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Item #	17
Report No.	31 (cw)
Council - September 16/15	

**TO:** HONOURABLE MAYOR AND MEMBERS OF COUNCIL

**FROM:** MARGIE SINGLETON, CEO OF VAUGHAN PUBLIC LIBRARIES  
DEMETRE RIGAKOS, ACTING COMMISSIONER OF STRATEGIC & CORP. SERVICES

**DATE:** SEPTEMBER 11, 2015

**SUBJECT: COUNCIL – SEPTEMBER 16, 2015**

**RFP15-396 – DESIGN & CONTRACT ADMINISTRATION SERVICES FOR  
VELLORE VILLAGE SOUTH LIBRARY (WARD 3)**

At the Committee of the Whole meeting of September 9, 2015, Report No. 31, Item No. 17, staff recommended the award recommendation report for RFP15-396, Design & Contract Administration Services for new Vellore Village South Library be brought forward to the Council Meeting on September 16, 2015, after approval by the Vaughan Public Libraries board on September 8, 2015.

**Recommendation**

The Acting Commissioner of Strategic & Corporate Services and the CEO of Vaughan Public Libraries, in consultation with the Director of Financial Planning & Analytics, the Director of Purchasing Services and the Manager of Building Construction, recommend:

1. That ZAS Architects Inc. be retained to provide Design & Contract Administration Services for the new Vellore Village South Library, as detailed in the RFP 15-396, in the amount of \$213,000.00, plus applicable taxes;
2. That a 15% project contingency allowance in the amount of \$31,950.00 plus applicable taxes be approved within which the Acting Commissioner of Strategic & Corporate Services, or designate, is authorized to approve amendments to the contract;
3. That the above amounts including applicable taxes and administrative recovery be funded from approved capital project LI-4539-14 – Vellore Village South BL39 – Consulting/Design/Construction; and,
4. That the Mayor and City Clerk be authorized to sign the necessary documents.

**Contribution to Sustainability**

The new library will be designed to promote environmental sustainability.

**Economic Impact**

There is no economic impact. There is sufficient funding in the approved capital project LI-4539-14 – Vellore Village South BL39 – Consulting/Design/Construction to accommodate this award. Additional information is provided in the Financial Summary tables in this report.

**Communications Plan**

Not applicable.

**Purpose**

The purpose of this report is to obtain Council approval to award RFP15-396, Design & Contract Administration Services for the new Vellore Village South Library, to ZAS Architects Inc.

## **Background - Analysis and Options**

Purchasing Services advertised RFP15-396 on City webpage, Bidding and OPBA website on July 22, 2015 with a closing date of August 13, 2015. One (1) Addendum was issued to answer questions received.

Twenty-four (24) potential proponents picked up the RFP documents. Ten (10) bids were received from the following proponents:

1. +VG Architects
2. Chamberlain Architect Services Limited
3. G. Bruce Stratton Architects
4. George Friedman
5. Gow Hastings Architects Inc.
6. Kongats Architects
7. LGA Architectural Partners
8. Shoalts and Zaback Architects
9. Studio ArchiFad/ Ted Handy & Associates Architect
10. ZAS Architects Inc.

The proposals were evaluated based on the following criteria, which was provided in each of the RFP documents:

- Understanding of the Project Requirement, Project Plan and Schedule – 30 points
- Qualifications, Experience and Personnel – 30 points
- Fee Structure – 20 points
- References - 20 points

The evaluation process was facilitated by staff from Purchasing Services, with the evaluation committee consisting of staff from Building and Facilities, Vaughan Public Libraries and the project's external Project Management firm, p2i Strategies. ZAS Architects Inc. scored the highest number of points during the evaluation process. Based on the evaluation of the proposals and the reference checks, it is recommended that ZAS Architects Inc. be retained to provide the Design & Contract Administration services for this project. This award recommendation has been approved by the Vaughan Public Libraries Board.

The total cost for the Design & Contract Administration services for this project, including contingency allowance, applicable taxes and administration recovery is calculated as follows:

RFP 15-396 Award Summary	
RFP 15-396 Award Amount (excluding HST)	\$213,000.00
Contingency Amount (15%)	\$31,950.00
Sub-Total	\$244,950.00
HST (1.76%) Non Recoverable	\$4,311.12
Sub-Total	\$249,261.12
Administration Recovery (3%)	\$7,477.83
Net Total Cost	\$256,738.95

Project Funding Position Summary	
Capital Project Number	LI-4539-14
Approved Budget	\$3,328,600.00
Less: Expenses and Commitments to Date	\$71,267.46
Current Funds Remaining	\$3,257,332.54
Less: Total Assignment Cost	\$256,738.95
Balance Remaining	\$3,000,593.59

The remaining budget will be directed towards the construction phase of the project.

## **Relationship to Vaughan Vision 2020 / Strategic Plan**

In consideration of the strategic priorities related to Vaughan Vision 2020, the project will provide:

- Service Excellence – Demonstrate Excellence in Service Delivery
- Organizational Excellence – Ensure Financial Sustainability

By evaluating the proponents using a systemic approach, which considers qualifications, fees, and references, this process demonstrates excellence in service delivery and ensures financial sustainability.

## **Regional Implications**

Not applicable.

## **Conclusion**

Based on the outcome of the evaluation process, it is recommended that RFP15-396, Design & Contract Administration Services for the new Vellore Village South Library be awarded to ZAS Architects Inc.

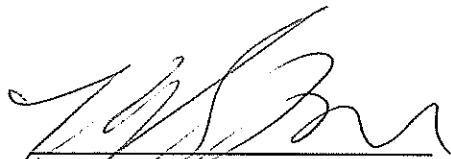
## **Attachments**

Not applicable.

## **Report prepared by:**

Gabriel Wong, Manager of Building Construction, Building and Facilities, Ext. 8101

Respectfully submitted,



Margie Singleton  
CEO of Vaughan Public Libraries



Demetre Rigakos  
Acting Commissioner of Strategic & Corporate Services