

## **REPORT**

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Johanna Amaya-Carvajal, Facility Capital Projects Supervisor

**DATE:** August 23, 2019

**REPORT NO.:** RP-2019-0037

**RE:** Award of RFQ-091-19 for Contractor of the Hillcrest Cemetery House Abatement and Renovations Project

### **RECOMMENDATION:**

THAT Report No. RP-2019-0037 dated August 23, 2019, regarding the Award of RFQ-091-19 for Contractor of the Hillcrest Cemetery House Abatement and Renovations Project be received;

AND FURTHER THAT First Response Environmental 2012 Inc., 26 Burford Road, Hamilton Ontario L8E 3C7 be awarded the contract for the Hillcrest Cemetery House Abatement and Renovations Project for a total amount of \$55,031.00 (including HST);

AND FURTHER THAT Council authorize the transfer of required funds, in the amount of \$45,057.12 from the Trust Fund reserve established for the Hillcrest Cemetery Account # 93-00-0000-0992 to the current Capital Account # 8500-11-1903.

### **BACKGROUND:**

The Hillcrest Cemetery House is located on the property of Hillcrest Cemetery at 9985 Winston Churchill Blvd. in Norval, Ontario. As of 2019, the Town of Halton Hills owns and operates the Hillcrest Cemetery. The Hillcrest Cemetery House is currently vacant.

As part of the 2018 Capital Budget deliberation, Council approved Budget Committee recommendations related to the building repairs of the Hillcrest Cemetery House. Capital Project 8500-11-1903 Hillcrest Cemetery Revitalization included \$10,000 for building repairs. Upon taking occupancy a detailed review of the building was completed. It was determined that further significant repairs were needed prior to leasing the house to ensure the long term health and safety of new tenants. Staff undertook a Building Condition Assessment review, Designated Substance Survey and business case review and determined that the cost of renovations will be offset by rent in the long term (initial payback of 2.5 years). Additionally the ongoing rental income was intended to be used to offset the operating costs of the cemetery annually.

The Hillcrest Cemetery Board provided funds specifically dedicated for capital improvements and maintenance at Hillcrest Cemetery as part of the transfer of the Cemetery to the Town in the amount of \$420,000.00. Additional funds from the Board for maturing investments and bequests will be provided as they are received by the Board. These funds are held in a Hillcrest Cemetery Trust Fund to be used for maintenance, repairs and ongoing operations of the cemetery.

## **COMMENTS:**

A Request for Quotation (RFQ) for the Hillcrest Cemetery House Abatement and Renovations Project was issued on July 19, 2019. The bid was posted on the Town's website and advertised on the bids-and-tenders.ca website.

The proposed work includes removal and disposal of asbestos and mold as per the recommendation from the Designated Substance Survey completed in 2018.

Renovation work includes exterior work such as replacement of shingles and eaves trough, chimney removal and capping, and structural foundation repair to seal cracks. Interior work includes floor replacement, replacing and installing of drywall and insulation, ceiling tile replacement, and painting all walls and ceilings. Electrical renovations include replacing all light fixtures with sealed LED unit fixtures.

Twenty-one firms downloaded the document. Five (5) submissions were received as follows (including HST):

<b>Contractor</b>	<b>Total</b>
First Response Environmental 2012 Inc.	\$ 59,664.00
Halton Construction Limited	\$ 63,822.40
2519181 Ontario Inc.	\$ 82,388.30
Icon Restoration Inc.	\$132,558.04
Highpoint Environmental Services Inc.	\$190,376.75

Bids were evaluated by pricing only. First Response Environmental 2012 Inc. was determined to be the lowest submitted bid.

First Response Environmental 2012 will only be awarded \$55,031.00 (incl. HST). Optional and separate pricing that included the replacement of six (6) windows has been removed from the scope of work. The six (6) existing windows have been deemed to be in good condition.

The project will retain 10% construction contingency for any unforeseen circumstances that may arise, total amount of \$5,500.00.

The project will require a total budget of \$60,531.00 (incl. HST).

**RELATIONSHIP TO STRATEGIC PLAN:**

There is no direct relationship cited in the Town of Halton Hills Strategic Plan 2031.

**FINANCIAL IMPACT:**

The required capital budget for this award of tender is being derived from capital projects. As additional funding is required, staff recommends the funding be derived from the Hillcrest Cemetery Trust Fund (Account #93-00-0000-0992) as this work is directly related to the ongoing maintenance and operations of the Cemetery. Total additional funds of \$45,057.12 are required after the HST Rebate. This includes the 10% construction contingency.

**CONSULTATION:**

Purchasing facilitated the bid process and is in agreement with this recommendation.

The Manager of Accounting and Town Treasurer are in agreement with this recommendation.

**PUBLIC ENGAGEMENT:**

There is no public engagement required for this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

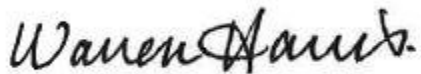
**CONCLUSION:**

The bid document submitted by the vendor meets or exceeds our specifications in all regards. Staff recommends Council Award Quotation Q-091-19 for Contractor of the Hillcrest Cemetery House Abatement and Renovations Project to First Response Environmental 2012 Inc., and approve additional funding as outlined.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Stephen Hamilton". The script is cursive and fluid.

Stephen Hamilton, Manager of Facility Capital Projects

A handwritten signature in black ink, appearing to read "Warren Harris". The script is cursive and fluid.

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall". The script is cursive and fluid.

Brent Marshall, Chief Administrative Officer