



City of
Peterborough

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

From: **Malcolm Hunt, Director of Planning and Development Services**

Meeting Date: **September 26, 2016**

Subject: **Report PLPD16-071**
Award of RFP P-32-16 for Trent Research and Innovation Park
Master Plan and Phase 1 Detailed Engineering Design

Purpose

A report to award Request for Proposals (RFP) P-32-16 for the completion of the Trent Research and Innovation Park Master Plan and Phase 1 Detailed Engineering Design.

Recommendation

That Council approve the recommendation outlined in Report PLPD16-071 dated September 26, 2016, of the Director of Planning and Development Services, as follows:

That RFP document P-32-16 for the Trent Research and Innovation Park Master Plan and Phase 1 Detailed Engineering Design be awarded to Brook McIlroy Inc., 161 Spadina Ave 2nd Floor, Toronto, ON M5V2L6, at a total cost of \$260,570 plus \$33,874 of HST for a total of \$294,444 including tax.

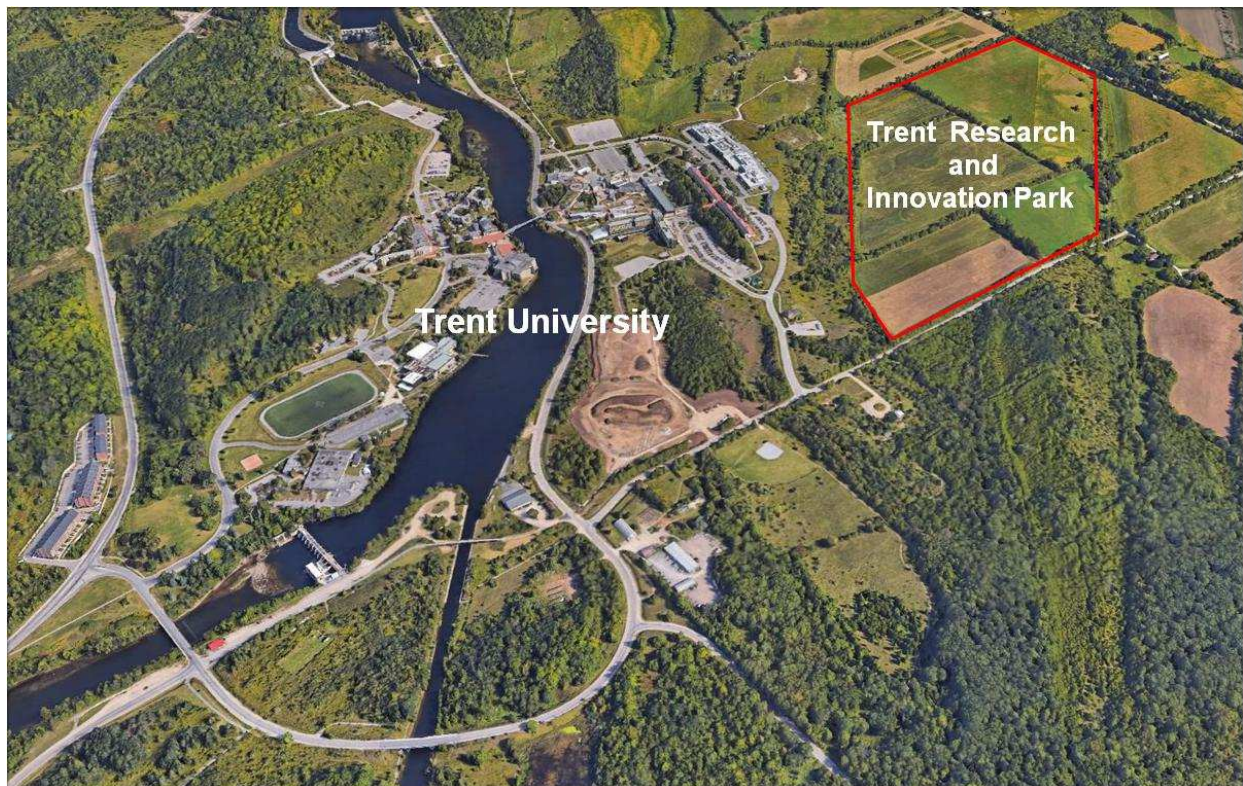
Budget and Financial Implications

The total \$260,570 requirement, for The Trent Research and Innovation Park Master Plan and Phase 1 Detailed Engineering can be accommodated within the approved \$1,460,000 allocation within the 2016 Capital Budget, project 7-3.01. The business model for the Trent Research and Innovation Park will see the City recovering its infrastructure costs over time through ground lease payments from tenants of Trent Research and Innovation Park to the City. In addition it is anticipated that all tenants will pay municipal taxes.

