

**COMMITTEE OF THE WHOLE MEETING
FEBRUARY 6, 2017**

REPORT #DCAO-2017-01

**AWARD OF RFP P16-23 - ARCHITECTURAL AND ENGINEERING SERVICES - 25
ALBERT STREET WEST, ALLISTON**

RECOMMENDATION

That Report #DCAO-2017-01 be received;

And further that Proposal P16-23 Architectural and Engineering Services – 25 Albert Street West, Alliston be award to +VG Architects, The Ventin Group LTD., for the upset fee of \$171,350 plus HST, for phases 1 to 5 and final design based on the percentage outlined in the proposal which is dependant on the construction cost of the project, in accordance with their proposal dated December 16, 2016;

And further that the additional survey and study fees identified in report DCAO-2107-01 in the amount of \$17,000 plus HST be approved to support the repurposing of site;

And further that a project contingency allowance in the amount of \$15,550 be approved for the project within which the Deputy CAO or his designate is authorized to approve amendments to the scope of work;

And further that the necessary by-law be enacted authorizing the Mayor and Clerk to sign the appropriate documents respecting Proposal P16-23.

And further that the necessary funds be taken from New Administration Centre Reserve for Phase I to V of the project and the funding for Phase VI be determined at a future date.

OBJECTIVE

The purpose of this report is to provide Council with the results of Request for Proposal (RFP) P16-23 and to provide a recommendation to retain+VG Architects, The Ventin Group LTD. (+VG), to provide Architectural and Engineering Services for the repurposing of the Town's lands at 25 Albert Street West in the community of Alliston.

BACKGROUND

The Simcoe County District School Board closed the former Alliston Union Public School (AUPS) located at 25 Albert Street West in the summer of 2014. In 2016, the School Board declared the former AUPS as surplus to their needs and offered it for sale in accordance with their normal process. The Town was offered the opportunity to purchase the property at fair market value. The Town purchased the former AUPS site in July of 2016, with the intention of re-purposing it for a new administration building.

In October of 2016, report DCAO-2016-08 was presented to Council for their consideration of the Guiding Principals and the Terms of Reference for retaining architectural and engineering

services as part of the re-purposing of the 25 Albert Street West site. Council at their meeting of October 17, 2016, adopted the following resolution

That report #DCAO-2016-08 be received;

And further that the Guiding Principals for the design and construction of new administrative space as outlined in Report DCAO-2016-08 be approved;

And further that the Terms of Reference for the retention of Consulting services to design new administrative space as outlined in Report DCAO-2016-08 be approved;

On the basis of the Council direction, Staff issued a request for proposal to find a qualified consultant to undertake the project.

COMMENTS AND CONSIDERATIONS

Town Staff issued Request for Proposal P16-23 (RFP), on November 14, 2016, for qualified Architects and Engineers to assist the Town in the redevelopment of 25 Albert Street West, Alliston into a Municipal Town Hall.

In keeping with the Guiding Principals for the design and construction of new administrative space as approved by Council, the consultants were asked to outline a program to complete visioning, condition assessment and space planning studies and then considering the outcome of those, prepare a design that contemplates the repurposing or replacement of part or all of the existing building to create new administrative space. The RFP was structured to identify the various phases of the project that was envisioned to provide a functioning Town Hall. The Phases have been summarized as follows:

Phase I – Project Start-up

Outline of the actions required for the consultant at the commencement of the project;

Phase II – Visioning

The purpose of this phase is for the Consultant to gain insight from Council in regards to their desired concept for new Town administrative space. It is anticipated that this phase will be undertaken through interviews and / or a workshop with Council members and Staff;

Phase III – Condition Assessment

The consultant will be expected to review all documents provided as well as undertake any additional physical inspections including but not limited to: electrical, mechanical, building envelope and roofing systems;

Phase IV – Space Planning

To compliment the Visioning and Condition Assessment elements, the consultant will be asked to work with the Town's Senior Management to understand space requirements of the municipality both in the short and long term.

Phase V – Conceptual Design

During this phase the consultant will consider the outcomes from the Visioning, Condition Assessment and Space Planning phases, as well as the application of the Guiding Principles to develop a conceptual design. The consultant will present this to Council along with required levels of refurbishment, demolition and replacement, as well as preliminary cost, cost benefit analysis and scheduling estimates. The conceptual design should also identify general site development that provides for parking, lighting, landscaping and the like.

Given the current space constraints at the existing Town Hall, the consultant will also be requested to provide options for the provision of temporary space that could be utilized to house some departments until such time the project is complete. These may include (but not be limited to) phasing the design and construction in such a manner that space is made available for use as the next phases of the work are continuing and the use of portable office space on the site. The various costs associated with these approaches will be provided as part of this Phase.

Phase VI – Final Design

Once the conceptual design is approved by Council, the consultant will proceed to the development of a final design. This phase will provide the Town with tender ready documents to undertake the construction phases of the project.

The intent of the RFP was to have the Consultant advance the project to a tender ready stage. This would allow for the method of construction administration to be determined at a later stage. The Architect leading the design could be asked for an estimate to complete the work or alternatively a Construction Management firm could be hired. If it was determined to be advantageous to use a Construction Management firm to complete the project, the architect would continue to provide support to the construction team. The decision on which option to pursue would be determined as part of the tender award for the works. As such, the costing for the construction administration of the project was not included in the RFP.

