



**Municipality of Port Hope**

56 Queen Street  
Port Hope, ON  
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**REPORT TO:** Parks, Recreation and Culture Committee

**FROM:** Julia Snoek, Director, Parks, Recreation and Culture

**SUBJECT:** Town Park Recreation Centre Expansion - Update

**DATE:** October 19, 2021

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**RECOMMENDATIONS:**

Receive for information.

**BACKGROUND:**

In November of 2019, the Municipality applied to the Investing in Canada Infrastructure Program (ICIP) under the Community, Culture and Recreation Infrastructure Stream, to construct an addition to the Town Park Recreation Centre (TPRC). This will replace the aging Ruth Clarke Activity Centre (RCAC). The total amount requested to complete this important community initiative was based on the estimated project budget of \$3,000,000.

In March 2021, it was announced that the Municipality was successful with the ICIP application, and the funds applied for have been granted. The intent of this report is to provide Committee with an update on the processes being undertaken and identify challenges and opportunities as we proceed.

**Design-Build Process**

Staff have reviewed multiple contract management options and are proceeding with a Design-Build contract. This will be achieved through a standard construction contract between the Municipality and a Design-Builder where they provide the design services and perform the construction work under one agreement, for a fixed price. The builder engages design professionals as part of the construction team to produce the design and permit drawings and to guide the construction throughout the project. The benefits of this approach include savings from a design standpoint and effective management of schedules as the overall procurement timelines are quicker. This approach is typically utilized for relatively simple, more straightforward buildings that do not require extensive

planning and review processes. Design-Build allows the project information to be provided by Municipality through a statement of requirements and where design consultants and other required subcontractors are engaged by the builder.

### **Project Management**

A Project Manager has been retained to oversee the project in cooperation with the municipal staff team. The Project Manager (PM) represents the Municipality's interest in the project, and will:

- support the Municipality with the competitive procurement of a Design-Build Contractor;
- assist staff to prequalify general contractors;
- attend regular meetings with the project team and General Contractor throughout construction, provide site inspections, assist with the contract administration of the project, monitor the schedule and the budget, and provide monthly project progress reports.

### **Issuing the Project RFP and Project Cost**

The Municipality is currently seeking submissions from interested contractors in order to pre-qualify. A maximum of five (5) proponents will be prequalified by the evaluation team. These bidders will then be invited to respond to an RFP. The Design-Build Request for Proposals (RFP) will be issued inclusive of project scope, design considerations and priorities as established through staff and community feedback. A detailed listing of items has been established that will be required to be incorporated in the design, including required space, ease of use, targeted materials, and fixtures.

The RFP submissions will be inclusive of:

- A site plan identifying parking areas, accessible parking, driveways, walkways, vehicular and pedestrian lighting, landscaped areas, and courtyard;
- A floor plan identifying the main entrance, customer service area, lobby, hallways, multi-purpose rooms, kitchen, washrooms;
- Other technical considerations such as roof plan, mechanical and electrical works;
- Elevations identifying the materials proposed for wall construction, windows, doors and the general appearance of the addition;
- Project cost.

Evaluation of submitted RFPs will include:

- Review of the designs in comparison to the statement of work to determine if the proposal conforms to the basic requirements. Site and floor plans and text descriptions will be reviewed to gain an understanding

of the details and materials proposed. The designs will be identified and ranked;

- The proposed costs will be scored;
- There may need to be some negotiation with the preferred proponent before the design and costs can be confirmed.

During the ICIP grant application process, staff contacted various service providers to determine approximate costs associated with this project. This review included architectural/engineering services, hard construction costs, conceptual planning, and other related costs to establish the estimated cost for the project.

Since the application was completed in 2019, significant factors have resulted in substantial increases related to construction costs and building materials. These factors include tariffs imposed on steel and aluminum products, significant increases in lumber, other impacts to the economy because of the COVID-19 pandemic and the lengthy delay between the submission of the application and approval. The market is currently particularly unpredictable due to the above factors and prices are varying considerably. Based on the above, it is anticipated final project costs identified will exceed the currently approved budget for the work. At this time, it is uncertain to what extent, however, staff will report back to Committee when RFP submissions are received, and a preferred proponent identified which will confirm the project budget.

### **Work Completed to Date**

- RFP content including design considerations and statement of work based on feedback and findings in the Facility Feasibility study, engagement of older adults and community feedback of priorities reviewed through the 2014 conceptual planning exercise, RCAC general meetings and surveys and updated engagement with the RCAC Board and Accessibility Advisory Committee;
- Comments from municipal staff experienced in the operation and programming of the existing facilities;
- Geotechnical study of the site to be used to determine engineering requirements for the design;
- Detailed plans for site work to be completed (commencing late fall 2021) in advance of construction including removal of light standards, trees and gardens;
- Release of pre-qualification documents.

### **Next Steps**

The following outlines the targets for next steps:

<b>Description</b>	<b>Targeted Timeline</b>
Review and short list pre-qualification submissions	Week of October 25
Issue RFP	Early November 2021
Close RFP	December 2021
Review submissions	December 2021
Confirm project cost	December 2021
Complete construction contract with successful proponent	January 2022
Construction timeline	March-December 2022

Timelines will evolve as each stage of the project progresses. Staff will continue to update Committee as timelines are developed and monitored throughout the process.

### **Future Considerations**

There are a number of planning items that will need to take place during the awarding of the contract and/or construction process:

- Plan for and manage any operational impacts to the Town Park Recreation Centre throughout construction;
- Anticipate 2023 budget impacts including existing RCAC site savings, program impacts and increased capacity and usage at TPRC;
- Confirm operating details in partnership with the RCAC Board;
- Update applicable agreements;
- Confirm what will happen with the existing RCAC facility located at 81 Mill Street S.

### **Communication Strategy**

It is a high priority of staff to maintain efficient and adequate communications with the community during construction. This will include a community campaign, with the assistance of Corporate Communications, engaging primary groups and stakeholders and will:

- Highlight timelines and project updates;
- Communicate operational impacts, including for programs, rentals, and community events;
- Establish Municipal website providing project updates and general information;
- Share the final design once received;
- Establish opening targets.

### **RESOURCE IMPLICATIONS:**

The total project budget identified in the application submitted is \$3,000,494 and the Municipal portion in the amount of \$800,231 is included in the capital budget. This report has identified some challenges related to escalating construction costs beyond the Municipality's control. Cost control measures may be utilized

throughout the review of the RFP submissions where applicable and staff will work to determine a funding plan if required.

**CONCLUSION:**

The expansion of the Town Park Recreation Centre to replace the Ruth Clarke Activity Centre is a priority of Council and is identified in the Strategic Plan. Staff will provide regular updates to Committee as the project advances and will provide recommendations for approval as required.

Respectfully submitted,

Julia Snoek  
Director, Parks, Recreation and Culture