

**Township of South Stormont**  
ACTION REQUEST  
Parks and Recreation Department



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**To:** Council  
**From:** Kevin Amelotte – Director of Parks and Recreation  
**Date of Meeting:** March 23, 2022  
**Subject:** Award RFP No. 10-2022 – Wood Structure Pavilion

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**Recommendation:**

That Council award RFP No.10-2022, for the design, supply, and construction of one (1) wood structure park pavilion on concrete slab to **CMG Innovation** for the amount of \$85,750.00 (excluding HST), having met all of the technical requirements of the tender while scoring the highest based on the evaluation criteria specified for this RFP.

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**Executive Summary:**

The Township issued a Request for Proposal (RFP) for the design, supply, and construction of one (1) 20' x 40' wood structure park pavilion on concrete slab at the Lost Villages Museum (Ault Park).

\$53,439.24 of this final project budget has been awarded through the 2019 Investing in Canada Infrastructure (ICIP) – Community Culture and Recreation (CCR) funding stream, a partnership agreement between Federal Government of Canada and the Province of Ontario.

Both submissions received for this project were over the original budget amount of \$72,878.33 and represent an increase to the Township owed portion of the project from \$19,435.76 that was approved at budget to \$32,307.43. This represents an increase of \$12,871.67 for this community park pavilion project.

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**Background:**

This project and budget were part of applications submitted to the ICIP fund in November 2019 and that were finally approved in early 2021.

Staff has reached out to the successful proponent to review the submission and to get any cost saving opportunities. The proponent has prepared the costing based on the design provided, the Township would be able to adjust the use of certain finishing materials, but this is not anticipated to have much cost savings.

Thirteen (13) contractors requested the tender document but only two provided bids (excluding HST) prior to the deadline.

<b>CMG Innovation</b>	<b>\$85,750.00</b>
ABC Recreation Ltd.	\$146,278.14

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### **Alignment with Community Strategic Plan:**

Goal 2: Sustainable Infrastructure

Objective 5.2: Recreation and Culture

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### **Risk and Asset Management Considerations:**

It is the opinion of staff that changing the scope of the project would require approval from ICIP before reissuing a new tender with updated specifications.

The timelines top competed this project prior to November 2022 are already seen as tight, the time it would take to seek approval from the ICIP fund and retender or negotiate new design and proposals would eliminate the opportunity to compete this project within the timelines of the grant.

It is the opinion of staff that minimizing the overall size of the structure would reduce the positive impact and future use of the pavilion for this community park.

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### **Options:**

- 1- That Council award RFP No.10-2022, for the design, supply, and construction of one (1) wood structure park pavilion on concrete slab to **CMG Innovation** for the amount of \$85,750.00 (excluding HST), having met all of the technical requirements of the tender while scoring the highest based on the evaluation criteria specified for this RFP, this being the recommended options.
  - 2- Council direct staff to work with the ICIP grant to investigate the opportunity to reduce the scope of the project, potential for project timeline extensions, and re-issue the tender with new specifications with the hope of reducing the overall budget.
  - 3- Cancel the project.
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### **Financial Impact:**

It is the recommendation of staff that the additional \$12,871.67 to complete the construction of this community park pavilion be funded by recreation or parkland reserves.

Cancelling the project would forfeit the \$53,439.24 funding that was approved by the ICIP grant for this pavilion. Not completing approved projects can also have a negative effect for future funding opportunities.

Funding for this project is combined with the results of RFP #09-2022 for the design, supply, and construction of three (3) metal structure pavilions at three community parks, modifying or cancelling these projects would require the same for that RFP.

Based on the fluctuation of material costs, the low number of bids received, and the overbudget results of the submissions, re-issuing an RFP for these projects could prove to have higher material costs or receive less submissions from proponents.

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**Others Consulted:**

CAO  
Director of Finance/Treasurer  
ABC Recreation Ltd.