



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Legislation Details (With Text)

File #: 18-062 **Version:** 1 **Name:**
Type: Staff Report **Status:** Passed
File created: 1/30/2018 **In control:** Council
On agenda: 2/5/2018 **Final action:** 2/5/2018
Title: Award of Municipal Hall Painting and Flooring Contract, Staff Report EPW-18-012

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
2/5/2018	1	Council	approved	Pass

REQUEST FOR DECISION

DATE: February 5, 2018 Report No. EPW-18-012
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT:
Award of Municipal Hall Painting and Flooring Contract

RECOMMENDATION:
That Council:
a. Grant approval of an additional \$98,000 funding for the Municipal Hall Painting and Flooring Revitalization project; and
b. Approve that the work contract be awarded to Aral Construction for a cost of \$95,000.

RELEVANT POLICY:
Financial Plan Bylaw

STRATEGIC RELEVANCE:
Well Managed and Maintained Infrastructure - Identify infrastructure repair and proactively plan for replacement needs.

BACKGROUND:
The Municipal Hall was constructed in 2003. It is a structure with varying life spans for the various components that make it up with an overall life expectancy of 28 years. In 2014/2015 the flooring and

wall paint came to the end of their effective lifespan with some locations beginning to fail. In order to keep these components functional, funding was approved in 2015. The scope of work included:

- The removal and replacement of the flooring on the first (not including library rental space), second and third floors.
- The repair of wall defects, hits, etc. and the painting of the common spaces on the three floors (library rental space was excluded).
- Budget - \$54,000

Due to capacity/vacancy issues (Director, Public Works Manager, Technical Supervisor) in order to undertake the project management of this work, it has been delayed until recently.

The project has been separated into two components: material acquisition and removal/replacement/painting. This splitting was undertaken due to the lead time involved in obtaining the materials and an attempt to minimize costs. Material acquisition commenced with a purchase order being issued December 19, 2017. It saw the purchase of the flooring materials at a cost of \$34,000. Acquisition of the paint has not been undertaken at this time due to its short delivery time; the cost is estimated to be \$5,000. The total cost for materials is estimated to be \$39,000.

The second component of the project is the labour for undertaking the removal/replacement of flooring and painting walls of the Municipal Hall. As the Library and Municipal Hall have to continue to function during this work, it will be undertaken in evening or weekends. This work was released as a request for proposals on December 29, 2017. It closed on January 25, 2018. This process yielded only one proposal. The cost for the work is set at \$95,000.

An additional cost that has to be realized is packaging of office contents and preparing the walls for painting (i.e. removal of pictures, etc.). This work will be undertaken by Public Works and is set at \$9,000.

ISSUES:

1. Rationale for Selected Option

It is the recommendation of staff that the project budget be increased and that the contract be awarded to the preferred proponent, Aral Construction.

The flooring in many locations within the Municipal Hall is failing or has failed, creating uneven walking surfaces and an unkempt appearance to the Hall. The flooring surfaces have also reached the point that cleaning them does not remove the majority of the debris resulting in the floors continuing to look dirty and ragged. The proposed new flooring material (carpet) is similar to the carpet placed in the Council Chamber. With the flooring being carpet tiles rather than one continuous piece, this will allow for greater flexibility for repair and cleaning within a specific location.

With respect to the walls, there are a number of locations that require work due to nail pops and fixture removal and replacement. Also the current colour scheme needs to be upgraded to reflect a more modern appearance for the structure.

2. Organizational Implications

The Municipal Hall will remain in service as this work is being undertaken with the majority of the work being carried out after hours. This will involve some work by Township staff to be carried on outside of normal hours. The intent is to commence this work the beginning of February with its completion on or before April 3, 2018. During business hours there will still be evidence of the work but it will allow the various departments to function. Public Works will be involved in providing support to the staff for office packaging up and preparation of the common spaces. The Director of Engineering and Public Works as well the Public Works Manager have incorporated this work into their work plans.

3. Financial Implications

The initial approved budget for this project was \$54,000.

This budget amount was determined after discussions with contractors based on the economy and work levels being experienced in 2014/2015. Since that time, the building construction industry has seen a dramatic increase in activity. This has created a shortage of contractors that are capable of carrying out this type of work as was seen by the lack of responses to the request for proposal and the higher than anticipated proposal cost.

The budget needs to be increased in order to reflect the new economic conditions this project faces. This breakdown is:

In order to fully complete this project, approval of an additional \$98,000 will be required. In order to increase its limit, early budget approval would be required for this line item.

4. Sustainability & Environmental Implications

This work helps the various components of the building meet the overall life expectancy of the structure.

5. Communication & Engagement

Once funding has been approved, the Township will notify the preferred proponent and begin to finalize the schedule for work. Notices will be placed within the Municipal Hall and website alerting the public to work being carried out and possible inconveniences when coming to the Municipal Hall. Staff will be informed of work impacts by email and other internal communication methods.

ALTERNATIVES:

1. That Council:
 - a. Grant approval of an additional \$98,000 funding for the Municipal Hall Painting and Flooring Revitalization project; and

- b. Approve that the work contract be awarded to Aral Construction for a cost of \$95,000.
2. That Council directs staff to cancel the request for proposal and direct Public Works to undertake only spot repairs of flooring failure and wall repair as available through the approved budget and yearly operational allocations over the next several years.