

# Report Procurement Services

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<b>Report To:</b>	PS Reports - CAO Approve Only
<b>Report Number:</b>	Procurement Division-001-24
<b>Report Date:</b>	July 10, 2024
<b>Submitted By:</b>	Mandy Chong, Manager, Procurement
<b>Reviewed By:</b>	Mary-Anne Dempster, CAO
<b>File Number:</b>	RFP2024-8
<b>Report Subject:</b>	<b>Architectural Services for the Operations Depot, Fire Station and Fire Training Facility – Summer Recess Procedure (Purchasing By-Law 2021-077 S.61)</b>

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## Recommendations:

It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from J. L. Richards & Associates Ltd. and MJMA Architecture & Design being the most responsive bidder meeting all terms, conditions and specifications of RFP2024-8 be awarded the contract for the provision of Architectural Services for the new Operations Depot, Fire Station and Fire Training Facility;
2. That the funds required to complete Stage 1 for this project in the amount of \$387,597.73 (Net HST Rebate) be funded from the approved budget; and
3. That dependent on Council approval for the tendering for a Contractor and the construction of the new facility the funds required to complete Stage 2 for this project in the amount of \$3,316,501.88 (Net HST Rebate) be approved.

## 1. Background

- 1.1 The Municipality of Clarington (Municipality) requires the assistance of a qualified firm for the provision of Architectural Services for the new Operations Depot, Fire Station and Fire Training Facility.
- 1.2 A Request for Proposal (RFP) was drafted to allow the Municipality to select a qualified Architectural Consultant to assist with the design of the new Operations Depot, Fire Station and Fire Training Facility.
- 1.3 RFP2024-8 was issued by the Procurement Division and advertised electronically on the Municipality's website. The RFP was structured on a two-envelope system with price being an evaluated factor.
- 1.4 In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with [Purchasing By-Law #2021-077, Part 2 Section 61](#), Council Recess Procedures.
- 1.5 The RFP was issued requiring proponents to bid on two stages (see paragraph 2.9 to 2.11 for additional details). This approach was chosen to mitigate the need for future bid solicitations for design, and attracting proponents who may otherwise not bid while waiting for the larger portion of the contract.

## 2. Analysis

- 2.1 The RFP closed June 19, 2024.
- 2.2 The RFP stipulated, among other things, that the proponents were to provide a description of the Firm/Consulting team, key qualifications, firm profile, highlights of past service and experience of team members with projects of similar size, nature and complexity, and demonstrate an understanding of the Municipality's requirements.
- 2.3 Thirty-eight companies downloaded the document. A mandatory information session was held May 28<sup>th</sup>, 2024. Twenty-three firms attended the session thereby making them eligible to submit a proposal.
- 2.4 Seven proposals were received (refer to Attachment 1) by the stipulated closing date and time. One proposal did not meet the mandatory requirements and was deemed non-compliant. Six proposals received complied with Phase 1 - Mandatory submission requirements and were distributed to the evaluation committee for review, evaluation, and scoring.
- 2.5 The technical proposals were evaluated and scored independently by the members of the evaluation committee in accordance with the established criteria as outlined in the

RFP. The evaluation committee was comprised of staff from the Emergency and Fire Services, Public Works, Community Services Division, and Colliers Project Leaders (Project Management Firm).

- 2.6 The evaluation committee met to review and agree upon the overall scores for each proposal. Some of the areas on which the submissions were evaluated were as follows:
- The Proponent's understanding of the Municipality's requirements;
  - Highlights of services provided performing similar work on projects of comparable nature, size, and scope;
  - A methodology describing the Proponent's project management approach, work plan, goals, objectives, and methods of communications to be utilized to meet the requested deadlines; and
  - A proposed solution including a detailed work plan indicating the project method, schedule, Gantt chart, tasks and deliverables showing an estimated overall timeline of the project.
- 2.7 Upon completion of the evaluation, five submissions met the established passing threshold of 80 percent for Phase 2 – Technical Submission and moved to Phase 3 - Pricing. It was determined by the evaluation committee that a presentation from the short-listed proponents would not be required.
- 2.8 The pricing envelopes of the short-listed firms were opened and evaluated as stipulated in the RFP document.
- 2.9 The RFP was structured to award using a two-stage approach for the design and construction of a new Operations Depot and Fire Headquarters and Training Facility, in Bowmanville.
- 2.10 The first stage of the project includes Programming and Scope development as well as the Concept Design.
- 2.11 The second stage is dependent on Council approval for the tendering for a Contractor and the construction of the new facility. This stage includes the Schematic Design, Design Development, Construction Documents, Bidding and Negotiations, Construction and Warranty Phases.
- 2.12 Upon completion of the evaluation scoring, the recommendation is to award the contract for this work to the highest ranked proponent, J.L. Richards and Associates Ltd. in partnership with MJMA Architecture & Design.
- 2.13 J.L. Richards and Associates Ltd. has not worked with the Municipality; therefore, reference checks were completed and provided to the Evaluation Committee. J.L. Richards and Associates Ltd. references were deemed to be satisfactory.

2.14 MJMA Architecture & Design is currently working with the Municipality on the South Bowmanville Recreation Complex therefore no reference checks were completed for MJMA.

### 3. Financial Considerations

3.1 The funding required for this contract award is up to \$3,704,099.62 (Net HST Rebate). And including cash allowances of \$305,280 (Net HST Rebate). The pricing was provided in two stages.

3.2 The Proponents provided pricing for the two stages as noted in item 2.9 above. The fees are allocated between the stages as follows:

Description	Fees (Net HST Rebate)
Stage 1 – Lump Sum for Architectural Services including disbursements	\$387,597.73
Stage 2 – Lump Sum for Architectural Services including disbursements	3,316,501.88

3.3 Stage 1 is related to the design phase of the project and will be utilizing portions of the \$750,000 budget previously approved for the design of the Operations Depot, Fire Station and Fire Training Facility and will be funded from the following account:

Description	Account Number	Amount
Operations Centre Design Stage 1	110-36-370-83603-7401	\$387,598

3.4 Stage 2 funding, including construction, will be budgeted in the 2025 budget update. The award of Stage 2 is dependent upon the budgetary approval of required funds to complete the project. Proponents were made aware that Stage 2 is not guaranteed and have submitted proposals with this in mind.

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Staff Contact: Mandy Chong, Manager, Procurement, 905-623-3379 ext. 2209 or mchong@clarington.net.

Attachments:

Attachment 1 – Summary of Proposals Received

Attachment 1 - Summary of Proposals Received

# Municipality of Clarington

## RFP2024-8– Architectural Services - Operations Depot, Fire Station and Fire Training Facility

### Proposals Received

Bidder
AECOM & Associates
Diamond & Schmitt Architects Incorporated
J.L. Richards & Associates Ltd.
RDH Architects Inc.
Salter Pilon Architecture Inc.*
Strasman Architects Inc.
ZAS Architects Inc.

Note: Companies with \* were deemed non-compliant.