Funding Model (Michael) • PDR Process and Approval Chart (Janson) • Project Cost Summary Review (Ernest)

QUEEN MARY:**Schedule:**

The contractor has requested an extension to the scheduled completion date for the project from August 2016 to January 2017 which will delay the opening of the school. The contractor is asking for \$150,000 for the delay to cover their general conditions and overhead. We are currently reviewing the claim.

Budget:

Queen Mary	Budget	Forecast	Variance
Project budget	\$ 18,393,956.00	\$ 20,308,183.00	\$ (1,914,227.00)
Reserves	s.17		
VPO reserve			
AFG funding			
Total project budget			

Cost Savings

Pre-tender cost savings were made to the school including: reducing the area by 230sm, reducing the floor to floor height, deleting the majority of the landscaping, and changing finishes and materials.	\$ 1,100,000.00
Structural steel revisions, scope reductions, changes to materials, foundation design changes, reductions in millwork and landscaping	\$ 491,897.00
Total	\$ 1,591,897.00

The project is forecast to be in deficit when complete by approximately s.17 if the available reserves are allowed to be utilized. Changes during the course of construction have been largely due to soils, hazardous materials and structural issues in the existing buildings.

KITSILANO:**Schedule:**

The general contractor indicates that final completion of the project is behind schedule by approximately 2 months due to hazmat and soil remediation required during construction. The school will be complete for September 2017 but the play field will not be complete until December 2017. The general is preparing a request for an extension to the schedule.

Budget:

Kitsilano	Budget	Forecast	Variance
Project budget	\$ 62,214,354.00	\$ 61,735,000.00	\$ 479,354.00
Reserves	\$ s.17		
Total project budget	\$		

The project is currently on budget. The contractor has approached us with a request for an extra to deal with poor soil that was discovered underneath the existing building. The order of magnitude of this extra could be over \$1,500,000. The contractor has also identified a potential extra for hazardous materials discovered underneath the slab of the existing building.

We are currently evaluating the validity of the requests and have met with the general contractor who are preparing additional information for our review. We have reviewed design build agreement and are of the opinion that the soil risk is all the general contractor's our legal counsel have also reviewed the agreement and their opinion is the same as ours. The general contractor does not share our view of the contract.

STRATHCONA:**Schedule:**

Construction of Phase one is approximately three weeks behind schedule due to poor soils and existing conditions in building C. The start of Phase two is going to be delayed as a result from this summer until early fall.

Budget:

Strathcona	Budget	Forecast	Variance
Project budget	\$ 25,631,200.00	\$ 25,704,033.00	\$ (72,833.00)
Reserves	\$ s.17		
VPO reserve	\$		
Total project budget	\$		

Cost Savings

Structural changes, change spec for anchors, mechanical changes, civil revisions, changes to finishes, electrical changes and shoring revisions	\$ 438,000.00
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The project is currently on budget but we forecast it will be slightly over budget without the use of reserves we will endeavor to find offsetting savings during construction to remain on budget.

GENERAL GORDON:**Schedule:**

Construction of the school is on schedule for completion in August 2016, for school start in September 2016.

Budget:

Gordon	Budget	Forecast	Variance
Project budget	\$ 15,598,967.00	\$ 16,379,496.00	\$ (780,529.00)
Reserves	\$ s.17		
VPO reserve	\$		
Total project budget	\$		

Cost Savings

Pre tender cost savings were enacted to reduce costs from \$15.35M to the tender value of \$12.86 M. The cost saving measures included: moving the school population off site to the Queen Elizabeth swing site, eliminating construction phasing, redesigning the school, and eliminating moving and refurbishing the yellow out building.

\$ 2,490,000.00

Post tender Savings were generated by changing specified elements, simplification of M/E systems, and reducing scope.

\$ 310,630.00

Total \$ 2,800,630.00

The project is currently on budget but is forecast to have a deficit of approximately \$408,000 when complete if the available reserves are allowed to be utilized. The projected deficit is largely due to poor soils conditions discovered beneath the existing building during construction, which resulted in an extra of approximately \$380,000 s.17. Additional costs were incurred due to coordination issues and regulatory requirements related to fire, code and water.

