



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-04-08
Subject: Municipal Office Building Renovations

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Building Renovations; and That L360 Architecture be retained to provide the necessary design development, construction and permit drawings required to comply with all applicable provincial codes, legislation, and standards. In addition, that L360 Architecture provide all the services to the Municipality of West Elgin as set out in their March 12, 2021 fee proposal in the amount of \$27,000.00 excluding HST; and
That CAO/Treasurer be directed to sign the proposal agreement.

Purpose:

The purpose of this report is to obtain Council's approval to engage the services of L360 Architecture to prepare construction and building permit application design drawings, tender documentation, and provide contract administration services associated with the Municipal Building renovations.

Background:

The Municipality of West Elgin has identified the following building and mechanical deficiencies:

- Create adequate workspace to all office staff (comply with physical distancing requirements)
- Address water leaks and mold remediation (health and safety concerns)
- Reorganize public spaces within the office
- Create new public washroom
- Provide fixed protective screening
- Comply with AODA standards
- Insulate the exterior walls and replace windows
- Replace HVAC system
- Replace outdated security system and keyless access

Three architectural companies have been contacted and following proposals have been received:

L360 Architecture \$27,000.00 plus HST
SPH Engineering \$27,375.00 plus HST
Spriets Associates – received on response

Financial Implications:

This project was included in the 2021 Capital Budget approved by Council, with \$300,000 being identified for this work.

Report Approval Details

Document Title:	Municipal Office Building Renovations - 2021-12-Administration Finance.docx
Attachments:	- L360 CoWE Admin Office Renovations Proposal.pdf
Final Approval Date:	Apr 7, 2021

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott