

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BUILDING COMMITTEE MEETING MINUTES
November 2, 2017
6:00 p.m.

1.0 CALL TO ORDER AND ROLL CALL

The Township of McNab/Braeside Building Committee meeting was called to order at 6:00 p.m.

Present: Ryan Frew, Director of Public Works (Meeting Chair)
Angela Lochtie, Treasurer
Chris Vereyken, Chief Building Official
Tom Peckett, Mayor
Brian Armsden, Deputy Mayor
Mandy Cannon (Recording Secretary)

Also Present: Jacob Kelly, +VG Architects

Absent: Lindsey Parkes, CAO/Clerk

2.0 DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest declared at this time.

3.0 ADOPTION OF AGENDA

Moved by Brian Armsden, seconded by Tom Peckett, **THAT** the agenda dated November 2, 2017, be adopted as submitted and circulated.

CARRIED.

4.0 DELEGATIONS AND PRESENTATIONS

a) Nil

5.0 ADOPTION OF PREVIOUS COMMITTEE MEETING MINUTES

a) Nil

6.0 **GENERAL INFORMATION ITEMS**

a) Nil

7.0 **MUNICIPAL OFFICE BUILDING AND PERNEEL BUILDING**

7.1 **TENDER OPENING SUMMARY & DISCUSSION**

Mr. Frew explained that the purpose of this meeting is to discuss the Tender Opening and determine next steps. There were nine bids received, these bids still have to be reviewed to confirm compliance. Based on the base price (as read), the estimates all came in over the estimated budget. The tenders that were submitted were not broken down by building or site work thereby making it difficult to determine where the tendered costs varied from the budget estimate. Jacob Kelly advised that a possible next step is to do a post-tender addendum to the lowest bidder before awarding the contract, asking for a specific break down of costs, which could be used to negotiate specific scope changes.

Ms. Lochtie confirmed that by taking the lowest bid amount into consideration would push the debt repayment into the medium-high range.

The Building Committee agreed that the next steps are for +VG Architects to analyze the bids and determine who the lowest (and conforming) bidder is when the installation of the emergency generator and geothermal system is taken into consideration. Once this has been determined, a post-tender addendum will be sent to this bidder requesting a detailed breakdown of the bid. Once the results of this breakdown have been received, the Building Committee will make a recommendation to Council for consideration.

8.0 **NEXT MEETING**

TBD

9.0 **ADJOURNMENT**

Moved by Angela Lochtie, seconded by Brian Armsden, **THAT** this meeting of the Building Committee adjourn at 6:52 p.m.

CARRIED.