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**TO:** CITY MANAGER **DATE:** 2017 June 21

**FROM:** MAJOR CIVIC BUILDING PROJECT **FILE:** 4220 04  
COORDINATION COMMITTEE *Reference City Hall*

**SUBJECT:** **AWARD OF CONTRACT –  
OFFICE RENOVATIONS – CITY HALL, WEST BUILDING**

**PURPOSE:** To award a contract for the renovation of office space at the City Hall West Building

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**RECOMMENDATION:**

1. **THAT** Council approve the award of a construction contract to Halse-Martin Construction Co. Ltd., in the amount of \$661,500 (including GST in the amount of \$31,500) for the renovation of office space at the City Hall West Building.

**R E P O R T****1.0 BACKGROUND**

In 2015, staff undertook a review of possible options to generate an accommodation strategy for departments located within the West Building of the City Hall Complex, which are experiencing space challenges. At the completion of this review it was determined that the most cost effective approach was to relocate two divisions of the IT Department (Program Delivery & Business Solutions) to Deer Lake Centre.

In 2016 March, renovations commenced on approximately 8,400 sq. ft. of office space within Deer Lake Centre and the IT staff was relocated into the renovated space in 2016 June.

**2.0 WEST BUILDING RENOVATION**

Following the relocation of the two I.T. divisions to Deer Lake Centre, the vacated area in the West Building is intended to be reconfigured to relieve some of the space pressures for the remaining departments which include Finance, Human Resources, Purchasing and the I.T. – Infrastructure division. In this regard, the firm of Studio One Architecture Inc. was retained to prepare a design and contract documents for the proposed renovations to the main and upper floors of the West Building.

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### 3.0 TENDER CALL

A tender call to renovate the West Building was released to pre-qualified General Contractors on 2017 May 24 and closed on 2017 June 20. A total of three (3) tenders were received by the Purchasing Manager with the low tender being submitted by Halse-Martin Construction Co. Ltd., in the amount of \$661,500 including GST at 5%.


Halse-Martin Construction Co. Ltd., has successfully completed numerous other projects of this type and tender value

### 4.0 RECOMMENDATION

The tenders received are competitive and reflective of current market conditions. The compliant low tender is within the approved construction budget for this project.

In order to advance the project into the construction phase, it is recommended that Council award a contract to Halse-Martin Construction Co. Ltd., in the amount of \$661,500 (including GST in the amount of \$31,500) for the renovation of office space within the City Hall West Building.

Funding for this requirement is provided in the Capital Program which is included in the 2017 – 2021 Annual Financial Plan under the City Hall / Buildings component.



Leon Goss, Chair, Major Civic Building  
Project Coordination Committee



Lou Pelletier, Director Planning and Building

TA:jw:ap

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cc: Deputy City Manager  
Director Finance  
Director Parks, Recreation & Cultural Services  
Director Public Safety and Community Service  
City Solicitor  
Purchasing Manager  
City Clerk  
Chief Building Inspector