



## MUNICIPALITY OF **West Elgin**

### Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2020-12-17  
**Subject:** Municipal Office Renovations

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#### **Recommendation:**

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Municipal Office Renovations; and

That West Elgin Council hereby approve the request to prepare a Request for Proposal for the Municipal Office Renovations to be issued in early 2021.

#### **Purpose:**

The purpose of this report is to receive Council approval to move forward issuing a Request for Proposal for the scaled back plans for the required renovations of the Municipal Office in early 2021.

#### **Background:**

At the Council meeting on November 26, 2020 Council requested that a revised concept drawing and cost estimate be brought back to Council for the Municipal Office Renovations, after the decision that the cost of the addition was too high.

Staff requested updated concept drawings and cost estimate from Elgin County Engineer and these are appended to this report. The estimated cost of the renovation, which includes the required barrier free staff washroom and increased space for municipal staff, is \$166,752.00.

In order to get actual costs, a request for proposal which includes the engineered drawings, design, material and constructions costs of the renovation is needed. As the requirement for a barrier free washroom for staff is to be met by the end of 2021 and timing requirements of construction completion for grants, staff are requesting approval to move forward with issuing the RFP in early January 2021.

#### **Financial Implications:**

2021 Budget