



Report: Washroom Project Management, Design and Contract Administration

Report#: CAO2025-011

Date: Wednesday, January 15, 2025

From: Niall Lobley, CAO

Information Report

This document and its attachments are public and available in an accessible format upon request.

Analysis

During Budget 2025, Council provided direction and budget to undertake the renovation of washrooms at Shallow Lake. \$400,000 was allocated to the redesign and renovation of the male and female washrooms on the ground floor to a modern, gender neutral design that incorporated fully accessible and universal design standards, the renovation and inclusion of accessible and universal design to the outside washroom block at Shallow Lake, and, if budget permitted, the continued renovation of the former 'Referees' changing room to a full accessible, universal design changing, washroom and shower room.

In addition, the Inter Township Fire Department (ITFD) Board approved an allocation of \$100,000 in their 2025 Capital Budget to support the renovation and addition of washroom spaces at the ITFD Firehall.

The Township projects are included within the capital budget approved in 2025 and Council also directed staff to pursue grant funding to support these and, if successful, offset the Townships financial commitment to these projects. Staff have included these projects within the CSRIF (Community Sport and Recreation Infrastructure Fund) application submitted in late 2024, and pending announcement. Staff will continue to apply for relevant funding opportunities as they arise.

In January, staff released an RFP to seek support for Project Management, Design and Contract Management of these washrooms. These works (the work for the Township and the works for the ITFD) were issued for RFP together to



maximize efficiency of resources and competitiveness of costs. The successful proponent will undertake detailed designs through to construction drawings including any structural engineering required, mechanical engineering, architectural services and plumbing design, support the Township in engaging with the Accessibility Advisory Committee on the designs and then support the Township through construction tendering and construction management.

The Township is pursuing an aggressive timeline for these works to minimize impacts to users, seeking to substantially complete the works at the arena between ice seasons. It is anticipated that the Shallow Lake arena washrooms will be completed first, with construction to start after the ice season wraps up in late spring, and completion before the start of hockey season in the late summer/early fall. The outside washrooms may be completed later, but completion before the end of 2025 is being targeted.

Staff undertook an RFP process given the potential value of works being contemplated.

Sixteen bidders expressed interest, seven bidders attended a mandatory site visit and six bids were received by the closing date. Bids were reviewed against a technical submission and pricing submission, weighted equally at 50% of the RFP assessment. A review of pricing was only made for bidders that received a minimum 70% mark on the technical submission.

Four of the six bids received met the technical submission requirements.

Bids were received from:

- Alaimo Architecture Inc.
- MMG Architecture Inc.
- JPM Architecture Inc.
- Cion Corp.
- Barry Bryan Associates
- GH Building Designers

Prices (inclusive of HST) for the four submissions reviewed for pricing having met the technical criteria ranged from \$26,900 to \$110,750 excluding of HST.

When combined with the technical scores and pricing, Alaimo Architecture Inc. both met the minimum technical requirements and submitted the lowest bid.



Alaimo's submission when broken down reflects the following costs:

Shallow Lake Arena Washrooms:	\$5,700.00
Shallow Lake Ball Diamond Washrooms:	\$7,000.00
Provisional Element:	\$1,800.00
Subtotal:	\$14,500.00 (excluding HST)

The ITFD elements of the work represent the different between lowest submitted price and price shown above. ITFD amounts are also within the approved budget and a similar report will be provided to ITFD at their next regular meeting.

The Township allocated a total budget for the completion of the washrooms of \$400,000 and included the completion of the renovation of the referee changing room as a provisional item to be completed if there is sufficient budget. The balance, approximately \$385,000 remains to support construction and staff anticipate a tender and award for these works in late spring or summer, 2025.

As a result of the RFP response being within approval limits, staff have provided direction for the work to commence.

Financial Impact

The financial impact of these works is \$14,500 (exclusive of HST). With an additional 20% contingency and the non-recoverable portion of HST included the total financial impact of these works are: **\$17,706.24**, the 2025 budget proposed this project to be funded from the Parks reserve.

Strategic Priorities

Enhancing Environment and Infrastructure: Building for Today and Tomorrow

- Implement capital upgrades and replacements.

Diversity, Equity, Inclusion and Belonging

These works respond directly to the approved Multi Year Accessibility Plan 2024 – 2028 by delivering accessible facilities that support all community members regardless of ability or identity. In addition, these works respond directly to



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community concerns that have been raised at Council in respect of a lack of accessible facilities at Shallow Lake Arena.

Truth and Reconciliation

No positive impact.

Climate Change

These works will align with, and be informed by, the Georgian Bluffs Corporate Climate Action Plan: Committed to Change, by seeking to use low energy fittings, automated lights and other energy saving measures. Further, the use of lower impact facilities, such as low flush toilets that meet or exceed building code standards will seek to further reduce the impact on the environment through these renovations.

Respectfully Submitted: Niall Lobley, CAO