

**RESORT MUNICIPALITY OF WHISTLER**

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STAFF REPORT TO COUNCIL

PRESENTED: January 25, 2022
FROM: Resort Experience
SUBJECT: PUBLIC SAFETY BUILDING ROOF REPLACEMENT PROJECT - CONTRACT AWARD

REPORT: 22-008
FILE: 8025.02

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Resort Experience be endorsed.

RECOMMENDATION(S)

That Council authorizes the Resort Municipality of Whistler (RMOW) to enter into a contract with Bollman Roofing and Sheet Metal Ltd. for the construction of the Public Safety Building Roof Replacement Project for a value of \$1,482,100.00 as substantially set out in the contract attached as Appendix A to Administrative Report 22-008; and further

That Council direct the corporate signatories for the RMOW to execute the contract with Bollman Roofing and Sheet Metal Ltd.

PURPOSE OF REPORT

Administrative Procedure D-1 – Procurement requires Council approval for municipal contracts over \$500,000 in value. The Public Safety Building Roof Replacement contract exceeds this value, and therefore the purpose of this report is to seek Council's approval to enter into the contract and for the corporate signatories to execute the contract.

☐ Information Report

☒ Administrative Report (Decision or Direction)

DISCUSSION

Background

The Public Safety Building, located at 4315 Blackcomb Way, facilitates both Fire Hall 1 and the RCMP detachment. The building is two storeys and provides approximately 22,400 sq/ft of administrative office, institutional services and equipment storage.

The building is wood frame construction that was constructed in two phases. The first phase was constructed in 1979 and served as a fire hall and RCMP detachment. The second phase, constructed in 1995, provided an additional 12,000 sq. ft. of office area for expanded RCMP services and Municipal

services. Following the 1995 construction, the roof over the Fire Hall was replaced with new cedar shakes.

After 27 years the shake roof has now exceeded the design life expectancy and is in urgent need of replacement. Current conditions resulting from the deterioration of the roof are causing operational challenges for the occupants and maintenance teams.

Staff engaged the services of a local consulting architecture firm in spring of 2021 to assist in the development of design and construction documents for the roof replacement project (PSB Roof Project). The design incorporated the use of asphalt shingles to maintain the appearance of the existing shake roof and align with the mountain architecture of the village area while improving fire resistance and durability. In addition, given the known potential for alteration to the building roof line to address future Fire Rescue Services and RCMP spatial upgrades, this roofing type provides a cost effective solution that would be more forgiving if future development were to require alterations to the roof.

An application was made to the RMOW Planning Department for a Development Permit (DP001812) for the PSB Roof Project and this has been approved.

Procurement Process – RFP X16201-2021 RMOW Public Safety Building Roof Replacement

The Request for Proposal – RMOW Public Safety Building Roof Replacement was initially issued on July, 12 2021 and was publicly available on both BC Bid and the RMOW website. A non-compulsory site meeting was held on July 20, 2021. Following the meeting an extension was requested for the Bid Close date. This was considered and approved and the close date was adjusted to August 6, 2021.

The RMOW received a single (1) compliant bid on August 6, 2021. Following the evaluation of the bid a decision was made to not award a contract at that time as the submission identified an amount well over the proposed budget for the project in addition to being deficient of requested information to reasonably evaluate the bid.

Prior to returning to market, the project and bid documents were reviewed in detail and adjustments were made to the bid process to enable bidders to offer alternative roofing types including asphalt shingle, shake and or metal roofing) and the project completion date was extended to July, 2022 to better accommodate construction in the Spring of 2022.

A Request for Proposal was posted publicly October 18, 2021 through BC bid and the RMOW website. A compulsory site meeting was held on November 3, 2021. Three (3) prospective bidders attended. Upon closing on November 15, 2022, three (3) formal responses were received. However, during bid review it was determined that only two (2) bids were compliant.