Request for Proposal P16-23 was advertised in the Alliston Herald newspaper, the New Tecumseth Times, Madhunt Publishing On-Line newspaper, Biddingo (on-line Tender website), and the Town's Website. The RFP closed on December 16, 2016.

Thirteen qualified Architectural and Engineering Firms submitted responses being, Ventin Group Architects, Mettko, CS & P Architects, Ted Handy & Associates, John MacDonald Architect, Mitchell Architects, Chamberlain Architect Services Limited, Stafford Haenisli Architects, Julius Horvath Architect, Linevision Architects, Richard Ziegler Architect Inc., Bill Lobb Architect, Lynch + Comisso.

The Architectural and Engineering Consultants were required to submit a proposal outlining the technical and financial aspects of the project assignment, complete with the acknowledgement of any issued Addendums. The Departments of the Deputy CAO, Corporate Services, Parks Recreation and Culture, Engineering, and Purchasing reviewed and evaluated the submitted proposals. Staff members from each of these Departments evaluated and scored the proposals based on the following seven (7) criteria;

- Completeness and quality of submission - 10%
- Demonstrated understanding of project scope, objectives, deliverables and critical schedule requirements. - 20%
- Projects Completed of Similar Scale and Scope - 10%
- Experience & Qualifications of Lead Person (Project Manager) and key staff - 15%

- Consultant team - Experience & Qualifications - 10%
- Implementation Plan and Efficiency of Project Schedule - 10%
- Cost Proposal - 25%

Following Staff's review of the proposals, the four (4) highest scoring proposals were selected for an interview. +VG Architects, The Ventin Group, Mettko, CS & P Architects, Ted Handy & Associates, were interviewed and based on the combined RFP scoring and interview +VG Architects, The Ventin Group obtained the highest overall score.

+VG submitted an impressive proposal including a very experienced team of consultants. The proposal submitted by +VG has been appended to this report as CONFIDENTIAL Attachment No. 1. The proposal is being provided confidentially to protect proprietary information submitted by the respondent. In addition, +VG has completed similar work for other several other municipalities. Staff verified the references provided within the +VG proposal and are confident that they are capable of completing this assignment in accordance with the timeline requirements of the RFP and within their stated budget. As a result, Staff recommends that +VG Architects, The Ventin Group LTD., be retained for the Architectural and Engineering Services required for the redevelopment of the Town's 25 Albert Street West site.

FINANCIAL CONSIDERATIONS

In keeping with Council's previous direction Architectural and Engineering Services for 25 Albert Street West would be funded from the HEC fund. Notwithstanding that direction, Council, as part of the 2017 Budget, created a New Administration Centre Reserve with an initial contribution of \$395,000. Staff recommends that this Reserve be used to fund the project prior to using funds from the HEC Fund.

Based on the proposal submitted by +VG, the cost of completing the first five phases of the project for 25 Albert Street West, as detailed in Request for Proposal P16-23, are as follows:

Description	Cost (\$)
Architectural and Engineering Services for 25 Albert Street West	
Phase I to V	138,500
Legal & Topo Survey	8,000
Designated Substance Report	9,000
Contingency (10%)	15,550
Total Fee Phase 1 to 5	171,050
Advertising	300
HST (13%)	22,275.50
Less applicable tax rebate (86.461538% of total tax)	(19,259.74)
Net Cost of Phases I to V	174,365.76
New Administration Centre Reserve	\$395,000
Favourable Variance	\$220,634.24

The total project cost to complete Phase I to V and be ready to proceed to the detailed design stage (Phase IV) is \$174,366.

It is recommended that a 10% contingency be included with the proposal award. This contingency be included in the overall project cost for any unforeseen expenses that may be incurred during the assignment.

A Legal and Topographic Survey as well as a Designated Substances Report for the existing structure were not included in the scope of the Request for Proposal and therefore, have been itemized separately in the cost details provided in the above table.

Due to the unknown outcome from the first five phases of the project, and that the construction budget has not been established, the RFP was structured to have Phases I to V at a fixed cost. Phase VI was structured to be at a percentage of the Construction Cost. This approach is in keeping with standard Architectural practice and allows for a fair fee to be paid for the services when they are known and proceed.

+VG provided the following Percentage of Construction Cost in their proposal.

Phase IV – Detailed Design – Percentage of Construction Cost	Percentage
Under 5 million dollars to 7.5 million dollars	6.98%
7.5 million to 10 million dollars	5.34%
Over 10 million	4.47%

The cost of the Phase VI will be estimated and provided to Council as part of the presentation of Phase V. Once the design has been selected, the cost of the Detailed Design Phase (VI) can be determined.

The Town now receives a partial HST rebate; therefore, HST has been calculated net of the rebated amount.

Respectfully submitted:



Blaine Parkin, P.Eng.
Deputy CAO

Attachments:

- CONFIDENTIAL Attachment No. 1 – DCAO-2017-01

Approved By:

Mark Sirr, CPA, CMA
Brendan Holly

Department:

Finance
CAO

Status:

Approved - 01 Feb 2017
Approved - 02 Feb 2017