

# CITY OF PRINCE ALBERT

## SPECIAL CITY COUNCIL MEETING

### A G E N D A



MONDAY,  
MARCH 19, 2007

3:45 P.M.

COUNCIL CHAMBER  
CITY HALL

1. CALL TO ORDER:

2. PRAYER:

3. REPORTS OF ADMINISTRATION & COMMITTEES:

- 3.1 Report from Mechanical and Building Maintenance Manager dated March 15, 2007, with respect to **Golf and Curling Club Partial Roof Replacement Project.**

4. ADJOURNMENT:



# City of Prince Albert

## REPORT APPROVAL FORM

<b>Report Title:</b>	Golf and Curling Club Partial Roof Replacement Project	<b>Date:</b>	March 15, 2007
<b>Prepared By:</b>	Brian Klashinsky, Mechanical & Building Maintenance Mgr.		
<b>Prepared For:</b>	City Council		
<b>Approval Required By:</b>		<b>Report Type:</b>	
		Routine	<input checked="" type="checkbox"/>
		Substantive	<input type="checkbox"/>
		Financial	<input type="checkbox"/>
<b>City Manager</b>	<input checked="" type="checkbox"/>	<i>A. Martiniuk</i>	
<b>Director of Financial Services</b>	<input checked="" type="checkbox"/>	<i>Jammy McKay</i>	
<b>Director of Public Works</b>	<input type="checkbox"/>		
<b>Director of Community Services</b>	<input checked="" type="checkbox"/>	<i>Dawna Webe</i>	
<b>Director of Ec.Dev &amp; Planning</b>	<input type="checkbox"/>		
<b>Director of Fire &amp; Emerg. Services</b>	<input type="checkbox"/>		
<b>Director of Corporate Services</b>	<input type="checkbox"/>		
<b>City Solicitor</b>	<input type="checkbox"/>		
<b>Chief of Police</b>	<input type="checkbox"/>		
	<input type="checkbox"/>		

### Report Type ~ Definitions:

<b>Routine</b>	Matters that are routine in nature and/or follow existing Council policy require Department Head approval only
<b>Substantive</b>	Matters that require the concurrence of more than one department and/or are complex in nature and require the approval of the City Manager prior to being provided to elected officials
<b>Financial</b>	Matters that have substantial or unusual financial implications require the approval of the Director of Financial Services



# City of Prince Albert

## REPORT

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**Report Title:** Golf and Curling Club Partial Roof Replacement Project

**Date:** March 15, 2007

**Prepared By:** Brian Klashinsky, Mechanical & Building Maint. Mgr.

**Prepared For:** City Council

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### **RECOMMENDATION:**

That Council approve the recommendation to engage a roofing consultant to prepare drawings and specifications that will be used to tender the replacement of the roof at the Golf and Curling Club as identified in Option 2 below.

### **JUSTIFICATION FOR INCAMERA:**

N/A

### **BACKGROUND:**

The Lease Renewal and Amending Agreement dated December 21<sup>st</sup>, 1999 – hereinafter referred to as the ‘Agreement’ - qualifies that a Capital Reserve Fund will be put in place, to manage the ongoing upkeep requirements of the Prince Albert Golf and Curling Club, and that both the City and the Club will contribute to the fund. The application of these funds is intended to not be maintenance specific but to manage upkeep costs to the structural component of the building that would include the roof, structural components of the walls and exterior finishes as well as the replacement of major electrical, plumbing, water and sewer services to the facility should that particular replacement be deemed as required.

The Agreement further states, in item 12, that all proposed expenditures from the Capital Reserve Fund would be compiled by the City and the Club in the format of a five year Capital Program to be reviewed annually by both parties. Further, all expenditures from the Capital Reserve Fund would require approval from City Council and the Board of Directors of the Prince Albert Golf and Curling Club.

Item 13, of the Agreement, discusses that the Capital Reserve Fund will form the basis of all future development and building programs and expenditures for improvements to the Club Facility and so on but also that neither party would proceed with any improvements or expenditures from the Fund without the written approval of the other party.

In preparation for the 2006 budget, a brief discussion was had with Golf and Curling Club executive wherein the writer was advised that an intended upgrade was being considered to manage the required upgrades to the facility and that program would be shared with Council once it was available. To date the intended strategy has not been provided.

While this facility certainly has more than a few problems, without question the roof replacement is the number one priority. The performance of the roof deteriorated significantly in 2006 to the point where a temporary repair was completed by Thorpe Brothers Ltd., at the direction of the PA Golf and Curling Club, to cover the worst area over the Lounge and Kitchen area with a weighted plastic barrier.

We have been provided documentation that confirms Thorpe Brothers Ltd. had provided a quote to the Club on June 21, 2006 in the amount of \$56,930.00. Note the value does not include the costs for the disconnection or the reconnection of the mechanical items on the roof that would have to be removed to facilitate the re-roofing project. These costs were projected by Thorpe's at \$3,500.00. Further note that GST is not included but the costs for the temporary repairs were included.

#### **DISCUSSION:**

The writer was contacted by the Club recently to discuss the ongoing deterioration of the roof and the need to proceed with the repairs at the earliest opportunity. The Club was advised that the City has a tendering policy and the roof replacement needs to be managed inside the current tendering policy. Further, any deviations from the tendering policy could only be considered by Council if a written request was provided to have the item included in a Council agenda.

The Club has had Thorpe Brothers re-submit their quote to do work but changed the date to January 23, 2007. In addition, the Club has included a second quote from J.L. DePeel Roofing & Contracting Ltd. that identifies a value of \$64,360.00 plus GST.

The cover, attached by the Club, suggests that a portion of the work could be completed with Penitentiary work crews and that there is sufficient money in the Reserve to complete the work.

To speak to the former point, it needs to be noted that the recommendation would be to not engage demolition services outside of the roof replacement. Experience continues to endorse that the most likely strategy for success would be to have all the responsibility for the project rest with that of the contractor. Also, it is noted that the additional costs for the removal and re-installation of the roof equipment remains unchanged. In speaking to the latter point, the expenditure of the roofing project from the Reserve fund would require the endorsement of both parties prior to proceeding.

The roof has been problematic for a long time and while Thorpe's suggested solution may be valid and their price may be fair, the tendering policy has not been applied. The appropriate strategy would be to engage a firm that is qualified to prepare roof replacement drawings as well as specifications, tender the project and award to the successful contractor.

## **OPTIONS:**

Note that the current available information suggests the following budget calculation:

• Consultant project drawings, specifications and Inspections	-	\$ 5,000
• Projected Tender Costs	-	\$56,930
• Disconnection/Reconnection of Mechanical Components	-	\$ 3,500
• Contingency Fund	-	<u>\$ 5,000</u>
<b>Projected Total Project Costs</b>		<b>\$70,430</b>

**Option 1:** Award the roof replacement to Thorpe's for the tendered value of \$56,930 and include the disconnection/reconnection costs of \$3,500. This option does not endorse the option to use penitentiary work crews nor does it provide for quality control as inspection services are not included. Further, while the most cost-effective solution, this option is not in compliance with City tendering policy. Note the GST costs are extra.

**Option 2:** Engage consultant services to prepare the roof replacement drawings and specifications, tender the same, award to the successful contractor and ensure that roofing inspection services are provided over the course of the project. This solution is not the most cost-effective option but it is in compliance with City tendering policy and provides for a 'level playing field' for all bidders. The projected costs of this option would be \$70,430 plus GST. This is the recommended option.

## **FINANCIAL IMPLICATIONS:**

Finance confirms that the monies in the Reserve/Trust fund at December 31<sup>st</sup>, 2006 are \$53,225.70 and that, as per the terms of the agreement, another \$10,000 will be available in 2007 making the Reserve/Trust fund total at \$63,225.70.

As it does not appear that the Club has contributed any monies into this account to date, it may be a reasonable request that any shortfall to the actual roof replacement project costs be managed by the Prince Albert Golf and Curling Club.

A final note, as it relates to not only these roof repairs but the balance of the roof repairs as well as the status of the Club facility specifically related to other repairs required, is that dialogue regarding a funding strategy to manage other upgrade and infrastructure projects will have to be developed with the Club.

## **PUBLIC NOTICE/COMMUNICATIONS:**

N/A

**ATTACHMENTS:**

Correspondence from the PA Golf & Curling Club dated February 27, 2007

Quote from Thorpe Brothers Ltd. dated January 23, 2007

Quote from J.L. DePeel Roofing & Contracting dated February 6, 2007

Quote from Thorpe Brothers Ltd. dated June 21, 2006

**CONCLUSION:**

The roof repair that is identified as a priority in this report is only a section of the roof that will ultimately require replacement. The balance of the roof needs to be investigated and discussed as a separate report. In the interim, this roof repair is valid and needs to proceed at the earliest opportunity employing one of the options identified above.

**Respectfully Submitted,**



Brian Klashinsky  
Mechanical and Building Maintenance Manager

RECEIVED

FEB 27 2007

CITY CLERK

To City Of Prince Albert  
Feb. 27, 2007

To The Mayor and City Council Members of the City Of Prince Albert

Re: Prince Albert Golf and Curling Club Building.

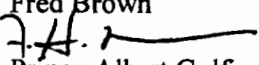
The roof over the lounge area of the PAGCC building is in need of repairs. This area is approximately 7600 sq. feet and there is presently temporary Emergency repair of weighed down poly to prevent leaks.

Attached are two invitational bids and we would like to proceed with the low bid from Thorpe Brothers @ a price of \$48,910.00 plus GST.

We have arranged to use the work crew from the Penitentiary to assist in the removal of the existing spray foam material from the roof. There will be additional costs for tools, disposal and landfill costs.

There is sufficient money in our Reserve to proceed with this project.

We are requesting City Council approval to proceed with this project as per The Lease Renewal and Amending Agreement Dated Dec. 21,1999.

Yours Truly,  
Fred Brown 764-0930  
  
Prince Albert Golf and Curling Club  
900 - 22 Street East  
Prince Albert, Saskatchewan  
S6V 1P1

COMMUNICATION  
Referred to:

Community Services  
For Review And  
Report.



# **THORPE** **BROTHERS LTD**

**MECHANICAL CONTRACTORS SINCE 1946**  
SPECIALIZING IN  
**PLUMBING, HEATING, VENTILATION, ROOFING**  
**AIR CONDITIONING & REFRIGERATION**

January 23, 2007

Prince Albert Golf and Curling Club  
900 - 22 Street East  
Prince Albert, SK, S6V 1P1  
Fax: 922-4422

ATTENTION: FRED BROWN

**RE: ROOF REPLACEMENT ON CLUBHOUSE SECTION**

Dear Sir:

We assessed the existing roof covering and discovered it is beyond repair. There is severe blistering between layers of foam and splitting occurring. The existing foam has to be removed given the moisture in the system and irregularity (see photos attached).

Please find below our proposal to supply and install a new insulated roof membrane over clubhouse section (7600 sq ft) and minor maintenance work over rink area.

**SCOPE OF WORK:**

- Remove the 2 existing spray-foam roof coatings and dispose.
- Install 1 ½" polystyrene (EPS) metal deck infill and 1 ½" rigid polyiso insulation mechanically fastened (thermal value = R18).
- Install wood framing as required.
- Install a mechanically fastened/hot air welded TPO membrane to manufacturers specifications.
- Fabricate and install new prefinished metal flashings.
- Wire brush 4 rusted areas on metal roof on curling rink and coat with Galvacon paint.

**BREAKDOWN**

- Supply and install new roof assembly .....	\$ 48,910.00
- Removal of existing spray foam roof to metal deck .....	\$ 6,220.00
- Tools, Disposal and landfill fees .....	\$ 1,800.00
<b>TOTAL QUOTE .....</b>	<b><u>\$ 56,930.00</u></b>

Prince Albert Golf and Curling Club  
January 23, 2007

Page 2 of 2

NOTE:

- PST is included.
- GST is extra.
- All workmanship to CRCA and manufacturers specifications.
- Includes manufacturers 10 year membrane warranty.
- A copy of company liability insurance available upon request.
- Includes an emergency temporary measure of covering with poly and weighting down. .
- To supply and install an insulated TPO membrane as outlined above over the curling rink area, a budget figure of \$5.50 sq ft should be allowed. A firm quote available upon request.

Please call if you have any questions.

Yours Truly,  
**THORPE BROTHERS LIMITED**



Barry Baldrey  
BB/pf

# J.L. DePeel Roofing & Contracting Ltd. (Bondex)

P.O. Box 1984 • Prince Albert, SK. • S6V 6K1  
(Bus) 306-763-6754 • (Fax) 306-763-8987 • (Cell) 306-961-8915

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## QUOTE

February 6, 2007

P.A. Golf & Curling Club

**ATTENTION: Mr. Brown**

**RE: 4,000 sq ft Re-Roof**

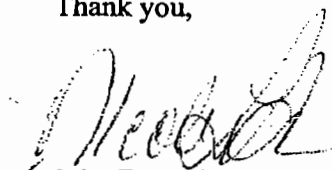
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Remove spray urethane foam from existing metal roofing. Install pre-cut Plasti-Fab foam insulation between ribs of metal deck. Over this install 3" roofmate insulation for a total R value of R-18. Mechanically fasten to deck, install EPDM white membrane roofing over insulation, complete with flashing and perimeter blocking work under and around unit lift gas line were required, complete with clean up.

\$ 64,360.00  
GST 3,861.60  
**TOTAL \$68,221.60**

Due to insurance and compensation we would not complete project with someone else removing the old roof insulation.

Thank you,

  
per John DePeel  
JD:nl

# Specs

## PRINCE ALBERT GOLF AND CURLING CLUB

Install a new insulated roof membrane over the Club house section  
(approx. 7600 sq ft.)

Please give a separate price for removal of existing spray foam materials  
Since club may do this work with volunteer labor.

