



Memo

To: Mayor Gibson & Members of Council
From: Morgan Alcock, Fire Chief/CEMC
Date: April 20, 2021
Re: Central Fire Station Project Update

On January 26, 2021, Council directed staff to proceed with the Architectural Design, Engineering and Contract Administration for the Central Fire Station Project with Raimondo & Associates Architects Inc.

Since that date, the internal project team has been working with the firm to review all previous reports, concepts, directions from Council and requirements from the various approval agencies. The following table outlines what has been completed to date.

Date	Description
January 26, 2021	Council Award of contract for Architect, Engineering & Contract Admin.
February 2, 2021	Submission of Agreement for Architect, Engineering & Contract Admin. to firm
February 15, 2021	Legal Review of Agreement for Architect, Engineering & Contract Admin.
March 15, 2021	Project Kick Off – Team Introductions, Review of whole project history and Project Scope & Responsibilities defined.
March 29, 2021	Confirmation of previous studies (Survey, Geotechnical, Traffic) and land use planning requirements
April 12, 2021	Site Plan Pre-Consultation with Township Planner Site Plan Application process to begin. (Storm Water management and photometric lighting studies required)
April 13, 2021	Review of concept design, outline of mechanical and electrical engineering needs. Preliminary review of fixtures, finishes and equipment (FFE)

The project team has outlined the following target dates for the project:

Date	Description
April 26, 2021	Review of Concept design, Mechanical, Electrical and IT design Prepare updated cost estimate
May 11, 2021	Report to Council on Concept Design, Updated Cost Estimate and direction to proceed
May 31, 2021	Sign Plan Application Submitted

Staff will continue to diligently work with the firm, following the direction of Council and anticipate a report returning to the next available meeting of Council.

