



City of  
**Peterborough**

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**To:** **Members of the Committee of the Whole**

**From:** **Sandra Clancy, Director of Corporate Services**

**Meeting Date:** **July 25, 2016**

**Subject:** **Report CPPS16-018**  
**Award of RFP P-19-16 for Consulting Teams of Record for the**  
**Property Division of the City of Peterborough**

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## **Purpose**

A report to recommend award of Request for Proposals (RFP) P-19-16 for Consulting Teams of Record for the City of Peterborough.

## **Recommendations**

That Council approve the recommendations outlined in Report CPPS16-018, dated July 25, 2016 of the Director of Corporate Services, as follows:

- a) That RFP P-19-16 to become Consulting Teams of Record for the City of Peterborough, be awarded to the following two Consulting Teams:
  - i. Lett Architects Inc., 171 King Street, Peterborough, Ontario, K9J 2R8, with the following team - Lett Architects as the Architect, Durham Energy Specialist Limited as Mechanical and Electrical Engineers and Bradley Engineering as Structural Engineer; and
  - ii. TS Engineering Inc., 8 Plaxton Crescent, Toronto, Ontario, M4B 1L1, with the following team - TS Engineering as Mechanical Engineer, Carvajal as Structural Engineer, ETO Design Solutions as Electrical Engineer and Taylor Smyth Architects as the Architect

for the five term January 1, 2017 to December 31, 2021 with the option for one, five year extension subject to satisfactory performance.

- b) That the Master Floor Plan project identified in RFP P-19-16 be awarded to the TS Engineering Inc. Team, 8 Plaxton Crescent, Toronto, Ontario, M4B 1L1 at a cost of \$279,130 plus HST of 36,286.90 for a total cost of \$315,416.90 upon budget availability.
- c) That staff be delegated the authority to apportion any future work to the teams of record in a fair manner at the rates specified in P-19-16.

## **Budget and Financial Implications**

If the recommendations in Report CPPS16-018 are approved, there was one proposed project included in the RFP for the term of the contract. Partial funding for the project is included in the 2017 Capital budget and would be awarded to TS Engineering Inc. upon budget approval as they scored the highest points in the evaluation.

There is no commitment to the proponents on the quantity of work over the next five years as it will depend on the work approved in future capital budgets. However, the value of this work over the next five years is estimated to be \$1.5 million. All future projects would be given to the two teams equally over the term of the contract. Fees for all future projects are based upon a percentage of the estimated construction cost, and the percentage fees to be paid are fixed for the term of the contract and were included in the agreement as part of the RFP document.

## **Background**

The City is seeking to retain the services of up to three Consulting Teams of Record for a five year period to provide complete project design and project management. The City currently has two Architects of Record, two Mechanical and Electrical Consultants of Record and one Structural Consultant of Record. Their current contracts expire December 31, 2016.

Working with Consulting Teams of Record will provide the City with following benefits:

- a) consulting teams were allowed to choose their own working teams;
- b) ongoing professional working relationships;
- c) understanding of City's design process;
- d) in depth knowledge of the City's purchasing and tendering policies;
- e) consistent project management; and,
- f) understanding of how both parties function and their individual requirements to achieve a successful construction project.

There is no guarantee of the volume of work as it will depend on future budget approvals. The City also reserves the right to issue separate bid solicitations for similar work especially for major construction projects where more specific experience may be sought.

RFP P-19-16 was issued to select up to three Consulting Teams of Record for the next five years. To enable an evaluation, one specific project was explained in detail - to create master floor plans, site plans and roof plans using AutoCAD for 38 City facilities. The Master Floor Plans shall include the following:

- a. Each Facility Drawing Set shall include the following:
  - i. Site Plan;
  - ii. All Floor Plans; and
  - iii. Roof Plan.
- b. Site plans shall include: parking stalls; accessible stalls; light Standards; asphalt areas; concrete sidewalks, curbs, depressed curbs, curb ramps and ramps; grass areas; entrance doors; and street names.
- c) Floor plans shall include: room names and room numbers; windows and doors; plumbing fixtures; mechanical equipment, in mechanical rooms and on the roof; electrical equipment, inclusive of electrical panels and disconnects; security equipment, keypads, cameras, swipe cards, etc.; Life safety equipment, inclusive of:
  - i. Heat and Smoke Detectors;
  - ii. Emergency Lighting;
  - iii. Exit Signs;
  - iv. Pull Stations;
  - v. Fire Hose Cabinets;
  - vi. Fire Extinguishers;
  - vii. Fire Alarm Panels;
  - viii. Fire Hydrants;
  - ix. Siamese Connections;
  - x. Defibrillators;
  - xi. Main Natural Gas Shut-off;
  - xii. A separate Fire Exiting Plan; and
  - xiii. Any other Life Safety Equipment not specifically noted;
- d) Roof Plans shall include: different roof levels and type i.e. flat, sloped, metal etc; mechanical equipment; tie off locations; and access ladders/hatches.

The RFP asked the Proponents to submit individual prices for each Facility listed in the RFP and that all facilities would be awarded to the Consulting Team with the highest score. The RFP also noted that the pricing submitted shall be valid for the first five year term of the Contract and the Facilities may be awarded as a one Project or may be awarded as multiple projects over the term of the Contract upon budget availability.

Other than the one specific project identified in the RFP, the RFP indicated there was no commitment on the part of the City on the quantity and frequency of projects over the five year term. There may be no other facilities to be reviewed during the five year period or there may be numerous facilities.

### **RFP Issued**

RFP P-19-16 closed on May 12, 2016. Five submissions were received and are summarized in Chart 1. The Property and Energy Manager, Property Maintenance Coordinator, Project Manager of Facilities and Planning Initiatives, Housing Capital Planning Analyst, Chief Building Official and Arena Division Manager reviewed the Proposals.

### **RFP Evaluation**

This solicitation process was a Request for Proposals where a number of criteria were used to evaluate the submissions. The criteria and their relative weighting were clearly set out in the RFP document. The award report will show the rating summary for each Proponent and the total points. All future projects for the Consulting Teams shall be paid as a percentage of the overall construction cost as per the contract included as part of the RFP. City staff has decided to select only two Consulting Firms of Record at this time as they feel this will be sufficient to meet their current project needs.

### **Recommended bidder**

Staff recommends the RFP be awarded to the two Consulting Teams, Lett Architects Inc., and TS Engineering Inc. based on the evaluation, as they scored the highest points in the evaluation. TS Engineering Inc. scored the highest points and would be awarded the identified project upon future budget approvals.

### **Authority to Approve**

Section 8.2.1 of the Purchasing By-law 14-127 states: "Council must approve an award where the expenditure is greater than \$100,000" and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.). It is anticipated that the value of this work over the five years will be greater than \$100,000. RFP P-19-16 meets these requirements and must be approved by Council.

## **Summary**

RFP P-19-16 for Consulting Teams of Record for the City of Peterborough has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded as recommended in this report.

**Chart 1 - RFP P-19-16 Consulting Teams of Record for the Property Division****Bidder Submission Evaluation Chart**

| <b>Component</b>   | <b>Points</b> | <b>Lett Architects Inc.<br/>Team</b> | <b>Barry Bryan<br/>Associates Team</b> | <b>Miriton Group</b> | <b>+VG Architects Group</b> | <b>TS Engineering Inc.<br/>Group</b> |
|--|---------------|--------------------------------------|--|----------------------|-----------------------------|--------------------------------------|
| Compliance with RFP Requirements - required documents and length of submission | <b>5.0</b>    | <b>4.3</b>                           | 4.4                                    | 3.7                  | 3.8                         | <b>4.0</b>                           |
| Pricing  | <b>20.0</b>   | <b>8.3</b>                           | 19.0                                   | 20.0                 | 8.3                         | <b>14.3</b>                          |
| Client Reference Form  | <b>5.0</b>    | <b>4.7</b>                           | 4.0                                    | 3.4                  | 1.9                         | <b>4.3</b>                           |
| Client Reference Form Survey   | <b>40.0</b>   | <b>27.1</b>                          | 0.0                                    | 12.3                 | 0.0                         | <b>28.1</b>                          |
| Section 8.0 Proposal Submission  | <b>30.0</b>   | <b>25.9</b>                          | 25.2                                   | 23.8                 | 21.7                        | <b>22.2</b>                          |
| <b>Total Points</b>  | <b>100.0</b>  | <b>70.3</b>                          | 52.6                                   | 63.2                 | 35.7                        | <b>72.9</b>                          |

Barry Bryan Associates Group and +VG Architects Group scored "0" for the Client Reference Form Survey because the City did not receive any Survey Forms submitted by their listed references. The RFP clearly asked that the proponent distribute the surveys to their references and that they should be returned directly to the City within a specified timeframe.

Submitted by

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