



Administrative Building Design Task Force Meeting
Wednesday, June 8, 2022 – 6:30 p.m.
Meeting to be held in combination of in person and Virtual
Electronic Format,
and live streamed on the County of Frontenac's YouTube
Channel
<https://youtu.be/VuuiLRbxTsA>

AGENDA

Page

1. **Call to Order**
2. **Election of Officers**
 - a) Election of Chair
 - b) Election of Vice Chair
3. **Adoption of the Agenda**
 - a) **That** the agenda for the June 8, 2022 meeting of the Administrative Building Design Task Force be adopted.
4. **Disclosure of Pecuniary Interest and General Nature Thereof**
5. **Adoption of Minutes**
 - a) Minutes of Meeting held February 17, 2021
That the minutes of the Administrative Design Task Force meeting held February 17, 2021 be adopted.
6. **Deputations and/or Presentations**
7. **Reports**
 - a) **Staff Briefing:** staff will provide the Task Force with a PowerPoint presentation outlining the Project Overview, Design/Tender Process & Bids and a Budget/Financial Breakdown as well as answer questions.
 - b) **2022-058**
Office of the Chief Administrative Officer
Review and Award of the RFP for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority

3 - 6

7 - 18

19 - 26

Colbourne & Kembel Architects Inc will be on hand to provide both the Task Force and the CRCA Task Force with an overview of all submissions.

Note on June 7, 2022: The budget/proforma have been updated based upon the latest information from the architect and further discussions with the CRCA

Recommendation:

Be It Resolved That the Office of the Chief Administrative Officer – Review and Award of the RFP for the redevelopment of the Administrative Building report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of Four Million, Four Hundred and Ninety Thousand (\$4,490,000.00), subject to the approval by the Cataraqui Region Conservation Authority (CRCA).

8. **Communications**
9. **Other Business**
10. **Next Meeting**
11. **Adjournment**



**Minutes of the Administrative Building Design Task Force Meeting
February 17, 2021**

A meeting of the Administrative Building Design Task Force was held in virtual electronic format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, February 17, 2021 at 11:09 a.m.

Present:

Councillor Martin – Chair
Councillor MacDonald – Vice Chair
Warden Vandewal
Councillor Doyle

Staff Present:

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Alex, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement/GIS
Kelly Pender, Chief Administrative Officer

1. Call to Order

Ms. Amini, Clerk, called the meeting to order at 11:09 and proceeded with the election of officers.

2. Election of Officers

a) Election of Chair

Moved By: Deputy Warden Doyle
Seconded By: Warden Vandewal

That Councillor Gerry Martin be elected Chair of the Administrative Building Design Task Force for 2021.

Carried

Moved By: Councillor Vandewal
Seconded By: Councillor Doyle

That nominations for Chair be closed.

Carried

Councillor Martin accepted the Nomination of Chair.

b) Election of Vice Chair

Moved By: Deputy Warden Doyle
Seconded By: Councillor Martin

That Councillor Bill MacDonald be elected Vice Chair of the Administrative Building Design Task Force for 2021.

Carried

Moved By: Warden Vandewal
Seconded By: Deputy Warden Doyle

That nominations for Vice Chair be closed.

Carried

Councillor MacDonald accepted the Nomination of Vice Chair.

3. Adoption of the Agenda

Moved By: Councillor Doyle
Seconded By: Councillor MacDonald

That the agenda for the February 17, 2021 meeting of the Administrative Building Design Task Force be adopted.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

5. Adoption of Minutes

a) Minutes of Meeting held December 16, 2020

Moved By: Councillor Doyle
Seconded By: Councillor MacDonald

That the minutes of the Administrative Design Task Force meeting held December 16, 2020 be adopted.

Carried

6. Deputations and/or Presentations

7. Reports

- a) **2021-021
Office of the Chief Administrative Officer
Review of Detailed Design Plans and Budget Financial Analysis for the Joint
Administrative Building**

Moved By: Councillor Doyle
Seconded By: Councillor MacDonald

Be It Resolved That the Office of the Chief Administrative Officer – Office of the Chief Administrative Officer – Review of Detailed Design Plans and Budget/Financial Analysis for the Joint Administrative Building be received;

And Further That the Administrative Building Design Task Force approve the Detailed Designs developed by Colbourne & Kembel Architects Inc. and proceed through Phase 3 of the Workplan – RFP for Detailed Design, as noted in the report.

Carried

Mr. Pender provided an overview of the report, noting that one of the major changes of the plans since last presented to the Task Force in December is more use of basement space in order to reduce costs.

