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Date December 1, 2020 **Report No.** 2020-526

To Chair and Members
Committee of the Whole Operations and Administration

From Inderjit Hans, P. Eng., PMP
General Manager, Public Works Commission

1.0 Type of Report

Consent Item	<input type="checkbox"/>
Item For Consideration	<input checked="" type="checkbox"/>

2.0 Topic Emergency Procurement for Roof Replacement at 1 Sherwood Drive [Financial Impact: \$56,834.02]

3.0 Recommendation

- A. THAT Report No. 2020-526 entitled "Emergency Procurement for Roof Replacement at 1 Sherwood Drive [Financial Impact: \$56,834.02 BE RECEIVED"
- B. THAT the amount of \$56,834.02 BE FUNDED as follows:
 - a. \$25,000 from project PK2009 Parks & Recreation Minor Capital; and
 - b. \$31,834.02 from the Facilities Asset Management Reserve RF0526.

4.0 Purpose and Overview

This report has been prepared to inform Council on the emergency procurement for a roof replacement on the mechanics bay at 1 Sherwood Drive after it was discovered that the roof was leaking in multiple locations causing structural

damage and mold in December of 2019 by the Joint Health and Safety committee.

The roof failure required immediate action including mold abatement, structural reinforcement, and roof replacement. This report is to address the emergency procurement process that was initiated for only the emergency actions required to make the building safe and sealed as it relates to the section 3.04 of the City's Purchasing Policy.

5.0 Background

The Parks Services administrative building is located at 1 Sherwood Drive with a mechanics bay at the back of the building. The site is managed and occupied by Parks Services. The mechanics bay is a small garage with 3 overhead doors and a workshop area. Due to plans to redevelop the site as laid out in the previous Accommodations and Yards Strategies, only necessary work has been completed to maintain and operate the building since 2014. However, the phases of the Accommodations and Yards Strategies have been postponed in previous years due to competing priorities. As a result the roof reached its end of service life, and repairs that were completed to address active leaks were no longer sufficient.

6.0 Corporate Policy Context

#1 - Desired Outcome: All neighbourhoods in the City are safe, vibrant, attractive, and inclusive.

Tier 2 Priorities: b) Mandate the City to lead by example in property standards and maintenance, ensuring municipal assets contribute to civic pride

7.0 Input From Other Sources

Staff from Parks Services and the Facilities Management & Security provided content into this report. The content of this report was discussed and reviewed by Staff from Health, Wellness and Safety in the Human Resources Department, Finance, Fleet Services and the Purchasing Department.

8.0 Analysis

In December of 2019, the Joint Health and Safety team did a walkthrough of 1 Sherwood and found significant damage due to water in the mechanics shop and the presence of mold in several locations.

Facilities Management & Security was engaged to hire a Consultant for \$850 to conduct an investigation to identify the extent of the mold due to water damage. The consultant identified multiple areas of mold present on roof joists and the drywall ceiling. Remediation and sealing of the mold areas was completed immediately to make the area safe for staff until the roof was repaired. A roofing contractor was then engaged in January 2020 to assess the roof condition and make recommendations for repair and provide budgetary costing. However, complete replacement was recommended as repairs were no longer feasible. Staff reviewed available funds to address the replacement, and considered alternative locations to relocate the mechanic services, however there was not adequate space available at the other operational facilities.

In March 2020 the Province declared an emergency as a result of the COVID-19 pandemic, which required all non-essential businesses and construction projects to temporarily cease operation. As a result, the decision to replace the roof was delayed, keeping in mind that there was no immediate risk to employees. In April of 2020 the Legal Services Department reviewed the legislation and determined this project would fall under the list of approved projects.

Unfortunately the COVID pandemic brought further delays and apprehension by contractors and consultants to mobilize to site. Finally, in May of 2020 a roofing Consultant for \$5,500.00 was engaged to assess the roof. The roofing consultant further recommended an investigation of the structure by a structural engineer to assess the extent of water damage before replacement specifications could be developed.

On June 15th a structural engineer attended the site to investigate and an engineering report was submitted to the City on June 17th stating there was visible rot within some of the wood joists and roof deck and further damage was likely. A recommendation to remove the drywall ceiling entirely to identify all deteriorated structural wood joists and deck was made. A quote to complete type 1 mold abatement of the drywall and insulation and a ceiling containment system was approved on July 19th. In order to prevent service disruption to the mechanic's shop the work was completed over the first available weekend on August 1st. The engineer returned following the abatement to complete a full assessment of the roof structure and provided recommendations for structural repair to be included in the roof replacement specification.

The assessment identified multiple areas of roof deck and at least 5 joists requiring shoring and replacement. Some areas could not be accessed or assessed and the conditions in these areas remained unknown. By the time the

specifications were ready to be issued for pricing in September, a formal quotation process would have put the work at risk of not being completed before inclement weather became imminent; preventing or delaying the work even further. Based on the roofing specification, a quote from BML Roofing was received for a total cost of \$41,900.00.

These factors were presented to the General Manager of Public Works for consideration and approval to proceed with Purchasing to implement the Emergency Purchasing Policy in order to protect staff, avoid further damage to the roof and supporting structure and avoid any potential need to relocate staff to another location, impacting services to the public. Upon determination by the General Manager that there was an impending situation requiring immediate procurement, BML Roofing was engaged to complete the roof replacement.

Table 1 - Total Cost for Emergency Work

<u>Scope</u>	<u>Cost</u>
Mold Investigation	\$850.00
Removal of Drywall and Insulation (includes Type 1 abatement)	\$4,610.65
Ceiling Containment System (protection from debris/remaining mold)	\$3,973.37
Roof Consultant (Specifications)	\$5,500.00
Roof Replacement	\$41,900.00
Total Cost	\$56,834.02

This work could not be covered by insurance because the roof condition is considered typical wear and tear under building maintenance. The work could not be deferred any longer and needed to be completed before the winter season due to high risk of further roof failure.

9.0 Financial Implications

As shown in Table 1 above, the cost for all of the work required to address this emergency was a total of \$56,834.02. The work was able to be partially funded by the Parks Minor Capital account - PK2009 for a total of \$25,000. However, available funding was not sufficient and an additional \$31,834.02 in funding is

required. Staff recommends the unfunded amount be supported by the Facilities Asset Management Reserve RF0526.

10.0 Conclusion

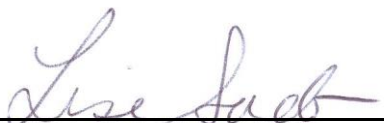
Upon discovery of the mold, an assessment and containment solution was completed promptly while further investigations were completed. Unfortunately due to extenuating circumstances, including further investigations identifying additional damage(s) and the COVID-19 pandemic, addressing the roof repair and replacement was delayed. This resulted in a compressed timeframe to receive competitive quotes, and required emergency action to complete the replacement before inclement weather or further damage was incurred. The roof replacement work was initiated on October 1st, 2020 and completed on October 5th, 2020.



Brian Hughes
Director Parks Services



Inderjit Hans, P. Eng., PMP
General Manager, Public Works



Lise Sordo, Director Facilities
Management & Security



Lindsay Plant, Project Management
Specialist

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required ☐ yes ☒ no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk ☐ yes ☒ no

Is the necessary by-law or agreement being sent concurrently to Council? ☐ yes ☒ no