L'ECOLE BILINGUE:**Schedule:**

Construction of the school is on schedule for completion November 2016, for start of school in January 2017.

Budget:

L'Ecole Bilingue	Budget	Forecast	Variance
Project budget	\$ 12,877,947.00	\$ 15,233,596.00	\$ (2,355,649.00)
Reserves	\$ s.17		
VPO reserve	\$		
Total project budget	\$		
Restricted capital	\$		
Revised total project	\$		

Cost Savings

\$ 367,528.00

Post tender cost savings have been achieved beyond the identified target of \$250,000, totaling \$367,000 including scope reductions, simplification of systems and other revisions. Additional cost control measures during construction have ensured that change orders to date have been very limited. Numerous measures during construction sequencing [including pre-fabrication] have ensured that no delays have been encountered following tender award.

The project was significantly over budget after being tendered by approximately \$2.3M. The Vancouver School Board requested this shortfall to be covered by restricted capital funds. The project was allowed to proceed and a preliminary reserve allocation of s.17 was established.

With the cost savings, use of available reserves and use of identified restricted capital the project is forecast to have a deficit of approximately \$605,000 when complete.



Vancouver Board of Education

School District No.39 (Vancouver)

VANCOUVER PROJECT OFFICE

1580 West Broadway
Vancouver, BC V6J 5K8
Telephone: 604-713-5254

May 10th, 2016

Lord Tennyson Elementary: Timeline for PA Approvals – Option #1

The following are assumed dates to complete a Project Agreement [PA] by June 30, 2016:

VSB-VPO	date	MOE	date
VPOSC Endorsement	May 24	VPOSC Endorsement	May 24
VSB distribute Open house materials	May 25		
Finalize Draft PA documentation	May 10-27	Finalize Draft PA documentation	May 10-27
Draft PA bylaw	by May 30		
Tennyson Staff mtg	May 30		
Tennyson PAC mtg	May 31		
Tennyson Public Open House	June 7 – target date		
VSB Staff Report to Board	By June 10		
VPO draft consultant agreements	by June 15	MoE secures Funding Approval	By June 14
VSB Committee II Private/ Public [PDR Approval + PA]	June 15		
VSB Board [PDR Approval + PA]	June 20		
VSB forwards executed PA to MoE for execution	June 21	MoE returns executed PA to VSB	June 27
VPO authorized to enter into contracts with Consultants for design	June 30	VPO authorized to enter into contracts with Consultants for design	June 30

Lord Tennyson Elementary: Timeline for PA Approvals – Option #2

The following are assumed dates to complete a Project Agreement [PA] by September 2016:

VSb-VPO	date		MOE	date
VPOSC Endorsement	June 14		VPOSC Endorsement	June 14
VSb distribute Open house materials	June 14			
Finalize Draft PA documentation	by June 15		Finalize Draft PA documentation	by June 15
Draft PA bylaw	by June 15			
Tennyson Staff mtg	June 15			
Tennyson PAC mtg	June 16			
Tennyson Public Open House	June 23 – target date			
VSb Staff Report to Board	July 1			
VPO draft consultant agreements	by July 15		MoE secures Funding Approval	By June 14
VSb Committee II Private/ Public [PDR Approval + PA]	Extraordinary meeting - July			
VSb Board [PDR Approval + PA]	Extraordinary meeting - July			
VSb forwards executed PA to MoE for execution			MoE returns executed PA to VSb	
VPO authorized to enter into contracts with Consultants for design	September		VPO authorized to enter into contracts with Consultants for design	September

