

Request for Decision

Title	Contract Award – Construction of New Agriculture Services Modular Office
Proposed Motion	<ol style="list-style-type: none"> 1. That Council approve \$226,251.15 in additional funding for the Agriculture Services modular office to be offset by funding released in Council Motion 161/23 to the Community Building Priority Reserve. 2. That Council award the contract for the purchase of a new Agriculture Services modular office to MODUS Structures at a contract price of \$526,251.15 and authorize the Chief Administrative Officer to execute the contract.
Administrative Recommendation	Administration recommends that Council award the contract for the Agriculture Services modular office build to MODUS Structures as the lowest compliant bidder.
Previous Council / Committee Direction	<p><u>April 25, 2023 Regular Council Meeting</u> Motion 161/23: That Council uncommit funding for the Green & Inclusive Community Buildings Program capital project in the amount of \$400,000 for 2023 and \$400,000 for 2024.</p> <p><u>December 13, 2022 Regular Council Meeting</u> Motion 481/22: That Council approve the 2023 Operating Budget as amended by motions passed on November 23, and 24, 2022, which represents a 3.9% tax rate increase.</p> <p>Motion 482/22: That Council approve the 2023-2025 Capital Budgets in the amounts of \$35,701,907 for 2023, \$42,114,975 for 2024, and \$38,639,232 for 2025 as referenced in Attachment 3: Capital Funding and Project Listing.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • The current Agriculture Services modular office has been in use for over 10 years and is too small to house all the Agriculture Services staff appropriately given the amount of growth that has taken place. • The current building has 11 workstations and 5 offices and does not have a kitchen, washroom, running water, soundproof walls, or wheelchair ramp access.

	<ul style="list-style-type: none"> • In December 2022, Council authorized \$300,000 to be used for purchasing and installing a new, modernized modular office for Agriculture Services. The new office would better serve staff needs, cost less to operate annually, and provide residents with a better experience when accessing services. • In April 2023, a Request for Proposal (RFP) for the new modular office was prepared by Administration and was based on consultations with end users, supervisors, relevant managers, and Procurement Services. • In May 2023, the RFP process for the new modular office concluded. MODUS Structures was selected to supply and install a new modular office pending Council approval. MODUS is an experienced commercial modular builder from Crossfield, Alberta, and has indicated that upon award, the project will take 5 months to complete. • The proposed new office will have ramp access, 8 soundproof offices, a reception area for residents, one meeting room, a kitchen area, and two washrooms. Upgrades will improve employee engagement and public accessibility, ensuring compliance with the Accessible Canada Act (ACA/ADA). The proposed modular office also offers energy efficient design features that will reduce energy use in the office, lowering energy use per square foot by 65% over the current office facility. • The project cost increase is largely due to inflationary pressures including construction, supply, delivery, and utility hookups. <p><u>Relocating Existing Agriculture Services Office Trailers</u></p> <ul style="list-style-type: none"> • For the new Agriculture Services modular office to be delivered, the existing office trailers will be relocated to the Fleet Maintenance Shop to provide additional office space for Transportation Services where supervisors currently work out of a small 20 foot x 10 foot trailer.
Implication of Administrative Recommendation	<p><u>Strategic Alignment</u></p> <p>Planned Growth - Increasing the footprint, comfort, and amenities of the Agriculture Services office space would align the organization to better serve residents and the department, as well as providing more available office space at the Fleet Maintenance Shop.</p> <p>Environmental Stewardship - Improved building efficiency features reduce energy use and related costs. The office would be solar-ready.</p> <p>Collaborative Governance - Approval of the funding for this project would demonstrate an increased capacity for the Agriculture Services department to better serve the public.</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> • The awarding of this contract would result in an ADA compliant office space for Agriculture Services and residents. It will also allow for additional office space at the Fleet Maintenance Shop for

