



City of Humboldt
July 10, 2023 - Special Council Meeting - 05:00 PM

- 1 Call To Order**
- 2 Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 New Business**
 - 3.1 Recommendation - Leisure Services Director - Road Closure Request – Special Olympics BBQ
 - 📎 Report - Road Closure Request – Special Olympics BBQ
 - 3.2 Recommendation - Convention Centre Washroom Renovations
 - 📎 Report - Convention Centre Washroom Renovations
 - 3.3 Recommendation - Library Roof Modifications RFQ
 - 📎 Report - Library Roof Modifications RFQ
- 4 Adjourn**



CITY OF HUMBOLDT REPORT

TITLE: Road Closure Request – Special Olympics BBQ
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: July 10, 2023

RECOMMENDATION

That the requested road closure of Sixth Avenue from Main Street east to the back alley be approved on August 18th, 2023 from 8AM to 2PM inclusive.

BACKGROUND

Pursuant to the City of Humboldt's Policy #4510, requests for a street blockaded are to be presented at a Regular Council meeting for approval. Prior to the request being brought to Council, the City Clerk will consult with the other City departments to ensure that the request does not conflict with any City maintenance or operations.

CURRENT SITUATION

The Humboldt Special Olympics organization has requested a road closure on August 18th for a fundraising BBQ. The event will require barricades put in place by Public Works and the Community and Leisure Services Department help the organization on securing tables, chairs and any other equipment required for the event.

OPTIONS

1. Approve the recommendation.
2. Provide alternative direction to Administration.

ATTACHMENTS

1. Street Closure Request Map – Special Olympics BBQ

FINANCIAL IMPLICATION

The cost to the City will be minimal and will include the coordination of barricades by Public Works and the coordination of other event equipment from Leisure Services.

CONCLUSION

This request is another example of the type of events and activities that the City wants to encourage from local residents, groups and businesses for the benefit of the community.

Attachment: Street Closure Request Map – Special Olympics BBQ



CITY OF HUMBOLDT REPORT

TITLE: Convention Centre Washroom Renovations
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: July 10, 2023

RECOMMENDATION

That the City conclude the tender process for the Convention Centre Washroom Renovations without awarding a contract and that Administration review the scope and approach to completing renovations to the facility.

BACKGROUND

The Convention Center washrooms were identified several years ago as a priority area within the Uniplex that required updating from the original construction. In 2019, Administration developed conceptual plans and estimated costing for a complete renovation of the washroom facilities to bring them up to today's standards and expectations.

CURRENT SITUATION

With the renewed focus of elevating the community to be an event hosting destination, there are areas within the Uniplex that require upgrades to provide the level of service and standards that renters are seeking. Due to the ongoing Broncos Memorial Project, Administration had been deferring upgrades to the Convention Center, however it was determined that renovations to the washrooms could not be delayed further.

At the direction of Council, Administration completed a tender process to procure a contractor to complete the desired renovations. The tender opened on May 11th and closed on June 6th. At the time of closing, the City had received the following bids:

| COMPANY | TOTAL COST (including taxes) |
|--------------------------------|------------------------------|
| CandorBuild Construction Corp. | \$235,145 |
| B&S Construction Ltd. | \$186,935 |
| VCM Construction Ltd. | \$231,730 |

Administration completed a thorough review of all three submissions, all of which far exceed the budget for the project. Following some communications with the proposed vendors to verify some of the costing and specific products quoted, it became clear that the desired result from the outset of the tender process was not going to be satisfied within the budget proposed.

As a result, Administration is recommending a review of the scope of the project and, as with other projects, a review of whether or not there is a better approach to completing the renovations, that would allow for a notable improvement to the facility while adhering to the proposed budget for the project.

OPTIONS

1. Approve the recommendation.
2. Provide alternative direction to Administration.

ATTACHMENTS

NA

COMMUNICATION AND ENGAGEMENT

NA

FINANCIAL IMPLICATION

On April 10th, Executive Committee directed Administration to proceed to tender for these renovations based on anticipated costs of \$120,000. Of the project budget, \$50,000 was earmarked from existing budgets and the remaining \$70,000 drawn from reserves to be replenished in the 2024 budget – the year the project was originally slated to take place.

At the closing date of the tender, the lowest bid exceeded this budget by over \$60,000, without any contingencies built into the pricing. This far exceeds what Administration was proposing to spend on the project. As such Administration is recommending that the tender process be concluded without awarding a contract. The project scope of the project will be reviewed and a decision on how best to proceed with the project will be determined.

CONCLUSION

While Administration is still committed to making necessary upgrades to our existing facilities, it is imperative that we are confident that the funds being invested in our facilities are appropriate. In this case, Administration does not believe that it is in the best interests of the City to proceed with offering a contract as per the results of this tender.

CITY OF HUMBOLDT REPORT

TITLE: Library Roof Modifications RFQ
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: July 10, 2023

RECOMMENDATION

That the sole bid received for the Library Roof Modifications RFQ not be accepted and that Administration explore alternative options for completing the project.

BACKGROUND

Administration completed an RFQ for modifications to the library's roof, focused primarily on the front solarium area. The original competition was posted on March 29th, 2023, and closed on May 10th, 2023. The lone bid on the project was rejected at the May 23rd Executive Committee meeting and the project was retendered. The hope was that the retender RFQ would result in additional bidders, as Administration increased our communication of the project throughout the community, our social media channels and through SaskTenders.

CURRENT SITUATION

Administration retendered the project, with a closing date of June 22nd. Unfortunately, the results of the retendering were identical to the initial posting, with a sole bid received. The bid received was as follows:

| PROPONENT | CONTRACT VALUE (excluding GST) |
|---------------------------------|--------------------------------|
| Candor Build Construction Corp. | \$105,505.93 |

While Administration recognizes that pricing across many projects is coming in above our planned budgets, the lone bid received for this project still far exceeds the engineer's projections. At this time Administration is still of the opinion that the project can be done for a relatively lower price given the simple scope of the project.

If this recommendation is approved, Administration will explore alternative options for completing the project, including piecing out the project to multiple specialized trades

with the City being more hands-on with the project either by completing some of the work with internal staff and/or acting as the general contractor on the project.

Administration believes that the project can still be completed within the budget that was estimated for the project and within the reserve funds currently set aside for the project. With Council's support Administration will immediately begin contacting suppliers and contractors to get quotes on the various components within the project to determine if in fact this alternative approach will result in a lower net cost to the City.

OPTIONS

1. Accept the recommendation.
2. Provide alternative direction to Administration.

ATTACHMENTS

NA

COMMUNICATION AND ENGAGEMENT

The RFP was posted and shared through the City's marketing channels and posted to SaskTenders for the duration of competition. We also ensured that local contractors were made aware of the retendering.

FINANCIAL IMPLICATION

The sole bid exceeded our initial budget estimates by nearly \$42,000, even though Administration had added significant contingency amounts above and beyond the engineer's estimates. Fortunately, the available funds within the existing reserves are higher than our initial estimates, with the reserve funds at \$85,000 at the end of 2022.

With the sole bid price coming in at \$105,505, that leaves the reserve \$20,000 short of meeting the required amount, without any contingency built into the project.

CONCLUSION

It is important, especially during this period of labor shortage and higher project quotes, that Administration be careful not to simply accept the inflated prices, but to ensure that we explore all avenues available to ensure the best use of municipal funds. As such the recommendation to reject the lone bidder on this project, we believe, is in the best interest of the City and of our taxpayers.