

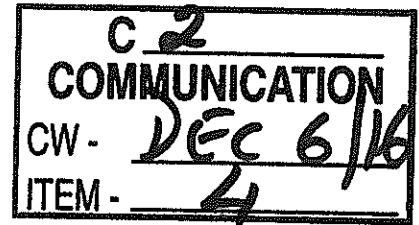
memorandum



DATE: November 22, 2016

TO: Mayor and Members of Council

RE: **AWARD OF REQUEST FOR PROPOSAL RFP16-361**
DESIGN AND CONTRACT ADMINISTRATION SERVICES FOR NEW FIRE STATION #7-4
WARD 1



Recommendation

The City Manager and the Director of Infrastructure Delivery, in consultation with the Director of Financial Planning and Development Finance & Deputy City Treasurer and the Director of Procurement Services recommend:

1. That Request for Proposal RFP16-361, Design and Contract Administration Services for the New Fire Station #7-4, be awarded to Thomas Brown Architects Inc., in the amount of \$246,000.00 plus applicable taxes;
2. That a contingency allowance in the amount of \$49,200.00, plus applicable taxes, be approved within which the City Manager or his designate is authorized to approve amendments to the contract;
3. That the amounts identified in the above recommendations, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Project FR-3582-16 Reposition Station #7-4 Kleinburg Build and Design; and
4. That the Mayor and City Clerk be authorized to sign the appropriate documents.

Economic Impact

The total estimated cost for Design and Contract Administration Services for the New Fire Station #7-4, including contingency allowance, applicable taxes and administration recovery, is \$310,000.00. The total cost can be accommodated within approved Capital Project FR-3582-16, Reposition Station 7-4 Kleinburg Build and Design.

TABLE 1: ESTIMATED CONTRACT COSTS RFP16-361	
	\$
Thomas Brown Architects Inc. – Proposal Price (excluding H.S.T.)	246,000.00
Contingency Amount (20%)	49,200.00
Sub-Total	295,200.00
H.S.T. (1.76%, Not Recoverable)	5,195.52
Total	300,395.52
Administration Recovery (3%)	9,011.87
Net Total Cost	309,407.39
ROUNDED	310,000.00

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TABLE 2: PROJECT FUNDING POSITION SUMMARY	
Capital Project FR-3582-16	\$
Approved Budget	4,913,000.00
Less: Expenses/Commitments To Date	1,216.88
Funds Remaining	4,911,783.12
Less: Net Total Cost	(309,407.39)
Budget Remaining	4,602,375.73

This project is considered high in complexity with multiple uncertainties. Currently only a preliminary budget cost estimate is available and there is a high probability for changes due to unforeseen work related to heritage requirements and site services. In accordance with the Contingency Cost Matrix (identified in Appendix 1 of the Capital Project Financial Administration and Reporting Policy), a contingency allowance of 20% has been identified as an appropriate amount to address unforeseen work in completing the design assignment. The remaining balance in the project will be used towards the construction phase of the project.

Communications Plan

Not applicable.

Purpose

This report seeks Council approval to award Request for Proposal RFP16-361, Design and Contract Administration Services for the New Fire Station #7-4 to Thomas Brown Architects Inc.

Background - Analysis and Options

On September 28, 2016, proposals were received for RFP16-361 Design and Contract Administration Services for the New Fire Station #7-4

A Request for Proposal for Design and Contract Administration Services for the New Fire Station #7-4 was advertised on the City of Vaughan website, Daily Commercial News (DCN), Bidding and Ontario Public Buyers Association (OPBA) website on September 7, 2016. Three (3) Addenda were issued to answer questions received. In response to the RFP, seven (7) RFP packages were picked up from the Procurement Services Department. Upon closing on September 29, 2016, five (5) proposal submissions were received. One (1) proposal submission was deemed non-compliant.

In response to the RFP, four (4) compliant submissions were received from the following:

1. Alaimo Architecture Inc.
2. KNYMH Inc.
3. Salter Pilon Architecture
4. Thomas Brown Architects Inc.

A technical evaluation meeting was held on October 17, 2016 with the Evaluation Committee comprising of representatives from Infrastructure Delivery, Facility Maintenance Services and Fire & Rescue Services and facilitated by Procurement Services.

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As outlined in the RFP, the following scoring and ranking system was used to evaluate the proposals:

- Technical Evaluation – **80** points:
 - Understanding of the Project Requirement, Project Plan and Schedule – 20 points
 - Qualifications and Experience – 25 points
 - Proposed Personnel – 25 points
 - References – 10 points
- Financial Proposal – **20** points

Based on the requirements outlined in the RFP, a minimum cumulative score of 70% was required to be achieved by each Proponent for the technical evaluation before the financial proposals could be opened. KNYMH Inc. scored below 70% in the technical evaluation. Therefore, they did not qualify for the opening of the financial proposals. The technical evaluation scores for all other three Proponents met the RFP requirement of 70% or above. These proponents qualified for the opening of the financial proposals.

The Evaluation Committee created a short-list of Proponents and conducted interviews on November 18, 2016

Following the initial evaluation of the compliant submissions, the Evaluation Committee short listed Alaimo Architecture Inc. and Thomas Brown Architects and conducted interviews on November 18, 2016 and each Proponent was scored accordingly. The interviews served as the mechanism for further evaluation of the short-list of Proponents in order to establish the preferred Proponent.

The following scoring and ranking system was used to evaluate the interviews:

- Interview Evaluation – **25** points:
 - Presentation – 5 points
 - Interview (5) Questions – 20 points

Based on the evaluation of the submitted proposals and the interviews, assignment of the work to Thomas Brown Architects Inc. is recommended

Thomas Brown Architects Inc. scored the highest total number of points in the evaluation of the submitted proposals and interviews. In addition, references received were favourable. Based on the evaluation of the submitted proposals, interviews and reference checks, it is recommended that RFP16-361 Design and Contract Administration Services for the new Fire Station #7-4 be awarded to Thomas Brown Architects Inc. and that an Agreement be executed.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

In consideration of the strategic priorities set within the Term of Council Service Excellence Strategy Map, the recommendations in this report support the priority to ensure the safety and well-being of citizens.

Regional Implications

Not applicable.

Conclusion

Sufficient funding is available in Capital Project FR-3582-16 to award the Request for Proposal. It is recommended that RFP16-361 Design and Contract Administration Services be awarded to Thomas Brown Architects Inc. in the amount of \$246,000.00, plus applicable taxes.

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Attachments

Not applicable.

Report prepared by:

Vick A. Vignarajah, Project Manager, ext. 8118

Wei Chiao, Manager, Design & Construction, ext. 8101

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'DK', with stylized loops and a horizontal line across the middle.

Daniel Kostopoulos
City Manager

A handwritten signature in blue ink, appearing to read 'J. Graziosi', with a long horizontal line extending from the end.

Jack Graziosi
Director of Infrastructure Delivery