



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: June 7, 2021
Prepared by: Jay Affleck, Assistant Manager, Parks and Facilities
Report Number: Parks and Facilities-2021-07
Subject: Harrow Splash Pad Engineering
Number of Pages: 3

Recommendation(s)

That Parks and Facilities -2021-07 entitled, "**Engineering** of New Public Washrooms/Change Rooms at Harrow Splash Pad" **prepared by** Jay Affleck, Assistant Manager of Parks and Facilities, dated June 7, 2021 be received, and

That Council appoint Architecttura Building Intelligence to provide engineering and design for the New Public Washroom/Change Rooms at Harrow Splash Pad project (CS-21-0043) in the amount of \$18,569.37.00 including non-refundable HST, in accordance with the completed request under Section 22 of the Town of Essex Procurement By-law 1043.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required to waive the requirements for proposals, tenders and quotations for consulting and professional services under Section 22.02 of the procurement and disposal of goods and services policy.

Background and Discussion

The Town of Essex has recently constructed new public washroom/change rooms at the Essex Centre Splash Pad. The engineering and design for the Essex Centre washrooms was provided by Architecttura Building Intelligence. The Town of Essex is now building similar washrooms located next to the Harrow Splash Pad, and being a municipal facility, an architect is required to provide drawings and design. Consistency in engineering and design is key to Town operations and due to the similar nature of the project, drawings and scope of work, Architecttura Building Intelligence can efficiently provide the Town with the requirements for this project.

The Town of Essex has fostered a strong working relationship with Architecttura Building Intelligence and has received value, exceptional service, and consistent support. That existing knowledge and expertise will allow Architecttura Building Intelligence to competently provide engineering and design to this project effectively and efficiently, both creating savings and ensuring the project timelines are met.

Financial Impact

The 2021 approved capital budget project CS-21-00143 has a total budget of \$150,000.00 which includes funding for professional services for this project. Architecttura Building Intelligence Design and Engineering services have provided a budget for this project in the amount of \$18,569.37 including applicable taxes.

Consultations

Jake Morassut, Manager, Parks and Facilities

Doug Sweet, Director, Community Services

Jackson Tang, Assistant Manager, Business Services

Jeffrey R. Morrison Director, Corporate Services / Treasurer

Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ **Improve the Town's capacity to meet** the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Harrow Splash Pad Washroom Engineering - Parks and Facilities-2021-07.docx
Attachments:	- 2021 Sole Source Harrow Splash Pad washroom Project Procurement Section 22 (2).pdf
Final Approval Date:	Jun 1, 2021

This report and all of its attachments were approved and signed as outlined below:



Jake Morassut, Manager, Parks and Facilities - Jun 1, 2021 - 11:49 AM



Doug Sweet, Director, Community Services/Deputy CAO - Jun 1, 2021 - 12:37 PM

Chris Nepszy, Chief Administrative Officer - Jun 1, 2021 - 1:51 PM