



Town of Arnprior

Special Meeting of Council Agenda

Date: Wednesday, August 2nd, 2023

Time: 8:30 a.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions / Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Staff Reports**
 - a) **Request for Award – PW-2023-09 (Nick Smith Centre Rink Replacement Design Services)**, Patrick Foley, Engineering Officer, Facilities and Assets (Page 1-3)
 - b) **Awarding of Tender REC-2023-04: Waterfront Revitalization – Pathway and Lighting**, Graeme Ivory, Director of Recreation (Page 4-7)
- 7. By-laws & Resolutions**
 - a) **By-laws**
 - i. **By-law Number 7407-23** – Award Tender No. PW-2023-09 (Nick Smith Centre – Rink Replacement Design Services) (Page 8)
 - ii. **By-law Number 7408-23** – Award Tender No. REC-2023-04 (Waterfront Revitalization – Pathway and Lighting) (Page 9-10)

8. Confirmatory By-law

By-law No. 7409-23 to confirm the proceedings of Council

9. Adjournment

Please note:. Please see the Town's [website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

E-mail to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



Town of Arnprior Staff Report

Subject: Request for Award – PW-2023-09 (Nick Smith Centre Rink Replacement Design Services)

Report Number: 23-08-02-01

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: August 2nd, 2023

Recommendations:

That Council award Tender No. PW-2023-09 Nick Smith Centre Rink Replacement Design Services to Architecture 49 Inc. for a total of \$144,763.00 (plus HST); and

That Council enact a bylaw authorizing the CAO to execute the agreements, and related documents with Architecture 49 Inc. to complete the scope of work specified.

Background:

Over the past 5 years, significant brine leaks and repairs have occurred at the Nick Smith Centre due to arena components failing. The slabs and associated piping are original to the building constructed in 1977. The expected useful life of a rink slab is approximately 25 years and the current slab is 46 years old. As part of the 2023 capital budget, the Nick Smith Centre Arena Floors design was approved by Council.

The scope of work as defined for this phase was published as a Request for Proposal (RFP) to include the following components:

1. Options Analysis and Concept Design with Class D Estimates
2. Tender Ready Contract Documents with Class B Estimate
3. Tendering
4. Construction Administration

The first phase is an options analysis to provide all reasonable options available for the final design including refrigeration methods, layout options and possible economizations. A Class D estimate will be provided for the options presented and Staff will return to Council approximately 8-10 weeks after award to provide options with projected cost. Approximately 16-20 weeks after Council provides direction on which concept is to be selected, the final design will be produced as tender-ready Contract documents accompanied by a Class B Estimate.

The same team of design Consultants shall be carried for the tendering and construction phases of the project in 2024 and 2025.

Discussion:

The Request for Proposal (RFP) package was published to Merx.com on May 26, 2023 where it remained open to the public until July 4, 2023. Tender information was also posted on the Town's website.

At the July 4th, 2:00 PM deadline, submissions were received from the following design firms:

- Architecture 49 Inc.
- Barry Bryan Associates
- CSV Architects
- Lemay Michaud Architecture Design

The proposals have been reviewed by staff to ensure that they match the Town's requirements, as originally declared in the RFP package. The Town of Arnprior evaluation team, made up of Recreation and Operations staff, evaluated each proposal based on merits within the following categories:

- 20% Price
- 25% Company Profile/Experience and References
- 10% Project Schedule
- 20% RFP Submission (format, completeness etc.)
- 25% Understanding of Project

Architecture 49 Inc. was evaluated to be the overall best value proposal and the scores for each proposal are listed below:

Consultant	Score out of 100
Architecture 49 Inc.	91
Barry Bryan Associates	87
CSV Architects	45
Lemay Michaud Architecture Design	57

Options:

Council may choose not to award this contract; however, the proposals received were obtained through competitive process and are representative of current market costs.

Policy Considerations:

This project followed the requirements set out in Section 6.4 (Requests for Proposal) of the Town of Arnprior's Procurement Policy.