Seismic Mitigation Projects - Feasibility Stage

May 10, 2016

	Schools	PDR Status	Location	*Utilization	Heritage	Proposed Action	Next Milestone	Action by:	Schedule Impact	VPO Work Priority	Estimated PDR Completion date	Notes
1	Grenfell	PDR 90% Complete	East Side	73%	-	Direction from VSB required	LRFP Completion June 30, 2016	VSb Planning /facilities	PDR completion deferred	L	TBD	LRFP alignment required
2	Begbie	PDR 90% Complete	East Side	69%	-	Direction from VSB required	LRFP Completion June 30, 2016	VSb Planning /facilities	PDR completion deferred	L	TBD	LRFP alignment required - PDR Draft # 6
3	Weir	PDR 65% Complete	East Side	103%	-	Prime consultant has been replaced. Work to complete PDR ongoing.	PDR Draft 1 - Aug. 2016	VPO	None	M	Sep-16	
4	Jamieson	PDR Complete	West Side	99%	-	VSb Consultation and Approval required. MoE Funding approval required.	VSb & MoE approval	VSb & MoE	High	H	Completed	VPO must receive authorization to enter into contracts with consultant team by June 30, 2016 to meet the proposed accelerated schedule.
5	Tennyson	PDR Complete	West Side	110%	B	Submitted to VPOSC for endorsement and design funding.	VPOSC Approval	VPO, VSb, MoE	None	H	Completed	Draft 4 submitted as Final
6	Maple Grove	PDR 90% Complete	West Side	109%	B	Confirmation of Maple Grove as a potential swing site is required in order to complete this PDR for submission to VPOSC.	PDR Draft 4 - July 2016	VPO	PDR completion delayed	H	Aug-16	Maple Grove is being considered as a West side temporary accomodation space in conjunction with Magee Secondary.
7	Thompson Secondary	PDR 65% Complete	East Side	99%	-	Temporary accomodation space critical to completion of PDR	PDR Draft 1 - Aug. 2016	VSb - VPO	None	H	Dec-16	Land Exchange with the Vancouver Park Board (VPB) being considered. Could rectify temp. accomodation issue.
8	Hamber Secondary	PDR 65% Complete	West Side	92%	-	Temporary accomodation space critical to completion of PDR. Phasing onsite being reviewed.	PDR Draft 1 - Aug. 2016	VSb - VPO	None	H	Dec-16	Temporary Accommodation definition requires resolution
9	Killarney Secondary	PDR 60% Complete	East Side	88%	-	Temporary accomodation space critical to completion of PDR	PDR Draft 1 - Aug. 2016	VSb - VPO	None	M	Dec-16	Temporary Accommodation definition requires resolution
10	Point Grey Secondary	PDR 60% Complete	West Side	96%	A	Temporary accomodation space critical to completion of PDR	PDR Draft 1 - Aug. 2016	VSb - VPO	None	H	Dec-16	Temporary Accommodation solution required. Building is classified Heritage A. Strong community support for retaining the Heritage structure.
11	Renfrew	PDR 85% Complete	East Side	59%	-	Direction from VSb required	LRFP Completion June 30, 2016	VSb Planning /facilities	PDR completion deferred	L	TBD	LRFP alignment required - PDR Draft # 1 almost complete
12	John Oliver Secondary	On Hold	East Side	60%	B	VSb Development Review being considered		VSb	TBD	L	TBD	
13	Carleton	On Hold	East Side	50%	A	VSb Development Review being considered		VSb	TBD	L	TBD	
14	Cavell	PDR 40% Complete	West Side	122%	B	Complete PDR	PDR Draft 1 - July 2016	VPO	None	H	Fall 2016	PDR underway. Temp Accomodation definition required from VSb
15	Wolfe	PDR 40% Complete	West Side	111%	B	Complete PDR	PDR Draft 1 - July 2016	VPO	None	H	Fall 2016	PDR underway. Temp Accomodation definition required from VSb
16	Bayview	PDR 40% Complete	West Side	96%	B	Complete PDR	PDR Draft 1 - Aug. 2016	VPO	None	H	Fall 2016	PDR underway. Heritage Community concerns.
17	Lloyd George	PDR 40% Complete	West Side	85%	A	Complete PDR	PDR Draft 1 - Aug. 2016	VPO	None	M	Fall 2016	Building is classified Heritage A. PDR underway. Target Aug. DRAFT 1
18	Pr. Wales Secondary	RFP for PDR Consultant	West Side	111%	-	Temporary accomodation space critical to completion of PDR	LRFP Completion June 30, 2016	VSb / VPO	None	M	TBD	Temporary Accommodation definition requires resolution
19	Templeton Secondary	RFP for PDR Consultant	East Side	56%	B	Direction from VSb Planning	LRFP Completion June 30, 2016	VSb	TBD	L	TBD	
20	McKenzie	RFP for PDR Consultant	East Side	66%	A	Direction from VSb Planning	LRFP Completion June 30, 2016	VSb	TBD	L	TBD	
21	Waverly	RFP for PDR Consultant	East Side	83%	-	Direction from VSb Planning	LRFP Completion June 30, 2016	VSb	TBD	L	TBD	
22	Hudson	PDR 20% Complete	West Side	118%	-	PDR process underway	PDR Draft 1	VPO	None	H	Dec. 2016	RFQ/RFp for prime consultant to be issued
23	Livingstone	PDR 20% Complete	East/West	98%	-	PDR process underway	PDR Draft 1	VPO	None	H	Dec. 2016	RFQ/RFp for prime consultant to be issued
24	False Creek	PDR 20% Complete	West Side	127%	-	PDR process underway	PDR Draft 1	VPO	None	H	Dec. 2016	SPIR underway. Est 3 mos to completion. Geotech info required. RFQ/RFp for prime consultant to be issued
25												

