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**Subject:** Tender Award – Darlene Ryan Port Robinson Community Centre  
Parking Lot Extension

**Report to:** Thorold City Council

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### Recommendations

1. That Request for Tender NO. 602DR4003, respecting the Darlene Ryan Port Robinson Community Centre Parking Lot Extension, **BE AWARDED** to Melrose Paving Co. Ltd. at a contract price of \$49,109.96, excluding HST, with the modified design; and,
2. That the Mayor and City Clerk **BE AUTHORIZED** to execute the necessary agreements/contracts.

### Key Facts

- This report seeks Council’s approval to expand the parking lot further east at the Darlene Ryan Port Robinson Community Centre.
- The Darlene Ryan Port Robinson Community Centre Board has requested staff recommendations regarding the additional parking needs at the centre.
- The increased usage of the community centre necessitated the need to provide an additional fifteen (15) parking spaces.

### Budgetary Status

Funding in the amount of \$50,000 was approved in the 2024 Capital Budget for this project.

In order to stay within budget, staff reduced the scope of the original tendered amount for the project as follows for the lowest bidder:

2024 Approved Budget	Estimated Cost (excluding H.S.T.)
\$50,000.00	\$49,109.96

## Analysis

The scope of work includes creating a graveled parking lot on the east side of the property, the addition of fifteen (15) parking spots and improvements to the drainage areas within the centre. This project will also allow the installation of a new driveway culvert and new concrete sidewalks from the parking lot to the building.

Staff requested and received submissions for the work. The bids are summarized as follows:

Bidders	Original Tendered Amount (Excluding H.S.T.)
Melrose Paving Co. Ltd.	\$64,184.04
D & R Landscape Group Inc.	\$76,750.00

In order to stay within budget, staff reviewed the design and recommend the following design modifications:

1. Reduce the thickness of the Granular to be installed from 350mm to 300mm. This modification will reduce the life of the parking lot and is based on a recommendation of the geotechnical engineer.
2. Remove the hard surfacing, this modification will reduce the life of the parking lot and require more maintenance.

Staff are recommending the tender award go to Melrose Paving Co. Ltd. at a contract price of \$49,109.96, excluding HST and with the modified design.

## Impact on the Environment, Climate Change

This project will use recycled materials where applicable.

## Alternatives Reviewed

Option 1: Do nothing – This will continue to limit parking capacity for community use.

Option 2: Scale back the scope of the project – This option involves reducing the amount of granular materials and switching of tar and chip application to a graveled parking lot, to stay within budget.

Option 3: Undertake the full scope of work per the tendered amount – This option would involve completing the entire proposed project, including the creation of fifteen (15) additional parking spaces and addressing grading issues but will require additional funding in excess of \$14,184.04.

### **Relationship to Strategic Plan**

- Vibrant and Prosperous Community
  - Livable Community

### **Other Pertinent Reports**

N/A

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#### **Prepared by:**

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Engineering Department

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#### **Recommended by:**

Geoff Holman  
Director  
Public Works and Community Services

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#### **Approved and Submitted by:**

Manoj Dilwaria  
Chief Administrative Officer

*This report was prepared in consultation with Ugo Obiako, Project Manager and reviewed by Sean Dunsmore, Manager of Engineering, and Dave Baldoni, Manager of Community Services.*

### **Appendices**

Appendix 1          Parking Lot Layout