Financial Considerations:

The budget for the scope of work is \$160,000.00. The proposed cost for the project totals \$147,310.83 (incl. net HST). This leaves an overall net budget surplus of \$12,689.17 or 8%.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

A/CAO Concurrence: Jennifer Morawiec

Workflow Certified by Town Clerk: Shelley Mackenzie



Town of Arnprior Staff Report

Subject: Awarding of Tender REC-2023-04: Waterfront Revitalization – Pathway and Lighting

Report Number: 23-08-02-02

Report Author and Position Title: Graeme Ivory, Director of Recreation

Department: Recreation

Meeting Date: August 2, 2023

Recommendations:

That Council adopt a by-law to award the tender for the Waterfront Revitalization – Pathway and Lighting project to Goldie Mohr Inc at a cost of \$960,213.00 (plus HST) and;

That Council authorize the inspection and contract administration services for the Waterfront Revitalization – Pathway and Lighting project to JP2G Consultants Inc. for a total of \$36,560.00 (plus HST); and

That the budgetary shortfall of \$213,316.20 be funded by \$31,997.43 from the Development Charges Reserve Fund and \$181,318.77 from the Capital Expenditure Reserve Fund; and

That Council authorize the CAO to the agreement and related documents with Goldie Mohr Ltd. and JP2G Consultants Inc. for the subject works.

Background:

The Town retained Thinc Design to undertake this plan which was presented to Council on November 22, 2021. The Waterfront Master Plan allows for improvements to all major waterfront areas, along with achieving cohesive connectivity between them. The plan recommendations were to: improve access; enhance the visitor experience; provide spaces to celebrate and enjoy; support arts, culture and heritage; improve the aesthetic of the waterfront; provide multi-season benefit; and is ecologically driven. In all, 65 recommendations were outlined for specific elements or projects of the Town's waterfront.

As part of the 2023 Capital Budget, \$801,000.00 was approved for the Waterfront Revitalization Project that was to include pathway surfacing improvements, lighting, river rescue stations and location identifiers (wayfinding). This project was funded through Development Charges (15%) and Capital Expenditure Reserve Funds (85%).

Staff requested a proposal, under the standing-offer agreement, for engineering services for this waterfront project – design working being a 2022 Capital Project. The Town received a proposal “21-1007H” from Jp2g Consultants Inc that would include detailed design (civil, electrical, structural and landscape architecture) and tender ready documents for the waterfront revitalization project – pathway and lighting.

Discussion:

Town staff and the consultant began design work in the Fall of 2022 through the first three months of 2023 and enlisted feedback from residents through a public open house and online survey for feedback on the waterfront design.

There are minor changes to the project scope. Given the significant electrical work comprised in this project, the project scope includes upgrading the weir lights (west side only) to LED lights and adds additional lighting in the marina parking lot. The river rescue stations, and location identifiers (wayfinding) were not part of this tendered project. Staff expect to be able to add the river rescue stations through operational budgets and will revisit the wayfinding strategy in 2024.

The tender for this project was published on MERX.com on June 9, 2023 and closed on July 5, 2023. There were a total of three bid submissions on this project. The bids, not including HST, were as follows:

Vendor Name	Vendor Bid (Not including HST)
Mopri Construction Inc.	\$1,076,572.00
Goldie Mohr Ltd.	\$960,213.00
Strathmar Trenching Ltd.	Invalid*

*Strathmar Trenching’s was deemed invalid due to a major irregularity in their submission per the guidelines in our procurement policy.

While only two bids were official it was a competitive bidding process. Bidders were required to provide a breakdown of their costs as follows:

- Civil Works
- Electrical Works
- General Items
- Provisional Items

Goldie Mohr Ltd, the vendor with the lowest bid, had a project breakdown as follows:

Description	Total Amount
Civil Works	\$615,925.00
Electrical Works	\$273,250.00
General Items	\$65,900.00
Provisional Items	\$5,138.00
Sub-Total	\$960,213.00
HST (13%)	\$124,827.69
Total Tendered Amount	\$1,085,040.69

In addition to the cost of this tendered project, an additional cost associated with the subject works is for Contract Admin and Site Review that would be contracted to Jp2g Consultants Inc. in the amount of \$36,560.00.

As this project has come in over budget, the following tables outlined the cost of this project and the contract admin, followed by funding source options for the overages.

Project Work/Tender Costs	Waterfront Project
Goldie Mohr Ltd. – Subject Works	
Civil Works	\$615,925.00
Electrical Works	\$273,250.00
General Items	\$65,900.00
Provisional Items	\$5,138.00
Sub-Total	\$960,213.00
Jp2g Consultants Inc – Contract Administration and Site Review	
Contract Admin	\$36,560
Sub-Total	\$996,773.00
Net HST	\$17,543.20
TOTAL	\$1,014,316.20

With a budget of \$801,000 this leaves a project funding shortfall of \$213,316.20.

