

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor and Members of Council
From: Wayne Ormshaw, Division Leader – Capital Projects
Date: October 9, 2024
Subject: Tender Award – Town Hall Renovations

Recommendation

Approve the tender award to Fina Construction Ltd. for the Town Hall Renovations in the amount of \$994,606.62 (including applicable HST); and

Approve an overage of \$18,607 to be funded from the Facilities Reserves as presented at the October 22, 2024 Council meeting.

Strategic Objectives

The below Strategic Objective is applicable to this recommendation:

5a) Modernize Citizen-Centered Services - Conceiving/implementing a plan for resident-service standards (including establishing a response policy for all inquiries to the municipality, IT solutions/apps/portals, phone protocols, virtual enablement, etc)

Background

At the June 25, 2024 meeting of Council, final design plans for the Town Hall Main Floor Renovations were presented to Council. The following resolution was made:

Resolution #228-06-2024

Approve the Town Hall Main Floor Renovation and Operations Renovation Concept Plans;

Direct Administration to proceed to tender and/or award for both projects based on procurement bylaw requirements, with considerations of incentives for the timely completion of the project; and

Approve an additional \$330,000.00 to be funded from the Facilities Reserve as presented at the April 30 and June 25, 2024 Council meetings.

At this meeting, the budget for the Town Hall Main Floor Renovations was increased to \$1,291,000.00. Included within this budget was \$130,000.00 identified as being required for renovations (at the Operations Center) necessary for the relocation of staff during the renovation of the Town Hall.

Council stipulated that there was a need to ensure the completion was on time or ahead of schedule, as such the contract documents include an incentive over and above the contract bid amount, to encourage an early completion of the renovations. In line with industry standards a financial incentive is provided based on completing the work one month ahead of schedule. Once this date has passed the financial amount is reduced each and every weekday until the scheduled completion date, whereby only the contract bid amount will be paid.

At the September 24, 2024 Council meeting, the following resolution was passed related to temporary renovations and portable facilities to accommodate staff:

Resolution #305-09-2024

Direct Administration to fund the costs of the temporary renovation plan through the Facilities Reserve; and

Implement a pilot project for hybrid work for the period of renovations, all as presented at the September 24, 2024 Council meeting.

Comments

Within the renovation area of Town Hall there are 7 existing offices, 10 cubicles and 3 front-facing customer counter spaces (2 finance, 1 public service unit).

The new proposed plan will include the following:

- Larger accessible entrance area with 8 designated customer service counters,
- Barrier free washroom accessed from entrance area,
- de-escalation area accessed from entrance area,
- Conversion of the ground floor vault into a meeting room,
- Staff lunch/coffee room,
- 13 offices, and,
- 7 cubicles.

A thorough coordination and review of the final design was completed throughout each of the design stages by the Corporate Leaders and their respective Divisions to ensure the final design included the needs of their staffing within the newly renovated areas.

Due to the expected noise, dust and parking/storage needs during construction, temporary storage and the relocation of furniture and other office equipment will be required prior to the start of construction. The cost for removals storage and the temporary office locations for the relocated staff were recognized and is included as part of the financial breakdown below.

Due to the efficient use of the newly renovated ground floor plan, new office furniture will be required to suit the new office layout designs. The cost of the new furniture is also identified within the financial breakdown below.

The project was tendered using the online Bids and Tenders process and was posted on Wednesday August 21, 2024.

Eleven (11) compliant bids were received prior to the tender closing on Wednesday, October 9, 2024.

The tender amounts received are shown below:

Tenderer	Total Bid Amount (excluding HST)	Total Bid Amount (including applicable HST)
Fina Construction Ltd.	\$977,404.31	\$994,606.62
Gulf Developments Inc.	\$988,207.20	\$1,005,599.65
Greenlight General Contracting Inc.	\$1,006,129.87	\$1,023,837.76
Vince Ferro Construction Ltd.	\$1,010,241.87	\$1,028,022.13
Valente Contracting Inc	\$1,043,417.87	\$1,061,782.03
RC White Ltd	\$1,080,229.87	\$1,099,241.92
Alliance General Contracting of Windsor Inc.	\$1,098,483.87	\$1,117,817.19
Adine Builders Limited	\$1,154,929.87	\$1,175,256.64
Wincon Construction 1986 Ltd.	\$1,166,326.87	\$1,186,854.23
Westhoek Construction Limited	\$1,233,097.87	\$1,254,800.40
Direk Construction Inc.	\$1,480,579.87	\$1,506,638.08

The above tender values do not include any amounts for the early completion of the work.

Others Consulted

JP Thompson Ltd was consulted as part of this project.

Financial Impacts

The financial impacts have been summarized below:

Town Hall Renovation Project	Proposed Costs	Approved Budget
Engineering & Contract Administration	\$65,000	\$65,000
Tender Award for Renovations (Construction Costs)	\$994,607	\$1,016,000
Early Completion Incentive	\$40,000	
New Furniture Costs	\$80,000	\$80,000
Temporary Workspace and Portables	\$164,000	\$164,000
Operations renovations and furniture (allowance)	\$130,000	\$130,000
Total	\$1,473,607	\$1,455,000
Total Overage		-\$18,607

Administration is confident that Fina Construction Ltd. has the necessary experience and equipment to successfully complete the project.

Administration is recommending awarding the Town Hall Renovations to Fina Construction Ltd. in the amount of \$994,606.62 (including applicable HST) and approve the over budget amount of \$18,607 (including applicable HST) to be funded from Facilities Reserves.

The Facilities Reserve had a balance of \$2,406,415 at the end of 2023, with a forecasted deficit of \$240,523 at the end of 2024 subject to approval of this overage, the overage for Public Works West Yard and the overage for the Glycol piping repair at the ATRC (before any grant funding).

Report Approval Details

Document Title:	Tender Award - Town Hall Renovations.docx
Attachments:	
Final Approval Date:	Oct 15, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Wayne Ormshaw

Submitted by Krystal Kalbol

Approved by Kate Rowe and Justin Rousseau