

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 9, 2014**

Item 8, Report No. 36, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 9, 2014.

**8 CIVIC CENTRE RESOURCE LIBRARY, REQUEST FOR PROPOSAL (RFP14-134) AWARD –  
WARD 1**

**The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Strategic & Corporate Services and the Director of Building and Facilities, dated September 2, 2014:**

**Recommendation**

The Commissioner of Strategic & Corporate Services and the Director of Building and Facilities, in consultation with the Director of Purchasing Services, recommend:

1. That MHPM Project Managers Inc. be retained to provide Construction Project Management Services of Civic Centre Resource Library, as detailed in the RFP14-134, in the amount of \$113,430.00, plus applicable taxes; and,
2. That a 10% contingency allowance in the amount of \$11,343.00 be approved within which the Commissioner of Strategic & Corporate Services, or his designate, is authorized to approve amendments to the contract; and,
3. That the above amounts be funded from capital project LI-4519-09 Civic Centre Resource Library.

**Contribution to Sustainability**

Not applicable.

**Economic Impact**

Sufficient funding is available in the Capital Budget Project LI-4519-09 for the Project Management Services. As such, there is no additional economic impact to the current Capital Budget.

**Communications Plan**

All proponents will be notified of the City's decision to award the Project Management Services through the Purchasing Services Department, in accordance with standard procedure.

**Purpose**

The purpose of this report is to obtain Council approval to award RFP14-134, Construction Project Management Services for Civic Centre Resource Library to MHPM Project Managers Inc.

**Background - Analysis and Options**

Due to a shortage of resources in the Building Construction Division of the Building and Facilities Department, the need arose to outsource the project management of this project in order to minimize risk and ensure proper management of project communication, quality, cost, scope & schedule. Purchasing Services advertised RFP14-134 on Bidding and OPBA on April 17, 2014, and City Page on April 24, 2014, with a closing date of May 7, 2014. Two addenda were issued to answer questions and closing date was extended to May 9, 2014.

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Fourteen (14) potential bidders picked up the documents. Eight (8) bids from the following companies were received:

- MHPM Project Managers Inc.
- p2i strategies Ltd.
- Construction and Project Management Inc.
- O.P. McCarthy & Associates Inc.
- CBRE Limited
- Turner & Townsend
- E.S Fox Ltd.
- Mortazavi Construction Consulting Inc.

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

- Qualifications and Experience - 25 points
- Approach and Methodology - 25 points
- Quality of Proposal – 5 points
- Financial - Proposal Fee - 25 points
- References - 20 points

MHPM Project Managers Inc. scored the highest number of points during the evaluation process by the evaluation committee. Based on the evaluation of the proposals, it is recommended that MHPM Project Managers Inc. be retained to provide project management services for the constructions of the library.

The total cost for project management services for this project, including contingency allowance, applicable taxes and administration recovery is calculated as follows:

<b>Financial Summary</b>	
<b>LI-4519-09 Civic Centre Resource Library - Construction</b>	
RFP14-134 Cost (excluding HST)	113,430.00
Contingency (10%)	11,343.00
HST (1.76%)	2,196.00
3% administration fees	3,809.07
<b>Total Cost</b>	<b>130,778.07</b>
<b>LI-4519-09 Budget</b>	<b>15,177,972.00</b>
<b>Less: Commitments/Expenses to Date *</b>	<b>13,528,335.90</b>
HST (1.76%) **	226,149.45
3% administration fees	392,266.49
RFP14-134 Total Cost	130,778.07
<b>Budget Remaining for future expenses</b>	<b>900,442.08</b>

\* includes contract amount of \$12.7M for construction that has been awarded.

\*\* HST not applicable for Building Permit Fee & Transfer to Reserve funds.

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

By awarding to the bidder with the highest score based on a standardized score system.

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- **STRATEGIC GOAL:**  
Service Excellence – Providing service excellence to citizens by ensuring access to library services and programs meet the growing and changing needs of citizens and users.
- **STRATEGIC OBJECTIVES:**  
Pursue Excellence in Service Delivery, and Enhance and Ensure Community Safety, Health and Wellness.

**Regional Implications**

Not applicable.

**Conclusion**

By awarding the contract for Project Management services, the City will be able to minimize risk and ensure proper management of project communication, quality, cost, scope & schedule during the construction phase of this new library project.

**Attachments**

Not Applicable.

**Report prepared by:**

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

## **COMMITTEE OF THE WHOLE – SEPTEMBER 2, 2014**

### **CIVIC CENTRE RESOURCE LIBRARY, REQUEST FOR PROPOSAL (RFP14-134) AWARD – WARD 1**

#### **Recommendation**

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#### **Contribution to Sustainability**

Not applicable.

#### **Economic Impact**

Sufficient funding is available in the Capital Budget Project LI-4519-09 for the Project Management Services. As such, there is no additional economic impact to the current Capital Budget.

#### **Communications Plan**

All proponents will be notified of the City's decision to award the Project Management Services through the Purchasing Services Department, in accordance with standard procedure.

#### **Purpose**

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**Attachments**

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Report prepared by: Gabriel Wong,  
Manager of Building Construction, Building and Facilities, Ext. 8101

Respectfully submitted,

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Michael Shatil  
Director of Building and Facilities

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Joseph Pittari  
Commissioner of Strategic & Corporate Services