* Based on 2015 VSb Enrollment w/ International students @ Existing Building Capacity

**VANCOUVER PROJECT OFFICE
INFORMATION PAPER**

DATE: May 11, 2016

SUBJECT: Jamieson Elementary – Proposed Accelerated Schedule

BACKGROUND:

- The Project Definition Report (PDR) for a Seismic Upgrade of Jamieson Elementary was submitted the Vancouver Project Office Steering Committee (VPOSC) on May 3, 2016 for endorsement.
- The Steering Committee supported the project to move forward but asked for an accelerated schedule.
- It was advised that the greatest uncertainty within the schedule related to the lengthy approval process to reach a Project Agreement.
- The Ministry of Education indicated that they would provide Funding Approval by the end of June 2016.
- The Vancouver School Board noted that they must now complete their consultation process before bringing the PDR to the Board of Trustees for approval.
- It was also noted that with the upcoming summer months, a mechanism to allow the VPOSC to continue with approvals is required. Steering Committee members agreed to delegate replacements in their absence.
- The VSB Trustees do not have scheduled meetings over the summer months.
- The City of Vancouver has indicated that they are experiencing record permit applications which has extended all approval processes for Development Permits, Building Permits, Intake Application, Design Panel Review, Inspections, Certified Professional process.

CURRENT SITUATION:

The VPO has reviewed the project schedule and has determined that the project time can be advanced by three months if the approval process can meet the following timelines:

Jamieson Elementary: Timeline for Project Agreement (PA) Approvals

The following requires a Project Agreement to be executed by the VSB and MoE by June 30, 2016:

VSB-VPO	Date	MOE	Date
Distribute Open house materials	by May 16		
Finalize PA documentation ready for execution	May 10-27	Finalize PA documentation ready for execution	May 10-27
Draft PA bylaw	by May 30		
Jamieson Staff mtg	May 30		
Jamieson PAC mtg	May 31		
Jamieson Public Open House	June 1		
VSB Staff Report to Board	By June 10		
VPO draft consultant agreements	by June 15	MoE secures Funding Approval	By June 14
VSB Committee II Private/ Public [PDR Approval + PA]	June 15		
VSB Board [PDR Approval + PA]	June 20		
VSB forwards executed PA to MoE for execution	June 21	MoE returns executed PA to VSB.	June 27
VPO authorized to enter into contract with Consultants for design	June 30	VPO authorized to enter into contract with Consultants for design	June 30

- a. The VSB and MoE has executed a Project Agreement by June 30, 2016 or
- b. The VPO is given the authority to enter into contracts with the Design Team by June 30, 2016.

