

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2021-055

Title of Report: Southgate Council Chamber Building Retrofit Project Request for Proposal (RFP) Report

Department: Administration

Council Date: July 7, 2021

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2021-055 as information; and

That Council approve the Southgate Council Chambers Building Retrofit Project Request for Proposal document as presented to be funded by grant funding and Southgate reserves; and

That Council direct staff to release the Southgate Council Chambers Building Retrofit Project Request for Proposal (RFP) document and that it be advertised in local papers, on our website and sent to contractors in the region we have worked with in the past.

Background:

Southgate staff applied for project funding by submitting an application for the ICIP COVID-19 Resilience Infrastructure Project requesting \$99,000.00 in the application and that Southgate would fund the remainder of the project that is anticipated to total between \$200,000 to \$250,000 on the upside depending on unseen and unknown factors.

The outcome of this project is the Township of Southgate will retrofit the former Egremont Council Chamber and Municipal Office space into a new Southgate Council Chambers.

Staff Comments:

Staff created the Southgate Council Chambers Building Retrofit Project Request for Proposal (RFP) document similar to the Dundalk Arena Auditorium Project RFP to seek proposals and select a supplier/contractor to complete this project. The purpose of the RFP document being presented is to gain Southgate Councils approval of this RFP document with the flexibility to select a project bid price or a time and materials procurement as an option to complete the work with the Township assuming the risk that cannot be seen. The problem is when completing a project to demo an existing building interior there are sometimes unknowns that require contractors to bid on those possible factors, when such project work may not be required, or it creates extras that we would have to deal with and were not anticipated in our RFP document. This type of time and materials contracting would also allow our staff to complete some of the demolition work prior to the contractor award or starting the time and materials work.

This project will create one open concept meeting room space for Council meetings with accessible washrooms and exterior building access concerns will also be addressed. The good news with this project is this part of the building we are dealing with was constructed in the 90's and should have no asbestos issues. The washrooms may be in the older part of the building may require an asbestos assessment prior to starting the project.

Staff recommend approval of this RFP as presented to attract proposals and to select a contractor to complete the project. The plan is complete the project construction by the end of 2021.

Financial Impact or Long Term Implications

The financial impact from this report in the 2021 budget for the Southgate Council Chambers Building Retrofit Project in the Holstein municipal facility will be funded by the following:

1. Grant funding (\$99,000.00);
2. 2021 capital budget funds for the new Council Chamber upgrades and existing chambers work to convert that space into open space offices and a meeting room (\$50,000.00);
3. Capital Administration Infrastructure Reserve (\$47,133.28);
4. Modernization Reserve funding (\$491,050.00); and
5. The final option could be allocated from the Southgate tax stabilization reserve (\$172,923.90).

Note: Some of the 2021 capital budget funding will be required to retrofit the existing Council Chambers into a meeting room and office space for the Building Department.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Goal 4 - Adequate and Efficient Public Facilities

Action 4: The residents and businesses of Southgate expect the Township to plan and adequately provide for public facilities for gatherings, recreation and doing business with the Township, while recognizing at the same time that facility needs can change with age and a changing population.

Strategic Initiatives 4-A (2019-2023): The Township will have identified the growth-related impacts on municipal facilities, and will have designed solutions to expand its facilities, or develop new facilities, as required.

Concluding Comments

1. That Council receive staff report CAO2021-055 as information.
2. That Council approve that staff release the Southgate Council Chambers Building Retrofit Project RFP document (Attachment #1) for advertising in the local papers and on our website.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO
923-2110 x210

dmilliner@southgate.ca

- Attachment #1 - Southgate Council Chambers Building Retrofit Project Request for Proposal (RFP) document