



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: R. Wayne Ward
Position: Manager Facilities and IT
Title / Subject: Sunderland Town Hall Door Replacement Project
Date of Report: April 28, 2023
Date of Meeting: May 8, 2023
Report No: 2023-PRF-014

1.0 Issue / Origin

The Sunderland Town Hall is another Township building that requires accessibility upgrades prior to the 2025 deadline.

2.0 Background

The main doors at the Sunderland Town Hall are original units and are at the point where they need to be replaced to improve the heat retention, security and provide an accessible entrance to the main part of the hall.

Capital funding for the replacement of the main entrance doors was approved in the 2022 Capital budget at an amount of \$25,000 (funded by \$15,000 from the Committed Projects Reserve and \$10,000 from Capital Reserve Fund – Public Buildings).

The upper balcony exterior doors were also found to be at end of life and also require replacement to improve heat retention, security and to maintain access to the balcony of the Town Hall.

Capital funding for the replacement of the upper balcony doors was approved in the 2023 Capital budget at an amount of \$25,000 (funded by \$25,000 from the Capital Reserves Fund – Public Buildings).

3.0 Analysis

Given the historical nature of this building having new style commercial doors installed will greatly reduce the look of the building even though it will provide the desired results.

Having worked with Larkin Architect Limited and Heritage Restoration Incorporated for the Rose Window project and seeing the workmanship being put into the new window I feel it is

appropriate to work with both of these companies to have a set of doors that are similar in appearance and provide the functional requirements needed for the doors.

Given the quality of the work from both parties and the limited number of contractors to provide this work, a request to Sole Source to these contractors in lieu of issuing a request for quote is being requested.

4.0 Related Policies / Procedures

Procurement Bylaw

5.0 Financial / Budget Assessment

The two capital budget amounts, totalling \$50,000 should be sufficient to fulfill the scope of work (total of \$35,000 from the Capital Reserve Fund – Public Buildings and \$15,000 from the Committed Project Reserve).

6.0 Climate Change Impacts

By replacing the existing doors with proper fitting weather tight doors there should be a reduction in the heating requirements of the facility by closing in the envelope of the structure, thus reducing the consumption of natural gas for heating purposes.

7.0 Communications

None

8.0 Conclusion

Larkin Architect Limited and Heritage Restoration Incorporated are already familiar with the building and the existing doors.

These two companies have shown the necessary skills and respect for heritage buildings to be able to design, build and install doors with appropriate hardware to serve the purposes of the facility.

9.0 Recommendation

BE IT RESOLVED THAT Committee receive report 2023-PRF-014, and

THAT Committee approve the request to Sole Source the design, build and installation of the Sunderland Town Hall main entrance and exterior balcony doors with Larkin Architect Limited and Heritage Restoration Incorporated, and

THAT Staff be directed to enter into an agreement with Larkin Architect Limited and Heritage Restoration Incorporated for this work, and

THAT staff consult with the Sunderland Town Hall ad-hoc advisory committee on the designs by bringing forward concept designs from Larkin Architect Limited, and

THAT this report be brought forward for approval at the Council meeting of May 23, 2023.

