



CITY COUNCIL AGENDA REPORT

**Subject: BRANCH LIBRARY CAPITAL PROJECT
MEMORANDUM OF UNDERSTANDING**

Recommendation(s)

That the City Manager be authorized to execute the Memorandum of Understanding between the City of St. Albert and the St. Albert Public Library, provided as Attachment 1 to the April 25, 2016 agenda report entitled “Branch Library Capital Project Memorandum of Understanding”, to establish the framework to effectively manage Capital Project Charter OA-005, Community Branch Library.

Purpose of Report

This report is before Council to advise Council of the identified roles and responsibilities of all personnel connected to the Capital Project Charter OA-005, Community Branch Library, including Council’s roles to make final decisions regarding the future stages of this project.

Council Direction

2016-2025 Capital Plan Approval, Capital Project Charter OA-005, Community Branch Library.

Background and Discussion

The attached Memorandum of Understanding (MOU) establishes the framework to effectively manage Capital Project Charter OA-005, Community Branch Library, through the complete project delivery.

The MOU includes definition, structure and membership of the Project Team, and responsibilities and authority of the Team and all other stakeholders.

The work the Project Team is focusing on in 2016 is a Conceptual Plan, which will include the following:

- i) market research, validation of community need, and community feedback;
- ii) site evaluation matrix,
- iii) conceptual plan for the building, including all exterior requirements;

- iv) capital project costs, inclusive of land, services, parking, etc.
- v) projected operating costs considering conceptual plan, etc.

The intent is that the information gathered will be used to update Project Charter 0A-005, Community Branch Library for Council review in Fall 2016.

Details for Phase 2 and 3 are included as well, however it is recognized that they are likely not complete at this point, and are subject to change based on project development information and Council decisions.

This Agenda Report recommends that Council authorize the City Manager to execute this Memorandum of Understanding.

Stakeholder Communications or Engagement

The Branch Library Project Team worked collaboratively to develop the attached Memorandum of Understanding.

Implications of Recommendation(s)

- a) Financial:
 - None at this time.
- b) Legal / Risk:
 - None at this time.
- c) Program or Service:
 - None at this time.
- d) Organizational:
 - None at this time.

Alternatives and Implications Considered

If Council does not wish to support the recommendation, the following alternatives could be considered:

- a) Alternative 1. Provide Administration with material adjustments to the MOU, if Council wishes to change or add content to the MOU.

Strategic Connections

- a) Council's Strategic Outcomes and Priorities (See Policy C-CG-02)
 - CULTIVATE A HISTORIC, CREATIVE, AND ACTIVE COMMUNITY: A vibrant and involved community with a variety of culture, recreation and heritage opportunities.
 - CULTIVATE A GREEN COMMUNITY: A healthy natural environment for future generations that preserves and promotes enjoyment, conservation and responsible development.
 - CULTIVATE EXCELLENCE IN GOVERNMENT: A responsive, accountable government that delivers value to the community.
 - CULTIVATE SUSTAINABLE INFRASTRUCTURE AND SERVICES: A growing community that has balanced development and management of civic facilities, transportation networks and related services.
- b) Long Term Plans (e.g. MDP, Social Master Plan, Cultural Master Plan, etc.)
- c) Corporate Objectives (See Corporate Business Plan)
 - Deliver programs and services that meet or exceed our standards
 - Ensure our customers are very satisfied
- d) Council Policies
 - C-FS-05 Budget and Taxation Guiding Principles
- e) Other Plans or Initiatives (Business Plans, Implementation Strategies, etc.)

Attachment(s)

1. Community Branch Library Memorandum of Understanding

Originating Department(s):	<i>Planning & Engineering</i>
Author(s):	<i>Monique St. Louis, Director Build St. Albert</i>
General Manager Approval:	<i>Gilles Prefontaine, Chief Community Development Officer</i>
City Manager Signature:	Date:

MEMORANDUM OF UNDERSTANDING

Between
The City of St. Albert and the St. Albert Public Library

Introduction

In 2015, City Council approved Capital Project Charter OA-005, Community Branch Library, including budget funds in 2016 for the development of a conceptual plan. The City of St. Albert and the St. Albert Public Library are entering into a Memorandum of Understanding (MOU) for the purpose of implementing the Community Branch Library project.

It is agreed that a Branch Library Project Team will respond to Council direction by managing the implementation of all approved project phases. This document describes the responsibilities of each member of this Team, and other project stakeholders.

As the branch library will be a city-owned asset, it is agreed that the research and deliverables will comply with all relevant City Policies and processes.

Purpose

This Memorandum of Understanding (MOU) establishes the framework to effectively manage Capital Project Charter OA-005, Community Branch Library, through the complete project delivery. This includes definition, structure and membership of the Project Team and responsibilities and authority of the Team and all other stakeholders.

Details for Phase 2 and 3 are not complete at this point, and are subject to change based on project development information and Council decisions. Material change in the scope, timelines or Project Team members will necessitate a revision of this document.

Branch Library Project Team

All phases of this project will be managed by a Branch Library Project Team, in accordance with the responsibilities identified within this document.

The Parties agree that:

- The Team has been assigned the responsibility to oversee this project;
- All recommendations will be made through team consensus.
- All recommendations will respect and reflect the information gathered through the research and analysis developed through Phase 1.

- All recommendations will respect the objectives of the Capital Project Charter OA-005, Community Branch Library.
- Wherever possible, all decisions that affect the project deliverables will be made during Project Team meetings;
- When a decision must be made outside of a meeting, all Team Members will be informed of the recommendations as soon as possible.
- Communications with stakeholders and the community will be led by the Project Team in accordance with both City and Library policies and procedures.

In the event of a disagreement that the Project Team cannot resolve, the Project Team Lead will consult with the City Manager for a final decision. The City Manager will evaluate the various perspectives and ensure compliance with City Council Policies to arrive at a decision.

The Branch Library Project Team is authorized to prepare recommendations; however, all final and binding decisions regarding the progression of the Branch Library Project will be made by City of St. Albert Council.

Branch Library Project Team:

Director, Build St. Albert, City of St. Albert
Director, St. Albert Public Library
Manager, Capital Projects, City of St. Albert
Manager, Customer Services, St. Albert Public Library

Phase 1: Concept Development Phase:

Scope:

The first phase will validate all of the inputs contained within Capital Project Charter OA-005, Community Branch Library, by reviewing the community requirements, program requirements, determining the location, and then refining the capital/operating costs of the project. The main deliverable for Phase 1 is a comprehensive consultant report. The information contained in this report will be used to update Capital Project Charter OA-005.

Deliverables:

Project Team will support the consultant in delivering a comprehensive report, including:

- i) market research, validation of community need, and community feedback;
- ii) site evaluation matrix,
- iii) conceptual plan for the building, including all exterior requirements;
- iv) capital project costs, inclusive of land, services, parking, etc.
- v) projected operating costs considering conceptual plan, etc.

Project Team will deliver:

- An updated project charter incorporating any adjustments determined through Phase 1 work; including but not limited to recommended location, budget instructions, standard cost estimating protocols, compliance with city project requirements and standard operating pro forma protocols.

Estimated Timelines:

- | | |
|--------------------------|---|
| • February 29: | Authorize MOU |
| • February 29: | Issue RFP to engage consultant |
| • Late March: | Engage Consultant |
| • Late March to Mid-May: | Consultant research complete |
| • Early June: | Consultant recommendations |
| • July 31: | Final validation of phase 1 recommendation(s) |
| • August 31: | Update Project Charter |

Roles and Responsibilities:

City Council

- Final decisions regarding the Project approval, funding, scope and location.

City of St. Albert, City Manager

- Approval of the revised Project Charter and recommendations to Council; including, but not limited to: location, capital and operating estimates, and funding sources.

City of St. Albert, Chief Community Development Officer

- Approval of MOU, and project process.

City of St. Albert, Director, Build St. Albert

- As project lead for this phase, this position is responsible for overall management of Phase 1 of the project, including:
 - Prepare and manage the RFP process to retain the consultant
 - Manage contract;
 - Support the consultant in the provision of support material, research, coordination.
 - Provide overall leadership and coordination of the Branch Library Project Team;
 - In consultation with the Project Team, adjust the Project Charter OA-005, Community Branch Library, to reflect the information gathered in Phase 1;
 - Submit all updates to Project Charter OA-005, Community Branch Library, into the City of St. Albert budget process, if required.

St. Albert Library Director

- Responsible for representing the St. Albert Library Board in all aspects of the project phase planning and deliverables, including;
 - Support the Branch Library Project Team in all stages of the management of the Project Phase, including provision of research, market information, space requirements, technology needs, staffing and operating inputs.

City of St. Albert, Capital Project Manager

- Responsible for Phase 1 project support, as required.

Customer Services Manager, St. Albert Public Library

- Responsible for Phase 1 project support, as required.

