

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 13, 2016

Item 4, Report No. 43, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 13, 2016.

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

The Committee of the Whole recommends:

- 1) That the recommendation contained in the following report of the City Manager and the Director of Infrastructure Delivery, dated December 6, 2016, be approved; and**
- 2) That the following be approved in accordance with Communication C2, memorandum from the City Manager and the Director of Infrastructure Delivery, dated November 22, 2016:**
 - 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.**

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 Committee of the Whole, at its meeting of December 6, 2016, give consideration to the recommendations contained within a Communication to be provided following the completion of the evaluation for the award of Request for Proposal RFP16-361 Design and Contract Administration Services for New Fire Station #7-4.**

Contribution to Sustainability

In accordance with the objectives in Green Directions Vaughan, the project will utilize an integrated process, whereby sustainable Leadership in Energy and Environmental Design (LEED) principles will be incorporated into the overall design to achieve LEED Silver standard.

Economic Impact

The economic impact to the City is unknown at this time. It will be identified upon the completion of the evaluation for the award of Request for Proposal RFP16-361 Design and Contract Administration Services for New Fire Station #7-4.

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Communications Plan

Not applicable.

Purpose

The purpose of this report is to obtain Council approval for the award of Request for Proposal RFP16-361 Design and Contract Administration Services for New Fire Station #7-4.

Background - Analysis and Options

The design and construction of the new Fire Station #7-4 was approved in the 2016 Capital Budget

In 2016, the City purchased the land located at 835 Nashville Road for the construction of a new fire station in Kleinburg. Funding for the design and construction of the new Fire Station #7-4 was approved in the 2016 Capital Budget. Fire Station #7-4 will be built within a Heritage District in Kleinburg at 835 Nashville Road to serve the growing community. It will be a LEED Silver newly constructed facility of approximately 9,000 sq.ft. and AODA compliant. Once completed, approximately 20 staff members will be assigned to work at the new Fire Station, with approximately 5 staff members on-site at any given time. Fire Station #7-4 may also serve as a potential "Evacuation Centre". The project will reinforce a culture of design excellence with strong considerations for context, functionality, use of high-quality materials, universal design, spatial layouts with access to natural light and sustainable design.

The scope of services for this contract includes the planning, design and contract administration for the design and construction of Fire Station #7-4.

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), Biddingo 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, Fire and Rescue Service and facilitated by Procurement Services.

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

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- 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

The Evaluation Committee has created a short-list of Proponents and will be conducting interviews

An initial evaluation of the compliant submissions has been completed. The Evaluation Committee has created a short-list of Proponents and will be conducting interviews. The interviews will serve as the mechanism for further evaluation of the short-list of Proponents in order to establish the preferred Proponent.

The Evaluation Committee will provide a recommendation for a preferred Proponent upon completion of the interviews and evaluation process.

The results of this process and any recommendations will be brought forward by Communication to the December 6, 2016, Committee of the Whole meeting.

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

A Communication will be provided to the Committee of the Whole at its meeting of December 6, 2016 outlining the recommendation for the award of Request for Proposal RFP16-361 Design and Contract Administration Services for New Fire Station #7-4.

Attachments

1. Location Map
2. Site Plan

Report prepared by:

Vick A. Vignarajah, Project Engineer, ext. 8118
Wei Chiao, Manager, Design & Construction, ext. 8101

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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

C 2.2

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.

C 2.3

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.

C 2.4

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 stylized 'J' and a horizontal line at the end.

Jack Graziosi
Director of Infrastructure Delivery

**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 Committee of the Whole, at its meeting of December 6, 2016, give consideration to the recommendations contained within a Communication to be provided following the completion of the evaluation for the award of Request for Proposal RFP16-361 Design and Contract Administration Services for New Fire Station #7-4.

Contribution to Sustainability

In accordance with the objectives in Green Directions Vaughan, the project will utilize an integrated process, whereby sustainable Leadership in Energy and Environmental Design (LEED) principles will be incorporated into the overall design to achieve LEED Silver standard.

Economic Impact

The economic impact to the City is unknown at this time. It will be identified upon the completion of the evaluation for the award of Request for Proposal RFP16-361 Design and Contract Administration Services for New Fire Station #7-4.

Communications Plan

Not applicable.

Purpose

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Regional Implications

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Conclusion

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

Respectfully submitted,

Daniel Kostopoulos
City Manager

Jack Graziosi
Director of Infrastructure Delivery

ATTACHMENT No. 1

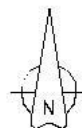


LOCATION MAP 835 NASHVILLE ROAD

LEGEND

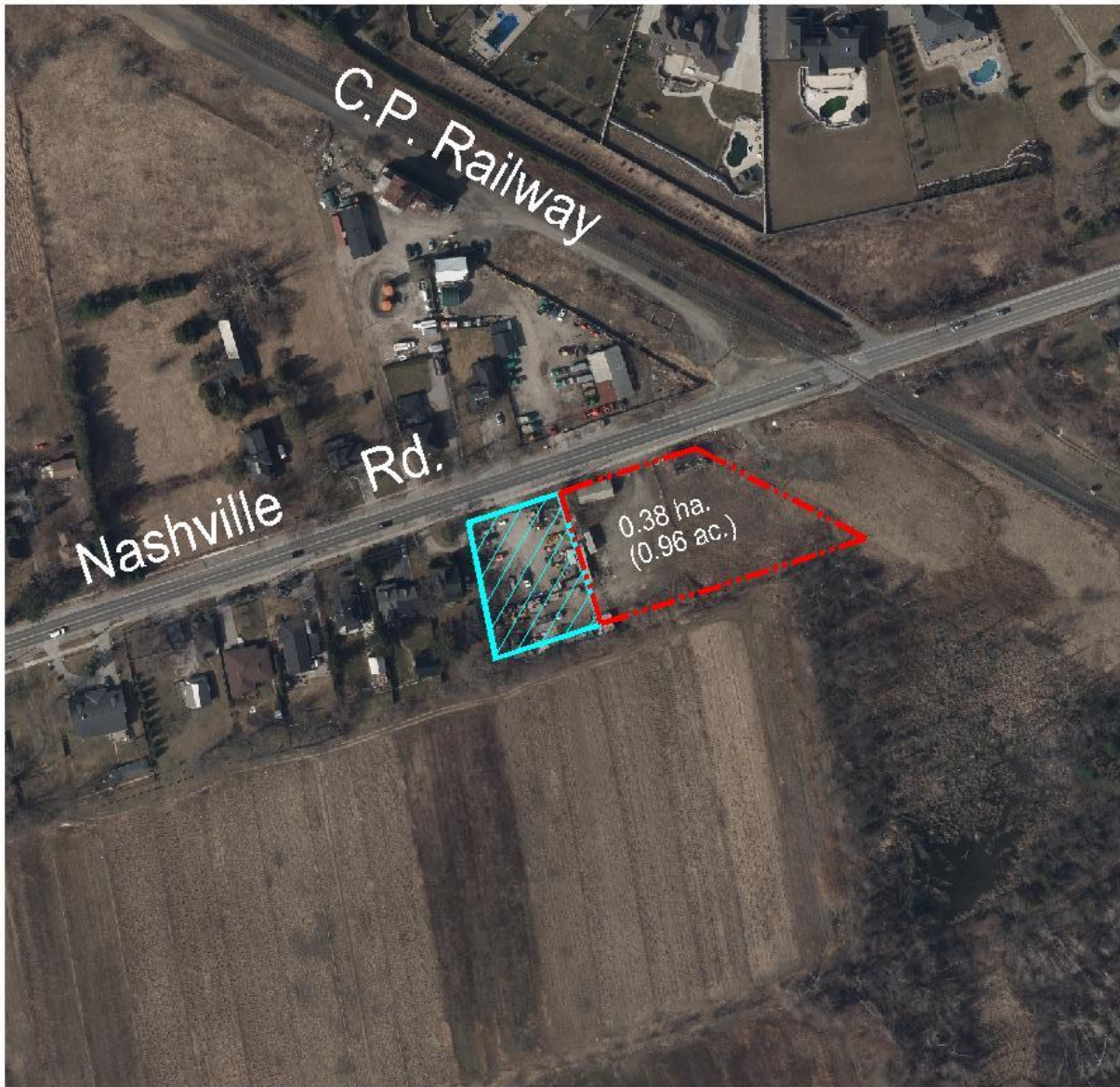


SUBJECT LANDS





NOT TO SCALE

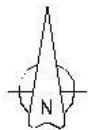
ATTACHMENT No. 2



SITE PLAN
835 NASHVILLE ROAD

LEGEND

-  SUBJECT LANDS
-  REMAINING LANDS



NOT TO SCALE