



# Memo

**TO:** Chair, Finance and Administration Committee

**SUBJECT:** Municipal Hall Progress Report

**DATE:** November 4, 2022

**FROM:** Chief Administrative Officer

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## **Background**

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. On October 25<sup>th</sup>, 2021, an on-site mandatory informal meeting occurred on site. Eight contractors showed up.

The original tender closing date was November 9<sup>th</sup>, 2021, but which was extended to November 16<sup>th</sup>, 2021, to ensure a competitive bidding process. On November 30<sup>th</sup>, 2021, Council awarded the contract to Copcan for \$2,623,000 plus GST.

The contractor mobilized its workforce on the project and not with a great deal of haste. It appeared they had other projects on the go. In any case, the contractor began to express some anxiety about the supply chain issue and increasing supply costs and wanted the Town to absorb those additional costs. I responded that we were not prepared to absorb the cost increases. The claim of cost increases may be moot as prices have begun to tumble.

## **Current Status**

Two Change Orders have been issued so far and a third one dealing with the change of door requirements is being worked on:

Supply and install new PSF door frames to the door openings:

- D12- Exterior exit at main entrance;
- D16 – Office;
- D23 - Womens WC;
- D24 - Mens WC ;
- Supply and install doors and frame to new closet in corridor; and
- D32- Double closet doors

Please note because of hazardous materials found in the existing municipal facility we have also had to retain a qualified remedial contractor as per Worksafe Regulations to

work in concert with Copcan on the retrofit. Engineering and architectural fees are also being incurred to ensure that Building Code requirements are complied with.

**Project Status**


- Council Chambers foundation walls poured;
- Sub-floor and joists underway.;
- Interior framing underway in existing building;
- Ductwork rough-in underway;
- Electrical rough-in underway;
- Forming lintels in vehicle bay.

A standby generator must be installed and that will require a change order. Co-ordination of the communication and alarm systems need to also occur.

Please refer to the financial statements for the up-to-date expenditure on the Municipal Hall project and the Change Order listing provided by the architect.

**Recommendation**

that council authorize that the unspent monies for the municipal hall project, be carried forward into the new year so the project may be completed by March 2023.



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Joseph A. Fernandez

<b>CO Log</b>						
Date	03-Nov-22					
Project No.	1908					
Name:	<b>Lk Cowichan Muni Hall</b>					
<b>CO No.</b>	<b>Concerning</b>	<b>Initating Reference</b>	<b>Date issued</b>	<b>Value</b>	<b>Adjusted Contract Sum</b>	<b>Running sum</b>
					2,695,000	
1	Course of Construction Insurance	Arch	25-Mar-22	\$ 34,892.40	\$ 2,729,892.40	\$ 34,892.40
2	Geotechnical Work	Site Conditions	13-Jun-22	\$ 78,665.00	\$ 2,808,557.40	\$ 113,557.40
	<b>Total</b>			<b>\$113,557.40</b>		