To questions regarding how the costs of this re-development will affect the County's levy, Mr. Pender noted that the County has been making contributions to reserves for capital repairs so this could be funded by a combination of borrowing and use of reserves. Should Council chose not to use reserves, the worst case scenario would be a 2% increase to the levy; however this will coincide with the end of the 0.65% dedication to capital reserves.

The debenture on Fairmount Home expires September 2022 and it is anticipated that the redevelopment of this building will be late 2022 early 2023.

To questions regarding if both the County of Frontenac and the CRCA are in agreement that this is the best design, Mr. Pender noted that these designs have been vetted through both the County's staff design committee and the CRCA design committee and incorporates comments from both.

To questions regarding if the size space issues for the CRCA that it had noted at the joint meeting had been addressed, Mr. Pender noted that everyone's office is getting smaller; however the compromise is far more functional meeting rooms. He also noted that work from home strategies will also change how people work. Between both groups we are comfortable that the meeting rooms and flex space compensate for the reduced office sizes.

Moved By: Deputy Warden Doyle
Seconded By: Warden Vandewal

That the detailed designs presented today be presented to County Council at its March 17, 2021 meeting.

Carried

8. Communications

9. Other Business

10. Next Meeting

The next meeting is preliminary scheduled for Wednesday, April 21, 2021 following the County Council meeting.

11. Adjournment

Moved By: Deputy Warden Doyle
Seconded By: Councillor Macdonald

That the meeting hereby adjourn at 11:37 a.m.

Carried

Admin Office Task Force

Background and Tender Submission Report

June 8/22

Agenda

- Project Overview – Kelly
 - Design/Tender Process & Bids – Todd
 - Budget/Financial Breakdown – Alex
 - Q&A – Katrina, Kelly, Todd and Alex
-
- Note: Although this is technically a County Committee meeting, questions may be asked by any County Councillor or CRCA Board member present at the meeting

The Origins of the Project

- 2013: Project first proposed in the 2013 Service Delivery Review

“The physical work environment for the staff assigned to the old hours is no a professional office environment. Work stations are scattered throughout the various rooms of a residential house which results in a noisy and inefficient work environment.”

Also recommended looking at an office in the County.

The Origins of the Project

- 2016: First committee meeting held Sept 2016
 - Reviewed the WSP condition assessment report - \$212K in maintenance required for the building
 - General accessibility concerns, in particular washrooms
 - Committee completed a walkabout looking at staffing conditions
- 2017: Talks began on alternate workspaces including idea of moving to the County.
 - Options for renovations or expansion examined – including the 3rd floor attic
 - 8 Options examined
 - Began looking at co-location options with South Frontenac and/or CRCA
- 2018: Admin Building Task Force Established and four meetings held
 - Three locations identified
 - Current location
 - CRCA Site
 - Sydenham
 - A facilitator and architect were hired to support the process

The Origins of the Project

- 2019: Admin Building Task Force held five meetings
 - Reviewed options report from CKA
 - Municipal Modernization Funding received to assist with the design
 - SF withdraws from the process
 - CRCA site eliminated
 - CKA report estimates total cost for the joint (with CRCA) project at \$3.7M
 - Work plan approved, including the development of an MOU with the CRCA.
 - Target for completion was Fall of 2021
 - MOU developed and signed by both parties – committing to moving jointly through the design process

The Origins of the Project

- 2020: Pandemic – Final concept plan endorsed by the Task Force and Detailed Design commenced
 - Made use of basement and added basement/walkout under the Council Chambers
 - Smaller office spaces to recognize changing work patterns
 - more emphasis on collaboration spaces
 - accessibility issues addressed
 - More efficient/spacious shared reception area accommodated
- 2021: Two meetings
 - Reviewed the Class D cost estimate \$4.21M
 - Reviewed revised Council Chambers layout and made changes
 - Reviewed CoF/CRCA building split = (68/32)
 - Infrastructure Funding Grant of \$100k received
 - Bids for standalone reception area rejected as over budget
 - Now included in new project

