

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016**

Item 17, Report No. 31, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on September 20, 2016, as follows:

***By approving the following in accordance with Communication C8, from the Deputy City Manager, Community Services and the Director of Recreation Services, dated September 20, 2016:***

- 1. That RFP 16-280 Consulting Services – Pierre Berton Heritage Centre Exhibit, be awarded to Reich + Petch Design International in the base amount of \$196,556 plus applicable taxes; and***
- 2. That the Mayor and City Clerk be authorized to sign the necessary documents; and***

***By receiving the report of the Director of Recreation Services, dated September 7, 2016.***

### **17 AWARD OF REQUEST FOR PROPOSAL RFP 16-280 CONSULTING SERVICES - PIERRE BERTON HERITAGE CENTRE EXHIBIT WARD 1**

**The Committee of the Whole recommends:**

- 1) That consideration of this matter be deferred to the Council meeting of September 20, 2016.**

#### **Recommendation**

The Director of Recreation Services, in consultation with the Deputy City Manager, Community Services, the Director of Procurement Services, the Chief Financial Officer and City Treasurer, and the Director of Financial Services, Deputy City Treasurer, recommends:

1. That RFP 16-280 Consulting Services – Pierre Berton Heritage Centre Exhibit, be awarded to Reich + Petch Design International in the base amount of \$196,556 plus applicable taxes; and,
2. That the Mayor and City Clerk be authorized to sign the necessary documents.

#### **Contribution to Sustainability**

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan, Community Sustainability Environmental Master Plan, Goal 4, and Objective 4.1:

- To foster a city with strong social cohesion, an engaging arts scene, and a clear sense of its culture and heritage.

#### **Economic Impact**

Funding for this project in the amount of \$196,556, plus applicable taxes can be accommodated within the approved capital project RE 9504-08.

#### **Communications Plan**

The Pierre Berton Heritage Centre project has a Communication Plan developed with key outputs by both Corporate Communications and Recreation Services to help promote and inform the public/community of the project.

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016**

Item 17, CW Report No. 31 – Page 2

#### **Purpose**

The purpose of this report is to seek Council's approval to award RFP 16-280 for Consulting Services – Pierre Berton Heritage Centre Exhibit, to the firm of Reich + Petch Design International, to develop and install an exhibit at the city-owned former Kleinburg United Church site, 10418 Islington Avenue.

#### **Background - Analysis and Options**

In May 2016, Council approved the recommendation from the Pierre Berton Task Force to develop a permanent wall exhibit at the City-owned Pierre Berton Heritage Centre at 10418 Islington Avenue (formerly the Kleinburg United Church, purchased by the City in 2012) with an opening date for the site (including renovations to the building) of June 2018.

A Request for Proposal (RFP) RFP16-280 was released on July 4, 2016 with a closing date of August 4, 2016. The RFP was advertised on Bids & Tenders website, Biddingo and OPBA websites. The RFP package provided to proponents detailed the proposed work requirements and project information, including the evaluation criteria used in the assessment of competing proposal bids. In total, 19 Proposal Documents were picked up at Procurement Services. An addendum was issued on July 27, 2016 to answer questions from the Proponents. Submissions were received from the following Proponents:

1. Museum Planning Partners, In partnership with Convex e2
2. Lord Cultural Resources
3. Reich + Petch Design International
4. W3

The RFP package provided details of the project, terms and conditions, and outlined the following criteria that were used in the evaluation of competing proposal submissions:

▪ Qualifications and Experience:	35%
▪ Project Management:	20%
▪ Quality of the Proposal:	25%
▪ Financial:	20%

An Evaluation Committee, comprised of staff from Recreation Services, Infrastructure Delivery and Procurement Services carried out the evaluation process on August 12, 2016. Each proposal was evaluated based on the criteria set out in the RFP and marked based on experience in similar projects, expertise, skills of team members and suitability with respect to team organization, project management and quality of proposal. Reich + Petch Design International obtained the highest score based on bid document criteria.

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

In consideration of the priorities set within the Term of Council Service Excellence Strategy Map, the recommendations in this report support the priority to promote arts, culture, heritage and sports in the community.

#### **Regional Implications**

There are no regional implications.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016**

Item 17, CW Report No. 31 – Page 3

**Conclusion**

Staff recommends that the firm of Reich + Petch Design International be awarded the contract as the Pierre Berton Heritage Centre exhibit consultants to undertake the design, development and installation of the exhibit at the heritage centre in the amount of \$196, 556, plus applicable taxes.

**Attachments**

Not Applicable

**Report prepared by:**

Sunny Bains, Director, Recreation Services ext. 8336  
Angela Palermo, Manager of Community Development and Promotional Services, ext. 8139



VAUGHAN

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Communication
COUNCIL: Sept 20/16
CW Rpt. No. 31 Item 17

**DATE:** September 20, 2016

**TO:** MAYOR AND MEMBERS OF COUNCIL

**FROM:** MARY REALI, DEPUTY CITY MANAGER, COMMUNITY SERVICES

**SUBJECT:** COMMUNICATION – COUNCIL MEETING SEPTEMBER 20, 2016, REFERRED ITEM #17, REPORT # 31

**ITEM #17- COMMITTEE OF THE WHOLE – SEPTEMBER 7, 2016  
AWARD OF REQUEST FOR PROPOSAL RFP16-280  
CONSULTING SERVICES – PIERRE BERTON HERITAGE EXHIBIT  
WARD 1**

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### Recommendation

The Deputy City Manager, Community Services and the Director of Recreation Services, in consultation with the Chief Financial Officer and City Treasurer, the Director of Financial Planning and Development Finance, Deputy City Treasurer, the Director of Procurement Services recommends:

1. That RFP 16-280 Consulting Services – Pierre Berton Heritage Centre Exhibit, be awarded to Reich + Petch Design International in the base amount of \$196,556 plus applicable taxes; and,
2. That the Mayor and City Clerk be authorized to sign the necessary documents.

### Economic Impact

Funding for this project in the amount of \$196,556 plus applicable taxes may be accommodated within the approved capital project RE 9504-08 that has a current balance of \$654,000. The remaining funds in this capital project will be used to purchase media equipment and display units required for the overall exhibit as determined by the consultant.

### Background and Analysis

At the Committee of the Whole meeting of September 7, 2016, the subject item was referred to the Council meeting of September 20, 2016 in order for staff to provide Council members with additional information related to the scope of work and deliverables associated with the identified Request for Proposal.

The scope of work outlined in RFP16-280 includes the design and installation of a permanent and mobile exhibit at the Pierre Berton Heritage Centre at the City-owned former Kleinburg United Church located at 10418 Islington Avenue.

The exhibit will be related to Canada's national story, inspired by the works of one of Canada's pre-eminent authors, media pioneers and former Kleinburg resident, Pierre Berton. As well, Mr. Berton's life and his contribution to Vaughan is to be highlighted as part of the permanent exhibit at the site. The exhibit is to be engaging and interactive.

The exhibit, in total, is to be comprised of a permanent wall exhibit to a maximum size of 90 linear ft. and a mobile exhibit designed to fit a maximum floor space of 750 sq. This project is being guided in part, by the Pierre Berton Task Force appointed by Council. The Task Force has staff representation from Recreation Services, City Clerk's/City of Vaughan Archives, Infrastructure Delivery and Corporate Communications.

The timelines for the exhibit design and installation has been coordinated with a second project at the site that is not part of this RFP, the renovation of the city-owned former Kleinburg United Church at 10418 Islington Avenue and its conversion to a community-use facility. This renovation project of the church is being led by the Infrastructure Delivery Department.

The scope of work required by the proponent related to RFP16-280 is to deliver the following services in **three project phases**. These phases have been co-ordinated to meet the renovation project timelines to the Centre.

#### **Deliverables for Phase 1 – Develop Interpretive Plan and Preliminary Exhibit Design**

- Develop an Interpretive Plan (including themes, layout, interactive media components etc.) related to Canadian history for the permanent and mobile exhibit for review and approval of the Pierre Berton Task Force. An interpretive plan will be developed utilizing research done and use materials eventually secured through copyright approvals received from archival collections at institutions such as McMaster University Archives, National Film Board Archives, Public Archives of Canada, City of Vaughan Archives, and other archives as required.
- Produce preliminary exhibit drawings and develop preliminary specifications on lighting and electrical requirements for the information of the renovation architect leading and developing the renovations at the former church site.
- Consult with the renovation project architect in order to inform the final size of the wall exhibit and its location, including the mobile exhibit size.
- Once an interpretive plan is approved, the exhibit consultant will develop exhibit drawings for the purpose of the renovation architect, electrical and mechanical type requirements on equipment; start developing specifications for display units and materials to be purchased for both the permanent exhibit and temporary/mobile exhibit units.

#### **Deliverables for Phase 2– Completion of Exhibit Design and Production of Exhibit**

- The exhibit consultant will be required to produce all title panels, captions, all graphic design work. They will develop final drawings/specifications for design-build display units as required, millwork, three-dimensional props etc. and all other work required to produce the exhibit. Note the City will be handling the procurement of all equipment, exhibit units and materials for the project as approved in Phase 1.
- The exhibit consultant will also be required to facilitate clearance of copyright, reproduction rights etc. for all materials used in the exhibit. The City will reimburse the consultant all costs related to reproduction costs, copyright fees and other materials for the exhibit.
- The exhibit consultant will consult with First Nations on the interpretive component of the exhibit related to First Nations' history.
- As the City will be procuring items related to the exhibit, the exhibit consultant will be available for consultation by City staff throughout this production phase of the project to oversee any changes to the specifications that are required and to consult with City staff on purchases and production of City procured materials, exhibit units and other items as necessary.

### **Deliverables for Phase 3 – Installation of Exhibit**

- The renovation work required to the Pierre Berton Heritage Centre is estimated to be executed from approximately June 2017 to April 2018. A soft opening of the Centre is to be scheduled for June 2018.
- Once access to the interior of the building is available to install the exhibit, the consultant in this Phase will be required to facilitate with the assistance and coordination of suppliers, staff, contractors etc. the final installation of the wall exhibit and the mobile exhibit.

### **Conclusion**

In consideration of the above information, it is recommended that Council approve the recommendation as found in this report.

  
**MARY REALI**  
Deputy City Manager  
Community Services

Copy:           Jeffrey A. Abrams, City Clerk  
                  Sunny Bains, Director, Recreation Services  
                  Laura Mirabella-Siddall, Chief Financial Officer and City Treasurer  
                  Asad Chugtai, Director, Procurement Services  
                  Lloyd Noronha, Director, Financial Planning and Development Finance,  
                  Deputy City Treasurer

**AWARD OF REQUEST FOR PROPOSAL RFP 16-280  
CONSULTING SERVICES - PIERRE BERTON HERITAGE CENTRE EXHIBIT  
WARD 1****Recommendation**

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#### **Attachments**

Not Applicable

#### **Report prepared by:**

Sunny Bains, Director, Recreation Services ext. 8336  
Angela Palermo, Manager of Community Development and Promotional Services, ext. 8139

Respectfully submitted,

Sunny Bains  
Director, Recreation Services