



GRAND VALLEY

## STAFF REPORT

**To:** Mayor and Members of Council  
**From:** Meghan Townsend, CAO/Clerk  
**Meeting Date:** August 12, 2025  
**Report Number:** 2025-145  
**Subject:** North Shop Designer RFP

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### Recommendation

**THAT** Council receives Report – North Shop Designer RFP  
**AND THAT** Council authorizes staff to issue the RFP as discussed.

### Executive Summary

#### Purpose

To present Council with the scope of work to be requested from a qualified contractor in order to design a second shop facility at the Town's North Public Works Yard.

#### Key Findings

Staff have reviewed the size of shop required for current and future northern operations and put forward a scope of work that would be required from a qualified contractor in order to design, tender and project manage the construction of this shop.

#### Financial Implications

The 2025 budget includes funds to design the shop. Costs related to tendering and building would be included in 2026 deliberations before issuing a tender for construction.

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## Report

### Background

At the June 17, 2024 meeting, Council passed the following resolution:

2024-06-24

Moved by Latam, Seconded by Rentsch

BE IT RESOLVED THAT staff be directed to obtain costing and preliminary design on the addition of a new shop at the north shop 6/7, and a funding plan

CARRIED

### Discussion

In order to carry out the direction, staff reviewed their needs for expanded space at the north public works yard. They have determined that the following would be needed for future expansion, factoring in that some Town operations could move to the North Shop and the additional needs of the community:

- 30m x 17m (~5500 sq ft) shop with four bays plus workshop, with two 2-piece washrooms and 42m<sup>2</sup> office space, with mezzanine over shop and office space with stairway access.
  - 1 bay – separated wash bay of 102 m<sup>2</sup>
  - Dry bay area – 280 m<sup>2</sup>
  - 77 m<sup>2</sup> Workshop separated from other bays
  - Integrated mechanical room

There would need to be a new well drilled to ensure the site has adequate water (current well is very old) and new septic system will be required (significant changes have occurred to building code since any existing septic systems were built).

A qualified contractor is now required in order to create a preliminary design and obtain costing for this shop. The contractor would include all elements in the design, such as heating, electrical, plumbing, construction, water, septic, grading, paving, etc., in the design and costing. Upon review by staff, the preliminary design, cost estimate and funding plan would be presented with 2026 budget deliberations. If the project proceeds to construction, the qualified contractor will tender the project and be the project coordinator during construction. The RFP will be written to reflect that the project may not proceed if it is cancelled due to cost.

With Council's approval to proceed, the RFP will be issued following this meeting and the contractor will start work later in September.

**Financial Impact**

The 2025 budget included funds to pay for design work. Preliminary design and cost estimates will likely cost around \$10,000.

**Consultations**

Matt Bos, Director of Public Works

**Attachments**

None

**This report was submitted by**

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**This report was approved by**

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