The Origins of the Project

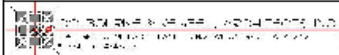
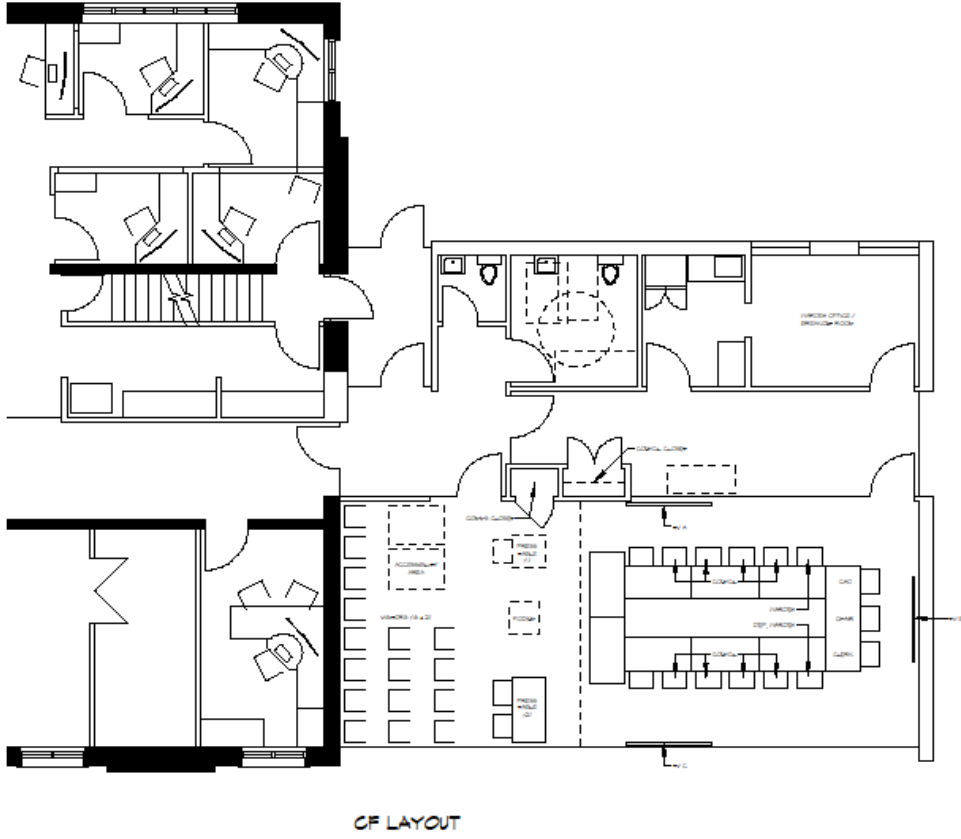
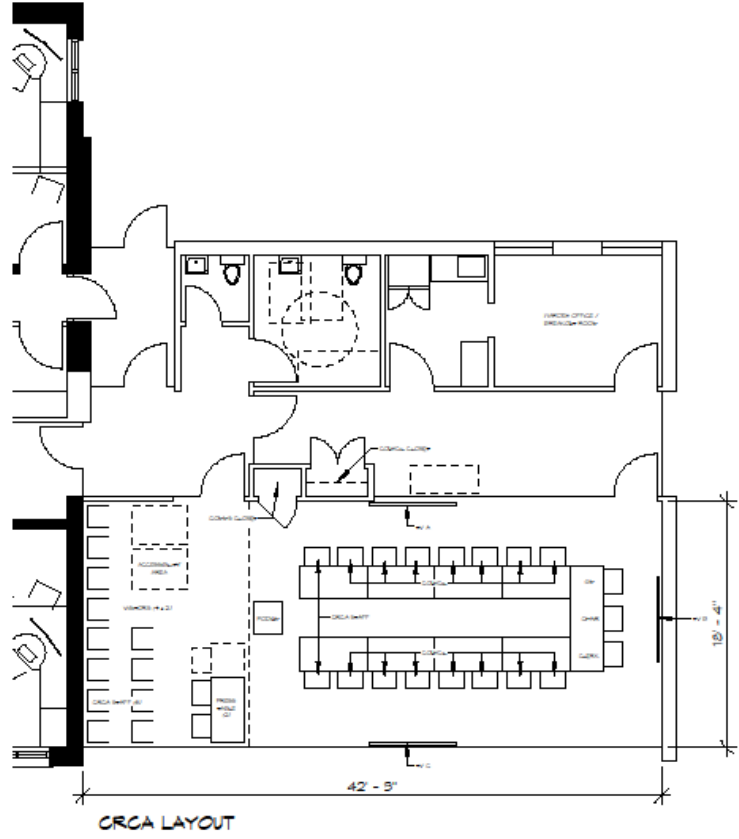
Joint Admin Facility - CF Portion
Class D Construction Cost Estimate

Note: Does not include contingency
(generally +/- 25%)

