



To: COUNCIL
Meeting Date: 5/30/2023
Subject: Library Building Envelope Repair Preston
Submitted By: Sheryl Ayres, Chief Financial Officer
Prepared By: Ellen Lehman, Director Finance and Facilities at Idea Exchange, and Mujdah Hasan, Senior Financial Analyst – Budgets
Report No.: 23-108-CRS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 23-108-CRS Library Building Envelope Repair Preston be received;
AND THAT Capital project A/01123-40 Library Building Envelope Repair Preston be increased by \$60,000;
AND FURTHER THAT \$60,000 be drawn from the Facility Capital – Library Reserve Fund to complete the project.

EXECUTIVE SUMMARY:

Purpose

This report provides information to Council regarding the recent Idea Exchange procurement T2023-01 Idea Exchange Preston Exterior Renovations.

Key Findings

Idea Exchange undertook an open competitive process for general contractors to replace aged and damaged exterior materials such as tile and wood, along with a redesign of the front entrance to improve accessibility at the Preston Library.

Idea Exchange has qualified for a grant of \$135,000 through the Government of Canada’s Canada Community Revitalization Fund towards this project. The grant has a project completion deadline of March 31, 2024, which requires a 2023 project start date.

Financial Implications

Capital project A/01123-40 Library Building Envelope Repair Preston was approved as part of the 2022 Capital Budget, amounting to \$181,800. A forecast change had been

approved to add the grant funding of \$135,000 and increase the budget to \$316,800. Based on the bids received, an additional \$60,000 is required to complete the scope of work.

Idea Exchange proposes to fund the variance of \$60,000 from the Facility Capital – Library Reserve Fund held by the City.

STRATEGIC ALIGNMENT:

- Strategic Action; or
- Core Service

Objective(s): STRONG CORES - Create an inviting downtown that connects and complements core areas and neighbourhoods where people want to live and visit

Strategic Action: Not Applicable

Program: Facilities Management

Core Service: Not Applicable

BACKGROUND:

Capital project A/01123-40 Library Building Envelope Repair Preston was approved as part of the 2022 Capital Budget, with a budget of \$181,800 funded from the Facility Maintenance Reserve Fund. A condition assessment report was done in July 2021 through a consultant retained by Idea Exchange staff. Exterior tiles and wood were rated to be in very poor condition and recommended for replacement in 2022. The main entrance was rated to be in fair condition and was recommended for redesign and overhaul to meet current accessibility standards in 2022. The project budget was based on the assessment report.

In 2022, Idea Exchange received approval for a Government of Canada – Canada Community Revitalization Fund grant in the amount of \$135,000 towards this project. The grant has a project completion deadline of March 31, 2024. A forecast change was approved by Council to bring the total budget to \$316,800, as part of the April 2022 Capital Status and Forecast report 22-009-IRS on June 28, 2022.

The original scope of the project was to repair or replace aging and damaged exterior building materials, replace single pane windows, replace entrance doors and automatic closers and regrade/replace the front entrance stone walkway to meet current accessibility standards. A design consultant retained by Idea Exchange prepared architectural drawings based on the original scope. The project was put out to open tender under Idea Exchanges' procurement process in September 2022. Three bids were received, and all were significantly over budget. The construction bid average was \$842,000 and was considered an accurate reflection of the scope of work which

included enhanced accessibility features as well as construction price escalation over the past few years, especially in the price of concrete.

The project scope was reduced and went to tender again in February 2023. The scope reduction included removing the replacement of windows and doors, reducing the amount of landscaping, and leaving the accessible walkway in the same location rather than moving it to the centre of the entrance. Three compliant bids were received. The construction bids averaged \$347,000 and are considered an accurate reflection of the work required. In addition to the construction costs, there are other costs such as professional services. Altogether, the lowest construction bid on the project would require \$60,000 in additional funding for a revised budget total of \$376,800.

ANALYSIS:

The Preston Library was extensively renovated in 2001. The exterior is showing signs of damage. A condition assessment report from 2021 indicated that damaged exterior materials should be addressed in 2022. Improvements to the front entrance were also recommended to meet current accessibility standards.

Given the condition of the exterior materials, front entrance, and the expectation that materials and related costs will continue to escalate, it is recommended that the work be completed this year.

In addition, the \$135,000 in grant funding will be lost if the work is not started in 2023 and completed by March 31, 2024.

It would be optimal to complete all the exterior improvements at the same time to limit the closure period of the front entrance of the library and minimize impacts to the public.

Idea Exchange staff and their design consultant have reviewed the scope of the project and have made all possible reductions for the re-tender.

Therefore, it is recommended that the work proceed in 2023 with additional funding, as opposed to being deferred for future capital budget consideration.

EXISTING POLICY / BY-LAW(S):

The Cambridge Public Library Board (Idea Exchange) Purchasing Policy ensures an open and transparent procurement process that provides accountability on the utilization of financial resources.

The Budget Control By-law 152-14 provides the necessary guidelines to ensure accountability and controls for the financial management of the City. The By-law includes capital budget financial controls.

The Reserve Fund By-law 19-144, as amended, establishes reserve funds held by the City along with their purposes and intended uses.

FINANCIAL IMPACT:

Capital project A/01123-40 Library Building Envelope Repair Preston was approved as part of the 2022 Capital Budget, with a budget of \$181,800 funded from the Facility Maintenance Reserve Fund. In 2022, Idea Exchange received approval for a Government of Canada – Canada Community Revitalization Fund grant in the amount of \$135,000 towards this project. A forecast change was approved by Council to bring the total budget to \$316,800, as part of the April 2022 Capital Status and Forecast report 22-009-IRS on June 28, 2022.

Based on bids received, an additional \$60,000 is required to complete the scope of work. This brings the project to a revised total budget of \$376,800. Idea Exchange proposes to fund the variance from the Facility Capital – Library Reserve Fund held by the City. The reserve fund has a balance of \$326,389 as of April 30, 2023.

PUBLIC VALUE:

The Idea Exchange's open bidding process ensures an open and transparent public process that provides accountability on the utilization of financial resources.

ADVISORY COMMITTEE INPUT:

Accessibility Advisory Committee – Consultation with the Accessibility Advisory Committee started during the project planning in 2021. The Idea Exchange presented preliminary designs to the Committee on June 14, 2022, and have responded to all comments. Project re-scope and design details have been provided to the Committee coordinator.

PUBLIC INPUT:

The advertising for the tender was as follows:

1. Advertised on the Idea Exchange's Biddingo portal: February 21, 2023
2. Advertised in the Cambridge Times: February 23, 2023

INTERNAL / EXTERNAL CONSULTATION:

The request for additional funding for the Preston Library Building project was submitted by Idea Exchange staff who are leading the project.

The City's Project Management Office was consulted with respect to the request.

CONCLUSION:

Capital project A/01123-40 Library Building Envelope Repair Preston was approved as part of the 2022 Capital Budget, with a budget of \$181,800 funded from the Facility Maintenance Reserve Fund. Additional grant funding was obtained, and a forecast change was approved by Council to bring the total budget to \$316,800. Following the Idea Exchange's tender process, the revised project budget is \$376,800 due to cost escalation. Idea Exchange proposes to fund the variance of \$60,000 from the Facility Capital - Library Reserve Fund.

REPORT IMPACTS:

Agreement: **No**

By-law: **No**

Budget Amendment: **Yes**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

N/A