	<p>Transportation Services supervisors who are currently working in a single 20-foot office trailer.</p> <ul style="list-style-type: none"> Temporary office arrangements would be made for Agriculture Services while office buildings are being moved and installed over a 1-month period. <p><u>Financial:</u></p> <ul style="list-style-type: none"> On April 25, 2023, Council released \$800,000 from the multi-year capital budget - \$400,000 from 2023 and \$400,000 from 2024 - to the Community Building Priority Reserve. This additional funding request, as detailed below is for \$226,251.15 which would be offset by the \$400,000 released in 2023. <p>MODUS Structures</p> <table> <tr> <td>New Modular Office</td><td>\$436,870.15</td></tr> <tr> <td>Utility connections and installation</td><td>\$77,531.00</td></tr> <tr> <td>Delivery</td><td>\$11,850.00</td></tr> <tr> <td>TOTAL</td><td>\$526,251.15</td></tr> <tr> <td>Original Budget</td><td>\$300,000.00</td></tr> </table> <table> <tr> <td>Additional Funds Requested</td><td>\$226,251.15</td></tr> </table>	New Modular Office	\$436,870.15	Utility connections and installation	\$77,531.00	Delivery	\$11,850.00	TOTAL	\$526,251.15	Original Budget	\$300,000.00	Additional Funds Requested	\$226,251.15
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Additional Funds Requested	\$226,251.15												
Alternatives Considered	Council could direct Administration to proceed with an office expansion to the existing Agricultural Services warehouse.												
Implications of Alternatives	<p><u>Strategic Alignment</u></p> <ul style="list-style-type: none"> An office addition to the existing warehouse could aid in immediate needs but would be permanent and would not be able to be relocated in consideration of future facility requirements. <p><u>Organizational</u></p> <ul style="list-style-type: none"> Office additions to the West of the current Agriculture Services Shop would disrupt current operations longer than the modular option and would require re-tendering of the project. Utility interconnection costs would be similar to modular, all utilities require trenching in. <p><u>Financial</u></p> <ul style="list-style-type: none"> Utility interconnection costs would be similar. Public procurement would need to be undertaken to evaluate potential expenditures. The build would not be modular and would become a fixed asset. 												
Follow up Action	<ol style="list-style-type: none"> Execute the contract with MODUS Structures (CAO Office, Q2 2023). Work with affected staff for temporary relocation during construction (COO Office, Q2 2023). 												

Attachment(s)	<ol style="list-style-type: none"> 1. Attachment 1: Modular Office Layout and Schedule 2. Attachment 2: Renderings – Agriculture Services Shop & Fleet Maintenance Shop 3. Attachment 3: Tender Results
Report Reviewed by:	<p>Brandon Sandmaier, Energy Systems Specialist, Fleet & Facility Services</p> <p>Mike Philbrick, Manager, Fleet & Facility Services</p> <p>Andrew Hayes, General Manager, Financial Services & Chief Financial Officer</p> <p>Scott MacDougall, Chief Operating Officer – COO</p> <p>Reegan McCullough, County Commissioner – CAO</p>

Strategic Alignment Checklist

Vision: *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

Guiding Principles: Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
Planned Growth			
<ul style="list-style-type: none"> Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Modern broadband and digital capabilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Low cost, minimal red-tape regulations 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thriving Communities			
<ul style="list-style-type: none"> Beautiful, surprising places with high standards; integrated natural spaces & trail systems; healthy and resilient 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Engaging cultural, historical, and civic amenities; strong community identity and pride 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Stewardship			
<ul style="list-style-type: none"> Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Sustainable development; partnerships with industry and others to drive emission reductions 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborative Governance			
<ul style="list-style-type: none"> Predictable and stable external relationships; volunteer partnerships 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Meaningful connections with Indigenous communities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Respectful and informed debate; clear and supportive governance processes 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational Excellence			
<ul style="list-style-type: none"> Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Future focused thinking to proactively respond to emerging opportunities and challenges 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Alternative revenue generation and service delivery models integrated strategic and business planning 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>