The Project Schedule can be accelerated as follows if the Approval timelines noted above are satisfied:

Design Start:	July 2016
Construction Start:	Winter 2017
Construction Completion:	Summer 2019

Seismic Mitigation Program Decision Forum Agenda - Meeting #2

May 12, 2016, 1:00 -3:30pm

Location: Vancouver School Board, Room 375

1.	Subject – Approval of Record of Decision (RoD) from Meeting #1 Presenter – Chair Decision Required – Approval of Record of Decision from Meeting #1	1:00 pm
2.	Subject –Tennyson Elementary School PDR Presenter – VPO Director Decision Required – Confirmation to move forward to VPO Steering Ctm. On May 24 th .	1:15 pm
3.	Subject – Jamieson Elementary – Accelerated Schedule Presenter – VPO Director Decision Required – For Information to VPO Steering Ctm.	1:45 pm
4.	Subject – PDR Process and Approval Chart Presenter – VPO Director Decision Required – Confirmation to move forward to VPO Steering Ctm.	2:15 pm
5.	Subject – Project Cost Summary Review Presenter –Manager of Facilities Development Decision Required – For Information	2:45 pm
6.	Subject – Project Status Updates Presenter – VPO Director Decision Required – For Information	3:15 pm
7.	Wrap Up / Next Meeting Date	3:25 pm

**VANCOUVER PROJECT OFFICE
DECISION PAPER**

DATE: November 10, 2016

**SUBJECT: Project Definition Report-Approval of Seismic Mitigation
Project at Maple Grove Elementary**

BACKGROUND:

Maple Grove Elementary School is located in the Kerrisdale neighbourhood of Vancouver on Cypress Street between West 45th & 47th Avenues.

The operating capacity of the school is 453 (57K+396) and current enrollment is 495 (109% utilization). Future enrollment will be managed to match the school's existing capacity. The 2016 Facility Condition Index (FCI) for the school is 0.35. The school consists of two blocks; Block 1 (1926/1928) is a classroom block and Block 2 (1952) contains both classrooms and a gymnasium.

In 2004, the BC Seismic Assessment Program concluded that Maple Grove Elementary contained high seismic risk areas that could have extensive damage following an earthquake. In 2013, the Ministry of Education supported Maple Grove Elementary as a part of the Province's Seismic Mitigation Program.

Shortly thereafter, the firm of C.Y. Loh & Associates completed a seismic investigation of the school building and provided a Seismic Project Identification Report (SPIR) in 2014.

The SPIR identified both Block 1 & Block 2 as High Risk (H1). Therefore, the scope of the seismic upgrade encompasses both blocks of the school.

CURRENT SITUATION:

Maple Grove Elementary presents a strong case to be addressed as part of the Seismic Mitigation Program due to its high seismic risk, high enrollment utilization, high utilization of surrounding area schools, and high FCI.

The City of Vancouver identifies this school in their Heritage Registry as a Category B. In discussions with the City of Vancouver it was indicated that a seismic upgrade would be cost prohibitive and that a viable replacement option involving demolition would likely be the most acceptable scenario. Although the City would prefer to retain the structure, they did not oppose the replacement option.

Three Seismic mitigation options were investigated:

Option 1: Seismic Upgrade
Full Building Retention with structural upgrade scope plus project necessities, including basic life safety and accessibility retrofits as required by City of Vancouver.
Pros: Retains Heritage block. FCI improves from 0.35 to an estimated value of 0.27
Cons: Highest capital cost, and Life Cycle cost over a 40 year period. Higher long-term operation costs Requires temporary accommodation for school program throughout the duration of the project. Higher risks associated with retention & renovation of the existing blocks. Retained blocks will not fully comply with current Building & Energy Bylaws as opposed to a any new build
Option 2: Partial Retention/Replacement
Partial replacement involves the demolition of Block 1 (heritage block) and replacement with a new classroom and admin block as well as retention/upgrade of Block 2
Pros: New block in compliance with Building & Energy Bylaws FCI improves from 0.35 to an estimated value of 0.08 Less risks than a full seismic upgrade due to demolition of Block 1
Cons: Still some risks present associated with the upgrade to Block 2 Higher cost when Life Cycle is analysed over 40 years compared to replacement option. Temporary accommodations would be required until project completion. Demolition of a heritage B building.
Option 3: Full Replacement
Full Replacement of the school that would fully comply with the Building Code requirements of the Vancouver Building By-law.
Pros: Lowest capital cost, and Life Cycle cost over a 40 year period. Lowest long-term operational costs. Energy Efficient and Sustainable meeting LEED Standards Temporary accommodations not required as school will remain on site during construction. Existing building can be utilized as a swing space for secondary school seismic projects in conjunction with portables on site.
Cons: No on-site playfield during construction of new school building or while existing building is used for secondary school swing space. Demolition of a heritage B building. Secondary School swing site will cause increased congestion on site.

Project Costs of the two viable options:

Options	Option 1	Option 2	Option 3
Seismic Mitigation Strategy	Seismic Upgrade	Partial Replacement	Full Replacement
Total Project Cost (including Reserves)	s.17		

Based on the options presented above, the Vancouver Project Office recommends **Option 3: Full Replacement**, as the lowest cost option, as well as having the opportunity to use the existing school as a swing space for other seismic project.

Project budget for the recommended option is:

Project Cost without Reserves	\$19,321,726
Project Reserves	s.17
Administrative Reserves	
Escalation Reserves	
Total Project Costs with Reserves	

Anticipated construction start date: Spring 2019
 Estimated construction completion date: Summer 2020

DECISION OPTIONS:

Option A- Approve the Project Definition Report based on the recommended option and budget amounts noted above, and authorize the VPO to proceed to the design phase with the intent to administer the construction under a Stipulated Sum Contract.

Option B - Do not approve the Project Definition Report based on the recommendation noted above.

RECOMMENDATION:

Option A

VANCOUVER PROJECT OFFICE DECISION PAPER

DATE: December 8, 2016

**SUBJECT: Project Definition Report-Approval of Seismic Mitigation
Project at Bayview Elementary**

BACKGROUND:

Bayview Elementary School is located in the Kitsilano neighbourhood of Vancouver on Collingwood Street between West 6th & 7th Avenues.

The operating capacity of the school is 341 students (38K+303 Gr 1-7), and current enrolment is 279 students. However, the 10 year enrolment projection for Bayview is 323 students (95% utilization) by the year 2025. The 2016 Facility Condition Index (FCI) for the school is 0.51. The school consists of three blocks; Block 1 (1913/1929) is a three level building with classrooms and library. Block 2 (1929) is the gymnasium and Block 3 (1962) is the multipurpose room and the gym ancillary spaces.

In 2004, the BC Seismic Assessment Program concluded that Bayview Elementary contained high seismic risk areas that could have extensive damage following an earthquake. In 2013, the Ministry of Education supported Bayview Elementary as a part of the Province's Seismic Mitigation Program.

Shortly thereafter, the firm of Read Jones Christoffersen Ltd. completed a seismic investigation of the school building and provided a Seismic Project Identification Report (SPIR) in April 2014. The SPIR identified Block 1, Block 2 and Block 3 as High Risk (H1). Therefore, the scope of the seismic upgrade encompasses all blocks of the school.

CURRENT SITUATION:

Bayview Elementary presents a strong case to be addressed as part of the Seismic Mitigation Program due to its high seismic risk, high FCI, and enrolment utilization that is projected to reach 95% by 2025.

The City of Vancouver identifies this school in their Heritage Registry as a Category B. In discussions with the City of Vancouver it was indicated that a seismic upgrade would be cost prohibitive and that a viable replacement option involving demolition would likely be the most acceptable scenario.

