

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 15, 2021  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, A/Director of Public Works  
**SUBJECT: Downtown Core Costing**

---

### **RECOMMENDATION:**

**THAT** the Committee of the Whole receive this report as information

**AND THAT** Committee of the whole recommend Council approve the proposed timelines for construction and direct staff to proceed with finalization of the tender based on the proposed dates.

### **BACKGROUND:**

The Municipality of Mississippi Mills has gone through a Municipal Class EA for the purposes of completing a renewal of our downtown core. The process started in 2015. Several public meetings have been held, throughout the EA process and during the detailed design process. Parsons Consultants Inc. was engaged for the EA process, and JP2G Consultants Inc. for completion of the detailed design. Staff and Council have reviewed the process several times along the way and taken into consideration comments from the public, stakeholders, professional engineers and consulting teams hired to come up with an appropriate detailed design that balances the needs and wants of the community and stakeholders, with considerations for the required fiscal responsibilities of the Municipality.

In order to achieve the desired balance, the scope of the project has been reduced from its original concept of a complete renewal of an area including the downtown core and surrounding areas to a more deliberate scope focusing primarily on the downtown core itself, while recognizing the future possibility of the development of the area surrounding the downtown core. The need to create this balance between the needs, wants and required works and maintain fiscal responsibility also reduced the scope of the surface works, from the original concept. The final scope is felt to have achieved this balance between the modern upgrades needed for the downtown core and maintaining the historic character of our community.

## DISCUSSION:

A final cost estimate has been completed by JP2G based on the finalized design and incorporating several factors including historic unit rates seen by Mississippi Mills. JP2G used their experience with the design and construction of the downtown cores of Arnprior and Renfrew to derive the unit rates for our project. Staff have reviewed the unit rates for this project as well as other projected costs based on the work proposed for completion and feel that the estimated cost as provided by JP2G to be acceptable for budgetary purposes.

The project works have been broken down into 5 different segments which will allow for staging of works and for cost forecasting based on this.

The segments are as follows;

Item	Estimated Cost
Phase 1A Mill Street – Almonte Street to Little Bridge Street	\$2,190,000
Phase 1B Mill Street – Little Bridge to Bridge Street	\$960,000
Phase 2 Little Bridge Street	\$1,240,000
Phase 3 Brae Street	\$580,000
Phase 3 High Street and Parking Lot	\$450,000
Sub-Total Construction	\$5,420,000
Contract Administration, Site Review, and Testing (Assuming 1 contract for 2 years)	\$350,200
Total Construction and Non-Construction	\$5,770,000
Total Including 20% Contingency	\$6,924,240
Total Including HST	\$7,824,391

The costs above are for construction costs and include costs for Road Construction, Watermain, Sanitary and Storm Sewers, Landscaping, and provisional Costs. In addition to these costs, consideration needs to be included for Contract Administration purposes, utility relocation, and a contingency of 20% should be included. The contingency is required to deal with unexpected issues including unforeseen conflicts, substrate issues, or unforeseen environmental costs. It is felt that 20% is adequate for this project.

The costs for Contract Administration for this project should include 1 full time Public Works Staff Member, contracted inspection staff and engineering review from the designer.

Utility relocation is required for 3 locations due to conflict with Enbridge Gas. The relocation of the Enbridge Gas main needs to occur in advance. A detailed final costing will be brought forward in a separate report once a finalized design and costing is completed for the relocation of the gas mains.

The other key consideration for these works is scheduling and phasing. The design is set up so that we can tender it all at once and allow the contractor to provide a schedule of works to complete all five (5) phases, or if required, the works can be tendered one (1) phase at a time or in combined packages. Typically, these types of projects would be tendered as one complete contract and the contractor would provide a schedule for completing each phase. It is anticipated that the contract would take a total of two (2) years to be completed. A proposed schedule of activities to demonstrate the process is as follows.

The process from where we are at to completion are as follows in the proposed timelines below;

1. Council Approve the works to proceed and commit to the funding of this project.
2. Staff will work with JP2G to finalize dates in the tender for a 2022 commencement of works.
3. Staff will start a communication strategy to effectively communicate the upcoming works.
4. Staff would recommend tendering no later than January 2022, however, a late fall tender may be possible, allowing for an early contract award, with a construction start date of May 2022.
  - a. An early tender is generally beneficial for better pricing.
  - b. An early award is also important to allow time for the contractor to order materials, take appropriate time to develop staging and traffic control plans and prepare a well thought out schedule of works.
5. Based on a January Tender, the contract award would be Late February to Early March based on tendering time and the process of Council Approval for award of contract taking two Council Cycles one for COW and one for Council.
6. After award of the contract, the contractor would prepare the required submissions based on the contract documents including a detailed schedule and phasing plan, shop drawings, plans for temporary water and sanitary servicing, pedestrian and traffic control plans etc.
7. Once all required submissions are received and authorization to proceed is given.
8. Some minor works such as installation of signage and delivery of notices and ordering of materials would then commence.
9. Commencement of on-site works would begin in May of 2022.
10. Works on-site to be completed based on accepted schedule and phasing strategy.
11. Works expected to be completed by late fall 2023.

An important part of the renewal project will be a communications strategy. Assuming authorization to proceed with construction in 2022 is given by council, a communications strategy based on the outline below will be implemented.

