



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Council, West Hants Regional Municipality

Submitted by: Councillor Jim Ivey, District 11, Windsor South

Date: June 10, 2025

Subject: Outside Operations Building Depot - Councillor Information Report

LEGISLATIVE AUTHORITY

MGA: Authority to Spend 65A

Meeting and Committee Procedural Policy: Reports 7.1k, 7.2i

RECOMMENDATION or DECISION REQUEST

Information Report

BACKGROUND

During the 2025-2026 Committee of the Whole budget discussions, the “Outside Public Works Facility” (depot) was considered and reviewed by Council on 3 or 4 occasions.

In the last discussion it was determined that the facility would remain within the drafted budget but without any capital-based debenture interest expense realized until the project was completed.

As part of the preceding conversations, it was identified that it was somewhat difficult to support a \$5.4 million capital spend without any sense of what was being proposed by way of the design and scope. Staff volume and offices were referenced as part of the discussion. With this in mind, it was suggested by staff and accepted, that design illustrations/detail would be provided as applicable and when available as part of the process which was gratefully acknowledged.

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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DISCUSSION

I believe it is fair to say that nobody is taking issue with the sub-standard state of the building and its conditions except that it is not acceptable. The proper steps would be to have the facility addressed to make it properly safe, functional as a workspace and accessible for all. Yesterday.

The cost of the refitting, renovating and bringing the facility up to proper standards has however more than doubled the cost (2.6 times / 260%) in the last 2 budget cycles before securing a tendered quotation.

Budget Period	Construction Period	Estimated Cost	% Cost Increase
2023-24	2025-26	\$2,000,000	
2024-25	2025-26	\$3,500,000	75%
2025-26	2025-26	\$5,214,500	48%

It does not appear that the cost increase is solely due to inflationary pressure in the last year. It seems the scope of the project may have changed since the tender for design was issued and awarded June 25, 2024.

Originally planned as an extensive renovation with possible addition, it has now apparently transitioned to a new build with continued use and maintenance of the existing building.

It is understandable that needs and plans change over time. This change should however have been discussed when the scope and intent of the design changed following the award of the tender last year.

A copy of the full report as it was provided to Committee of the Whole and Council in June 2024 is attached at the end of this report.

It is almost solely focussed on renovation and repairs as was the tender release.

Snippets from the report include:

"...On February 13, 2024, a public request for proposals was released for Engineering services for the Operations Building Renovation Design. The Municipality requested proposals from qualified proponents to provide architectural, engineering and construction contract administration services for the design and construction of renovations to the existing facility. The objective of the RFP was to retain a consultant to design the addition and renovations to the Existing Operations Facility, prepare tender documents, and provide procurement and contract administration services."

...

"This is an aging facility in need of extensive repairs and upgrades. Some of those repairs are needed urgently for actual daily use and others would help with building efficiency both environmentally and overall use."

Currently, the heating system is a temporary source since the boiler went down last year. There are temporary toilets (port a potties) required on site to help accommodate the amount of staff.

The ideal facility for West Hants Regional Municipality would be able to accommodate both Public Works and Community Development operations. It was identified that renovations would be required for this facility to accommodate both departments. This will allow for better storage, ease of maintenance and repairs to equipment, and a better work environment for all staff."

"NEXT STEPS

Upon approval by Council, staff would award this proposal to TA Scott Architecture. Option analysis, renovation vs new building, would start immediately and reports will be presented within a couple of months for further review and consideration. Once an option has been established, design will take approximately five months and the project should be ready for construction tender by January 2025."

Option analysis and reports may have been prepared. They were not however provided to Council.

This report is informational for our shared understanding. It is my opinion we should all have been aware of the change in scope that occurred. This is particularly important as it relates to the increased cost associated with this project over the last 2 years, as well as the change in scope accepted through the tender process from renovation to new build.

NEXT STEPS

To Be Determined

FINANCIAL IMPLICATIONS

To be Determined

ALTERNATIVES

ATTACHMENTS

Attached below "Award – Design Services for Operations Building"

CHIEF ADMINISTRATIVE OFFICER REVIEW

The Outside Operations Building project has spanned over a number of fiscal years. Councillor Ivey has highlighted that there may be an information gap as it relates to the decision to renovate the existing building vs a new building. Staff will continue to inform Council of the project details and costs associated with the project through the procurement process or additionally as directed by Council. As the project is a significant project in size and scale an additional workshop or dedicated time by Council may be required.

