



Special Board of Directors Meeting

A G E N D A

Special Meeting at the Call of the Chair

**December 4, 2024
7:00 p.m.**

1. First Nations Acknowledgement
2. Call to Order
3. Adoption of Agenda
4. Disclosure of Conflicts of Interest
5. Business for Approval
 - 5.1) Report on Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery
6. Other Business
7. Adjournment

1. First Nations Acknowledgement

We will begin by acknowledging that the land on which we gather is the traditional territory of First Nations people who have longstanding relationships to the land, water and region of southwestern Ontario. We also acknowledge the local lower Thames River watershed communities of this area which include Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation, Delaware Nation, Caldwell Nation and Walpole Island First Nation. We acknowledge the first nations people within the villages, towns and cities of our communities. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America). We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

5. Business for Approval

5.1 Report on Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery

Date: November 28, 2024
Memo to: LTVCA Board of Directors
Subject: Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery
From: Genevieve Champagne, Manager Conservation Lands and Services

Process

The Longwoods Road Conservation Area – Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery was issued on November 1, 2024 through Bids and Tenders and had 4 addenda associated with it. A mandatory site meeting was required for General Contractor submissions to be accepted, seven firms attended the meeting, four submissions were made. The closing date was November 27th, 2024 at 1:30pm, three attended in person and one requested to submit via digital submission due to unable to make it into the office on time based on geographic location, this requested was accommodated.

Results of Tender

Upon the closing time, four (4) firms presented their bids for the project. Those four (4) firms were:

Company	RFP Price (before HST)
Tradition Construction	\$417,200
Accuratus Design & Build Inc	\$472,500
Elgin Contracting and Restoration Inc	\$633,000
Direk*	\$725,372

The tenders were reviewed by Genevieve Champagne, Manager of Conservation Lands and Services. Each bid was reviewed for accuracy and completed in full.

Budget Implications

Estimated Costs Vs. Bid Costs

	Estimated	Bid Costs
Existing Resource Centre Gallery 2	\$70,000	\$39,686
New Elevator	\$235,000	\$285,944
Furnishings	\$60,000	\$60,000
Municipal Permits	\$1,670	\$1,670

Engineering Costs	\$18,103.50	\$31,612
Project Management (staff time)	\$20,000	\$20,000
Washroom Basement Rebuild	\$83,000	\$99,012
Utility Upgrade	\$40,000	\$0
Contingency	\$22,226.50	\$12,076
<u>Phase 2A Costs</u>	<u>\$550,000</u>	<u>\$550,000</u>

Revenues

Fed Dev	\$175,000
Elevator Grant	\$100,000
In Kind Management	\$20,000
Foundation	\$235,000
LTVCA (Cash)	\$20,000
Phase 2A Revenues	\$550,000

The Tender came in higher than expected; however, with the Utility upgrade not required for Phase 2A and with the reduction of the contingency we can reallocate those expected funds to cover the overage associated with the Elevator Construction.

Tradition Construction Inc. is the recommended choice for proceeding with Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery coming in at \$417, 200.00 (before HST), which is within the expected budget for the total costs for Phase 2A.

Recommended Resolution

That the Tender T03-2024- Longwoods Road Conservation Area- Phase 2A Elevator, Washrooms, Gallery project be awarded to Tradition Construction Inc for a total value of \$417,200.00 (before HST).

And that the CAO and Chair be authorized to sign contractual documents in this award.

This report aligns with the following objectives of the LTVCA’s Strategic Plan:

1. Strengthen and Increase Collaboration with Community Stakeholders

Respectfully Submitted:
Genevieve Champagne,
Manager Conservation Lands and Services

Approved By:
Mark Peacock, P. Eng.
C.A.O. / Secretary Treasurer