Three Seismic mitigation options were investigated:

Option 1: Seismic Upgrade
Full Building Retention with structural upgrade scope plus project necessities, including basic life safety and accessibility retrofits as required by the City of Vancouver.
Pros: Retains Category B building on the City of Vancouver Heritage Registry. FCI improves from 0.51 to an estimated value of 0.26
Cons: Highest cost when Life Cycle is analysed over 40 years. Higher long-term operation costs. Requires temporary accommodation for school program throughout the duration of the project. Higher risks associated with retention & renovation of the existing blocks. Retained blocks will not fully comply with current Building & Energy Bylaws as opposed to a new building. Drop off and pick up traffic would continue to cause significant traffic congestion and there would continue to be no staff parking on site.

Option 2: Partial Retention/Replacement
Partial replacement involves the demolition of Block 3 (multi-purpose room and gym ancillary) and replacement with a new multipurpose room and gym ancillary space. Block 1 & Block 2 will be seismically upgraded including basic life safety and accessibility retrofits as required by City of Vancouver.
Pros: Retains Category B building on the City of Vancouver Heritage Registry. New block in compliance with Building & Energy Bylaws FCI improves from 0.51 to an estimated value of 0.23
Cons: Higher cost when Life Cycle is analysed over 40 years compared to replacement option. Requires temporary accommodation for school program throughout the duration of the project. Higher risks associated with retention & renovation of the existing Blocks 1& 2. Retained blocks will not fully comply with current Building & Energy Bylaws as opposed to a new building. Drop off and pick up traffic would continue to cause significant traffic congestion and there would continue to be no staff parking on site.

Option 3: Full Replacement
Full Replacement of the school that would fully comply with the Building Code requirements of the Vancouver Building By-law.
Pros: Has the lowest Total Project Costs (including reserves). Lowest cost when Life Cycle is analysed over 40 years. Lowest long-term operational costs. Eliminates the deferred maintenance items that contribute to the high Facility Condition Index of the existing buildings, resulting in a new FCI of 0.0 Energy Efficient and Sustainable meeting LEED Standards

Cons: Demolition of a Category B building on the City of Vancouver Heritage Registry Requires temporary accommodation for school program throughout the duration of the project.	
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Project Costs of the two viable options:

Options	Option 1	Option 2	Option 3
Seismic Mitigation Strategy	Seismic Upgrade	Partial Replacement	Full Replacement
Total Project Cost (including Reserves)	s.17		

Based on the options presented above, the Vancouver Project Office recommends^{s.13}
s.13

Project budget for the recommended option is:

Project Cost without Reserves	s.17
Project Reserves	
Administrative Reserves	
Escalation Reserves	
Total Project Costs with Reserves	

Anticipated construction start date: s.13
Estimated construction completion date:

DECISION OPTIONS:

Option A- Approve the Project Definition Report based on the recommended option and budget amounts noted above, and authorize the VPO to proceed to the design phase upon execution of the Project Agreement with the intent to administer the construction under a^{s.13}
s.13

Option B - Do not approve the Project Definition Report based on the recommendation noted above.

RECOMMENDATION:

Option s.13 .

Seismic Mitigation Program Decision Forum Agenda - Meeting #3

January 20, 2017, 11:30 -1:30pm

Location: Education Office, Victoria

1.	Subject – Decision Forum Terms of Reference & Approval Process Presenter – Chair Decision Required – NA	11:30 pm
2.	Subject – Bayview Elementary PDR Presenter – VPO Director Decision Required – Forward to VPO Steering Cmt for approval	11:45 pm
3.	Subject – Begbie Elementary PDR Overview Presenter – VPO Director Decision Required – For Information	12:15 pm
4.	Subject – David Lloyd George Elementary PDR Overview Presenter – VPO Director Decision Required – For Information	12:30 pm
5.	Subject – Maple Grove Approval Status Presenter – MOE Decision Required – For Information	12:45 pm
6.	Subject – Summary of Upcoming PDR Project Presenter – VPO Director Decision Required – For Information	
7.	Wrap Up	1:00 pm

