



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Wayne Ward

**Position:** Director Parks, Recreation & Facilities

**Title / Subject:** Sunderland Arena Timelines and Project Manager Tender

**Date of Report:** June 25, 2024

**Date of Meeting:** June 28, 2024

**Report No:** 2024-PRF-017

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#### 1.0 Issue / Origin

This report outlines the results of Tender B2024-PW-11 for Project Management Services for the Sunderland Arena Renovation and Expansion Project. The report also outlines the timing of the closure of the arena for the start of construction.

#### 2.0 Background

The Township of Brock is hiring a Project Manager to support staff with the Sunderland Arena Renovation and Expansion Project. The tender was prepared by HPC, the Townships procurement consultant, and posted on Bids and Tenders. The closing date of the tender was 11:59 am on June 14, 2024. The Evaluation Team, consisting of HPC, the CAO, the Director of Parks, Recreation & Facilities and the Director of Finance evaluated the tenders, interviewed proponents and then opened the pricing bid on June 26, 2024.

#### 3.0 Analysis

The evaluation of the proposals was a three-stage process. The first stage was the technical evaluation, the second stage was an interview, and the third stage was pricing. Proponents needed to pass each stage to move on to the next one.

Three bids were received as follows:

- Altus Group Limited
- Colliers Project Leaders
- CBRE

Altus Group and Colliers did not move on to the third stage, so their pricing submissions were not opened.

The tender results are outlined in the table below:

Number	Bidder	Amount (excluding HST)
1	CBRE	\$306,966.17
2	Colliers	N/A
3	Altus Group	N/A

### Timing of Construction

A requirement of the RFP submission was for bidders to provide a chart outlining the estimated timelines of the project. All three submissions projected construction to begin in May 2025. A significant amount of work needs to be done before construction can start including design, drawings, and further cost estimates. In discussions with Project Managers, earlier construction is possible, but mobilizing in the winter is more costly. Since the Investing in Canada Infrastructure Program grant does not require construction to be complete until March 31, 2027, there is no need to pay additional costs to start construction early.

It's important that a decision about when to close the arena be made at this time since user group contracts need to be signed in the next few weeks. If the Sunderland arena is closed, then the user groups will sign contracts to play at the Beaverton or Cannington arena. Once the contracts are signed it would not be feasible for staff to redo all the contracts if a later decision was made to keep the Sunderland arena open. Based on this information, staff recommend that Sunderland arena not be closed until April 2025 and that ice be put in for the 2024/2025 season.

#### 4.0 Related Policies / Procedures

N/A

#### 5.0 Financial / Budget Assessment

The 2024 budget for the Sunderland Arena Project is currently set at \$9,200,000. The funding sources for the project are as follows:

Funding Source	Amount
Investing in Canada Infrastructure Program (ICIP) Grant	\$5,485,084
Development Charges (Township Funding)	\$2,414,695
Arena Reserve Fund Draw (Township Funding)	\$480,000
Additional Township Contribution Required	\$820,221
<b>Total Funding</b>	<b>\$9,200,000</b>

The Project Management costs will form part of the overall costs of the project and will be funded from the budget of \$9,200,000.

### **5.1 Asset Management**

The repair and replacement of the Sunderland Arena will need to be taken into consideration as part of the asset management plan.

### **6.0 Climate Change Impacts**

N/A

### **7.0 Communications**

Regular updates will be shared on the dedicated section of the Township website.

### **8.0 Conclusion**

Based on the foregoing review, staff recommend the award of the tender to CBRE as the proposal submitted meets the specifications outlined in the tender.

Staff also recommend that the Sunderland Arena stay open for the 2024/2025 season.

### **9.0 Recommendation**

BE IT RESOLVED THAT Report 2024-PRF-017, titled "Sunderland Arena Timelines and Project Manager Tender", be received; and

THAT staff be authorized to proceed with the issuance of the contract for the outlined work with CBRE in the amount of \$306,966.17, excluding HST, upon receipt of all required articles outlined in the tender document regarding insurance coverage; and

THAT Council provide staff with direction to put ice in the Sunderland arena for the 2024/2025 season.