Phase 2: Design Phase:

Completion of the detailed design, including: pre-design, schematic design, and design development as defined by the Alberta Association of Architects Schedule of Designated Services.

Scope: Completion of the detailed design phase.

Deliverables:

- Completion of detailed design including: pre-design, schematic design, and design development as defined by the Alberta Association of Architects Schedule of Designated Services.
- Interior design including the selection and design of building materials finishes and associated colors in conjunction with the Project Team. Include provisions for all city of St. Albert Policy and Standards requirements, including but not limited to, City of St. Albert Branding, and Council Policy for Public Art
- Furniture and equipment layouts shall be included.
- A comprehensive itemized construction cost estimate to be updated at the end of the feasibility study, pre-design, schematic design, and design development as defined by The Alberta Association of Architects Schedule of Designated Services.
- Construction drawings sufficient to tender the work required.
- Drawing review at 30%, 60% & 90%

Timelines:

- January 2017 - August 2017 (estimated)

Roles and Responsibilities:

City Council

- Final decisions regarding the detailed design stage of the Project approval, including funding and scope.

City of St. Albert, City Manager

- Approval of the revised Project Charter and recommendations to Council; including, but not limited to: location, program elements, capital and operating estimates, and funding sources.

City of St. Albert, Chief Community Development Officer

- Approval of detailed design process, and final detailed design.

City of St. Albert, Director, Build St. Albert

- Project Sponsor, responsible for overall management of the Project through City Administration processes.

City of St. Albert, Capital Project Manager

- As project lead for this phase, this position is responsible for overall management of Phase 2 of the project, including:
 - Prepare and manage the RFP process to retain the Architect
 - Manage contract;
 - Support the consultant in the provision of support material, research, and coordination;
 - Provide overall leadership and coordination of the Branch Library Project Team;
 - Adjust the Project Charter, OA-005, Community Branch Library, to reflect any requirements determined through the design phase (Phase 2).

St. Albert Library Director

- Recognized authority on decisions regarding Library needs for functional program and operations.
- Responsible for representing the St. Albert Library Board in all aspects of the project phase planning and deliverables, including:
 - Support the Branch Library Project Team in all stages of the management of the Project Phase, including provision of research, market information, space requirements, technology needs, staffing and operating inputs.

Customer Services Manager, St. Albert Public Library:

- Responsible for project support in the delivery of Phase 2.

Phase 3: Implementation Phase (construction and commissioning):

Scope: Tender Execution, Construction and Commissioning

Deliverables:

- Preparation of contract tender drawings, specifications and geotechnical evaluations.
- Completion of the tender evaluation and award recommendation.
- On site construction supervision through the duration of the project.
- Detailed commissioning plans and coordinates building commissioning.
- O&M manuals and all applicable warranties.

Timelines:

- January 2018 - August 2019 (projected)

Roles and Responsibilities:

City Council:

- Final decisions regarding the construction and commissioning stage of the Project approval, including funding and scope.

City of St. Albert, City Manager:

- Approval of the revised Project Charter and recommendations to Council; including, but not limited to: location, capital and operating estimates, and funding sources.

City of St. Albert, Chief Community Development Officer:

- Approval of construction and commissioning process for the Project.

City of St. Albert, Director, Build St. Albert:

- Project Sponsor, responsible for overall management of the Project through City Administration process;
- To plan the opening ceremony, in partnership with the St. Albert Public Library Director.

City of St. Albert, Capital Project Manager

- As project lead for this phase, this position is responsible for overall management of Phase 3 of the project, including:
 - Prepare and manage the RFP process to retain the contractor;
 - Manage contract.

St. Albert Library Director

- Responsible for representing the St. Albert Library Board in all aspects of this project phase, including;
 - To be available to consult on unanticipated construction issues that may impact the final program;
 - To plan the opening ceremony, in partnership with the City of St. Albert Director, Build St. Albert.

Customer Services Manager, St. Albert Public Library

- Responsible for Phase 3 project support, as required.

Duration:

The authorizing parties agree that this Agreement shall remain in effect until the conclusion of the project titled OA-005 Community Branch Library. However, material change in the scope, timelines or Project Team members will necessitate a revision of this Agreement.

Authorization:

By the hands of their duly authorized signatories, the parties hereby execute this Memorandum of Understanding, effective as of the date of signature:

St. Albert Public Library

Per: _____ Date: _____

Print Name: Peter Bailey Position: Director, St. Albert Public Library

City of St. Albert

Per: _____ Date: _____

Print Name: Patrick Draper Position: City Manager, City of St. Albert