



Community Services *Staff Report*

REPORT NO: CS 2023-06

TO: Council

SUBMITTED BY: Sandy Jackson, Director Community Services

PREPARED BY: Sandy Jackson, Director Community Services

REVIEWED BY: Sharon Chambers, CAO

DATE: April 3, 2023

SUBJECT: Contract Extension Castle Kilbride Exterior Construction

RECOMMENDATION:

THAT Report CS 2023-06 be received for information purposes; and further,

THAT staff be authorized to extend the construction contract with Homestead Woodworks by \$112,232.23 + HST to complete exterior porch repairs.

SUMMARY:

Due to the lack of available contractors and specialty materials for the Castle Kilbride Porch restoration and replication project in 2023, staff are seeking an extension to the existing contract with Homestead Woodworks of Hawkesville to include the 2023 Castle Kilbride Restoration and Replication project works.

Homestead Woodworks was contracted in 2022 to complete the front porch repairs and has the experience, knowledge, and capacity to complete the east porch and balcony restorations, east porch step replication, front porch fringe and base repairs, as well as porch drainage and rodent guard installation.

The Procurement By-Law 2021-043 permits “the extension or reinstatement of an existing contract or continuation with an existing vendor, with CAO and Treasurer approval, when it

would be more cost effective or beneficial to the Township. All contracts in excess of \$100,000 require Council approval.

BACKGROUND:

In 2022, a capital project was initiated to restore the front and side porches and custom adornments of Castle Kilbride, including the full replication the deteriorated steps at both porch locations, repairing the sag in the north column of the east porch, and repairing and repainting all exterior wooden adornments of the Castle and privy. Through the tender process only one (1) bid was received. The single bid did not meet criteria of the posting, and far exceeded the available budget (\$128,000.00).

The contractor was contacted, and site meetings were held to discuss the submission, the scope of work and requirements, as well as distance of travel, and difficulties in procuring the required materials. The contractor eventually indicated they were no longer available for the project.

Due to the budget threshold and specialty work required on a heritage structure, Staff researched and reached out to eleven (11) additional contractors specializing in heritage restoration, woodworking, and/or architecture to only find one (1) company that showed interest in the significance of this project.

[Homestead Woodworks](#), located in Hawkesville, Ontario, and has a team of experienced craftsman that specialize in historical woodwork and notable experience in successfully completing historical projects in neighbouring communities. Site meetings were held, and after reviewing their proposal, staff contracted them to complete the front porch step portion of the project.

The museum's unique wooden porches are particularly susceptible to harsh elements including full sun exposure, snow, ice and wind impact. In addition to the weather, high traffic use on the front and side porches by the public contributes to the wear of the wood.

Following the guidelines for Castle Kilbride's designation, traditional woodworking sympathetic to the time period paired with modern equipment is required to ensure the museum maintains as much historical accuracy as possible. The original budget did not take these considerations into account, and some unanticipated engineering work was required prior to repairing the east porch. As a result, additional funds were sought in the 2023 capital budget to complete the remaining work and bring the Castle back to its original design and condition while using specialty materials such as white oak and Accoya wood that has a 40-50 year service life in above ground, untreated conditions.

With a 5-year painting and maintenance program included in the 10 year capital forecast moving forward, the restoration works completed on the Castle using these specialty materials are anticipated to exceed the standard service life expectations.

REPORT:

As per clause 71 c) of the Procurement By-Law (2021-043):

The Purchasing Agent may negotiate directly with one or more Bidders and in such case the requirement for inviting tenders or quotations is waived:

c) When the extension or reinstatement of an existing contract or continuation with an existing vendor, with CAO and Treasurer approval, would be more cost effective or beneficial to the Township

Due to the lack of available contractors and specialty materials, staff are seeking an extension to the existing contact with Homestead Woodworks of Hawkesville for completion of the remainder of the woodworking required for this capital project.

Since the amount exceeds the \$100,000 threshold, this requires the approval of the CAO as well as Council per Clause 73 of the Procurement By-Law:

Any negotiated purchase contract for \$100,000.00 or more in value, excluding taxes and freight, shall be subject to approval from Council.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Maintaining safe facilities for public enjoyment and maintaining Township assets improves the quality of life of residents and is a fiscally responsible approach to managing Township assets.

FINANCIAL CONSIDERATIONS:

The overall project funding allocations from the 2022 and 2023 Capital Program are outlined below:

Funding Source	\$
2022 Capital Levy	\$28,792
2023 Capital Levy	17,456
Rural Economic Development Fund (RED)	9,750
Museum Assistance Program	56,624
Infrastructure Reserve Funds – Facilities	127,378
TOTAL FUNDING	\$240,000

Under Phase I of this project, the Township has incurred \$52,925.38 in expenditures, leaving \$187,074.62 in outstanding funding.

This report seeks approval of \$112,232.23 in additional expenditure through the contract extension with Homestead Woodworks. The remaining project funding of approximately \$75,000 will be committed to painting the finished woodworking, adding a sprinkler system to

the heart garden and side gardens. These components will be tendered separately as there are multiple adequate contractors capable of this work.

ATTACHMENTS:

n/a