

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

23 July 2018 / 23 juillet 2018

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

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**SUBJECT: CONTRACT AWARD - SWANSEA SEASONAL VEHICLE STORAGE
BUILDING**

OBJET: VERSION FRANÇAISE

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the award of a construction contract for the amount of \$752,313.00 (including construction contingency) to Michanie Construction Inc. for the construction of a new storage facility at 2799 Swansea Crescent.

RECOMMANDATIONS DU RAPPORT

Version française

BACKGROUND

The City's Municipal Workshops facility at 2799 Swansea Crescent plays a critical role for the Ottawa Police Service (OPS). It is the location of the OPS Property and Evidence Control Facility, which has been in operation there since 2004 when it was first constructed.

In 2010, the City assigned an additional 3,400 square feet of unheated storage space to OPS, adjacent to the Evidence Control space, to use for off season vehicle storage (boats, snowmobiles, ATVs, bicycles). Seasonal vehicles are rotated from divisional facilities to more affordable consolidated storage in the off seasons. This provides a

more cost effective approach and reduces on-site storage requirements in Divisional Buildings for vehicles and equipment not in use.

Over the next few years OPS will add even more functions to this site through the “Swansea Realignment Program.” Four projects were identified and approved as part of the Facilities Strategic Plan (FSP) – Update #1 (2017-2033). Each project is distinct in nature but forms part of a broader strategy to achieve operational efficiency and co-location for the OPS Materiel Management Section. The four projects include:

- a new stand alone seasonal vehicle storage facility (2018);
- fit-up of space for OPS Quartermaster Services (2019) to permit the move from Leitrim Station prior to the City’s Bank/Leitrim Road Widening Project; and to prepare for the return of the Leitrim building to the City’s inventory upon completion of the new South Station project (2021).
- fit-up of space for OPS Fleet and Technical Services (FTS) to allow co-location with the City Fleet Services who perform the vast majority of OPS vehicle maintenance (2020); and
- fit-up of space to accommodate Evidence Control’s future expansion (2030).

This report outlines the plan and funding required for the first project in the Swansea Realignment Program – the construction of a seasonal vehicle storage facility - and requests approval to award the construction contract.

DISCUSSION

The City has agreed to assign vacant yard space adjacent to the OPS Evidence Control compound for the new seasonal storage building. OPS contracted consultants to prepare drawings, specifications and tender documents to support the procurement process which was undertaken with the City Supply Management Branch. Bidders were invited from the prequalified General Contractors list created by Supply Management in March 2016. At that time, 14 General Contractors qualified to bid on construction projects valued between \$15K and \$2M for a period of three (3) years, plus two additional one year terms.

On April 30, 2018 all 14 contractors were invited to respond to the **Swansea-Seasonal Vehicle Storage Building** Request for Tender. One general contractor submitted a proposal. The tender closed on June 28, 2018 and Michanie Construction Inc. was deemed the successful bidder in the procurement process.

CONSULTATION

Project specific consultation was undertaken with the City's Real Estate Office (CREO), Swansea Building Management, City Fleet Services and City Supply Management; along with design and construction subject matter experts and internally at OPS with representatives from Materiel Management and the Community Relations and Frontline Specialized Support (CRFSS) Directorate.

Public consultation is not required.

FINANCIAL IMPLICATIONS

A funding envelope of \$5.76M is available within Capital Account # 907492 identified for the Swansea Re-alignment Program.

Order #	907492
Approved Budget:	\$ 5,760,000
<u>Expenditures to Date:</u>	<u>\$ 180,213</u>
<u>Available Budget:</u>	<u>\$ 5,579,787</u>
Construction Contract	\$ 683,921
Contingency	\$ 68,392
<u>This Request: (*)</u>	<u>\$ 752,313</u>
<u>Remaining Budget:</u>	<u>\$ 4,827,474</u>

* HST excluded

The remaining funds are required to complete the remaining projects in the Swansea Realignment Program.

CONCLUSION

The Seasonal Vehicle Storage building for off-season specialized vehicles is the first project of the Swansea Realignment Program and is part of the Board approved Facilities Strategic Plan – Update #1(2017-2033). Completion of this critical first project will support a series of dependent projects that will enable OPS to achieve future efficiencies and operational effectiveness for the Materiel Management Section in critical service areas including Quartermaster Services, Fleet and Technical Services and Evidence Control. Additionally, the broader Swansea Realignment Program will allow the OPS to meet its commitment to return the Leitrim building to City inventory and to improve partnerships with the City's Fleet Services through the co-location of the service providers.