



COUNCIL REPORT

To: Mayor and Council

Date: January 26, 2021

From: Paul Gipps, CAO

Subject: **West Kelowna's City Hall Project Update**

RECOMMENDATION

THAT Council award the City Hall/Library Building Design Services contract in the total amount of \$953,120 (excluding GST) to Johnston Davidson Architecture.

PURPOSE

1. For staff to update Council on the City Hall/Library concept on the site of West Kelowna's future City Hall/Library building;
2. For Council to award the Design Services contract to Johnston Davidson Architecture and move forward from a concept to Preliminary Design;
3. To confirm the equity partnership between the City and the Okanagan Regional Library, along with an update community partnerships and potential tenant opportunities; and,
4. To outline the communication and engagement next steps.

STRATEGIC AREA(S) OF FOCUS

As part of Council's Strategic Priorities, the City Hall Project meets the objectives set out in Council's *Invest in Infrastructure* and *Strengthen our Community* pillars.

BACKGROUND

In order for West Kelowna to eventually build its first City Hall, funds were transferred annually into a reserve to reduce the future borrowing amount. Now that the City has enough reserve funds and approved a borrowing model, staff are seeking Council's approval of the design contract and move forward into the Preliminary Design phase. The City's cost of the project remains unchanged at up to \$18 million, which will be covered under the City's existing budget.

As per Section 90 (1) of the *Community Charter*, Council has been discussing matters pertaining to land acquisition, improvements, and the provision of municipal service for West Kelowna's first City Hall.

As part of those discussions, staff sought a city-owned site to build its first City Hall in keeping with Council's mandate to keep costs low. Subsequently, at the November 10, 2020 regular Council meeting, staff updated Council that a preferred site in the Westbank Centre area near the City's Johnston Bentley Memorial Aquatic Centre (JBMAC) facility was the preferred location to determine feasibility for a City Hall building. Staff continued with its feasibility analysis in conjunction with the concept design of the building while the tender for design services was in progress.

Concurrently, staff explored the feasibility of an equity partner in the building that would also add civic-centre value. The Okanagan Regional Library (ORL) was identified as a potential equity partner and discussions began as the ORL was exploring options for a larger and new space as they look toward their lease expiring in 2022.

Staff also explored the potential for tenants in the building who also directly serve the public. Discussions with the MLA and MP responsible to serve West Kelowna are underway to determine the feasibility of their constituency offices being occupied in the building.

Council's Strategic Priorities also include the importance to strengthen relationships with Westbank First Nation (WFN). Staff are collaborating on area and site opportunities with WFN, including incorporating Indigenous art and culture as we look to the future.

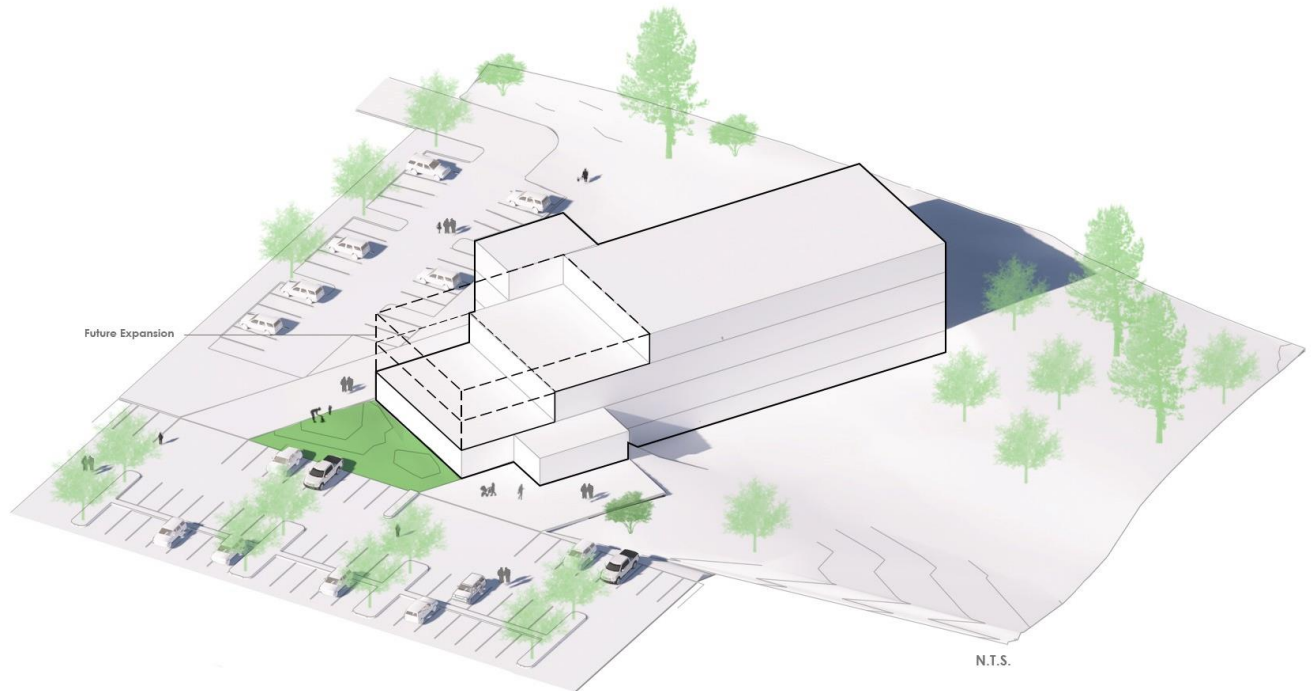
The City is working with WFN and the ORL to include ways to celebrate learning, heritage, culture and providing gathering places where everyone is welcome and can be inspired. It is our collective hope that the civic centre is a catalyst for greater place-making and vibrant community development in the Westbank Centre area.