	Area	Unit	Cost/unit	% Factor	Cost
Option A					
Area of CF-dedicated Space	8,610	ft ²			
Area of CRCA-dedicated Space	4,090	ft ²			
Total Area of Dedicated Space	12,700	ft ²			
CF Percentage Factor	67.8%	ft ²			
Extensive Interior Renovation - CF area	6,620	ft ²	\$ 170	67.8%	\$ 762,968
New Addition - CF area	1,990	ft ²	\$ 275	67.8%	\$ 371,010
Extensive Interior Renovation - CRCA area	4,090	ft ²	\$ 170	67.8%	\$ 471,381
Extensive Interior Renovation - Shared Area	3,390	ft ²	\$ 170	67.8%	\$ 390,704
Extensive Interior Renovation - Shared Area	750	ft ²	\$ 170	67.8%	\$ 86,439
New Addition - Shared Area	2,960	ft ²	\$ 275	67.8%	\$ 551,854
Site Construction - Shared		lump sum	\$ 200,000	67.8%	\$ 135,591
Landscaping - Shared		lump sum	\$ 75,000	67.8%	\$ 50,846
Development Costs - Shared		lump sum	\$ 50,000	67.8%	\$ 33,898
Grand Total (CF Portion Only)					\$ 2,854,690
Grand Total (CRCA Portion Only)					\$ 1,356,060
Grand Total (CF & CRCA combined)					\$ 4,210,750

The Origins of the Project

- 2022: First Meeting – June 7, 2022
 - Release of final tender document delayed due to COVID challenges
 - Tender released on April 21/22
 - Tender closed on June 1/22 (two extensions)
 - Four bids received – Low Bid from Emmons & Mitchell -\$4.45M
 - Approximately \$220/ft.²



