



# Memo

**TO:** Mayor and Council

**SUBJECT:** Municipal Hall Tender Award

**DATE:** November 26, 2021

**FROM:** Chief Administrative Officer

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The tender for the addition to the municipal hall and the required retrofit to the remainder of the hall was issued on October 19<sup>th</sup>, 2021. The closing date was extended to November 19<sup>th</sup>, 2021, to ensure competitive bids.

The only tender proposal we received was from Copcan Civil Limited Partnership at \$2, 695,000. I have had further discussions with the principals of the bidding firm and a cursory reduction of \$72,000 plus GST in cost savings was provided. In addition, the following commitment by the bidder was provided by email:

*As per your request, please find our initial thoughts on potential cost saving measures attached for your review and use at your council meeting this evening.*

*Assuming the outcome of the meeting is positive, and the project is approved to proceed, please be aware that are open to continuing conversations with yourself and your design team to pursue additional savings.*

*We look forward to your reply and the opportunity of working together on this project.*

The Town had pursued plans to build a new community complex beginning in 2006 that would have cost upwards of \$6 million dollars or over \$4 million to upgrade and expand the current facility. Costs simply made either of the options untenable. We have now downsized the scope of the improvements so the facility may just fit the current footprint.

Council's options are to either:

1. Re-tender; or
2. Award the Lake Cowichan Municipal Hall Renovations Project to Copcan Civil LP for the total price of \$2,623,000 plus GST.

The financing of the project can be reflected as follows and must be included in the following years' budgets if council decides to proceed with the building renovations:

Town Hall Renovations			
	Budget		Total
	2022	2023	
Cost budget	2,000,000	600,000	2,600,000
Building Reserve funds	1,000,000	100,000	1,100,000
Capital fund	200,000	100,000	300,000
Community Works funds	800,000	400,000	1,200,000
	2,000,000	600,000	2,600,000

**Recommendation**

that the municipal hall renovation project be awarded to Copcan Civil LP with a commitment by the bidder to working with the Town to reduce the overall costs while providing the Town with a superior finished product as envisaged in the tender drawings.

**Note:**

Council sometimes prefers to take a conservative approach with respect to its budgeting process and has in the recent past ensured that revenue increases are held to unrealistic low levels. Its unwillingness to exceed the 2 percent tax levy requisition that it approved for this year was not commensurate with the operational and capital requirements of the municipality.



Joseph A. Fernandez