



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

**MISSION STATEMENT:** *Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

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**To: Mayor and Members of Town Council**

**Subject: South Fire Station – Award of Request for Proposal – Design, Construction documents and Tender Phase**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. The project proceed utilizing a Design-Bid-Build project delivery model with the following recommendations:
2. The Mayor and Chief Administrative Officer or designates, **BE AUTHORIZED** to execute an agreement with the sole bidder Masri O Architects in the amount of \$511,300 plus HST including all labour and materials to produce a full set of Design Construction Documents inclusive of project tendering for a new Fire Station at the Libro centre inclusive of \$97,000 to include plans for a gymnasium and further;
3. Council **APPROVE** an expenditure in the amount of \$261,300, plus non-refundable HST, which is required for the overage on the Fire Station costs in the amount of \$164,300 and to allow for the inclusion of gymnasium design in the amount of \$97,000, and **DIRECT** the Chief Financial Officer to report back to Council on the recommended funding source and further;
4. The Chief Administrative Officer, **BE AUTHORIZED** to sign or take any such actions required to execute the preparation of Design Construction Documents suitable for tender for the implementation of the new Fire Station and Gymnasium, satisfactory in legal form to the Clerk, in technical content to the Fire Chief and the Director of Parks Facilities, Recreation and Culture and in financial content to the Director of Corporate Services and further; and,

5. The final Design/Tender documents **BE BROUGHT BACK** to Council for approval to then select a general contractor for the construction of the new facility through a comprehensive tendering process.

### **EXECUTIVE SUMMARY:**

N/A

## **2. BACKGROUND:**

On July 16, 2021 Administration, provided a detailed review and options to fulfill the recommendations of the Fire - Master Plan for the years 2020-2025, with an outlook to 2030. This review was necessitated in part, because of the anticipated development that will occur in the Town of Amherstburg within the next few years coupled with the challenges of aging infrastructure, and difficulties meeting response targets established by Council in the Establishing and Regulating By-Law. The Fire-Master Plan update was presented to Council on July 13, 2020.

On August 9, 2021 Amherstburg Town Council approved the direction of a two (2) station consolidation option for Fire Services in the Town of Amherstburg. This decision would have a positive impact on the Town's ability to make progress towards the completion of outstanding recommendations contained in the Fire Master Plan. (See attached report Titled; Fire Department Deployment – Fire Station Options Appendix A)

In addition, it was well known at the time that there would be a cascading impact on several other corporate decisions required in strategic documents already approved or under consideration, including:

- Libro Secondary Plan
- Asset Management Plan
- Facility Needs / Condition Assessment for all Town Facilities
- Accessibility Considerations

The Libro Secondary Plan was also a plan that was presented to Council and discussed in detail in 2020. While the full report was not approved by Council at that time, subsequent reports to implement portions of the overall plan have been approved by Council. The plan engaged the public and many private organizations including a number of recreational user groups. As a result of this public engagement, a group called the Amherstburg Indoor Sports Association (AISA) was formed in May 2020 as an umbrella organization representing five (5) large sports user groups including, basketball, badminton, pickleball, tennis and volleyball.

AISA prepared a proposal to Administration and Council in January 2021 which proposed an addition be constructed to Libro in the form of a lean-to (gym) measuring approximately 80' W x 120' L x 35' H that would house an indoor gymnasium facility thereby accommodating the 5 different indoor sports groups year-round.

In looking to satisfy requests from various user groups and requests from the public, regarding an indoor gymnasium Administration met with AISA several times regarding

their proposal. During these discussions an “outside the box” idea was put forward to consider an addition to the new Fire Hall for a gym. The idea was further investigated and deemed to be a potential cost savings on design and construction.

AISA was very receptive to the idea especially with the potential for expedited timelines for building a facility and are willing to collaborate with the Town in any way possible in order to achieve the creation of an indoor recreational gymnasium and space that can be used year-round by the community. Not only will this address the 5 large sports user groups it will also provide additional recreational programming space for the Town which can be rented out to bring in revenue. Administration has reviewed the design elements that would be incorporated into the overall site to ensure the facility and space fits with the overall Libro Secondary Plan and to ensure key elements that have already been approved by Council such as the Fire Hall and Skate Park are seamlessly integrated into the overall design.

To determine the potential cost savings and viability of linking a gym to the new Fire Station at the Libro, Administration included both in an RFP. The RFP was issued in April 2022 for the preparation of Design and Construction documents inclusive of contract administration and Tendering for the Consolidated Fire Station, however allowing for just the Fire Station to proceed should Council not elect to include the gym. Council requested Administration re-visit the Libro Secondary Plan to ensure approved elements of the plan such as the Skate Park and Fire Station fit with the overall design. During this exercise Administration considered current and past requests from the community for recreational and programming space and as a result is providing Council with options for potential cost savings that considered and satisfy a number of recreational needs in the community some of which have been set aside for a long duration of time due to lack of funding and COVID-19.

### **3. DISCUSSION:**

Following the Town’s procurement process only one proposal was received for this project. The proposal was evaluated and Administration followed up on several reference checks which were all positive. As a result, Administration was in a position to negotiate with the proponent in order to modify their original bid to something more manageable for the Town with a significant savings for a reduced scope of work from a contract administration standpoint.

