



MANAGEMENT REPORT

Date: May 12, 2025
To: Mayor and Council
From: Michael Mousley, Manager of Transit
Report Number: COU25-056
Attachments: None

Title: New Transit Office Building Project Award

Objective: To authorize the award of RFP-2025-18 for the new transit office facility.

Background: The current location of the transit office is at 60 Corcoran Street and operates out of a portable/trailer-type structure. This has been the case for almost 20 years. This facility is well beyond its life expectancy, in a state of disrepair, and needs to be replaced.

The City is currently reviewing the more comprehensive Space Needs Study, and this project is identified in the analysis.

Observations of the existing building:

- Adjacent to the transit maintenance depot
- The structure is a portable unit that is at the end of its life; it is scheduled to be replaced in 2026
- Inadequate temperature control with no entry vestibule
- The building has a ramp but is not fully accessible
- The space is small and insufficient to meet the operational needs and the number of staff
- No meeting/collaboration area
- No staff lunch or break room

Analysis: On March 18, 2025, RFP-2025-18 was posted on the City's website and closed on April 11th at 2:00 pm. The tender identified a building on slab foundation, with a similar footprint, that will address the observations noted. A total of eight proposals were received from the following organizations in response:

- Accuratus
- Complete Building Systems Inc.
- CPC
- Elgin Construction

- Feltz
- PK Construction
- SEM
- Sierra

Proposals were evaluated on the following criteria:

- Company Profile and Project Team
- Project Team Qualifications and Company Experience
- Further Project Team experience including Project Manager, Site Supervision, Sub-Trades
- Project Schedule
- Statement of Warranty
- Financial Proposal

Following an assessment of the first five categories, the proponents meeting with marks of 55 out of 75 or better were moved into the final assessment phase to assess pricing. The top proponent's references were then checked, and the committee selected Complete Building Systems Inc.

Complete Building Systems Inc. offers comprehensive construction management services to ensure timely and cost-effective completion of projects.

The transit building was identified in the 2023 Corporate Energy Emissions Plan (CEEP) as one of the City facilities that could significantly contribute to the GHG reductions with a retrofit. Staff will work with the proponent to ensure that cost effective options that further this objective are included in the project.

Financial Implications:

Financial impact to the current year operating budget:

This project received approval of funding from ICIP several years ago, which was received in 2023 and remains in reserves. This project was part of the 2023 capital projects approved for completion in 2023. It was not completed and was not re-included in the 2025 approved capital plan (though it was identified in the departmental workplan). ICIP funding covers approximately 70% of the remaining City portion using Provincial Gas Tax funds to 'stack' the grant funding. As such, this has no local tax levy implications.

Financial impact on future year operating budget:

Annual general maintenance costs are unknown at this time but will be minimal with a new building in the early years and should approximate current general maintenance costs and not impact the tax levy.

Based on the estimated useful life of the building, which could be as long as 100 years with appropriate lifecycle operating activities, a prudent financial strategy would include investing an amount each budget year to the reserves to handle these eventual costs.

Historically, costs of this nature would rely on the existence of federal or provincial funding availability at that future date or be part of the operating budget when or if needed. This approach is fine but not consistent with sustainable asset management and long-term funding practices and will be considered regularly in that context. Because of the historic stability of federal and provincial funding, impacts may be small, but the risk to funding streams should also be considered when determining if or how much future planning is appropriate.

Link to asset management plan and strategy:

This project directly supports the City's Asset Management Plan and Strategy by proactively investing in the renewal and right-sizing of municipal infrastructure to meet current and projected service levels. The existing transit office building has been identified through data driven condition assessments and lifecycle analysis as being at the end of its useful life and currently has functional limitations.

The building currently has an overall condition rating of poor, based on the 2020 Building Condition Assessment (BCA), which had recommended replacement of the windows, heating/cooling unit, stairs, and roof in the short term. Constructing this new, purpose-built facility ensures the City can continue to deliver reliable and efficient transit services, in alignment with existing levels of service objectives and asset replacement recommendations.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as this project supports the City's strategic commitment to sustainable infrastructure, operational efficiency, and informed decision-making based on asset performance data and long-term financial planning.

Alignment with One Planet Principles:

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT the Request for Proposal (RFP-2025-18) for the design and build of a new transit office facility be awarded to Complete Building Systems Inc. in the amount of \$400,020, including HST.

Prepared by: Michael Mousley, Manager of Transit

Recommended by: Tim Wolfe, Director of Community Services

Adam Betteridge, Interim Chief Administrative Officer