1. June/July of 2021 General Notice that the downtown core renewal will be taking place in the spring/summer of 2022 will go out in the form of a letter to directly affected residents and businesses. The notice will also be posted on our website and social media. This will be a basic outline of the project and timelines.
2. October and December 2021 a reminder notice will be reissued including new and additional information such as tendering dates.
3. In late March, upon award of Tender and once in receipt of the schedule and phasing plan a more detailed notice will be provided to the affected businesses and residents providing them with more accurate information about when, where and how they will be affected that could not be communicated until the schedule/phasing plan was received and approved. This information will also be posted on our website and social media.
4. Prior to works commencing on-site, the contractor will be required to provide a letter to affected businesses and residents, providing them with contact information and details on how to address any concerns, including after hours contact information.
5. Details of accessing businesses for retail traffic, deliveries etc. including alternate plans as the project moves from phase to phase.
6. Prior to any works being completed that will affect traffic flow or temporary service interruptions additional notifications will be provided to the affected businesses and residents.
7. During the construction a monthly update of activities will be posted on social media by our staff. The frequency will be increased to weekly during times of key activities as required.

#### **OPTIONS:**

1. Committee of the Whole can accept the information provided and recommend council direct staff to proceed with the project with the intent of including funding for the project in the 2022 Budget :
2. Committee of the Whole can accept the information provided by staff and provide further instruction to staff.

#### **FINANCIAL IMPLICATIONS:**

The total costs of the project are estimated to be \$6,924,240 (Plus HST). This includes construction costs, contract administration costs, and a 20% contingency. Staff have reviewed this estimate and are comfortable with these projections based on current conditions. The source of funding for this project will need to be determined during budget deliberations.

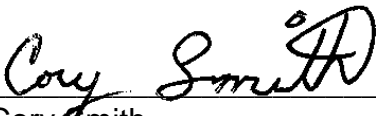
#### **SUMMARY:**

Staff have reviewed the scope of the project and the proposed cost estimate for the project as provided by JP2G and feel that the costs provided are reasonable projections based on current conditions. Staff are prepared to move forward with final preparations

for the works and implementing a communications strategy once Council approves the timelines.


Respectfully submitted by,

Reviewed by:



---

Cory Smith,  
A/Director of Public Works

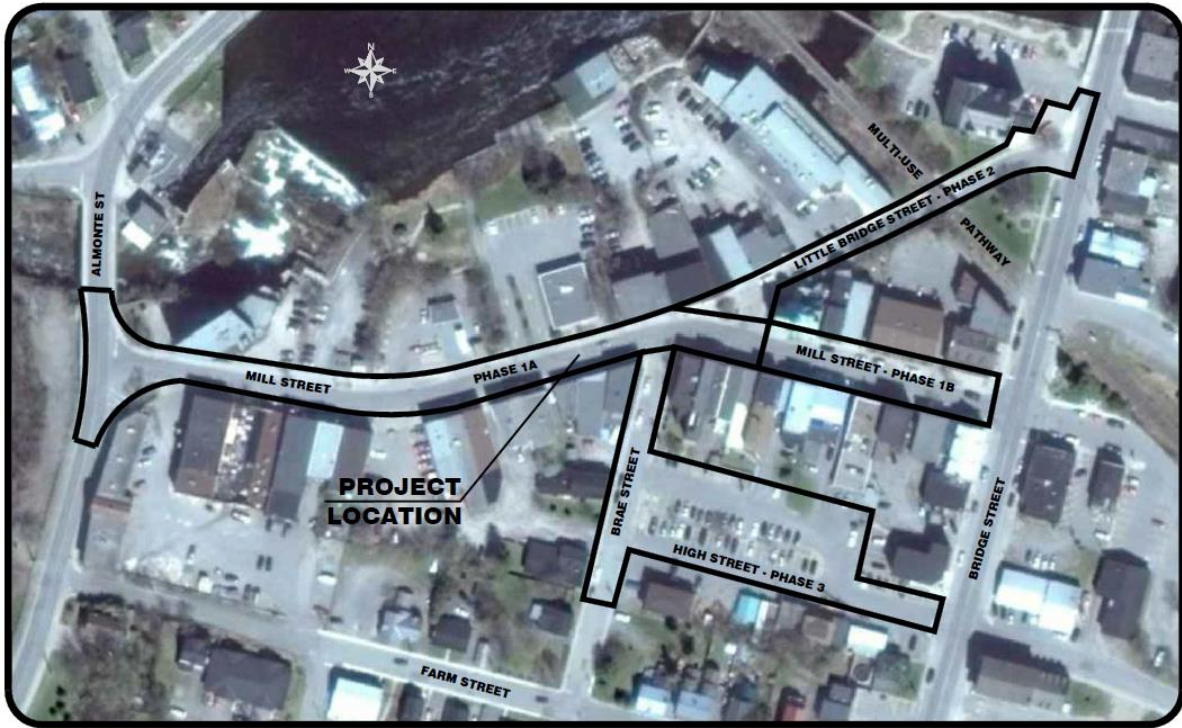


---

Ken Kelly,  
CAO

ATTACHMENTS:

1. Drawing outlining the phases.



**ALMONTE DOWNTOWN CORE INFRASTRUCTURE RENEWAL PROJECT  
PHASING**