



The Corporation of the Municipality  
Staff Report

Office of the Director of Community Services and Tourism

Prepared For: Corporate Planning Committee	Report No.: AP 2017-13
Agenda Date: October 24, 2017	File No.: 9.30, 9.32, 23.1

**Subject**

This report outlines the results of RFP 2017-05: Replacement of Tourist Information Centre (TIC) Roof and recommends a course of action to complete the upgrades required to the TIC as part of the NOHFC grant for rejuvenation.

**Summary of the Recommendation**

This report recommends that the Municipality enter into an agreement with Daniel J Fremlin Building Group for the replacement of the TIC Roof.

**Summary of the Issues**

The current roof of the TIC has been in a state of disrepair for several years. With leaking issues spring and fall, as well as ice dam issues in the winter, it is in need of a full replacement. Staff have sourced funding from the NOHFC to make these repairs. Within this funding, there exists a time limit of December 2017 to complete all work.

**List of Stakeholders**

- Ratepayers
- Municipal Council
- Municipal Staff
- Tourists and Visitors

Respectfully Submitted By:

Prepared By:

Alex Patterson, Director  
Community Services & Tourism

**Purpose of Report**

This report is part of the Capital Budget purchasing process and is to inform Council of the status of Capital Projects. This report was generated from RFP 2017-05 after Staff have reviewed all proposals received. It recommends a course of action.

**Analysis**

Staff has reviewed proposals from three companies: Mike Moore Construction, Fremlin Building Group, and S&T Group. Each company was asked to provide a basic proposal on the installation of a new roof of unspecified material to the Tourist Information Centre, provide for contingency based upon unknown sub-roof conditions, and advise on any value-added services such as the replacement and repair of interior damage. Scoring for budget was based solely on the pricing given for the repair of the roof. All contractors that submitted a bid were on site for a visit.

**Roofing Material Change**

During the process, contractors recommended that the roofing material be changed to a 40 year shingle. This was due to the design of the facility, which incorporates many steep pitches that end in shallow pitches, as well as many valleys and peaks. The recommended use of shingle has been confirmed by a third party local contractor. Staff will ensure that the roof maintains its characteristic red colour important to Wawa's brand.

**Mike Moore Construction**

The most complete proposal received was from Mike Moore Construction. This proposal also included the value-added extra quote for drywall and interior repairs. This quote will be incorporated into future budgets as it falls over the scope of this project. This proposal emphasized their safety program, including a health and safety statement as well as their award from IHSA. The quote included redoing the facia of the facility, installing a completely new roof that included replacement of valleys, ice protection doubled up, and provided the most complete solution to the facility's issues. They also provided the most detailed timeline and work practices information. It is important to note that they specified another proponent, Fremlin Building Group, as the primary contractor for the roofing repairs. This includes a mark-up on their services, heavily considered by staff. Due to this consideration staff were prompted to seek more information from Fremlin Building Group to satisfy the requirements of the RFP.

### **Fremlin Building Group**

The second proposal received was from Fremlin Building Group. This proposal was largely incomplete, consisting of a quote with work breakdown as well as a very basic statement on timeline. Staff contacted Fremlin Building Group to gather additional information to satisfy the requirements of the RFP. The Contractor was very forthcoming, providing their full health and safety policy, a letter of experience and several examples of successful projects. The work breakdown matched Mike Moore Construction's quote to the letter, and it is clear that all work would have been completed by Fremlin as part of the project. This proposal also submitted the lowest price, as there was no mark-up added on their services.

### **S&T Group**

The final proposal received was from S&T group. This consisted of only a quotation and did not include any additional information. The pricing on the quotation included metal roofing, in contrast to the conversations on site with the contractor. It also included a value added repair of interior drywall and insulation. The pricing on this quote was significantly higher than the other two. Due to the significantly increased price, staff did not follow up to get more information.

## **Financial/Staffing Implications**

### **Project Costs**

Using Fremlin Building Group's proposal, the project has the following breakdown:

- Roofing: \$65,000.00

This is within the budgeted amount of \$75,000.00 for the roofing portion of the project. This will allow the Municipality to have a \$20,000 contingency for any issues encountered during the project, from the following sources:

- Wawa Goose Monument and Pedestal Surplus: \$10,000.00
- Tourist Information Centre Roof Surplus: \$10,000.00

This surplus contingency can also be applied to any forestry work beginning soon.

### **Manpower and Maintenance cost**

The repairs to the TIC roof will reduce the interior maintenance required seasonally to repair water damage inflicted throughout the fall, winter and spring. This will free up staff at a critical period to prepare the grounds, Goose, and other elements of the TIC for the busy tourist season. This will also extend the life of the facility, postponing its replacement as the building envelope is properly maintained.

## Policies Affecting Proposal

### Municipal Business Plan

The Department of Community Services and Tourism is tasked with improving Tourism capacity within the Municipality. This includes a key task of improving municipally owned tourism assets under section 2.5.2 of the plan. By repairing the roof of the Tourist Information Centre, we are extending the life of the facility as well as ensuring that it is a modern and attractive building that serves its purpose in the forefront of our community.

## Comments from Relevant Departments/Community and Corporate Partners

### No Relevant Comments

## Alternatives

### Option 1: Status Quo

The decision to repair the roof of the TIC is in response to the severe water damaged conditions presented over the last several years. Leaving the TIC as is will create another spring of unsafe conditions and detrimental building effects. This leaves the Municipality to absorb a significant amount of risk and potential for building damage.

For this reason, this option is **NOT RECOMMENDED**.

### Option 2: Consider Other Options

There were a few other proposals considered: the option for continuing to use a steel roofing structure was considered this RFP as well as last. Based upon the lack of success and maintenance issues encountered with the current roof, as well as the recommendations from diverse contractors, staff do not recommend this option. In addition, this option is much more expensive and, for this reason, this option is **NOT RECOMMENDED**.

### Option 3: Accept the Proposal from Daniel J Fremlin Building Group

After Staff review, it has been determined that the most efficient use of funds is to accept the Proposal from Fremlin Building Group. This will allow for the repair of the TIC roof in a fashion that will remove significant maintenance issues experienced by the Facility. For these reasons, as well as others outlined in this Report, this option is **RECOMMENDED**.

**Conclusion**

This report recommends that Council award RFP 2017-05 to Fremlin Building Group. This is a critical maintenance item for the Tourist Information Centre that will both improve services offered as well as elongate the facility's life.

**Recommendation**

**THAT** the Municipality of Wawa enter into an agreement with Daniel J Fremlin Building Group to provide repairs to the roof of the Tourist Information Centre.

**Attachments**

**Appendix A – RFP 2017-05 Scoring**

**END OF REPORT**

**Municipality of Wawa  
Department of Community Services and Tourism**

**2017 TIC Roof  
RFP 2017-05 Results**

Contractor	Experience (of 35)			Approach (of 35)			Budget (of 30)	Total (of 100)
	Health and Safety (10)	Roof Experience (15)	Local Contractor (10)	Quality of Approach (10)	Timeline (15)	Plan (10)		
S&T	0	5	5	5	0	5	0	20
Fremlin	10	15	5	10	10	10	30	90
Mike Moore	10	10	5	10	12	10	20	77