



City of
Peterborough

To: Members of the General Committee

From: Sandra Clancy, Director of Corporate Services

Meeting Date: February 5, 2018

**Subject: Report CPPS18-002
Budget Adjustment and Award of RFT T-71-17 for the City Hall
Building Division Renovation**

Purpose

A report to recommend the budget for the City Hall Building Division Renovation be amended and to award Request for Tenders (RFT) T-71-17 for the City Hall Building Division Renovation.

Recommendations

That Council approve the recommendations outlined in Report CPPS18-002, dated February 5, 2018 of the Director of Corporate Services as follows:

- a) That the 2018 budget for the City Hall Building Division renovation Capital Project (Project #3-1.01) be increased by \$85,000 from \$75,000 to \$160,000; and
- b) That RFT, T-71-17 for the City Hall Building Division Renovation be awarded to Snyder Construction., 920 Brawley Road West, Ashburn, Ontario, L0B 1A0, at a cost of \$125,100 plus HST of \$16,263.00 for a total of \$141,363.

Budget and Financial Implications

The total Building Division Renovation project costs net of the HST rebate, including contingency allowance, consultant design and project management fees are as follows:

Line	Description	Amount
1	T-71-17 City Hall Building Division Renovation	\$125,100
2	Consulting and Project Management Fees & Permits	\$17,500
3	Abatement Work	\$5,000
4	Contingency	\$9,632
5	Sub-Total	\$157,232
6	City's Portion of HST	\$2,768
7	Total Project Cost	\$160,000

Funding for the City Hall Building Division Renovation project will come from the following sources:

Line	Description	Amount
1	2018 Capital Budget (Item 3-1.01 City Hall Building Division Renovation)	\$75,000
2	Budget Transfer from the Building Division Reserve	\$85,000
3	Total	\$160,000

The balance in the Building Division Reserve after this transfer will be \$83,000. (This excludes additional funds that are expected to be transferred to the reserve from 2017 operations once the 2017 year end position is finalized.)

Background

The Building Division staff has been overcrowded in their Lower Level floor for many years and their customer service area has not worked well. Staff's ability to review designs and drawings with customers is limited with little space to do this adequately. Several ideas were contemplated as to how to relieve this pressure when the building at 210 Wolfe Street became available. It was decided that the Office of the Director of Community Services and the Recreation and Arts, Culture and Heritage Divisions of the Community Services Department, that were on the main floor of City Hall North wing, would go to Wolfe Street, making it available to assist with the Building Division's issues.

The Community Services staff moved to 210 Wolfe Street in June of 2017, leaving the main floor of the City Hall North Wing vacant. The City Clerk's Division moved to the floor temporarily while their area was renovated. The permanent plan is for all of the customer services aspects of the Building Division business to be conducted from the new floor with adequate customer service areas and most of the staff. The plan includes

accessible service counters for the public entering from George Street and from the entrance off the elevator through the link, while still maintaining a secure work environment for staff.

The City Hall North Wing has always had challenges servicing the public via the link entrance as there has never been a clear sight line to the reception area and the public had to walk through the staff space to access the reception service counter. There have been staff safety issues in the past which had required the link entrance door to the Building Division to be locked, as staff were not present to meet or serve the public. The public was required to ring a buzzer for service and access to the division.

This renovation will provide a public access and sightline to the service counter from both George Street and the link, while also providing an accessible customer service and plan review counter, and provide a secure and safe work environment for staff.

The budget request that was included in the 2018 Capital Budget was looking to perform the work of this project in two phases. After initial design reviews in late summer and early fall it was determined that the cost to phase the project would be too costly and disruptive to staff. Therefore it was determined late in 2017 to do the project in one phase.

The renovation will include removal of the kitchen and closet from the Sutherland Room and the existing customer service counter presently at the George Street entrance will wrap around from the west to the south-east so that when a customer enters from the link, they will be able to view the customer service area. In addition to this counter space, there will be another separate accessible customer service area to serve multiple customers and staff allowing them to spread out drawings for review during their conversations. New flooring will be installed through the public corridors similar to the Clerk's area that will be anti-slip and easy to clean. Several security card swipe and entrance doors to the staff area will also be installed. Existing lighting and ceilings will be re-used. Attachment 1 shows the new layout of the Building Division Service Counters and revised Sutherland Room.

RFT Issued

RFT, T-71-17 closed on December 21, 2017 and four submissions were received. The four submissions are summarized in Chart 1. The Property and Energy Manager and Lett Architect Inc. (one of the City's Consultants of Record) reviewed the Tenders.

The RFT included wording "the City reserves the right to award the Contract, in whole or in part and as such may remove any specific line item with no other cost effect on any other line item". The City has removed the abatement costs from the General Contractor's work and this requirement will be performed separately prior to the start of the construction. The pricing included in Chart 1 for the General Contractor shows the abatement costs removed and the new cost.

Chart 1
RFT T-71-17 Summary Chart

Firm Name	Address	Bid Amount (Excluding HST)
Beavermead Construction (1991) Limited	2261 Base Line Otonabee, ON K9J 6X7	\$198,500.00
Kawartha Capital Corp.	580 Ashburnham Drive Peterborough, ON K9L 2A2	\$145,664.96
Mortlock Construction Inc.	P.O. Box 545 Peterborough, ON K9J 6Z6	\$158,240.00
Synder Construction	920 Brawley Road West Ashburn, ON L0B 1A0	\$125,100.00

Authority to Approve

Part 8, Section 8.2.1 b) of the Purchasing By-law 14-127 requires Council to approve an Award where the Award cannot be accommodated within an approved Budget and therefore requires a budget transfer or pre-commitment against future year's budget.

Summary

If Council accepts the recommendation contained in this report, staff will proceed immediately with coordination of the work and contractor to start in early March 2018 with a completion date of late April 2018.

Submitted by

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 Director of Corporate Services

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Attachments:
 Attachment 1 – Building Division Renovation Layout