Staff Report

Report To:	General Committee
Meeting Date:	July 15, 2025
Prepared By:	Phil Wood, Director of Operations Travis Raison, Project and Asset Coordinator
Report Number:	2025-130
Subject:	Reynolds Park Pavilion Tender Update

Recommendation

This report is for information purposes.

Background

Through the 2025 capital budget, Council approved a project to build an open air pavilion and boardwalk at Reynolds Park. The project was based on an engineering design completed in 2024 under project 220074. The design functioned as the scope of work for the public tender for construction. The public tender was posted on the City's Bids and Tenders public page and closed on June 19, 2025.

The public tender process yielded five (5) respondent contractors who provided tender submissions. Unfortunately, all submitted tenders were over the capital budget that was approved by Council. As a result of the costs provided during the tender process are in excess of the available budget, staff have had to cancel the tender in accordance with the Procurement Policy.

The tendering process allowed prospective contractors to review the design and specifications. During this process, several contractors identified opportunities to standardize materials and construction methods, which could lead to cost savings. Any design modifications, if feasible, may impact both the tendering process and the permits required to begin construction.

With the tender cancelled, staff intend to explore opportunities to improve the design with the objective of reducing the total project cost. Pending improvements to the pavilion design, staff intend to re-apply for required permits and re-issue the updated design to a public tender.
The objective of this staff report is to provide Council with up to date information on this capital project.

Analysis

<u>Public Tendering Process:</u>

The public tendering for the construction scope of work was posted on the Bids and Tenders website from March 21, 2025 to June 19, 2025. The duration of the public tendering was abnormally long by comparison to other equivalent projects. The unusual length of tender was a result of the several amendments that were required due to questions and clarifications from contractors considering the project. The questions being posed illustrated several components where improvements could be made to the design to standardize materials or methods that would result in cost savings.

All of the construction contractors who provided tenders demonstrated the ability and expertise to complete the project and were in good standing with the applicable construction regulatory bodies. Despite the quality of the contractors who participated, even the lowest tender was significantly over the approved budget.

Incomplete Permitting:
In parallel to the design challenges and improvement opportunities identified during the tendering process, staff encountered issues related to incomplete information regarding permitting requirements from the Cataraqui Conservation Authority (CRCA). As part of the project scope, staff are responsible for securing all necessary building and regulatory permits. Through discussions with the CRCA, staff were informed that additional engineering work is required to confirm that the current design complies with CRCA policy guidelines for structures located near the St. Lawrence waterfront.

Next Steps:

Staff have identified the following next steps to complete prior to proceeding with a construction contract:

1. Cancel the current public tender due to lack of adequate budget to proceed
2. Modify the design to standardize materials and methods for cost savings
3. Complete the additional engineering work to satisfy the CRCA policy requirement
4. Re-issue the public tender with the most-complete design information

Staff will follow-up to complete the identified changes and re-issue the public tender with the modified design scope. Following the conclusion of the new public tender, staff will establish a valid construction contract and report back to Council via the General Committee in accordance with City Procurement and Budgetary Control policies.

Financial Implications

Capital Budget:

Through the 2025 capital budget, Council approved the Reynolds Park pavilion and boardwalk capital project with a budget of $789,000. The project was funded as a combination of debt and fundraising undertaken by the local Rotary Clubs of Brockville.

The budget was proposed based on the class estimation provided by the engineering consultant that completed the design for the pavilion and Boardwalk.

Public Tender:

As a result of the public tender process the lowest cost tender that was received was over the approved budget.

Current Expenses:

Staff can identify two (2) current expenses for the 2025 capital project which, are as follows:

1. Additional engineering work needed for CRCA policy compliance
    a. Cost: $4,452 including net HST
2. Phase 2 - installation of dedication bricks for the Rotary fundraiser
    a. Cost: $4,843 including net HST

Policy Alignment

All procurement activities associated with the Reynolds Park Pavilion construction have been completed in accordance with:

- City Procurement Policy POL.F.20.139 and,
- City Budgetary Control Policy POL.F.20.181

In accordance with City Budgetary Control Policy POL.F.20.181, Council approval is required for known additional expenses prior to purchase.

Alignment with 2023-2026 Strategic Priorities

The rehabilitation of Reynolds Park has been a Council priority originating prior to the current term of Council. Current Council members further defined the construction of a covered open-air pavilion with boardwalk at Reynolds Park as a strategic priority. The completion of this scope of work was listed as strategic priority 3.3.3 under Section 3. Asset Management.

Conclusion

As a result of the overbudget and permitting situation, staff have cancelled the public tender in accordance with the City Procurement Policy. Staff will proceed to make modifications to the engineering design to ensure CRCA compliance and incorporate the potential cost saving measures leading up to the re-issuing a public tendering for the construction phase of the project.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 10 Jul 2025
Travis Raison, Project and Asset Coordinator	Approved - 10 Jul 2025
Sandra MacDonald, City Manager	Approved - 10 Jul 2025