

Scope of Work Outline

June 1, 2020

Municipality of Brockton Municipal Modernization Program – Facilities Modernization and Efficiencies Review

Background:

The Municipality of Brockton owns and/or leases the following municipal facilities:

- 1) Walkerton Community Centre/Arena (owned)
290 Durham Street West, Walkerton NOG 2V0
- 2) Walkerton Public Works Shed and Yard (owned)
end of Wallace Street, Walkerton NOG 2V0
- 3) Municipal Administration Office – (leased - Federal Government - Canada Post)
100 Scott Street, Walkerton NOG 2V0
- 4) Brant Public Works Shed and Yard (owned)
end of 603 Bruce Line 19, Walkerton, ON NOG 2V0
- 5) Greenock Public Works Shed and Yard (owned)
248 Concession Road 10, Brockton, ON NOG 1S0
- 6) Cargill Community Centre (owned)
999 Greenock Brant Townline, Cargill, ON NOG 1J0
- 7) Elmwood Community Centre (owned)
38 Concession Road 10, Elmwood, ON NOG 1S0

Most of the above facilities are housed in dated, at-capacity buildings that predate amalgamation, most of which do not meet modern accessible, energy efficient design standards. Some facilities have had recent upgrades. As the municipality works to establish and implement a sustainable Asset Management Plan, the above facilities are key to housing both administration and operational staff and equipment resources of the organization and providing public use space while servicing and supporting the growing population of Walkerton, and surrounding Communities of Brockton into the future.

Purpose:

The purpose of this proposal is to obtain approval for the contracting of a third-party consultant to perform a review and assessment of the above noted facilities in terms of current space utilization and functionality, resulting in a report that identifies deficiencies and makes recommendations on building options for improved service delivery supporting the present and future growth of the community. **The goal is to find ways to use Brockton's facilities more efficiently, support future growth, and improve the user experience for residents.**

Scope of Work Outline

June 1, 2020

Deliverables:

The Modernization grant funding is for a consultant's report, not including implementation.

The report looks to achieve the following products and outcomes:

1. **Perform overall review and assessment of life cycle of the noted facility buildings within Brockton.** Include financial impact analysis on current Asset Management Plan, operating and capital budget.
2. **Identify deficiencies in space, design and accessibility for customers and staff.** Provide information on best practices and current standards. Gather community views and expectations of the facilities now and taking into account growth projections. Consider whether facilities are fulfilling their intended functions and are competitive with communities of similar sizes
3. **Identify maintenance and energy efficiency measures and cost savings to be realized for current facilities.** Including identifying energy and infrastructure funding, incentive, savings and rebate programs available to offset costs. Provide return on investment (ROI) timelines.
4. **Evaluation of current facilities condition and site capacity to be renovated, expanded or replaced with new.** Consideration of centralized space and service options to improve coordination, deployment and utilization of human and equipment resources.
5. **Providing examples and recommendations on best management practices to improve/increase service delivery to taxpayers.** Include use of technology and alternative service delivery options. Determine service level needs (legislative, strategic directions, community expectations).
6. **Detailed recommendations and recommended changes to implement "shovel-ready" improvements so that we can:**
 - Have the greatest possible understanding of the efficiencies that can be gained through the modernization efforts;
 - Implement the solution(s) rapidly and efficiently using resources available;
 - Be prepared (and competitive) for additional funding opportunities in the future with a report that supports identified community needs
7. **All deliverables shall be provided in an accessible manner.**
8. **All deliverables shall be consistent with Brockton Branding Guidelines.**

Scope of Work Outline

June 1, 2020

Timing:

Request for Proposals are requested by July 3, 2020.

The grant requires a draft report to the province August 31, 2020, with a final report due to the province September 18, 2020 at this time. These timelines may be amended if the Ministry of Municipal Affairs and Housing extends the due dates.

To align with Brockton Council meetings the draft report should be completed no later than August 17, 2020 so it can be presented to Council August 25, 2020. The final report is due August 28, 2020 to enable the reporting to Council on September 8, 2020 before the grant final report is due to the Province. Recommendations on sub-sections may be presented as they come available. The consultant is required to present the report to Council at both meetings.

Coordination and Communications:

- Consultant responsible to coordinate and align recommendations for modernization of Municipal Facilities and Efficiencies.
- CAO or designate to lead and coordinate discussions between department heads for consultant review.
- Consultant to coordinate and arrange site meetings and information gathering as required from municipal sources in respect to the noted facilities, related plans and building condition assessments, etc.

Budget:

Funding for this study is in the range of \$100,000.00