



RESORT MUNICIPALITY OF WHISTLER

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STAFF REPORT TO COUNCIL

PRESENTED: July 4, 2023 **REPORT:** 23-073
FROM: Facilities Construction Management **FILE:** 5330-02-1014
SUBJECT: MUNICIPAL HALL ANNEX CONSTRUCTION PROJECT CONTRACT AWARD

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Infrastructure Services be endorsed.

RECOMMENDATION(S)

That Council award the contract for the construction of the Municipal Hall Annex Construction Project for a value of \$1,397,000.00 (exclusive of GST) to NRB Modular Solutions in accordance with the drawings attached as Appendix A to this Administrative Report No. 23-073; and

That Council authorize the corporate signatories to sign the Municipal Hall Annex Construction Project contract on behalf of the Resort Municipality of Whistler.

PURPOSE OF REPORT

Administrative Procedure D-1 Procurement requires Council approval for contracts over \$500,000 in value. The contract discussed in this report will exceed this value; therefore, the purpose of this report is to seek Council's approval to enter into the contract with NRB Modular Solutions and for the corporate signatories to sign the contract on behalf of the Resort Municipality of Whistler (RMOW) for the construction of the Municipal Hall Annex Construction project (Construction Project).

Information Report

Administrative Report (Decision or Direction)

DISCUSSION

Background

Whistler Municipal Hall is located at 4325 Blackcomb Way and provides administrative offices for a variety of local government services. The building is approximately 1,678 m² over three floors and includes a modular annex building on the north end. The building shares the land parcel with Fire Hall 1 and the Public Safety Building (PSB).

The Municipal Hall building was originally constructed as a restaurant near Alta Lake and was relocated to its current site in 1984. Over the years, there have been several renovations to Municipal Hall intended to address the changing and increasing needs of the Resort Municipality of Whistler (RMOW). These renovations included a modular building addition at the north end of Municipal Hall in 2008 (Annex).

The Construction Project is intended to provide approximately 189 m² of needed additional modular office space within the same footprint of the Annex. The new two-storey Annex will have a bridge connection to Municipal Hall, enabling barrier free access to the main floor of Municipal Hall and its amenities.

The construction of the new modular building will be completed off-site at the proponent's plant. Once complete, the modules will be shipped to the site. The proponent will separate and lift the existing Annex building, install the new modules and place the existing modules on top to create a second level. A bridge will then be installed to connect to Municipal Hall.

In short, the Construction Project will see the removal of the existing Annex modules, installation of four new lower-level modules, the reinstallation of the existing modules as a second level and the addition of an enclosed bridge connection between Municipal Hall and the new second level. For project delivery efficiency, the renovations to the existing modules required to accommodate the new occupants will follow installation. In addition, new exit stairs, circulation upgrades and landscaping will be completed.

Fire protection upgrades to the existing Municipal Hall building will be required and are currently being designed for implementation in conjunction with the Construction Project.

Project Rationale

The purpose of the Construction Project is to provide office space to accommodate RMOW staff that will be displaced by the upcoming expansion of the RCMP detachment staff into the PSB second floor space (PSB Project).

The PSB Project includes a renovation to the PSB that will increase the total floor area for the RCMP to 1,462 m² from the existing 858 m². The PSB Project requires the RMOW services currently occupying PSB offices on the second floor to be relocated to an alternate location. The additional office space can be achieved through an expansion of the Annex at the north end of Municipal Hall.

The Construction Project is intended to complete the supply and installation of modular offices and the necessary changes to Municipal Hall needed for exiting and circulation. The Construction Project will provide approximately 189 m² of office space and will accommodate several new offices for the relocated staff.

Procurement Process – RFP 5330-02-1014 Municipal Hall Annex Construction Project

The Construction Project Request for Proposal (RFP) was issued on May 15, 2023 and was publicly available on both the BC Bid and RMOW websites. The RFP close date was June 12, 2023.

The RMOW received two submissions. The received bids were opened in accordance with RMOW tender opening procedures.

Construction Schedule

The proposed construction schedule described in the RFP submission indicates a 22-week design, development and construction period beginning at contract award, with an anticipated completion of November 30, 2023.

Work hours will align with the *Noise Regulation Bylaw No. 2362, 2022* and weekend work will be considered on request.

Permitting

The Construction Project has been submitted to the RMOW for a development permit. The referral feedback received through the development permit process identified several building code issues with the existing Municipal Hall. These issues will need to be addressed through this project, however, are not included in this contract. On-going work with the consultants will prepare solutions to the code non-conformance and a separate project will be developed and submitted through a building permit to address the work.

The building permit application process for the Construction Project is underway, however in addition to the code issues, the permit drawing package and project specifications require input from the modular builder. The permit application information will be developed with the modular builder and the consultant team in the next few weeks to complete the building permit application package. A building permit will need to be obtained prior to the construction start date. Construction will not begin until the necessary permits are issued.

Analysis

Procurement Results

The lowest cost proponent provided a schedule that was in alignment with the desired schedule for completion before the end of 2023. Following evaluation of the submission documents and clarification of some items with the lowest cost proponent, a recommendation was received from the project consultant to award the project to NRB Modular Solutions.

Table 1 – Proposal Submissions

TENDERER		TOTAL PRICE (EXCLUDING GST)	VARIANCE TO RMOW/ARCHITECT'S ESTIMATE
1	NRB Modular Solutions	\$ 1,397,000.00	+6%
2	Freeport Construction Management	\$ 2,016,583.00	+47%
	RMOW/Architect's Estimate	\$ 1,322,727.00	

The consultant team recommends that NRB Modular Solutions be awarded the construction contract. RMOW also recommends that with any project of this nature there often are unforeseen circumstances that arise during a project that could alter the final cost and therefore recommend an internal contingency amount of at least 20 per cent of the contract value.

Safety

NRB Modular Solutions will be identified as the Prime Contractor, as defined by WorkSafe BC, and will be responsible for site safety through the duration of the Construction Project. Traffic management and site safety plans developed by the Prime Contractor will be reviewed and approved by the RMOW project manager ahead of implementation.

POLICY CONSIDERATIONS

Relevant Council Authority/Previous Decisions

Administrative Procedure D-1 Procurement requires Council approval for contracts over \$500,000 in value. The contract discussed in this report will exceed this value, and therefore the purpose of this report is to seek Council's approval to enter into the contract.

2023-2026 Strategic Plan

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

Strategic Priorities

- Housing
Expedite the delivery of and longer-term planning for employee housing
- Climate Action
Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan
- Community Engagement
Strive to connect locals to each other and to the RMOW
- Smart Tourism
Preserve and protect Whistler's unique culture, natural assets and infrastructure
- Not Applicable
Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs

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 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 install the modular office building which will extend the useful life of this building asset.

In addition, this project leads to OCP Public Safety Policy 8.7.1.1. Maintain RCMP detachment and review current infrastructure capacity and security requirements in conjunction with future community and resort development to ensure effective service delivery.

BUDGET CONSIDERATIONS

The total project budget for B002 PSB Upgrades includes \$2.3M in 2023 and \$3.9M in 2024. This budget is intended to cover the total scope of work for providing enough space for our RCMP detachment in the PSB, and building new office space for our Information Technology and Human Resources departments in the new Municipal Hall Annex expansion.

The estimated 2023 Capital cost for this portion of the project is as follows:

Construction Project	\$ 1,397,000.00
Contingencies	\$ 279,400.00
Contract Administration	\$ 21,275.00
Total 2023 estimated cost	\$ 1,697,675.00

Funding

This project will be funded from General Capital Reserves and has been approved in the 2023-2027 Five-Year Financial Plan. Table 1 shows the multi-year project budget for the overall project, and Table 2 – NRB Modular Solutions, RFP Submission and Budget Comparison shows the estimated 2023 expenditures compared to the 2023 budget.

Table 1 – Total Multi-year Project Budget

BUDGET CODE NUMBER & NAME	ACTUAL DESIGN COST (2021-2022)	2023 BUDGET	2024 BUDGET	TOTAL
B002 PSB Upgrades	\$ 98,834	\$ 2,325,000	\$ 3,917,140	\$ 6,340,974

Table 2 – NRB Modular Solutions, RFP Submission and 2023 Budget Comparison

BUDGET CODE NUMBER AND NAME	PSB ESTIMATED DESIGN COSTS (2023)	MUNICIPAL HALL ANNEX CONSTRUCTION	TOTAL 2023 ESTIMATED COST	TOTAL 2023 BUDGET
B002 PSB Upgrades	\$ 200,000	\$ 1,697,675	\$ 1,897,675	\$ 2,325,000

LÍL' WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lílwat 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

Publication of the intent to complete this Construction Project and progress through construction will be available through typical RMOW media channels.

REFERENCES

Appendix A - Whistler Municipal Hall Expansion – Issued for Tender May 11, 2023 drawing package

SUMMARY

This Construction Project will provide the necessary office space to facilitate the relocation of the RMOW staff from the PSB and is consistent with responsible project delivery and building asset management.

It is staff's recommendation that Council approve the Municipal Hall Annex Construction Project contract award and for the RMOW corporate signatories to execute the contract with NRB Modular Solutions.

SIGN-OFFS

Written by:

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Reviewed by:

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