Seismic Mitigation Program Decision Forum

Record of Decisions – Meeting #3

Date: January 20, 2017
Time: 11:30 am to 1:30 pm
Location: Education Office, Victoria
Attendees: Guy Bonnefoy, John Lewis, Shanna Mason,
 Janson Ho, James Meschino
 Ryan Spillelt, Rob Drew, Hailey Honcharik

Agenda Item	Discussion/Decisions/Action items
1. Decision Forum - Process	<ul style="list-style-type: none"> Staff are to present materials to members of the Decision Forum (DF) at least three (3) working day in advance of the Decision Forum meeting. This is to ensure that materials being presented to the Vancouver Project Office Steering Committee (VPOSC) are acceptable. Decision Forum meetings shall be scheduled two (2) weeks ahead of any VPOSC meetings. The Decision Forum also provides a venue where clarity, feedback, or resolutions can be provided regarding policies, standards, or procedures. School District Capital Plan Submissions must include "Fact Sheet" and should be in alignment with the VPO Implementation Plan
2. Bayview Elementary School PDR	Action: Approved to be forwarded to the next VPO Steering Cmt in February for endorsement.
3. Begbie Elementary School PDR	<ul style="list-style-type: none"> PDR is currently under review by MOE staff Lowest cost option is the seismic upgrade but the replacement option is being recommended since it will be right-sized, it is located on the east side, the Life Cycle Costing favours a replacement, and if the existing school can be used as a swing site thereby making the proposed temporary accommodation school (McQuinna Annex) available to the CFS. The existing school could also be retained as a future swing site for other schools. Action: Have PDR completed and ready for Decision Forum in about one week.
4. David Lloyd George Elementary School PDR	<ul style="list-style-type: none"> Deferred to the next meeting

5. Summary of Upcoming PDR Projects	<p>After Maple Grove, Bayview, and Begbie next projects are:</p> <p>David Lloyd George – PDR Draft #1 submitted to MOE</p> <p>Hamber – PDR draft to be completed shortly</p> <p>Wolfe & Cavell – Swing space to be confirmed to complete PDR</p> <p>Weir – PDR is 80% complete</p> <p>David Thompson, Killarney, Point Grey, PW – PDR underway</p> <ul style="list-style-type: none"> • Due to the upcoming Provincial election, Government approval for Capital Projects from approximately March - September 2017 will be challenging, unless projects are seismic upgrades with costs less than \$20M.



Begbie Elementary School – Existing Site

Seismic Mitigation Program Decision Forum Agenda - Meeting #4

February 1, 2017, 2:00 - 3:30pm

Location: Video Conference

1.	Subject – Record of Decision Meeting #3 – Jan. 20, 2017 Presenter – Chair Decision Required – Adoption	2:00 pm
2.	Subject – Begbie Elementary PDR Presenter – VPO Director Decision Required – Forward to VPO Steering Cmt for approval	2:05 pm
	Wrap Up	3:00 pm

Seismic Mitigation Program Decision Forum

Record of Decisions – Meeting #4

Date: February 1, 2017
Time: 2:00 am to 3:30 pm
Location: Teleconference
Attendees: Guy Bonnefoy, Shanna Mason,
 Janson Ho, James Meschino, Ernest Fanthorpe, Ajaz Hasan
 Ryan Spillett, Rob Drew, Hailey Honcharik

Agenda Item	Discussion/Decisions/Action items
1. Record of Decision #3 – Jan. 20, 2017	Action: Revise to show the advanced time period required for materials to be received before the Decision Forum meetings and the VPO Steering Committee meetings.
2. Begbie Elementary School PDR	Action: <ul style="list-style-type: none"> Decision Paper & Funding Approval Summary to be consolidated into one document. Provide narrative that will direct the reader to support the recommended option. Reduce the number of options to only three. (Seismic Upgrade, Partial, Replacement) Action: Approved to be forwarded to the VPO Steering Committee for endorsement on February 9th.