Following the bid evaluation, the consultant recommended that Bollman Roofing and Sheet Metal Ltd. be awarded the construction contract. With any project of this nature there are often unforeseen circumstances that could alter the scope and final cost, and so staff recommend an internal contingency amount of 15% of the contract value be carried.

Construction Schedule

Pending Council approval and successful execution of the construction contract documentation, the proposed construction schedule will be a 10 week duration from the start date which is weather dependant. The proposed start date is currently March 15, 2022 with substantial completion prior to

July 1, 2022. Work hours will align with Municipal Noise Bylaw 2295, 2021 and weekend work will be considered on request.

The proposed PBS Roof Project aligns with the [Whistler Village Construction Management Strategy](#) to mitigate impacts of the construction activity on the resort experience and the Village businesses and property owners.

Analysis

The PSB Roof project was tendered in July, 2021 when a single bid was received. This bid was rejected due to the bid amount significantly exceeding available budget and because the bid was deficient in requested detail which was intended to enable an evaluation to understand the value for the community.

The PSB Roof project was reviewed and changes were made with the intent of soliciting additional bidders. The changes included broadening the proposed roofing type and extending the construction window. Follow this public offer, two compliant bids were received. Upon evaluation of the bids, the consultant recommended that the RMOW award to the low bidder, Bollman Roofing and Sheet Metal Ltd. for a total project cost of \$1,482,100.00 and a construction schedule of a spring 2022 start.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

Administrative Procedure D-1 Procurement requires Council approval for contracts over \$500,000 in value.

Corporate Plan

The RMOW Corporate Plan is updated annually and articulates strategic direction for the organization. This section identifies how this report links to the plan.

Council Focus Areas

☒ Community Balance

*Effectively **balance resort and community needs** through deliberate planning, partnerships and investment*

☐ Climate Action

*Provide leadership to **accelerate climate action and environmental performance** across the community*

☐ Housing

*Advance strategic and innovative initiatives to enable and **deliver additional employee housing***

☐ Pandemic Recovery

*Leadership and support for **community and tourism recovery and sustainability** – priority focuses are where recovery needs intersect with other Council focus areas*

☐ Not Applicable

Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

This project responds to the OCP section Economic Viability Goal 6.1 to provide effective and appropriate municipal infrastructure (including facilities and amenities) that minimizes taxpayer costs by making a modest financial investment to replace the roof which will extend the useful life of this building asset.

The material choice is consistent with OCP Chapter 13 Development Permit Areas, where the form and character of Whistler Village is preserved with the proposed project materials. Colour and texture consistent with the former heavy wood shake roof are represented in the textured shingle product. In addition, the product selected will increase fire resistance of the roof addressing wildfire protection principles.

BUDGET CONSIDERATIONS

Based on the tender value received from the bid process the 2022 budget includes the estimated cost for construction and a contingency value of approximately 15% of the construction cost as recommended by the third party consultant.

The 2022 Capital budget reflects the new values provided in the Bid documents and are as follows:

Public Safety Building Roof Replacement	\$1,482,100.00
Contingencies	217,900.00
Total 2022 budget	\$1,700,000.00

Funding

This project will be funded from General Capital Reserves and has been approved in the 2021 – 2025 - 5 year Financial Plan.

LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for Crown land planning; achieve mutual objectives; and enable participation in Whistler's resort economy.

There are no specific considerations to include in this report.

COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

To keep public informed, there has been and will continue to be internal consultation with the stakeholders currently occupying the facility that are internal to the RMOW inclusive of the Fire Services department and RCMP. In addition, publication of the intent to complete this project and progress through construction will be available through typical media channels.

REFERENCES

Appendix A – Stipulated Price Contract

SUMMARY

This project is consistent with responsible building asset management and the work will prolong the life expectancy of a building asset.

It is staff's recommendation that Council approve the Public Safety Building Roof Replacement Project contract award and for corporate signatories to sign the contract.

SIGN-OFFS

Written by:

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Reviewed by:

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Virginia Cullen,
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