

Project Management Report to Council

May 4, 2023

1. Financials
 - a. We still have contingency room within our \$6.5M budget
2. ICIP
 - a. We have received payment for Request 17 and a partial payment for 18. We have been notified that there will be an administrative holdback while we approach the end of our funding.
 - b. I have submitted Request 19.
3. Status Update:
 - i. Paving project
 1. I've heard back from Delta Construction and DLN Construction that they're interested in pricing the project. Both have noted that it would be typical for an engineer to provide specifications for the parking lot construction prior to them pricing but are willing to provide their best guess at what we might need. I'm expecting pricing back next week.
 2. I have received very strong feedback that chip sealing is not the right application for a parking lot as it does not hold up well to stopping and starting or turning.
 - b. Furniture
 - i. The Large Meeting Room furniture has arrived and been unpackaged. One chair arrived damaged – I'm working with the supplier to have it replaced. Everything else seems to be in order.
 - ii. The Small Meeting Room table could arrive as early as the week of the 8th.
 - iii. The office furniture has arrived and been assembled.
 - c. Donor Tree
 - i. I have reached out a number of times to follow up with Across the Board about the resuming of their business operations but have not yet received a response.
 - d. Signage
 - i. The exterior signage has been installed by Kota Graphics. CG Industries has wired the front signage. I've heard many positive comments about the look.
 - ii. The interior wood signage has gone up. I've requested pricing from Kota Graphics for temporary vinyl lettering that would say "Future Donor Name" on the 3 blank signs. The idea is this could be replaced with a donor name in the event a space is purchased.
 - iii. I've requested a price for the vinyl library signage, including a "swoop" to match the fitness centre. The library signage will have "Elbow Palliser" on the first line and "Library" on the second line so that "Elbow Palliser"

may be replaced with minimal disruption if the naming rights are purchased.

- iv. The black signage for the fitness centre and dressing room washrooms arrived not matching the proofs so is being replaced
 - v. The dedication signage arrived damaged and is being replaced. The installation location of the dedication plaque continues to be debated by the Advisory Committee.
 - e. Landscaping
 - i. Broderick Gardens is looking to start landscaping in the coming weeks. They anticipate completion prior to the end of June.
 - f. Sink upgrade/addition
 - i. The old sink that we've taken out of the island has been sold on Facebook Marketplace for \$100.
 - g. Access Control
 - i. Sure Innovations has completed the supply and installation of the access control system. They have completed a training session with the administrative staff, Joanne Brochu, and Laurie Niska.
 - h. Locksmithing
 - i. CP Distributors is planning to be out next week to change the chrome temporary cylinders for black cylinders. They will match the keying to the existing, so no need to swap keys out afterwards.
 - ii. We are still waiting on the black kick down door stops to arrive.
 - iii. I will provide the brushed kick down door stops that we have received to James to install on the doors that don't have black hardware.
4. Deficiency/Warranty Items:
- a. The living wall has two different bug infestations. I've spoken with Amy's Plantscaping who has advised she could come out May 27th to treat the wall and do some maintenance at a cost of \$450. I have not heard back yet if we would like to proceed with this. A few weeks ago, I sourced insecticidal soap from Broderick Gardens which could work on the bug infestations. It needs to be applied to all of the plants weekly. I don't believe an application has been applied yet as the signs of bug damage are increasing.
 - b. Quorex/Western Carpet are working on the flooring renovation. All of the flooring has been removed and epoxy ground off the slab. We're on track to finish on time.
 - c. I'm working to troubleshoot the connectivity with the projector on the stage. We expect we have a solution.
 - d. Quorex has provided us with a summary of the proposed changes to the blower configuration for the lift station. Please see attached. In summary, they're suggesting we use the switch prior to a worker entering the lift station, but not to have it run continuously, particularly in the colder months.

- e. Metro Mechanical has come out to commission the air conditioning units in the building. Thermostats should all be programmed to “Auto” now, instead of “Heat”.
 - f. I am anticipating a follow up from Quorex/Metro on the multiple clogged toilets that occurred over the past weekend. They looked at the system on Tuesday, May 3rd. The lift station was working correctly at that time.
 - g. Quorex has a list of deficiencies that they’re working away on.
 - h. We’re working on scheduling a deficiency walk thru for July with Quorex and myself. I will be in touch with the Advisory Committee to see if any of them would like to join us. This will provide ample time to address any deficiencies that have arose during the 1-year warranty period.
5. Grand Opening
- a. I propose we look at July 7th for a grand opening event.
 - b. If this is approved, I’ll notify our appropriate ICIP correspondents to advise our local politicians’ offices.