Install 1.5 inches of polystyrene(EPS) deck infill.  
Install 1.5 inches of ridged polysio insulation mechanically fastened.  
Install wood framing as required.  
Install a hot air welded TPO membrane to manufactures specifications.

# SAMA

Saskatchewan Assessment  
Management Agency

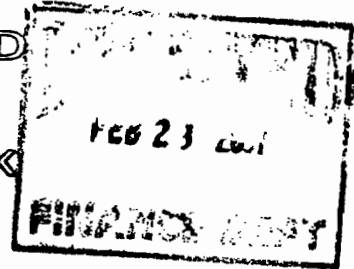
200 - 2201 - 11th Avenue, Regina SK S4P 0J8 Canada • Tel: 306-924-8000 or 800-667-7262 • Fax: 306-924-8070

February 12<sup>th</sup>, 2007

RECEIVED

FEB 28 2007

CITY CLERK



To all Municipal Councils and Boards of Education  
c/o Clerks and Administrators

## NOTICE OF SAMA ANNUAL MEETING

In accordance with *The Assessment Management Agency Act*, municipal councils and boards of education are hereby notified that the Saskatchewan Assessment Management Agency will hold its Annual Meeting on **Monday, June 11, 2007** at the Conexus Arts Centre in Regina.

Each municipal council and board of education may appoint one voting delegate to attend this Annual Meeting. The voting delegate must be an elected member of the municipal council or board of education. Other members of council and boards of education, as well as administrators, may attend the Annual Meeting as non-voting participants.

Business conducted at a SAMA Annual Meeting will include:

- consideration of resolutions with respect to assessment policy and practices, assessment administration, or assessment legislation.
- receipt of the board of directors' annual report
- consideration of reports made by SAMA, and
- consideration of any changes proposed by SAMA to assessment legislation

A municipal council or board of education may present a resolution respecting assessment policy and practices, assessment administration, or assessment legislation for consideration at the SAMA Annual Meeting. **The deadline for submission of resolutions is April 11, 2007.** Resolutions may be submitted by mail to my attention at SAMA Central Office, 200-2201-11th Avenue, Regina, Saskatchewan, S4P 0J8, or by fax to 306-924-8060.

Registration information and specific details regarding the agenda for SAMA's Annual Meeting will be sent to municipal councils and boards of education in the near future.

Sincerely,

Irwin Blank  
Chief Executive Officer

COMMUNICATION  
Referred to:

Receive AS INFORMATION  
AND FILE.

Central Office



MECHANICAL CONTRACTORS SINCE 1946
SPECIALIZING IN
PLUMBING, HEATING, VENTILATION, ROOFING
AIR CONDITIONING & REFRIGERATION

June 21, 2006

Prince Albert Golf and Curling Club
900 - 22 Street East
Prince Albert, SK, S6V 1P1
Fax: 922-4422

Post-It brand fax transmittal memo 7671 # of pages 11
Table with columns: To, From, Co., Dept., Phone #, Fax #

ATTENTION: JACK ARMITAGE

RE: ROOF REPLACEMENT ON CLUBHOUSE SECTION

Dear Sir:

We assessed the existing roof covering and discovered it is beyond repair. There is severe blistering between layers of foam and splitting occurring. The existing foam has to be removed given the moisture in the system and irregularity (see photos attached).

Please find below our proposal to supply and install a new insulated roof membrane over clubhouse section (7600 sq.ft.) and minor maintenance work over rink area.

SCOPE OF WORK:

- Remove the 2 existing spray-foam roof coatings and dispose.
- Install 1 1/2" polystyrene metal clad deck infill and 1 1/2" rigid polysio insulation mechanically fastened (thermal value = R18).
- Install wood framing as required.
- Install a mechanically fastened/hot air welded TPO membrane to manufacturers specifications.
- Fabricate and install new prefinished metal flashings.
- Wire brush 4 rusted areas on metal roof on curling rink and coat with Galvacon paint.

QUOTE ..... \$ 56,930.00

NOTE:

- The disconnection/reconnection of mechanical items required to perform re-roofing is not included. A budget figure of \$ 3,500.00 should be allowed to cover cost.
- PST is included.
- GST is extra.
- All workmanship to CRCA and manufacturers specifications.
- Includes manufacturers 10 year membrane warranty.
- A copy of company liability insurance available upon request.
- Includes an emergency temporary measure of covering with poly and weighting down.

Please call if you have any questions.

Yours Truly,
THORPE BROTHERS LIMITED

Barry Baldrey
BB/lb
c.c. City of Prince Albert

Executive Comm. To deal with this
Repair including quote, financing, timing, etc.

H:\WINDATA\WORDPRT\BARRY\GOL\CLUB.WPD