

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014

Item 27, Report No. 41, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 9, 2014.

**27 RFP14-329 – DESIGN & CONTRACT ADMINISTRATION SERVICES FOR
 NEW FIRE STATION #7-3 AND EMS STATION #31 (WARD 2)**

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 & Facilities, dated December 2, 2014:

Recommendation

The Commissioner of Strategic & Corporate Services and the Director of Building & Facilities, in consultation with the Fire Chief, the Director of Financial Planning & Analytics, the Director of Purchasing Services and the Manager of Building Construction, recommend:

1. That Thomas Brown Architects Inc. be retained to provide Design & Contract Administration Services for the new Fire Station #7-3 and EMS Station #31, as detailed in the RFP 14-329, in the amount of \$273,000.00, plus applicable taxes; and,
2. That a 10% contingency allowance in the amount of \$27,300.00 be approved within which the Commissioner of Strategic & Corporate Services, or designate, is authorized to approve amendments to the contract; and,
3. That the above amounts be funded from approved capital project FR-3564-13 Fire Station #73 Construction; and,
4. That the Mayor and City Clerk be authorized to sign the necessary documents.

Contribution to Sustainability

The project will be designed to a LEED Silver standard and will promote environmental sustainability.

Economic Impact

There is no economic impact. There is sufficient funding in the approved capital project FR-3564-13 to accommodate this award. Additional information is provided in the “Financial Summary” table in this report.

Communications Plan

Not applicable.

Purpose

The purpose of this report is to obtain Council approval to award RFP14-329, Design & Contract Administration Services for the new Fire Station #7-3 and EMS Station #31, to Thomas Brown Architects Inc.

Background - Analysis and Options

Purchasing Services advertised RFP14-329 on CityPage, Biddingo and OPBA website on October 9, 2014 with a closing date of October 28, 2014. One (1) Addendum was issued to answer questions received.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014

Item 27, CW Report No. 41 – Page 2

Twelve (12) potential proponents picked up the RFP documents. Nine (9) bids were received from the following proponents:

1. Habib Architects Inc.
2. Thomas Brown Architects Inc.
3. Alaimo Architecture Inc.
4. Salter Pilon Architecture Inc.
5. Kasian Architecture Ontario Inc.
6. ZAS Architect Inc.
7. Masri O Inc. Architects
8. Kleinfeldt Mychajlowycz Architects Inc.
9. IBI Group

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 Fire and Emergency Services, York Region, and the City's external Project Management firm, Mettko. Thomas Brown Architects Inc. scored the highest number of points during the evaluation process. In addition, references conducted by Purchasing Services were favourable. Based on the evaluation of the proposals and the reference checks, it is recommended that Thomas Brown Architects Inc. be retained to provide the Design & Contract Administration services for this project.

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

Financial Summary	
FR-3564-13 Fire Station 7-3 Construction	
FRP-14-29 Cost (excluding HST)	273,000.00
Contingency (10%)	27,300.00
HST (1.76%)	5,285.28
Administration Fee (3%)	9,167.56
Total Cost	314,752.84
FR-3564-13 Budget	4,650,000.00
Less: Commitments/Expenses to Date	97,020.00
HST (1.76%)	1,707.55
Administration (3%)	2,961.83
RFP14-329 Total Cost	314,752.84
Budget Remaining for future expenss	4,233,557.78

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

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014

Item 27, CW Report No. 41 – Page 3

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 to award RFP14-329, Design & Contract Administration Services for the new Fire Station #7-3 and EMS Station #31, to Thomas Brown Architects Inc.

Attachments

N/A

Report prepared by:

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

COMMITTEE OF THE WHOLE – DECEMBER 2, 2014

RFP14-329 – DESIGN & CONTRACT ADMINISTRATION SERVICES FOR NEW FIRE STATION #7-3 AND EMS STATION #31 (WARD 2)

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Contribution to Sustainability

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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,

Michael Shatil
Director of Building and Facilities

Joseph Pittari
Commissioner of Strategic & Corporate Services