PROJECT
COUNTY OF FRONTENAC & CRCA JOINT ADMIN OFFICE FACILITY

LOCATION
 2064 BATTERSEA ROAD, GLENBURNE, ON

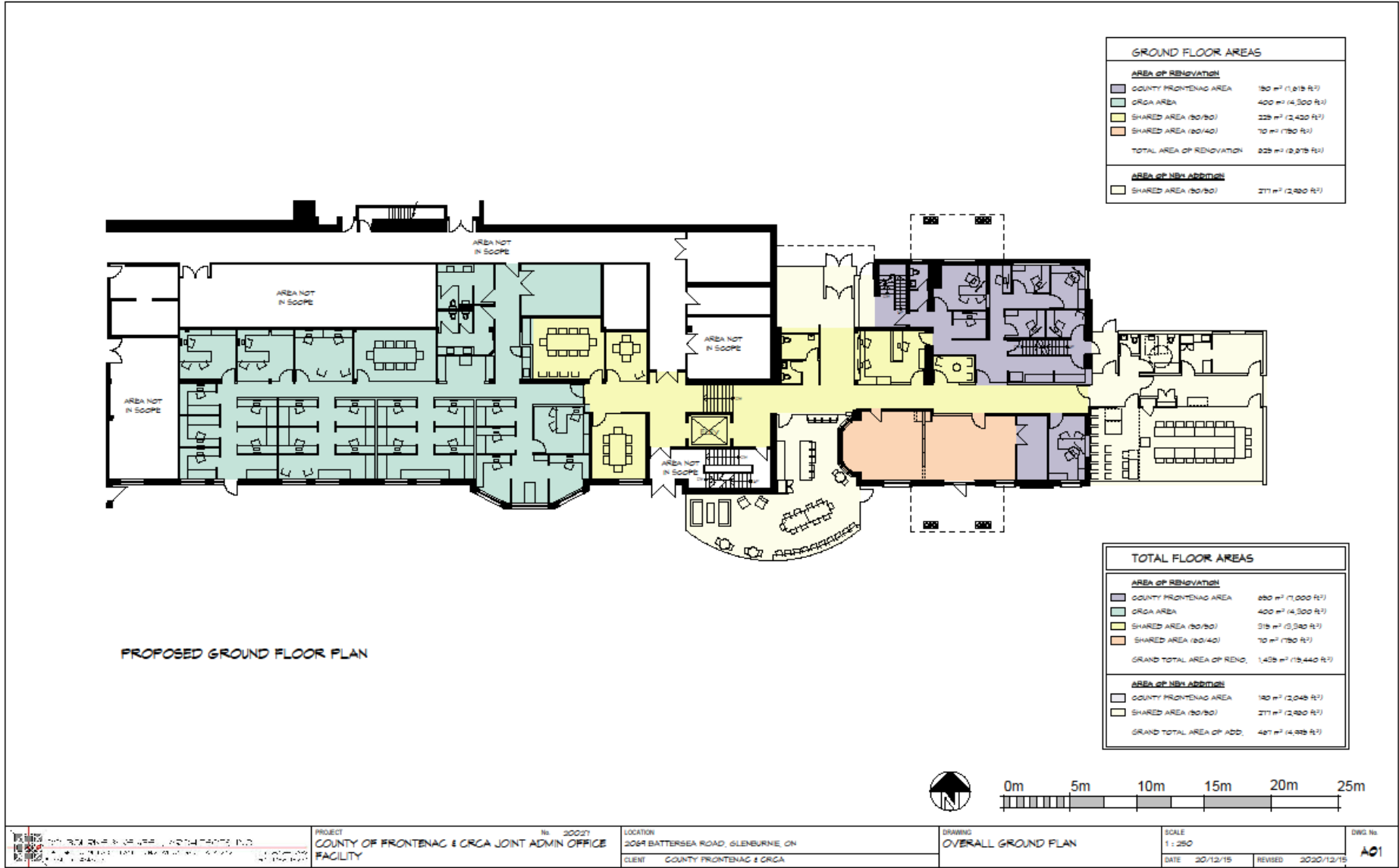
CLIENT
 COUNTY FRONTENAC & CRCA

DRAWING
COUNCIL CHAMBER LAYOUT

SCALE
 1 : 100

DATE 30/12/15 REVISED 21/02/11

DWG No
AC9



	<p>PROJECT COUNTY OF FRONTENAC & CRCA JOINT ADMIN OFFICE FACILITY</p>	<p>No. 20027</p>	<p>LOCATION 2044 BATTERSEA ROAD, GLENBURNE, ON</p>	<p>CLIENT COUNTY FRONTENAC & CRCA</p>	<p>DRAWING OVERALL GROUND PLAN</p>	<p>SCALE 1:250</p>	<p>DATE 30/12/15 REVISION 20/20/12/15</p>	<p>DWG No. A01</p>
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Next Steps

- June 8/22 – approve the motion to recommend to Council

Be It Resolved That the Office of the Chief Administrative Officer – Review and Award of the RFP for the redevelopment of the Administrative Building report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of Four Million, Four Hundred and Ninety Thousand (\$4,490,000.00), subject to the approval by the Cataraqui Region Conservation Authority (CRCA).

- June 15/22 – recommendation goes to County Council + CRCA Board
- June 16/22 – award of contract
- July 1/22 – mobilization – remote work staff (except for select admin)
- Jan 1/23 – CRCA moves in to renovated Paramedic Suite
- End of 23 – All back in office

Notes

- Lease agreement (based upon MOU and actual design/budget) being finalized by Cunningham Swan – anticipate approval in July
- County paramedics, planning and economic development will use CRCA facilities during construction. CRCA lease payment proposed to commence upon full project completion
- Booked for SF Council Chambers for County Council meetings
- Thank you:
 - CKA: Todd, Justin, Tim
 - CRCA: Katrina, Tom and Donna
 - County Staff



Report 2022-058

Committee Recommend Report

To: Chair and Members of the Administrative Building Task Force
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kelly Pender, Chief Administrative Officer
Date of meeting: June 8, 2022
Re: Office of the Chief Administrative Officer – Review and Award of the RFP for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority

Recommendation

Be It Resolved That the Office of the Chief Administrative Officer – Review and Award of the RFP for the redevelopment of the Administrative Building report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of Four Million, Four Hundred and Ninety Thousand (\$4,490,000.00), subject to the approval by the Cataraqui Region Conservation Authority (CRCA).

Background

At its February 17, 2021 meeting, the Administrative Building Design Task Force was provided with a report that gave an overview of the major changes to the detailed design plans since last presented to the Task Force in December of 2019. This included more use of basement space to reduce costs.

As a result, the following motion was passed by the Task Force

- a) **2021-021**
Office of the Chief Administrative Officer
Review of Detailed Design Plans and Budget Financial Analysis for the
Joint Administrative Building

Moved By: Councillor Doyle
Seconded By: Councillor MacDonald

Be It Resolved That the Office of the Chief Administrative Officer – Office of the Chief Administrative Officer – Review of Detailed Design Plans and Budget/Financial Analysis for the Joint Administrative Building be received;

And Further That the Administrative Building Design Task Force approve the Detailed Designs developed by Colbourne & Kembel Architects Inc. and proceed through Phase 3 of the Workplan – RFP for Detailed Design, as noted in the report.

Carried

At that same meeting, the Task Force also passed the following motion:

Moved By: Deputy Warden Doyle
Seconded By: Warden Vandewal

That the detailed designs presented today be presented to County Council at its March 17, 2021 meeting.

Carried

At the March 17, 2021 County Council meeting, Council was provided with [Briefing of the Old House Design Concept](#) and later ratified the above motion recommended by the Task Force.

Comment

A Site Plan application was submitted to the City of Kingston to:

- 1) renovate existing County administrative offices
- 2) demolish existing 1-storey addition at east end of existing building
- 3) construct proposed 3 separate 1-storey building additions
- 4) Adjust existing parking lot to accommodate required new parking spaces.

Colbourne & Kembel Architects Inc. have worked on the RFP for the redevelopment of the building, which was release on April 21, 2022, and was scheduled to close on May 11, 2022. On April 29, requests were received from one of the larger contractors for a 1- or 2-week extension. The decision was made to accommodate the request to allow adequate time to retrieve the most competitive pricing from all sub-contractors. As a result, the closing date was subsequently extended to May 25. After follow up with the 4 bidders, another 1 week extension was requested as they were away until May 30th but had planned to submit a competitive bid and the May 25 deadline was a challenge for. In addition, some of their sub-contractors had also asked for the extension. Bids were received before 2:00:00 PM June 1, 2022 at the County email address. A total of four bids were received as follows:

Name of Vendor Tender Amount

Anglin Group Ltd	\$4,995,000
David J Cupido Construction Ltd	\$4,900,000

Recommend Report to the Administrative Building Design Task Force
Office of the Chief Administrative Officer – Review and Award of the RFP for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority
June 8, 2022

Page 2 of 4

Ubcon Construction Limited	\$4,770,000
Emmons & Mitchell	\$4,490,000

Contractors who submitted bids are outlined on the bid analysis and the bid results for the project are outlined in Appendix A and B respectively, provided by Colbourne & Kembel, Architects Inc. As noted in the correspondence, all the Contractors who submitted bids were eligible as determined by their attendance at the Pre-Bid Mandatory Site Meeting. One of the eligible bidders did not submit a bid. Bids are valid for 30 days.

All bids were compliant, with the low bidder being Emmons & Mitchell Construction (2000) Ltd., with a bid amount of \$4,490,000.00. This falls within the County's Project budget.

Emmons & Mitchell Construction (2000) Ltd. has provided a schedule as follows:

- Construction Start Date: June.27/22
- Phase 1 Substantial Completion: Dec 2022
- Overall Substantial Completion: Aug 2023
- Total Completion: Sept 2023.

In accordance with construction industry bidding standards, Colbourne & Kembel Architects Inc. are therefore suggesting that the contract be awarded to Emmons & Mitchell Construction (2000) Ltd.

The start of construction is dependent on-site plan control approval and the issuance of Building permits. Contractors cannot start to construct or de-construct until building permits are obtained. At this point site plan control may hold the start of construction up as building permits cannot be obtained until the site plan control agreement is in place.

Colbourne & Kembel Architects Inc will be on hand to provide both the Task Force and the CRCA Task Force with an overview of all submissions, with recommendations set to go to County Council for approval at its regular meeting on June 15, 2022, at 9:30 a.m., and to the CRCA Board for approval at its special meeting later that day at 6:45 p.m. The recommendation notes that this approval is subject to approval by the CRCA Board so that should the CRCA opt to not participate, County Council would not be required to pass a motion of reconsideration. The CRCA Board would not need this provision in its resolution, given that the County Council will be meeting ahead of the CRCA Board.

Strategic Priority Implications

Priority 3

Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach

Specifically, the objectives that support this strategy states that the County will continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services. This priority identifies the CRCA as a current and potential project partner

In addition, shared facilities reduce the overall environmental footprint required to occupy two separate facilities. Depending upon outcomes/options in terms of a shared facility, the overall greenhouse gas footprint of the County could be reduced because of this project, thereby assisting in meeting our GHG emission requirements as noted in the County's Energy Conservation and Demand Management Plan.

Financial Implications

Based on the schedule provided from the contractor, occupancy for Cataraqui Conservation would begin January 1, 2023, with full completion of the building on January 1, 2024. The amount of the lease payments will be finalized after construction is complete and subject to the total cost of construction and the interest rate at the time of borrowing. The lease payments by Cataraqui Conservation would begin after completion is complete for a term of 21 years.

The current estimated lease payment by Cataraqui Conservation would be \$120,839 per year, based on the total cost of the building and a 31.8% allocation of costs determined by its share of dedicated space. This indicative lease payment is based off the cost of borrowing for an estimated construction cost plus site works of \$4,640,000 and an interest rate of 5% over a 21-year term. It should be highlighted that the lease payment is sensitive to fluctuations in interest rate and that a 1% increase in interest rates would result in an approximately 10% increase in the annual lease payment.

Each organization will be responsible for the cost of furniture of their area and those costs are not included in the lease payment. The cost of furniture is estimated at \$4,000 per person. Design and project management fees are also excluded from the lease payment and are assumed to be paid upfront. The total design/project management fee is estimate at \$363,558 and will be shared by both organizations in accordance with the square footage allocation.

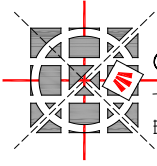
Under the lease agreement, the cost of utilities would be excluded from the lease payment. Cataraqui Conservation and the County would be responsible for their own costs for internet and telephone service. Joint costs, such as hydro, natural gas, snow clearing, janitorial services, common area maintenance, technology and capital replacement, and alarm and security costs would be shared in accordance with the 68.2%/31.8% allocation in relation to square footage.