Staff recommend that additional funding required to complete this project be sourced from Development Charges and the Capital Expenditure Reserve Fund (CERF).

Funding Source	Additional Funds Required
Capital Expenditure Reserve Fund (CERF)	\$181,318.77
Development Charges	\$31,997.43
Total	\$213,316.20

Options:

Council could choose not to award the project. However, staff are not recommending this option as the project fits well with our Asset Management Plan and Long Range Capital Forecast. As a competitive tender process was completed with multiple bids, staff believe the bid values while over budget are reflective of the current market and delaying the project to a future year would not generate any future savings.

Policy Considerations:

This project was solicited in accordance with the Town's Procurement Bylaw and following a competitive tendering process.

Financial Considerations:

The 2023 Capital Budget includes \$801,000 for Waterfront Revitalization with \$120,150

budgeted from Development Charges (15%) and \$680,850 coming from CERF (85%).

Waterfront Revitalization	Budget	Project	Variance
Development Charges	\$120,150	\$152,147.43	-\$31,997.43
CERF	\$680,850	\$862,168.77	-\$181,318.77
Total	\$801,000	\$1,014,316.20	-\$213,316.20

As the amount of Development Charge funding is based on a percentage of the project costs the additional development charge funding would be an increase of \$31,997.43 for total DC funding of \$152,147.43. There are sufficient Development Charge reserves in the reserve fund to cover this additional funding amount.

To support this project, additional CERF funding would be an increase of \$181,318.77 for total CERF funding of \$862,168.77. Earlier this year, under By-Law 7382-23 an additional \$251,826 was added to the Capital Expenditure Reserve Fund as part of the 2022 Surplus allocation. While utilizing \$181,318.77 for this project will use approximately 72% of the surplus CERF funds, the Reserve Fund Balance will still be higher than originally projected.

Meeting Dates:

Regular Meeting of Council – April 11, 2023

Public Open House – April 12, 2023

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: Graeme Ivory

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

A/ CAO Concurrence: Jennifer Morawiec

Workflow Certified by Town Clerk: Shelley Mackenzie

The Corporation of the Town of Arnprior

By-law Number 7407-23

A by-law to award a contract for Tender #PW-2023-09 for the Nick Smith Centre Rink Replacement Design Services to Architecture 49 Inc.

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues, and;

Whereas on February 13th, 2023 Council passed By-law 7356-23 to adopt the 2023 Capital Budget which included the Nick Smith Centre Arena Floors Design with a budget of \$160,000.00; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Proposal PW-2023-09 through a public process for the Nick Smith Centre Rink Replacement Design Services; and

Whereas Architecture 49 Inc. submitted a proposal that was deemed by Staff to be the best overall value priced at \$144,763.00 (plus HST) for the specified scope of work; and

Therefore, the Council of the Town of Arnprior enacts as follows:

1. **That** Council award Tender No. PW-2023-09 Nick Smith Centre Rink Replacement Design Services to Architecture 49 Inc., for a total of \$144,763.00 (plus HST).
2. **That** Council enact a bylaw authorizing the CAO to execute the agreements, and related documents with Architecture 49 Inc. to complete the scope of work specified.
3. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
4. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 2nd day of August, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7408-23

A by-law to award a contract for Tender #REC-2023-04 (Waterfront Revitalization – Pathway and Lighting) for the civil works, electrical works and installation of pathways along the waterfront.

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues, and;

Whereas on February 13th, 2023 Council passed By-law 7356-23 to adopt the 2023 Capital Budget which included pathway resurfacing improvements and pathway lighting with a budget of \$801,000; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender #REC-2023-04 "Waterfront Revitalization – Pathways and Lighting" through a competitive public process; and

Whereas Goldie Mohr Limited submitted the lowest acceptable bid of \$960,213.00 (plus HST) for the specified scope of work; and

Whereas Jp2g submitted a financial proposal for inspection and contract administration at a cost of \$36,560 (plus HST).

Therefore, the Council of the Town of Arnprior enacts as follows:

1. **That** Council award Tender No. REC-2023-04 (Waterfront Revitalization – Pathways and Lighting) Goldie Mohr Limited, for a total of \$960,213.00 (plus HST) to CSL Group Limited.
2. **That** Council authorize the inspection and contract administration services for the Waterfront Revitalization – Pathways and Lighting project to Jp2g Consultants Incorporated, for a total of \$36,560 (plus HST); and
3. **That** Council authorize the CAO to execute the necessary documents to award the contract; and

4. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.

5. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 2nd day of August, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk