



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: November 28, 2022

Subject: SRREC.22.14 Arran-Elderslie Accessibility Projects

Report from: Carly Steinhoff, Park, Facilities and Recreation Manager

Appendices: AE Office Lift Floorplan

Financial Overview Accessibility Projects

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### **Recommendation**

Be It Resolved that Council hereby,

1. Accept the proposal from Domm Construction to complete the Arran-Elderslie Municipal Office Lift project, in the amount of \$118,870.00 plus applicable taxes;
2. Accept the proposal from Domm Construction to complete the Elevator project at the Paisley Community Centre, in the amount of \$231,920.00 plus applicable taxes, and,
3. That Council, in accordance with Article 4.7 of the Procurement Policy, waives the requirement to proceed with an RFP.
4. That Council authorizes 2023 Pre-Budget Approval for an additional \$60,332.00 to be allocated to the costs for the Elevator/Lift Projects.

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### **Report Summary**

To inform Council of the proposals received for the completion of the lift project at the Arran-Elderslie Municipal Office and the elevator project at the Paisley Community Centre.

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### **Background**

In 2022, the Municipality received notification of a successful grant application. The total amount received for this grant is \$213,750.00. A requirement with the grant is that the Municipality is to cover 25 percent of the project costs, which is \$71,250.00.

This grant funding supported (2) two portable pool lifts, the construction of a lift at the Arran-Elderslie Municipal Office and the rehabilitation or replacement of the elevator at the Paisley Community Centre. To date, the portable pool lifts have been purchased.

When the grant was submitted, it was unknown if/when funding approvals would occur. The approval was granted in March 2022, with a construction deadline of December 31, 2022. Due to supply chain issues and contractor availability, a grant extension is required. This funding stream has also supported the construction of the three (3) splash pads and a large-scale sidewalk project. The Municipality has requested an extension for both the accessibility project and the sidewalk project. The extension has been tentatively secured, but government approval is still required, which notification is anticipated to occur in January 2023.

Domm Construction and their sub-consultants Davidson Hill Elevators recently completed an accessibility project with the installation of an elevator at the Paisley Town Hall. They produced a quality product that fits with the esthetic and functionality of the building. Due to timing of the funding parameters and past experiences, staff are requesting that the same contractors be utilized to complete both projects associated with this report. It should also be noted that Domm Construction were the contractors that originally built the Municipal Office, and most recently constructed the new Water Shop in Chesley.

Both accessibility projects within the report coincide with additional projects at each location. The Municipal Office is to include basement renovations, entailing the construction of an Accessibility for Ontarians with Disabilities Act (AODA), additional office spaces and a boardroom.

The Paisley Community Centre includes a renovation of the upper level's former Legion Room that will extend to the hall. To date, three (3) RFP's have been issued with no proposals received. Staff continue to work to obtain a contractor for this work, with the goal of these projects occurring at the same time to avoid service disruptions. For clarity, this report only speaks to the accessibility portion of each building and the associated construction with the lift/elevator.

Municipal staff will be issuing an RFP for the construction of both space renovation projects. Staff will bring back a report to Council on the renovation projects for the Municipal Office Lower-Level Space and the 2<sup>nd</sup> Floor space of the Paisley Community Centre with the intention that these projects may coincide with the installation of the lift/elevator projects.

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## **Analysis**

### **Arran-Elderslie Municipal Office**

As shown in Appendix A, the lift will be installed on the east side of the building.

The main level lift entrance will be located in the front foyer, where the public computer and desk currently sits. It will go to an open area on the lower level, creating accessibility throughout the building.

### **Paisley Community Centre**

A contractor visited the Community Centre and determined, with the assistance of a structural engineer, that the current lift is slowly pulling off the building. It was recommended to decommission this lift and build a new elevator, due to efficiency and cost effectiveness. It was recommended to remove the current components but retain the shaft that the facility can use as storage. The location of the new elevator will be beside the main stairwell, from the Lobby to the Hall entrance. This location will limit future use of the current concession, however, this has been underutilized for many years. The location of the new elevator will be the most accessible place for the main and upper levels, and both can be incorporated into the current design and functionality of the building. Additionally, the location of the current lift limits rental potential for both spaces. The new location will allow for a common area and two separate rental spaces on the upper level.

As the Municipality has worked with this contractor before, staff feel that both projects address the needs of the facilities and are in the best interest of the Municipality.

The lead time for the Office lift is 16 weeks from drawing approval and 26 weeks for the Paisley Community Centre, from the time that approved drawings are received. It is anticipated that this project will commence in early 2023. It is assumed that the bulk of the construction for both projects will commence in spring 2023, with a completion timeline set for late 2023. This timing is to be confirmed with the contractor.

There will be a disruption at the Municipal Office, but staff are prepared to work with the contractor, while maintaining services. It is anticipated that there will be minimal disruption to arena operations, due to bridge construction and time of year. Staff will ensure that the public is notified of any changes to service.

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### **Link to Strategic/Master Plan**

6.1 Protecting Infrastructure, Recreation and Natural Assets

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### **Financial Impacts/Source of Funding/Link to Procurement Policy**

The total cost for both projects is \$350,790.00 plus applicable taxes. As noted above, the grant has been approved for \$ 213,750.00 based on a total project cost of \$285,000.00. Appendix B provides a financial overview of the 2022 approved budget, with an update to reflect the costs as provided by Domm Construction, resulting in a total project budget of \$356,964. Now that the Pool Lifts have been completed, there is

opportunity to allocate the unspent grant allocation of \$22,160 to the remaining projects being addressed in this report.

An additional \$ 60,332.00 is required to complete this project. The overage for this project is due to rising supply costs and changes to regulations for elevators in public spaces.

Staff are requesting 2023 pre-budget approval to support the remaining funds needed to complete this project. The Capital Budget identifiers for each of these projects are as follows:

Arran-Elderslie Office Lift                      3124

Paisley Community Centre Lift                3978

The Procurement Policy, under Article 4.7, provides Council with the authority to waive the requirement to issue an RFP, under three (3) circumstances:

- 1) The extension or reinstatement of an existing contract would be cost effective or beneficial to the Municipality,
- 2) Goods and services are available from only one-source,
- 3) Where for reasons of time, or due to the nature of the goods or services, it is in the best interests of the municipality to proceed with direct purchase or invitation to tender.

Given that staff have pursued an RFP process without success, and that the project is time sensitive due to grant timelines, it is the recommendation of staff to proceed with a direct purchase from Domm Construction for both of these elevator/lift projects.

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Approved by: Sylvia Kirkwood, Chief Administrative Officer