Council has received delegations and feedback from groups, including but not limited to AISA, as well as individuals regarding programming space for indoor sports, gathering and programming space at the Libro Facility. The proposed Libro Secondary plan has also outlined considerations for indoor sports facilities.

AISA has put forward both ideas and proposals for activities, including Basketball, Pickle Ball, Badminton, Volley Ball and Tennis.

During the negotiations with the proponent, an opportunity did present itself to consider schematic design and development, and construction documents at a significantly reduced cost (approx. 75% less). This would assist the municipality to plan ahead.

Phase	Fire	Gym	Total
Schematic Design	\$ 51,280	\$ 12,000	\$ 63,280
Design Development	\$ 176,880	\$ 31,000	\$ 207,880
Construction Documents	\$ 170,280	\$ 54,000	\$ 224,280
Tendering	\$ 15,860		\$ 15,860
Total	\$ 414,300	\$ 97,000	\$ 511,300

#### **Assumptions & Considerations:**

The fees for the Gymnasium are based on the understanding that it will be designed and constructed simultaneously with the fire station and as part of a single building.

As noted above the fees for the gymnasium are based on the understanding that it will be designed and constructed simultaneously with the Fire Station and as part of a single build. Administration has consulted with various contractors, engineering firms and consultants outside of the successful proponent for this contract regarding design fees and construction costs. Due to economies of scale and rising construction prices adding this amenity as an expanded footprint to the New Fire Station will not only save on design, mobilization set-up and administrative costs it will also expedite the potential of a new gymnasium for the Town. Providing two new facilities at a reduced rate that can and will be used by a number of user groups and the community at large thereby providing an additional space that can be rented and will generate revenue for the town for Town gatherings, parties and or sporting events.

It should be noted that while it is being recommended to include the gym at this stage, it does not necessitate the construction of the facility with the gym. It merely sets the stage for that option to be considered either during the construction of the Fire Station, should that be financially feasible and something Council chooses to proceed with, or merely an addition which can then be considered at a later date. The viability of having these options is directly tied to the first step of approving its inclusion at this stage of the project should that be Council's direction.

#### **4. RISK ANALYSIS:**

There are many risk considerations for Council to be aware of as this decision will affect the future completion of outstanding recommendations contained in the Fire Master Plan and The Libro centre Secondary Plan. Most importantly, it should be noted that there is a further cascading impact to several other corporate decisions that are uncertain and outlined in several strategic documents already approved by Council or are under consideration currently. They include the Asset Management Plan, Libro Secondary Plan, accessibility legislation compliance considerations, Emergency Response Plan, the pending Facility Needs & Condition Assessment of all Town facilities, and the future financial planning strategy for the Town. Balancing all of these competing priorities is a challenge for Council, however, a decision on the project as presented in this report is paramount, for other programs to move forward.

Approving the project as outlined in this report will help administration solidify some major pieces of infrastructure in a location that makes fiscal sense both operationally and from a response risk-gap perspective as outlined in the Fire Master Plan with the ultimate consideration of **“what is best for the residents we serve”**.

In order to begin to look at long range planning for the Town's facility infrastructure in a fiscally responsible manner, taking into consideration the long list of projects and studies as identified in this report. Some key decisions must be made. The new Fire Station is a prime example of infrastructure that is needed at the currently approved location and will help administration begin building a business case for other infrastructure to follow that fits within the context of the site.

## **5. FINANCIAL MATTERS:**

Financial cost for this project is outlined in the table below. During negotiations with the proponent, an opportunity presented itself to consider schematic design and development inclusive of construction documents for the entire project at a significantly reduced cost (approx. 75% less). This provides the municipality with an opportunity to plan ahead for additional space utilization at the Libro.

Currently, there is \$250,000 approved in the 2022 Capital Budget for the Fire Station project. The total cost, inclusive of the \$97,000 for the gym and \$164,500 shortfall for the fire station, is \$511,300, excluding non-refundable HST.

Administration will review options for funding the \$97,000 for gymnasium, and \$164,300 fire hall designs from reserves or 2021 operational budget surplus and report back to council following the delivery of the 2021 year-end audit.

<b>Fees by Phase</b>	
Schematic Design	\$ 63,280
Design Development	\$ 207,880
Construction Documents	\$ 224,280
Tendering	\$ 15,860
Total	\$ 511,300
Revenue	
Approval 2022 Capital Funding	\$ 250,000
Shortfall in funding	-\$261,300

## **6. CONSULTATIONS:**

Amherstburg Indoor Sports Association  
Manager of Recreation Services

The Financial Planning Administrator provided information on the bid review regarding compliance

**7. CONCLUSION:**

Administration recommends Council approve the Fire Station Project with the addition of the gymnasium design and that the award of contract for the preparation of design & construction documents be awarded to Masri O Architects, as outlined in this report.



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Bruce Montone  
Fire Chief



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Heidi Baillargeon  
Director

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## Report Approval Details

Document Title:	South Fire Station – Award of Request for Proposal – Design, Construction documents and Tender Phase.docx
Attachments:	- Appendix A -Fire Department Deployment – Fire Station Options.docx
Final Approval Date:	Jul 6, 2022

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince - CFO



Melissa Osborne – Acting CAO

**Task assigned to Valerie Critchley was completed by workflow administrator  
Tammy Fowkes**



Tammy Fowkes – Acting Clerk