A complete breakdown of the estimated costs is attached under Appendix C.

A 10-year proformas for both CRCA and the County is attached under Appendix D.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement/GIS
Katrina Furlanetto, General Manager, Cataraqui Region Conservation Authority (CRCA)
Todd Colbourne, Colbourne & Kembel, Architects Inc.
Justin Chapman, Colbourne & Kembel, Architects Inc.



COLBOURNE & KEMBEL, ARCHITECTS INC.

739D ARLINGTON PARK PLACE KINGSTON ONTARIO K7M 8M8
E-MAIL info@ckai.ca

TEL 613-384-2240
FAX 613-384-1277

June 1, 2022

Kelly James Pender, MBA
Chief Administrative Officer
County of Frontenac
2069 Battersea Road
Glenburnie ON K0H 1S0

Re: Bid Results, Joint Admin Facility, Addition & Renovations
Our project # 20027

Dear Kelly,

We are pleased to provide the results of the tender for the Joint Admin Facility, Addition & Renovations.

Bids were received before 2:00:00 PM June 1, 2022 at the County email address. A total of four bids were received.

Contractors who submitted bids are outlined on the attached bid analysis form, including their base bid amount. All of the Contractors who submitted were eligible as determined by their attendance at the Pre-Bid Mandatory Site Meeting. One of the eligible bidders did not submit a bid. This bid is valid for 30 days.

All bids were compliant, with the low bidder being Emmons & Mitchell Construction (2000) Ltd., with a bid amount of \$4,490,000.00. We understand that this falls within the County's Project budget.

Emmons & Mitchell Construction (2000) Ltd. has provided a schedule as follows:

Construction Start Date: June.27/22
Phase 1 Substantial Completion: Dec 2022
Overall Substantial Completion: Aug 2023
Total Completion: Sept 2023.

Their bid bond and Letter of Surety are in accordance with the bid documents. In accordance with construction industry bidding standards, we therefore suggest that the contract be awarded to Emmons & Mitchell Construction (2000) Ltd.

Please do not hesitate to contact us should you have any questions.

Sincerely,

Todd Colbourne, OAA, MRAIC

Renovations Additions for
Joint Admin Facility

BID ANALYSIS FORM

June 1, 2022

Colbourne & Kembel, Architects Inc.

job #20027

BIDDER'S NAME	Base Bid	Addenda Received	Bid Bond	Agreement to Bond
Emmons & Mitchell	\$ 4,490,000.00	Y	Y	Y
Ubcon Construction Limited	\$ 4,770,000.00	Y	Y	Y
Cupido Construction	\$ 4,900,000.00	Y	Y	Y
Anglin Group	\$ 4,995,000.00	Y	Y	Y

County of Frontenac/Catarauqui Region Conservation Authority - Joint Facility Project

DRAFT - Construction/Lease Information

DATA INPUT



7-Jun-22

Table One

Construction/Lease Information		
Construction Cost	\$ 4,490,000	Estimate
Site Works	\$ 250,000	
Fixtures (Table 6)	\$ -	
Design/PM Fees to Financed (Table 6)	\$ -	
Less Grant (Table 8)	-\$ 100,000	
Total to Be Financed	\$ 4,640,000	
Total Sq.M.	1,898.4	20434 Sq.Ft.
Total Sq.M. - County	829.6	8930 Sq.Ft.
Total Sq.M. - CRCA	386.0	4155 Sq.Ft.
Total Sq.M - Common Space	682.8	7350 Sq.Ft.
Check		227.07 /Sq.Ft.
Length of Lease	21	
Capital Replacement/Amortization	50	
Inflation	2.0%	
Interest Rate On Debt	5.0%	
Administrative Fee on Debt	5.0%	% of Ann. Fin. Charge

\$ 227.07

Table Five

Summary			
	Total	CRCA	County
Upfront Payment	\$2,320,000		\$2,320,000
Annual Loan PMT	-\$180,951	-\$115,085	-\$65,866
Admin Fee	-\$9,048	-\$5,754	-\$3,293
Amortization		\$0	\$0
Total	-\$189,999	-\$120,839	-\$69,159
Summary of Ongoing Costs (Yr. One)			
Utilities/Common	-\$259,064	-\$82,382	-\$176,682
Own Costs	-\$26,400	-\$13,200	-\$13,200
Total	-\$285,464	-\$95,582	-\$189,882

