

Type of Decision									
Meeting Date	Friday, November 18, 2016				Report Date	Tuesday, November 15, 2016			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Office Renovation Update - Report #18/11/16/1101

Subject:

Review of current plans and approval to proceed.

RECOMMENDATION:

WHEREAS Council has approved office renovation and addition plans at its October meeting which staff are implementing;

AND WHEREAS the municipal Procurement By-Law allows for “sole-sourcing” of contracts and services in certain circumstances as approved by Council;

AND WHEREAS past experience has shown that local contractors have provided good quality at a good price, and are willing to make accommodations for staff and council during the building process to facilitate service to ratepayers and staff that other builders may not be willing to provide;

AND WHEREAS tendering processes are time consuming, costly and have yet to result in contract awards other than to our local contractor, Mackey Construction;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct staff to contract directly with Darryl Francoeur of Mackey Construction to negotiate the best possible arrangement for the municipality to complete both the planned renovation and addition without going through a formal tender process.

BACKGROUND/EXECUTIVE SUMMARY:

Renovation/Addition updates.

1. A designer has been contracted to transfer plans to blueprints in order to obtain a building permit. It is anticipated that renovation will begin in January 2017, with the addition to start in April.

2. A minor variance may be required to allow the entrance to be built in the road allowance – our designer, CBO and the county planners will be consulted for advice and assistance as required.
3. Upon Council's approval, Mackey Construction will be hired to complete the build – renovation and addition. See resolution above.
4. Plans are underway to box up the office in late December aside from working files and computers, to allow renovations to begin immediately following hall use for New Year's Eve. It is expected that employees will continue to work however; physical office space will be a challenge. Limited "counter" service will be accommodated via the hall and/or library.
5. Hall use for the month of January may have to be modified. Staff are working on options.
6. Plans are to have ground broken as soon in spring as possible.

Financial Considerations/Budget Impact:

Trillium has announced a grant which we may qualify for with an application date of October 2017. Announcements would not likely be made until early 2018. Staff are still looking for other options.

Others Consulted/Resources:

Bob Labre, Chief Building Official
Darryl Francoeur, Mackey Construction

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

