

Recommendation:

That the report Treasurer-2025-21, dated August 5, 2025, regarding Procurement Update – August 2025, be received and;

That Barry Bryan Associates be awarded the contract to complete the design, engineering and construction management services for the arena floor replacement at Douro Community Center in the amount of \$97,000 plus applicable taxes.

Overview:

PR-2025-02 – Design and Engineering Services for Arena Floor Replacement at the Douro Community Centre.

Project Need - The arena floor at the Douro Community Centre (DCC) located at 2893 Highway 28, Douro-Dummer, has reached the end of its useful life and requires replacement which will extend the life of the facility.

Provincial Funding - On May 30, 2025, the Township received confidential notification that our application to the Community Sport and Recreation Infrastructure Fund was approved for 50% funding up to \$1,000,000. The province officially announced this funding on July 25, 2025. The Transfer Payment Agreement requires project completion by March 31, 2027.

Project Timeline - To minimize impact on arena users, construction must begin immediately after the 2025-2026 season (April 2026) and be completed by September 2026 for the following season. This tight timeline necessitated immediate commencement of design and engineering work to enable fall tendering and adequate contractor preparation time.

Procurement Process - While the Procurement Policy would typically require a public RFP for this value, the specialized expertise required and compressed timeline justified inviting qualified vendors to submit proposals. This approach ensured access to firms with specific arena floor replacement experience while meeting project deadlines.

Project Budget – The overall budget for this project is estimated to be \$2.4 million. Of which \$1 million will be funded through the grant and the remainder will be funded through reserves. For the Design and Engineering portion of the project it was estimated to cost \$100,000.

Procurement Results – The Township received quotes/proposals from three vendors.

The submissions were reviewed with the following scoring:

Price - 30%

Company Experience and References - 40%

Understanding of Project Requirements - 30%

The pricing results were as follows:

	Barry Bryan Associates	Kalos Engineering	TS Engineering
Design and Engineering	\$55,000	\$43,775	\$114,900
Tender	\$2,000	\$4,345	\$5,000
Contract Administration and Construction Management	\$40,000	\$56,950	\$49,000
Total	\$97,000	\$105,070	\$168,900

Procurement Recommendation: All firms who submitted a proposal were qualified to complete the project, but Barry Bryan Associates scored the highest and are being recommended for the project.

Conclusion:

The procurement process successfully identified three qualified firms capable of delivering the required design and engineering services. Barry Bryan Associates is being recommended as the successful bidder. They have extensive experience and are recommending a comprehensive service approach. Staff are confident that BBA will deliver a successful project that meets the Township's requirements, timeline, and budget while maximizing the value of the provincial funding investment.

Upon Council approval, staff will:

1. Execute contract with Barry Bryan Associates within 10 business days
2. Initiate project with site review and stakeholder meeting (August 2025)
3. Monitor design progress through regular milestone reviews
4. Prepare construction tender package for fall 2025 release
5. Return to Council with construction contract award recommendation.

Financial Impact:

The project is within the approved budget.

Township of Douro-Dummer Strategic Plan 2023-2027



Service Modernization and Innovation

Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.



Business Attraction, Expansion, and Retention

Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.



Infrastructure Renewal

Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

Report Approval Details

Document Title:	Procurement Update - August 2025 - Treasurer-2025-21.docx
Attachments:	
Final Approval Date:	Jul 30, 2025

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis