
HALDIMAND COUNTY

Report CMS-LI-02-2017 Jarvis Library Hub Renovation Tender Result Update For Consideration by Council in Committee on October 3, 2017



OBJECTIVE:

To obtain additional funding to complete the Jarvis Public Library Hub Renovation project.

RECOMMENDATIONS:

1. THAT Report CMS-LI-02-2017 Jarvis Library Hub Renovation Tender Result Update be received;
2. AND THAT the contract for the Jarvis Library Hub Renovation project be awarded to Elgin Contracting & Restoration Ltd., in the amount of \$283,000 plus applicable taxes;
3. AND THAT the Revised Budget as outlined in CMS-LI-02-2017 be approved.

Prepared by: Paul Diette, CEO Libraries

Respectfully submitted: B. Hugh Hanly, General Manager of Community Services

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

In August, 2017, staff issued a Request for Tender (Tender) for the renovation of the Jarvis library branch. All bids received exceeded the approved budget for the project. In order to award the contract to the lowest compliant bidder and keep within the project timelines submitted to Federal grant authorities, staff are requesting an increase to the approved budget of \$64,400. Increased funds are needed for the renovations (over budget by \$38,000), as well as an additional \$23,300 required for engineering and project management costs, and \$3,100 required for permits.

Background: In 2017, an application to renovate approximately 700 square feet of existing space at the Jarvis library branch was submitted for Canada 150 Community Infrastructure (Intake Two) funding. Proposed renovations included the demolition of the staff office to provide more space for local history and genealogy collections, the creation of quiet study and conference space, and the renovation of two existing public washrooms. Modification of the existing circulation counter/service desk in order to make it compliant with the Accessibility for Ontarians with Disability Act (AODA) was also included. Library staff prepared original construction budget values based on similar, recent renovation projects.

Through Report PED-COM-01-2017, certain Jarvis Library projects scheduled in future years were accelerated to 2017 and combined with the renovation project outlined in the grant application. The facility-wide painting, replacement lighting, and new flooring projects previously budgeted were added to the renovations project application for a total approved capital budget of \$250,000.

The goal of the branch renovations project is to create a community hub space which allows for effective and efficient delivery of County services, including the future provision of assistance to the public with accessing online municipal resources. The renovated space will enable the Library division to partner with other County divisions, such as Museums, to host exhibits and displays; will offer opportunities for

councillors to meet with constituents in a new, private conference room; and will ensure that the community hub is fully accessible.

Architect G. Douglas Vallee Limited was contracted to develop renovation designs and prepare a project tender, which closed on August 29th, 2017. In addition to the work outlined in the Canada 150 funding application, the Tender specifications included ceiling tile replacements and new signage. Since 2011, roofing issues have led to numerous leaks and damaged ceiling tiles. An insurance claim is currently being pursued to replace tiles damaged in the spring of 2017. Original tiles remain throughout the building, however, and due to age and exposure to adjacent, damaged tiles, many are sagging and warped; it is expected that new wall paint and carpeting will only draw attention to the deteriorated condition of the ceiling. New signage was also added in order that it match new space configurations, collection locations, and paint colours.

Seven bidders responded to the tender, with Elgin Contracting & Restoration Ltd. (Elgin) submitting the lowest compliant bid at \$287,981 (net, non-refundable HST). Following the guidelines in the Procurement Policy 2013-02, negotiations with Elgin followed in an effort to lower their price; however, all proposed cost reductions were deemed to compromise project results and to lower the quality of the end-product. In keeping with the procurement guidelines, staff reviewed current and approved ongoing Library projects, but, unfortunately, there are no savings available that can be used to offset the budget shortfall.

It should be noted that a substantial completion date of March 31, 2018 is required for this project, as outlined in the Canada 150 Community Infrastructure (Intake Two) funding guidelines.

ANALYSIS:

Library staff is requesting an additional \$64,400 in funding for the Jarvis Public Library Hub Renovation project. The requested budget increase will result in sufficient funding to award the contract bid and cover \$23,300 in engineering and project management costs and \$3,100 in permit fees.

The renovation of the Jarvis library branch will result in a space that is fully accessible and both configured and equipped to meet community hub needs. The redesigned space will present a professional and appealing image of the County to the community and instill confidence and pride in service delivery when the hubs-in-libraries initiative launches in late 2019 in conjunction with the new Cayuga Administration Building. As well, the public computer access area will be wired to accommodate hub-related equipment. Failure to proceed with the increased budget would compromise the branch's future ability to deliver hub services and achieve hub goals successfully, plus would forfeit approved Federal infrastructure funds.

Regardless of configurations and attributes associated with hub services and library/community activities, the Jarvis library branch should be a fully-accessible public facility. The award of \$83,250 in Canada 150 funding towards this project contributes substantially to achieving accessible washrooms, accessible doorways into the new history room and existing meeting room, and an AODA-service counter. All of these improvements will be necessary for the facility to meet the Province's Accessible Built Environment Standard in the near future.

FINANCIAL/LEGAL IMPLICATIONS:

The approved 2017 Tax Supported Capital Budget included \$250,000 in expenditures related to the Jarvis Public Library Hub project, with funding from the Library Reserve, as well as the Canada 150 Grant.

For the above noted reasons, staff propose a revision to the budget as follows:

	Current Approved Budget	Proposed Revised Budget
Expenditures:		
C.774.0019 Renovation of Jarvis Public Library Hub	\$250,000	\$314,400
Total Expenditures:	\$250,000	\$314,400
Financing:		
Library Reserve Fund	\$166,750	\$231,150
Canada 150 Community Infrastructure Program, Intake Two	\$83,250	\$83,250
Total Financing:	\$250,000	\$314,400

The current balance in the Library Reserve Fund is approximately \$24,000 which is insufficient to cover the increase of \$64,400 in funding required to complete the project outlined in this report. However, the projected balance to December 31, 2017 does not include any surplus or deficit that may be allocated based on the library's overall operations for the year. The five year average Library operations surplus contributed to this Reserve Fund is approximately \$64,000. Based on this average surplus contribution and the current forecast balance to December 31, 2017, there should be sufficient funds to cover the budget increase needed for this project. However, should there be an insufficient operating surplus in 2017, the Library Reserve Fund would be in a deficit position. Staff will monitor this reserve fund through preparation of the 2018-2027 Tax Supported Capital Budget and Forecast, paying particular attention to planned Library capital projects anticipated to be funded from this source in the future.

STAKEHOLDER IMPACTS:

The Federal Economic Development Agency for Southern Ontario awarded this project \$83,250 in Canada 150 Community Infrastructure Program, Intake Two, funding. The grant was awarded with the expectation that the project will provide economic benefits to the community through increased attendance at the library, support for the Jarvis retail sector by attracting customers to the downtown core, improved access for persons with disabilities and improved energy and operational efficiency. The project will also contribute to modernizing Canadian infrastructure by supporting the Province's focus on finding better ways to deliver services through central access points (hubs), supporting small businesses and entrepreneurs by way of temporary meeting room spaces, and supporting cultural vitality by maintaining and providing access to local historical collections and digital resources.

Facilities and Parks Operations Division staff have provided technical support and guidance throughout the project, including liaising with the architect.

REPORT IMPACTS:

Agreement: Yes

By-law: No

Budget Amendment: Yes

Policy: No

ATTACHMENTS:

1. None.