



# TOWN OF LADYSMITH

A Regular Meeting of the  
Council of the Town of Ladysmith  
will be held in Council Chambers at City Hall on

TUESDAY, DECEMBER 15, 2009  
at 5:00 p.m.

## AGENDA

### CALL TO ORDER

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1 CALL TO ORDER

2 AGENDA APPROVAL

3 STAFF REPORTS

3.1 Awarding Contract for Construction Management Services for Renovations to  
224/226 High Street

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4 QUESTION PERIOD

ADJOURNMENT





## Town of Ladysmith

### **STAFF REPORT**

To: Council  
From: Ruth Malli, City Manager  
Date: December 15, 2009  
File No:

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Re: **REQUEST FOR PROPOSALS – CONSTRUCTION MANAGEMENT SERVICES –  
RENOVATIONS TO 224/226 HIGH STREET**

#### **RECOMMENDATION(S):**

That the contract for the provision of construction management services for renovations to 224/226 High Street be awarded to Windley Contracting Ltd. in the amount of \$36,300 and the Mayor and Corporate Officer be authorized to sign the contract on behalf of the Town.

#### **PURPOSE:**

The purpose of this report is to present the results of the Request for Proposals (RFP) for construction management services for the renovation project of 224/226 High Street (Community Social Services Centre) and seek Council's authorization to negotiate a contract with the successful bidder.

#### **INTRODUCTION/BACKGROUND:**

Council directed staff to pursue the Community Social Services Centre project. A major component of the project is to complete significant renovations to the Seniors Centre located at 224/226 High Street. The Town received a Spirit Square grant and a CAF grant in the amount of \$2.7 million for this project. The RFP for construction management services was issued on November 20, 2009 and the deadline for submissions was December 8, 2009. A total of 7 proposals were submitted and were reviewed by the selection committee. The proposals were shortlisted to four and interviews were held with representatives of Campbell Construction Ltd., Knappett Projects Inc., NCG Management Ltd., and Windley Contracting Ltd. The selection committee unanimously supported hiring Windley Contracting Ltd. for the project.

#### **SCOPE OF WORK:**

Authorization is sought to proceed with awarding the contract to the successful bidder.

**ALTERNATIVES:**

Council could award the contract to another bidder.

**FINANCIAL IMPLICATIONS:**

The Town received a grant in the amount of \$2.7 million through the Community Adjustment Fund (CAF) as part of Canada's Economic Action Plan. Costs associated with this RFP will be funded through the grant.

**LEGAL IMPLICATIONS:**

None.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Renovations to the existing Seniors Centre are required in order to provide a functional and satisfactory facility for the groups involved in the project (i.e. Ladysmith Resources Centre, Ladysmith Seniors Centre Society, and the Boys and Girls Club - CVI).

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The work associated with the renovations of the High Street facility will involve all departments.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

The establishment of a community social services centre is one of the City Manager's top 5 strategic priorities.

**ATTACHMENTS:**

None.