Report Prepared by: **Jim Ivey, Councillor, District 11, Windsor South**

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer



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Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: June 11, 2024

Subject: Award – Design Services for Operations Building

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 23 authorizes Council to make policies for municipal purposes.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole to recommends to Council that:

Council approve the award of RFP WHRMPW24-01 for design services for the operations building contract to TA Scott Architecture for the price of \$214,040.00 plus applicable taxes.

BACKGROUND

Property ☒	Public Opinion ☒	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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The existing Operations building is an aging facility in need of extensive repairs and upgrades. Some of those repairs are needed urgently for actual daily use and others would help with building efficiency both environmentally and overall use.

Currently, the heating system is a temporary source since the boiler went down last year. There are temporary toilets (port a potties) required on site to help accommodate the amount of staff.

The ideal facility for West Hants Regional Municipality would be able to accommodate both Public Works and Community Development operations. It was identified that renovations would be required for this facility to accommodate both departments. This will allow for better storage, ease of maintenance and repairs to equipment, and a better work environment for all staff.

DISCUSSION

On February 13, 2024, a public request for proposals was released for Engineering services for the Operations Building Renovation Design. The Municipality requested proposals from qualified proponents to provide architectural, engineering and construction contract administration services for the design and construction of renovations to the existing facility. The objective of the RFP was to retain a consultant to design the addition and renovations to the Existing Operations Facility, prepare tender documents, and provide procurement and contract administration services.

The competition closed on March 21, 2024, and there were eight proposals submitted. All proposals were very detailed, and the overall quality was excellent. This was a two-part proposal submission including a technical component to be evaluated first, followed by the price component that would be scored based on relative pricing, with the lowest price receiving the highest number of points and using a linear scale to determine the points for all others.

It was very clear after evaluating the technical proposals that this project was not going to be an easy renovation. A renovation to the existing building could pose many risks that could translate to additional costs for the municipality. Some of the risks identified included:

- Possible existing soil contamination
- Increase in snow load requirements and how that would affect existing structure
- Improper site drainage
- Lack of building thermal efficiency and the extent of retrofit required

Proposals were reviewed by a team of six evaluators from Public Works and Community Development. After the first two rounds, the top two proponents were extremely close in both technical points and pricing. It was determined it would be necessary to interview the top two proponents to develop a better understanding of how each firm planned to move the project forward, their understanding of the risks associated with the project and how they would design to keep within the budget requirements.

The interview evaluation team consisted of three staff members, two from Public Works and one from Community Development. There were a series of questions asked to each of the final two teams. The evaluators scored the answers with an overall judgement for various categories.

Each member of the Evaluation team placed TA Scott Architecture as number one after the interview process. This firm has extensive relatable experience, a very knowledgeable team, a history working on similar projects, an excellent reputation in the industry, the ability to handle the work, the ingenuity to think outside the box, and the personable skills required to work with establish the actual needs of the municipality. TA Scott Architecture plans to fully explore the renovation option and the financial implications as their first step in the development of this facility.

NEXT STEPS

Upon approval by Council, staff would award this proposal to TA Scott Architecture. Option analysis, renovation vs new building, would start immediately and reports will be presented within a couple of months for further review and consideration. Once an option has been established, design will take approximately five months and the project should be ready for construction tender by January 2025.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	February 13, 2024
Closing Date	March 21, 2024
Price Expiry Date	May 20, 2024
Days Remaining	0 Days*

* Firms have received communication from the project team and were aware that the awarding of this tender would potentially occur after the 60-day price mark.

2024-25 Capital Budget – Outside Operations Facility - Design

Tender Pricing	\$214,040.00
Non-Recoverable Tax (4.29%)	<u>\$9,182.32</u>
Tender Total	\$223,222.32
2024-25 Budget Value	\$234,653.00
Variance (over budget)	\$11,430.68

Within the 2024-25 Capital Budget, the design of the Outside Operations Facility for Community Development and Public Works is scheduled to be funded through the operating reserve. Should Council approve awarding this contract to TA Scott Architecture, it would result in \$11,430 less of a draw on the operating reserve for 2024-25.

ALTERNATIVES

n/a

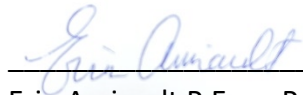
ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by:



Erin Amirault P.Eng., Project Engineer

Report Reviewed by:

Todd Richard, Director of Public Works

Report Approved by:

(Name and Title)

