



Recreation & Facility Services Staff Report

Report Title:	Elmira Fire Station Renovation
Report Number:	R17-2021
Author:	Blake Miller
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Meeting Date:	September 21, 2021
File:	
Consent Item:	No
Final Version:	Yes
Reviewed By:	Thomas van der Hoff
Final Review:	Senior Management Team

Recommendation:

That Council of the Township of Woolwich, considering Report R17-2021, award Request for Proposal 2021-27 to True Building Ltd. as the successful proponent for the renovation of the Elmira Fire Station at a contract price of \$89,351.39 after the HST rebate.

Background:

Council approved \$100,000.00 in capital funding during 2021 budget deliberations for improvements to the Elmira Fire Station, including renovation of the restroom and shower areas, office space, kitchenette, and meeting room.

The Elmira Fire Station, located at 44 Howard Ave., Elmira was constructed in 1964 with an addition built in 1970. Since construction, there have been few improvements made to the facility. A Building Condition Assessment completed in 2018 highlighted a total of \$144,000 in necessary repairs and replacements by 2023. Of note, RCS has since replaced all flat roofs on the facility, with this work completed in August of 2021.

The current interior condition of the facility consists of uninsulated wood paneling walls, carpet and laminate tiling, outdated electrical and plumbing, etc. Additionally, the space scheduled for renovation contains designated substances in the ceiling, floor, and other building materials which will be removed and disposed of as a part of the scope of work.

Comments:

In July of 2021, staff prepared and released Request for Proposal 2021- 27 for the renovation of the Elmira Fire Station.

The general scope of work requested through the RFP included the replacement of flooring, ceiling, walls and insulation, doors, blinds, electrical fixtures, plumbing fixtures, and all supplementary painting, hardware, trim, etc. All indoor spaces outside of the vehicle bays will be renovated to support the departments continued operations.

The Township received three (3) proposal submissions from True Building Ltd., Direk Construction Inc., and Melloul-Blamey Construction Inc. An evaluation team consisting of Finance and RCS staff evaluated the proposals using a rating system comprised of the following criteria:

Approach and Methodology	15%
Experience and references	35%
Schedule	20%
Cost Proposal	30%
	100%

Following evaluation and review of all three (3) proponent submissions, True Building Ltd. was awarded with the highest score.

The Township has not had the opportunity to work with True Building Ltd., however, is confident in the award based on reference checks completed and past project experience. True Building Ltd. was also recently awarded, in July, the renovation of the Lions Park Washroom in Elmira. True Building Ltd. is located in Moorefield, ON and has completed several office renovations projects in recent years. Two of the four subcontractors identified within True Buildings Ltd. proposal are local contractors. In addition, the identified electrician within the proposal completes regular work for the Township. The submission by True Building Ltd. is recommended by staff.

Financial Implications:

Staff have complied with the necessary requirements of the Townships Purchasing By-law. Funding for this project was allocated from the capital budget.

True Building Ltd.	\$87,806.00
Plus H.S.T.	\$11,414.78
Sub total	\$99,220.78
Less H.S.T. rebate	\$9,869.39
Total	\$89,351.39

Remaining budget will be allocated for an information technology (IT) scope of work and contingency.

Strategic Plan Focus Area:

Optimize the Use of Municipal Infrastructure *to manage and maintain all municipal infrastructure with an emphasis on continuous improvement and greater efficiencies, with a goal to “Optimize the Use of Municipal Infrastructure”.*

Infrastructure Renewal *to ensure commitment to investment in all municipal infrastructures*

Conclusion:

Staff recommend that Council approve awarding RFP 2021-27 for the renovation of the Elmira Fire Station to True Building Ltd. at a project cost of \$89,351.39 after the H.S.T. rebate.

Attachments:

None.