



## Staff Memo

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**Report To:** South Huron Council  
**From:** **Dan Best, Chief Administrative Officer/Deputy Clerk**  
**Date:** October 15 2018  
**Report:** CAO 2018-18  
**Subject:** Dashwood Community Centre RFP Results

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### Recommendations:

**That** the memo of D Best, Chief Administrative Officer dated October 15, 2018 regarding the Dashwood Community Centre project RFP results be received; and

**That** Brannon Construction be awarded the project to design and construct the washroom renovations at the Dashwood Community Centre for the price of \$107,300 plus HST.

### Purpose:

Approval

### Background and Analysis:

Further to CAO Report 2018-16 dated September 4, 2018, the Municipality followed the following process respecting Dashwood Community Centre project:

- A Request for Proposal (RFP) was issued on September 14, 2018 and closed on October 4, 2018 for the design and construction of the project
- The scope of the project inviting proposals from qualified proponents to design and construct new washrooms to meet OBC and Accessible guidelines at the Dashwood Community Centre within the existing

footprint of the building causing minimal impact on the existing front hallway and no impact in the hall itself. Alternatively, the Municipality will consider alternative designs that are outside of the footprint, meet OBC and Accessibility requirements.

- A Review committee will consist of the South Huron CAO, Bluewater staff member and a member of the Advisory Committee. Final report back to Council(s)

One bid was submitted for the project by Brannon Construction. The proposal was reviewed by the Committee on October 10, 2018. The review Committee scored the bid on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>	<b>Score</b>
<b>Demonstrated Performance</b>	10	3
<b>Experience and Qualifications</b>	10	8
<b>Approach and Methodology</b>	40	30
<b>Cost</b>	40	37
<b>Total</b>	100	81

### **Financial Impact:**

The Municipality of South Huron as part of the 2018 budget process approved an upset limit of \$120,000 plus HST for this project. Subsequent expenditures related to the previous tendering process, building permit and minor variance application resulted in the current procurement process to have an upset limit of \$107,300 plus HST.

The Municipality of Bluewater has committed \$40,200 (applying 50% of the Dashwood Mens Club funding) and the Dashwood Mens Club has committed \$30,000 to the project (addition requirement).

The following table outlines the overall breakdown of the project:

ITEM	Revenues	Expenses
Brannon Construction Proposal		\$107,300
Building Permit, Variance, Architect		\$12,700
South Huron Budget (Levy, Turbine Revenue)	\$64,800	
Municipality of Bluewater contribution	\$40,200	
Dashwood Mens Club	\$30,000	
Totals	\$135,000	\$120,000

It should be noted that the exterior works related to this project including site works (asphalt for accessible parking) and contingencies were not included in the proposal. It is anticipated that any of these items would be covered by the \$15,000 in source revenue available to complete the project in 2019 as the \$30,000 donation from the Mens Club was an unknown at the time of the 2018 budget; but ensures that the project (RFP and site works/accessible parking) can move forward subject to Council approval.

The exterior work for the building renovation is anticipated to begin on November 1, 2018. No interior work will begin until January 2019 in order to facilitate events for the fall and upcoming Christmas season. Staff will work with the patrons and partners of the facility during the renovation process.

### **Legal Impact:**

There are no legal implications as a result of the actions outlined in this report

### **Staffing Impact:**

The exterior work for the building renovation is anticipated to begin on November 1, 2018. No interior work will begin until January 2019 in order to facilitate events for the fall and upcoming Christmas season. Staff will work with the patrons and partners of the facility during the renovation process.

### **Policies/Legislation:**

Procurement of Goods and Services Policy 33-2017

### **Consultation:**

Dashwood Community Centre Advisory Committee  
Municipality of Bluewater Staff  
Dashwood Mens Club

**Related Documents:**

Construction Design Concept

Respectfully submitted,

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**Dan Best, Chief Administrative Officer/Deputy Clerk**