At the direction of Council, there will be no private developer associated with the project, and commercial operator opportunities are not being explored. The concept continues to be reflective of civic-centre services only.

Area Map of City Hall Site



Concept Illustration (as of January 2021)



DISCUSSION

Design Award: Johnston Davidson Architecture (JDa)

A Request for Proposal (RFP) for the City Hall Design Services closed on November 30, 2020. The City formed a review committee who reviewed the eighteen (18) qualified responses to the RFP. Each firm was ranked based on a scoring matrix that considered the technical merit of each proposal and associated pricing. Those firms were:

Francl Architecture	KMBR Architects Planners Inc.
S2 Architecture	Zeidler Architecture
Kasian Architecture Interior Design and Planning Ltd.	Manasc Isaac Architects Ltd.
Johnston Davidson Architecture	Carscadden Stokes McDonald Architects
Michael Green Architecture	Moriyama & Teshima Architects
DIALOG Alberta Architecture Engineering Interior Design Planning Inc.	TKA+D Architecture + Design Inc.
Gibbs Gage Architects	Thinkspace Architecture Planning Interior Design
Meiklejohn Architects	SAHURI + Partners Architecture Inc.
Lemay Architecture & Design Ltd.	Bluegreen Architecture

The review committee, and an external consultant who was brought in to assist with the design team selection, then interviewed and ranked the top four consulting firms from the previous phase. These four firms were then ranked based on the technical merits and pricing documentation described above, along with their interview results. The four firms were:

Johnston Davidson Architecture	Kasian Architecture Interior Design and Planning Ltd.
S2 Architecture	Moriyama & Teshima Architects

Based on the results of the scoring matrix and interview results, the review committee and the external consultant recommend award of the RFP to:

Johnston Davidson Architecture	Total Contract: \$953,120 (plus GST)
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Subject to contract award, staff will work with JDa to begin the Preliminary Design phase, work with our equity partner and community partner on next steps, further develop the project schedule, establish internal and external stakeholder and public consultations along with addressing other project elements.

Staff will be including a monthly update in the regular Council meetings to ensure Council and the public remain well informed and engaged as each phase of the project is planned and implemented.

Early findings from the concept design also suggest that transformation of the existing skateboard park may be required in future, including adding slightly more space and the potential to add other outdoor recreation in the adjacent area (subject to working further with the design team). Staff are reviewing this area and further engagement with a skateboard park advisory committee and public consultation opportunities will be initiated this spring based on the preliminary design. No impacts to the skateboard park will occur without stakeholder and public consultation first, which is set to begin this spring once the integrated design team has been able to move from a concept to the Preliminary Design phase.

Equity Partnership

Okanagan Regional Library (ORL)

The City of West Kelowna and the Okanagan Regional Library (ORL) together recognize the synergies in service delivery that help to strengthen our community. Offering civic centre services from the same venue, adjacent to JBMAC, the Annette Beaudreau Memorial Amphitheatre and Memorial Park, will help create a vibrant and attractive centre in West Kelowna.

The space required for the City Hall administration is approximately 30,000 sq. ft., which will result in no new tax increases to the community. This will centralize a number of staff and administrative functions, and eliminate temporary and decentralized trailers and office spaces across the city. In terms of operating costs, centralizing the administration will also allow the transfer of existing administration operating costs to the new building. The height of the building is envisioned to be three storeys and design for the needs of the immediate future, yet will be easily expandable in future decades.

Adding a floor to the City Hall building to truly create a civic centre that serves the public was explored and is moving forward. The ORL identified an interest in becoming an equity partner to address their increasing needs, and their temporary lease expires in late 2022. Thus, moving from the concept to developing the City Hall/Library Building in the Detailed Design phase would occur next.

In addition to the 30,000 sq. ft. that the City requires, an additional 15,000 sq. ft. was identified by the ORL with an interest in moving away from temporary leases and into an equity model. The ORL's West Kelowna branch has well outgrown its original location having leased space in their existing building for over 25 years. This partnership would roughly form as a one-third ORL and two-thirds City equity structure, with the land remaining freehold in the City's name.