Table Two

Allocation Calculation		
	% Allocation	Final % Allocation
County	43.7%	68.2%
CRCA	20.3%	31.8%
Common	36.0%	-
% of Allocation = % of Dedicated Space Final Allocation = % of Dedicated Space + % of Common Space		

Table Eight (New)

Grant Summary	
Amount	\$ 100,000
Received?	Yes
Amt xFr to Table One	\$ 100,000

Table Three

Utilities* & Common Costs (Yr. One)	
Hydro*	-\$ 34,000
Natural Gas*	-\$ 9,800
Snow Clearing	-\$ 4,300
Janitorial (Common)	-\$ 30,000
Capital Replacement**	-\$ 89,800
Common Area Maint.***	-\$ 16,164
Technology (Common)	-\$ 50,000
Alarm & Security	-\$ 25,000
Blank	
Total	-\$ 259,064
CRCA Share	-\$ 82,382
County Share	-\$ 176,682

* Assumes One Meter
 **Const. \$/Amort.
 *** Percent of Capital Replacement Costs

Table Six

One Time or Financed Expenses	
Design/Project Management Fees %*	7.67%
Design/Project Mgt Fees	\$ 363,558
CRCA Share	\$ 115,611
County Share	\$ 247,947
Finance?	No
Amount to be Financed	\$ -
Furniture \$/EE	\$ 4,000
Landscaping Costs	\$ 50,000
CRCA EE Count	25
County EE Count	30
CRCA \$	\$ 100,000
County \$	\$ 170,000
Finance?	No
	\$ -

* Assumed to be a Category 5 Building (OAA Fee Guide)

Table Four

Est. of Own Costs - CRCA (Yr. One)	
Internet	-\$ 4,200
Telephone	-\$ 9,000
Blank	
Blank	
Blank	
Blank	
Blank	
Blank	
Blank	
Blank	
Total	-\$ 13,200

Table Seven

Est. of Own Costs - County (Yr. One)	
Internet	-\$ 4,200
Telephone	-\$ 9,000
Blank	
Blank	
Blank	
Blank	
Blank	
Blank	
Blank	
Blank	
Total	-\$ 13,200

DRAFT

Cataraqui Conservation
DRAFT
10 YEAR PRO-FORMA BUDGET



7-Jun-22

Year	1	2	3	4	5	6	7	8	9	10
Design & PM (if not financed)	-\$115,611									
Fixtures (if not financed)	-\$100,000									
CRCA Lease	-\$120,839	-\$120,839	-\$120,839	-\$120,839	-\$120,839	-\$120,839	-\$120,839	-\$120,839	-\$120,839	-\$120,839
Hydro*	-\$10,812	-\$11,028	-\$11,249	-\$11,474	-\$11,703	-\$11,937	-\$12,176	-\$12,420	-\$12,668	-\$12,921
Natural Gas*	-\$3,116	-\$3,179	-\$3,242	-\$3,307	-\$3,373	-\$3,441	-\$3,510	-\$3,580	-\$3,651	-\$3,724
Snow Clearing	-\$1,367	-\$1,395	-\$1,423	-\$1,451	-\$1,480	-\$1,510	-\$1,540	-\$1,571	-\$1,602	-\$1,634
Janitorial (Common)	-\$9,540	-\$9,731	-\$9,925	-\$10,124	-\$10,326	-\$10,533	-\$10,744	-\$10,958	-\$11,178	-\$11,401
Capital Replacement**	-\$28,556	-\$29,128	-\$29,710	-\$30,304	-\$30,910	-\$31,529	-\$32,159	-\$32,802	-\$33,458	-\$34,128
Common Area Maint.***	-\$5,140	-\$5,243	-\$5,348	-\$5,455	-\$5,564	-\$5,675	-\$5,789	-\$5,904	-\$6,023	-\$6,143
Technology (Common)	-\$15,900					-\$17,555				
Alarm & Security	-\$7,950	-\$318	-\$324	-\$331	-\$337	-\$344	-\$351	-\$358	-\$365	-\$373
Internet	-\$4,200	-\$4,284	-\$4,370	-\$4,457	-\$4,546	-\$4,637	-\$4,730	-\$4,824	-\$4,921	-\$5,019
Telephone	-\$9,000	-\$9,180	-\$9,364	-\$9,551	-\$9,742	-\$9,937	-\$10,135	-\$10,338	-\$10,545	-\$10,756
Blank	\$0									
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Total	-\$432,033	-\$194,324	-\$195,794	-\$197,293	-\$198,822	-\$217,936	-\$201,972	-\$203,595	-\$205,250	-\$206,938
Annual Increase %		-55.02%	0.76%	0.77%	0.78%	9.61%	-7.33%	0.80%	0.81%	0.82%

* Assumes One Meter

**Const. \$/Amort.