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FOR INFORMATION:

TO: Planning and Budget Committee

SPONSOR: Ron Venter, Vice-Provost, Space and Facilities Planning
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DATE: September 5th, 2002 for September 17th, 2002

AGENDA ITEM: **Item 7.4**

ITEM IDENTIFICATION:

Project Committee for the re-location of the Departments of English, Linguistics, Philosophy and Religion to the Medical Arts Building

JURISDICTIONAL INFORMATION:

Under the Policy on Capital Planning and Capital Projects, section 5.A, the membership and terms of reference of Project Committees shall be reported to the Planning and Budget Committee.

BACKGROUND:

In April 2002, the 10-storey Medical Arts Building, located at 170 St. George Street, was purchased by the University of Toronto with the intent to accommodate University of Toronto faculty and administrative offices at this location. Currently, approximately 80-90% of the building is occupied by medical offices with leases being honoured through to 2006. This unusually extended period of time should provide all occupants with sufficient time to relocate. The building is well located at the north end of the St. George campus with convenient subway access and within close walking distance of the Robarts Library and Sidney Smith Hall.

The Faculty of Arts and Science has identified the Departments of English, Linguistics, Philosophy and Religion relocation to this site. Upon completion, each department will occupy one or more contiguous floors of the building, allowing each department to consolidate its faculty and administrative staff, as well as research associates and graduate students, to one "home-base" location.

A final report is to be filed for December 2002, with interim reports necessary to proceed with implementation of phases as suites become available.

PROJECT COMMITTEE MEMBERSHIP:

Ray deSouza, [Co-Chair] Planning Office, Arts & Science [Co-Chair]
Jennifer Adams [Co-Chair] Campus & Facilities Planning [Co-Chair]
Julia McCammond, Planning Office, Arts & Science
Alan Bewell, Department of English

Donna Sabo, Administration, Department of English
Cheryl Misak, Department of Philosophy
Suzanne Puckering, Administration, Department of Philosophy
James Dicenso, Department of Religion
Irene Kao, Administration, Department of Religion
Peter Reich, Department of Linguistics
Ron Smythe, Administration, Department of Linguistics
Ihor Kotowycz, Design Office
Julian Binks, Capital Projects
Don Beaton, Real Estate, ex-officio
Carl Amrhein, Dean of Arts and Science, ex-officio
Ron Venter, Vice-Provost, Space & Facilities Planning, ex-officio

TERMS OF REFERENCE:

This Project Committee will be co-chaired by Ray deSouza and Jennifer Adams. The approach is to ensure that all detailed departmental requirements will be addressed internally within Arts & Science. The space programs for each of the four departments will be developed as a long term master plan and must address the space allocation of each of the four units in the building post June 2006. Between the present time and June 2006 suites will become available for use on any of the floors on the building and will be assigned to the units always with the view to addressing the 2006 plan. The Project Committee must address the following terms:

1. Make recommendations and provide a Master Plan of the detailed space program indicating how the space and facilities for the Departments of English, Linguistics, Philosophy and Religion should be organized within the Medical Arts building at 170 St. George Street. [It is tentatively estimated at this time that English will require the 2nd, 3rd and 4th, Linguistics the 6th, Religion the 7th and Philosophy the 8th and 9th floors respectively.] The entire ground floor could essentially be maintained commercial, but the Project Committee may wish to put forward alternate recommendations for consideration.
2. Identify the space program related to the existing and planned enrolment targets as approved in the departmental academic plans. Identify the total nasm assigned to each academic unit as recorded in the 2001/2002 COU inventory, and the projected space plan [nasm] that will be occupied by each unit post June 2006, i.e. the space that each unit will occupy both within and external to the Medical Arts Building.
3. Demonstrate that the proposed space programs will take into account the Council of Ontario Universities and the University's own space standards. Identify all additional space needs [space now occupied at present to the post June 2006 plans] consistent with the COU standards
4. Identify all space and location of the space occupied by each of the four departments as of July 1st, 2002 and the space and location of the space planned to be occupied by the respective departments in June 2006.
5. Identify all space on the University of Toronto campuses as well as all rental space that will become available for re-allocation centrally as a result of the relocation of the four departments into the Medical Arts Building.
6. Plan to realize maximum flexibility of space within the Medical Arts Building to permit future allocation, as program needs change.
7. Consult with the Food Services Ancillary at UTSC should any food services be anticipated or recommended within the building.

8. Identify the equipment and moveable furnishings, which will be necessary to the project. Identify all standards pertaining to types of fixtures, colour of paint, carpet pattern and colour to be adhered to throughout the project.
9. Identify requirements for networking and other electronic and data communications consulting with CNS on the recommendations to be included in the report.
10. Identify and assess the planned academic use of the Medical Arts Building in relation to conformance with the current building codes [the office type activity will essentially continue as is]. This review will be undertaken by Project Management Design and Construction and included in the Project Planning Report
11. Identify a phasing plan and implementation plan for the project through 2006.
12. Provide a total project cost estimate identifying all resource implications including a projected increase to the annual operating cost for the University. Identify an overall cost per square foot and funding.
13. Identify all costs associated with the transition during the renovation of suites and secondary effects resulting from the realization of this project.
14. Identify all sources of proposed funding for this project, in total and for each of the four years to 2006..
15. Identify the on-going reporting structure and the allocation of all space for the four Departments within the Medical Arts Building for the transitional period through to 2006.
16. Interim reports will be required to be available in the fall of 2002 to address the renovation of approximately 10-15 suites required for the Department of English. This interim report will require approval by AFD.
17. The final report to be filed by December, 2002 identifying the allocation and use of space by each department through to 2006. The final report must also identify the space within the Medical Arts Building that will not be used by the four departments, post 2006.
18. Suggest a new name for the building to better identify its new occupants, post 2006.