

May 13, 2025

Municipality of Casselman
751, rue St-Jean, P.O. Box 710
Casselman, ON K0A 1M0

Attn: Melodie Sorrell

Email: msorrell@casselman.ca

**Re: 1 Industriel Street, Casselman
2nd Floor Office Fit-up
On-Going Leakage Repairs Coordination**

Sense's Project No. 23yR093F

Dear Melodie,

We reviewed the relevant 2nd floor office fit-up design and tender documents for 1 Industriel Street in Casselman as requested. We provide the following comments and recommendations regarding sequencing the office fit-up with the on-going leakage repairs. We also consulted with the leakage repairs contractor, Lor-Issa Construction.

1. DESCRIPTION OF WORK

We understand that the 2nd floor office fit-up generally includes the following scope of work:

- Mobilization
- Materials disposal and demolition
- Partitions
- Door, frames and hardware
- Ceiling works
- Finishes (painting, flooring, etc.)
- Millwork (Cabinetry, counters, etc.)
- Washrooms (Fixtures, partitions)
- Electrical
- Mechanical (HVAC, Plumbing)
- Structural modifications
- Minor works including roof repairs and hardware upgrades.

Pye & Richards – Temprano & Young Architects (PRTY) and Casselman issued an Addendum generally highlighting that:

- Leakage repairs were on-going at the building with a scheduled completion of November 2025.
- Lor-Issa needed to sequence work, elevation, by elevation, so the 2nd floor windows can't be completed before commencing the main floor.
- The office fit-up project was submitted for permit under the OBC 2012 (with 2020 updates), so construction needs to commence by September 2025. This prompts the inquiry to sequence both projects simultaneously.
- Bidders were asked to indicate in their submission what portion of their work could reasonably begin before the completion of the leakage repairs, such as rooftop unit installation, floor coring c/w hoarding of the work area, hoarding off 5' of exterior wall to allow work within the suite to occur, etc. They were also asked how coordination with the on-going leakage repairs could be managed to avoid conflicts.

Tenders were received on April 22, 2025. The three low bidders and their pricing were as follows:

Rank	Contractor	Tender Price (Taxes Included)
1	Premium Construction	\$ 1,291,465.70
2	4089171 Canada Inc. Louis Lemieux	\$ 1,329,857.00
3	Brawn Construction Ltd.	\$ 1,346,476.83

Each bidder also responded to how they would coordinate their work with the on-going leakage repairs. We agree with PRTY's assessment, summarized in their May 2, 2025, Tender Results and Recommendations letter, that Brawn provided the most detailed and well-articulated temporary hoarding plan, along with provisions for integrating their scope of work with the on-going on-site activities.

Sense only reviewed the bid submissions of the above-noted three lowest bidders.

2. RECOMMENDATIONS

2.1 Work Sequencing

We foresee the following disadvantages and risks associated with the proposed approaches for completing the two projects simultaneously. These generally apply to all three low bidders proposed plans and provisions.

- The Occupational Health and Safety Act (OHSA) defines a “constructor” for all construction related projects. The definition and its intent are to have **one** person or entity with overall authority for health and safety matters on a project. Generally, this entity would be a general contractor, who takes responsibility for the work site and their various sub-contractors. Where two separate general contractors, like Lor-Issa and the successful office fit up proponent, are working at the same time and within the same space, you the Owner, become the constructor and are the one person responsible for all health and safety matters on the two projects.
- It is our opinion that the proposed plans do not sufficiently separate time and space, and that the Municipality could still be considered the constructor and be exposed to associated liability and risks.
- One of the main challenges is that both projects involve 2nd floor **interior** work. While plastic sheet hoarding could be installed, as proposed by PRTY and Brawn, Lor-Issa needs enough space on the interior to remove, repair, and re-install windows. A significant amount of space is needed for the large format assemblies located above the building entrances and on the southwest corners. This will greatly reduce the amount of space that the fit-up contractor can have access to even if it's delineated.
- There remains a risk of damage to one or the other contractor's equipment or installed materials even with plastic sheet hoarding and signage.
- Office fit-up bidders have incorporated pricing for coordination with the on-going leakage repairs. Lor-Issa has not. Lor-Issa could claim they are owed additional payment for daily coordination with the other contractor or any unexpected delays that occur as the fit-up work progresses. Casselman would be exposed to future change orders and extras.



We understand that there is a desire to have the office fit-up project start in September 2025 to avoid triggering the updated OBC 2024 requirements. Lor-Issa has confirmed that they intend to complete all their interior-related work by the end of summer or roughly mid-September. The remaining work would include exterior siding installation on one or two of the building elevations.

On this basis, you could instead consider having the successful proponent begin their construction work after mid-September. The office fit up contractor could use whichever entrance door is located where Lor-Issa is not performing exterior work. Any mobilization or storage areas should also be on the opposite sides of the building to provide sufficient separation of space.

This solution does not remove all risk. There remains the risk, albeit low, that Casselman becomes the constructor if an exterior safety incident occurs between the two contractors. However, this solution greatly reduces the risk associated with both contractors completing interior work on the 2nd floor simultaneously.

If Casselman wants to avoid the above noted risks, then the office fit up contractor should commence work once Lor-Issa's project is complete at the beginning of November. There could also be a "soft" mobilization where the office fit up contractor does some office set-up or installs storage or fencing in October. Your inspectors may also be willing to grant some leniency in extending the fit-up start date past the September 2025 cut-off, especially if the OBC 2024 has little or no impact on the office fit-up project.

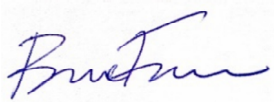
2.2 Office Fit-up Schedule

As discussed on May 12, 2025, we did not see a proposed schedule in the bid document, nor did we see proposed schedule or start dates within the original tender submissions. We understand you recently requested the bidders confirm their proposed schedules for the office fit-up work. You have already received Brawn's proposed schedule. These schedules will assist you and PRTY in evaluating the three lower bidders, and who is best meets the tender requirements.

3. CLOSING

We expect this letter meets your immediate needs. We will follow up to answer any questions or concerns you may have. In the interim, please do not hesitate to call us at the phone numbers below.

Yours truly,
Sense Engineering



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