



Town of Huntsville Staff Report

Meeting Date: June 26, 2023

To: Council

Report Number: OPS-2023-30

Confidential: No

Author(s): Brandon Hall, Civil Engineering Technologist

Subject: Annex Parking Lot (1 Minerva St. E) - Budget Deviation

Report Highlights

This report outlines a budget deviation with respect to increased costs for the rehabilitation of the Annex Building parking lot and approval for the funding source,

Recommendation

That: the total project cost for design and construction for the rehabilitation of the Annex building parking lot located at 1 Minerva St. E, be approved at \$116,000, and the increased cost of \$56,000 be funded through the Public Works Capital Reserve.

Background

Staff were directed through Report CORP-2022-85 to rehabilitate the Annex building parking lot to support the use of the building as a new Medical Centre.

The current state of the parking lot is very poor, with insufficient drainage and road base materials.

Staff had previously provided a preliminary cost estimate of \$60,000 which was included in the 2023 budget to be funded through the Town's Capital Replacement reserve.

Discussion

Staff had obtained TULLOCH Engineering to review the site and provide a concept plan for the rehabilitation of the Annex parking lot.

Rehabilitation works are to include stormwater management, stormwater infrastructure installation and re-paving of the entire parking lot.

Town staff have tendered the Annex parking lot and the expected cost is approximately \$116,000, including any engineering expenses.

Currently \$60,000 for the rehabilitation of the Annex building parking lot is being funded through the Town's Capital Replacement Reserve in the 2023 budget.

Staff are requesting a Budget Deviation from \$60,000 to a total cost of \$116,000. Staff are also requesting the increase in costs to be funded through the Town's Capital Replacement Reserve.

Construction is slated to be completed on or before July 31st, 2023.

Options

1. Council approve the budget deviation of \$56,000 to be funded through the Public Works Capital Reserve **(Recommended)**
2. Council not approve the budget deviation of \$56,000 and leave the Annex Parking Lot in its existing condition.(not recommended)

Capital

In the 2023 budget, \$60,000.00 is to be funded through the Town's Capital Replacement Reserve. With the results from the request for Quotation (RFQ) issued, the total cost is expected to be approximately \$116,000 which includes design work, construction and contingency:

- \$6,000 design work
- \$100,039.41 for construction

This is a budget deviation of \$56,000 which is recommended to be funded from the Town's Capital Replacement reserve which has a beginning balance for 2023 of \$275,176, with \$60,000 currently committed to come from this reserve for this project.

Operational

The Town already incurs maintenance costs on this parking lot. The work to be done on this parking lot should reduce current issues with uneven pavement and improve accessibility to the building.

Council Strategic Direction / Relevant Policies / Legislation / Resolutions

Healthcare CW.1.6.

Continuous Improvement RdINF.3.21

Attachments

[21-1753 Huntsville Engineering Annex \(MAY 26, 2023\)](#)

Consultations

Julia McKenzie, Director of Finance Services/Treasurer

Tarmo Uukkivi - Director of Operations & Protective Services.