Staff have developed the basis for an equity partnership together with the ORL to provide our joint services under one roof. This means the ORL will be responsible for the financial commitments associated with their capital cost, internal space design, construction, maintenance and operations, and proportionally share in the design and construction costs associated with common areas and infrastructure of the building, and future maintenance and operations. The City remains responsible for the remaining two-thirds

cost with the specific details of the equity partnership being finalized prior to building occupation.

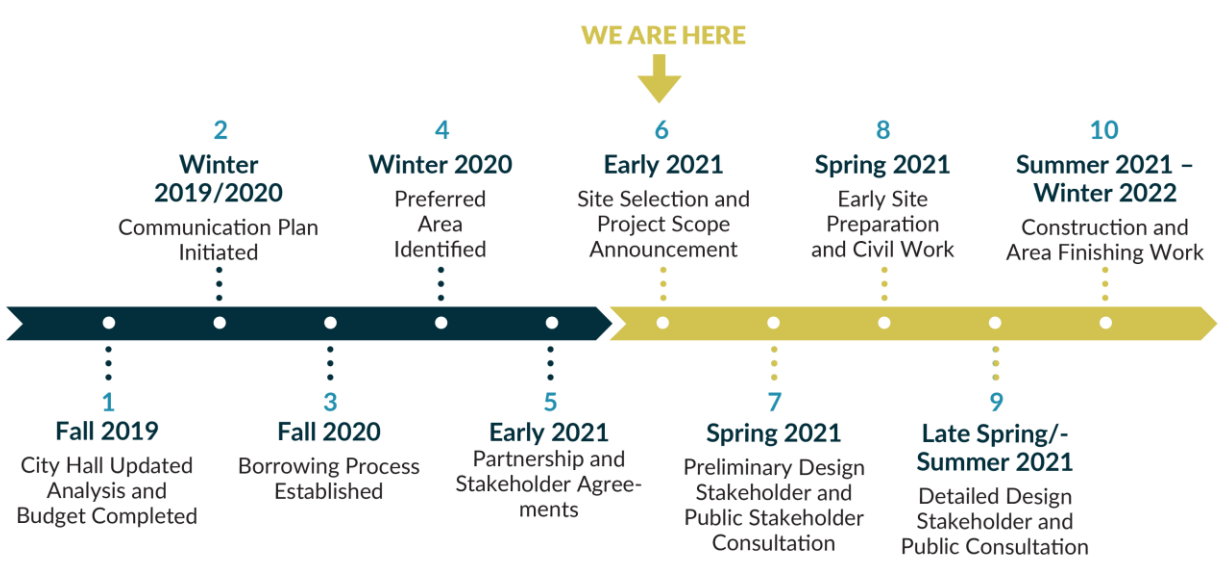
Communications and Engagement Next Steps

Internal

Subject to Council’s direction to award the design contract, staff will continue with the next phase of digital staff meetings and updates following the January 26, 2021 regular Council meeting. Staff will also provide a monthly update at the regular Council meetings to ensure Council, staff and the community remain well informed and engaged with our next steps. Along with Council, staff will be included in design consultations to ensure departmental input is considered. Further, the Corporate Initiatives group will also provide one key contact who will be responsible to ensure that staff and public inquiries related to the project are addressed in a timely and efficient manner.

External

Immediately following the January 26, 2021 regular Council meeting, staff will issue a news release and social media posts about the outcome of the meeting and outline next steps in the process. Examples of some of those materials in DRAFT are attached for quick reference, including the **We Are Here** timeline graphic to provide the structure of each phase of the project as noted below.



Additional communications would follow the Council meeting including our website updates, e-blasts, social media posts, print materials and engagement hub and advertising. Media interviews would also follow with the City and ORL providing information relative to its organization in the absence of having in-person gatherings with COVID-19. Joint announcements are also envisioned throughout the project with equity and community partners, stakeholders and the public intended to ensure opportunities to get involved and that we encourage ongoing participation.

This phase would include a program of communication and engagement integrated with the overall project schedule defined as Preliminary Design (spring 2021) and Detailed Design (late spring/summer 2021). Staff would develop this program in collaboration with the design team and work closely with the ORL. Council and the public would receive updates about next steps in the February report to Council.

The public is encourage to sign up to receive project updates on the City’s website at westkelownacity.ca/subscribe to remain informed and become involved.

FINANCIAL IMPLICATIONS

As part of the 2021 Capital Budget, Council approved up to \$2,000,000 for the City Hall Concept Plan, Tender Drawings & Consulting Services. This recommendation of award will be drawn from that budget line.

As was outlined in the October 6, 2020 Council Report, where Council resolved to adopt the “City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020.”, the existing budget for West Kelowna’s first City Hall remains unchanged.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
October 6, 2020	THAT Council adopt the “City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020.” <u>CARRIED UNANIMOUSLY</u>	C246/20
February 11, 2020	THAT Council give first, second and third reading to “City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020”. <u>CARRIED UNANIMOUSLY</u>	C051/20

PowerPoint: Yes No

Attachments:

- 1) City Hall Project Fast Facts
- 2) City Hall Project Summary
- 3) Okanagan Regional Library Fact Sheet