Respectfully Submitted: Brandon Hall, Civil Engineering Technologist

Manager Approval (if required): _____

Director Approval: Tarmo Uukkivi - Director of Operations & Protective Services

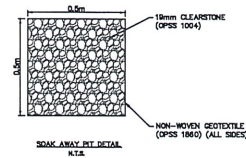
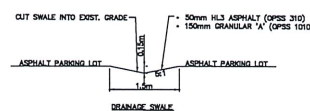
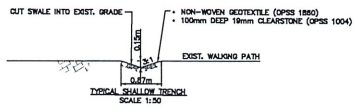
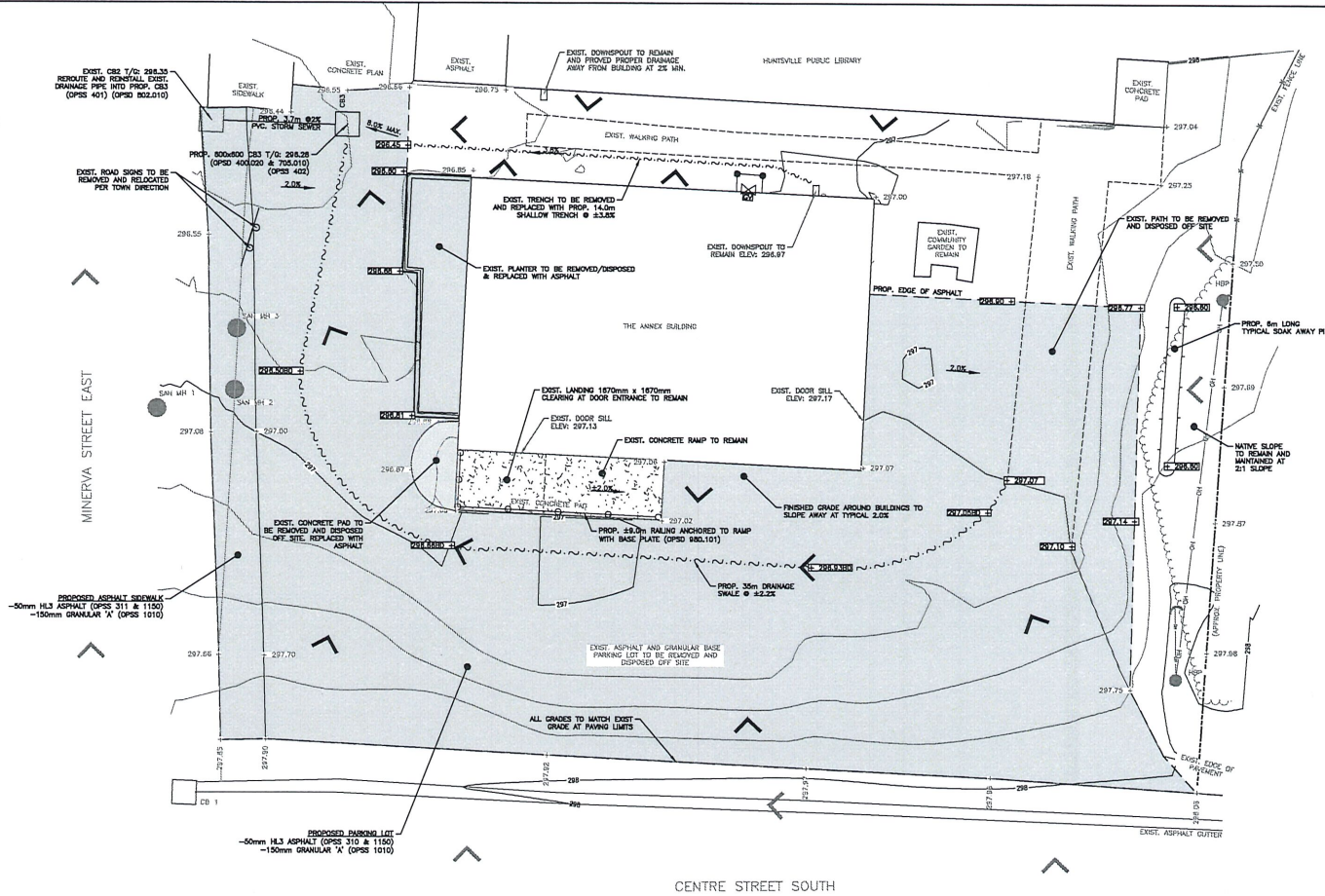
CAO Approval: Denise Cory - Chief Administrative Officer

GENERAL NOTES:

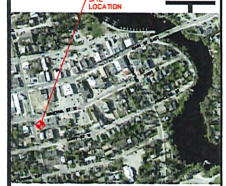
- DO NOT SCALE DRAWINGS.
- ONTARIO PROVINCIAL STANDARD SPECIFICATIONS (OPSS) AND ONTARIO PROVINCIAL STANDARD DRAWINGS (OSPD) TO APPLY UNLESS OTHERWISE NOTED.
- NOTIFY ALL UTILITIES AND MUNICIPAL AUTHORITIES 72 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION. UTILITY PERSONNEL TO BE ON SITE WHEN EXCAVATING ADJACENT TO UNDERGROUND UTILITIES, WHERE REQUIRED BY THE EXISTING UTILITY.
- SUPPORT UTILITIES IN ACCORDANCE WITH THE DIRECTIONS AND GUIDELINES OF THE IMPACTED UTILITY.
- COMPLETE ALL TRENCHING IN ACCORDANCE WITH THE CURRENT OCCUPATIONAL HEALTH & SAFETY ACT.
- THE LOCATION OF UTILITIES AND SERVICES SHOWN ON DRAWINGS ARE APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR THE CONFIRMATION OF ALL UTILITY AND SERVICE LOCATIONS, THEIR PROTECTION AGAINST DAMAGE, AND IS WHOLLY LIABLE FOR ANY DAMAGE TO THEM THAT OCCURS.
- CONTRACTOR SHALL COMPLY WITH THE REQUIREMENTS OF THE TOWN OF HUNTSVILLE FOR TRAFFIC FLOW ON MUNICIPAL STREETS INCLUDING ISSUANCE OF ROAD OCCUPANCY PERMITS.
- ALL INSTALLATIONS ARE TO BE COMPLETED TO THE SATISFACTION OF THE TOWN OF HUNTSVILLE, IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
- ALL DIMENSIONS ARE IN METERS, EXCEPT PIPE DIAMETERS, WHICH ARE IN MILLIMETERS, UNLESS SPECIFIED OTHERWISE.
- ALL SLOTTING, EROSION, AND ENVIRONMENTAL CONTROL MEASURES SHALL BE IN PLACE PRIOR TO THE START OF CONSTRUCTION AND REMAIN IN PLACE UNTIL THE DISTURBED AREAS ARE REINSTATED TO EXISTING CONDITION OR BETTER.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL DETAILED CONSTRUCTION LAYOUT WORK TO THE SATISFACTION OF THE OWNER.
- LATEST APPROVED DRAWINGS TO BE USED FOR CONSTRUCTION AND ANY DISCREPANCIES REPORTED TO THE ENGINEER BEFORE CONSTRUCTION BEGINS.
- CONTRACTOR SHALL SUPPLY ALL NECESSARY WATER AND/OR DUST CONTROL PRODUCT AS REQUIRED FOR COMPACTION AND/OR DUST CONTROL IN ACCORDANCE WITH OPSS 308.
- CONTRACTOR TO PROVIDE A DETAILED TRAFFIC CONTROL PLAN PRIOR TO THE START OF WORK. TRAFFIC CONTROL AND STORAGE DURING CONSTRUCTION SHALL CONFORM TO THE TOWN OF HUNTSVILLE REQUIREMENTS AND MINISTRY OF TRANSPORTATION BOOK 7 REQUIREMENT.

PARKING LOT & RESTORATION NOTES:

- EXCAVATION AND GRADING TO BE COMPLETED SHALL BE IN ACCORDANCE WITH OPSS 206.
- GRANULAR "A" SHALL BE COMPACTED, PLACED, AND CONFORM TO OPSS 314 AND 501.
- PLACE ALL ASPHALT IN ACCORDANCE WITH OPSS 310 AND 311.
- WHERE REQUIRED, ADJUST AFFECTED MAINTENANCE HOLES AND VALVES IN ACCORDANCE WITH OPSS 406.
- CONTRACTOR IS RESPONSIBLE FOR ALL DUST CONTROL IN ACCORDANCE WITH OPSS 306.
- ENSURE ACCESS TO LOCAL RESIDENT AND COMMERCIAL DRIVEWAYS AT ALL TIMES.
- BULLETS, SLOPES, AND SWALES TO BE GRASSED, WHERE REQUIRED, WITH MINIMUM 100MM TOPSOIL IN ACCORDANCE WITH OPSS 602 AND 500.
- EXISTING UTILITY PLANT TO BE PROTECTED IN ACCORDANCE WITH OPSS 491.
- PLACE ALL ASPHALT IN ACCORDANCE WITH OPSS 310.
- ALL RESTORATION WORK TO BE COMPLETED TO THE SATISFACTION OF THE TOWN OF HUNTSVILLE.
- SIDEWALK SHALL BE IN ACCORDANCE WITH OPSS 311.



KEY PLAN



ENGINEER'S SEAL:



REV	DATE	BY	APP'D
1	2022.05.26	ISSUED FOR TENDER	EV CS

CLIENT:

TOWN OF HUNTSVILLE



PROJECT TITLE:
ANNEX PARKING LOT RENEWAL

DRAWING TITLE:
SITE PLAN

EV	CS	EV	CS
DRAWN	DESIGNED	CHECKED	APPROVED

SCALE: 1:75
DATE: NOV 18, 2022

PROJECT No.	REVISION	DRAWING
21-1753	0	C1