Background

Brief Description of the Work

The City is seeking the services of an experienced multi-disciplinary team of design professionals to develop a Master Plan for the 85-acre Trent Research and Innovation Park (TRIP), on an expedited basis. The team will also complete a first phase Draft Plan of Subdivision, as well as the detailed engineering design of a first phase of the Research Park, consisting of approximately 25 acres. This will include access roads, internal site services, lot grading, landscaping and storm water management. The objective of this assignment is to be Tender-ready for service installation in the spring of 2017, to match the time line of initial investment prospects.

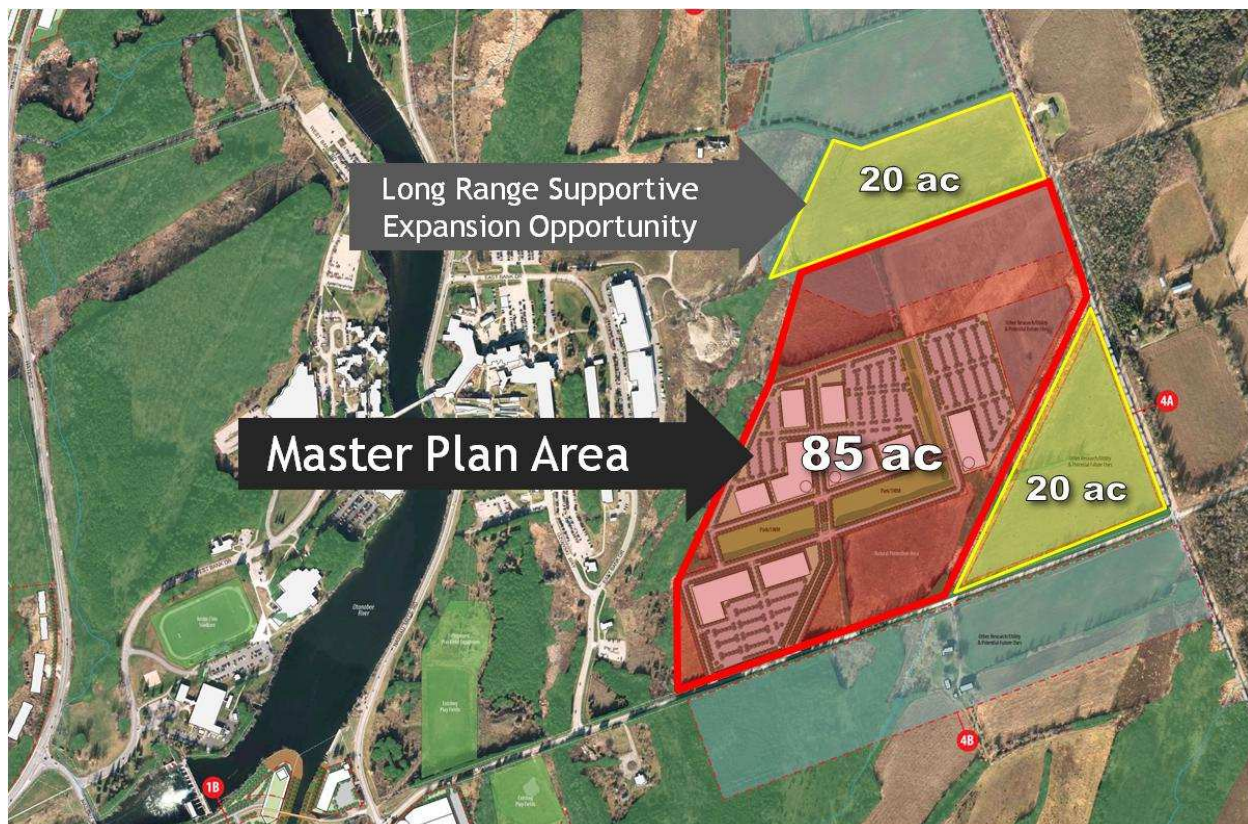


There are three key deliverables to this assignment:

- a. The completion of a Master Plan for the 85 acre Trent Research and Innovation Park, with an October 2016 start and December 2016 finish;
- b. The preparation of a Draft Plan of Subdivision for Phase 1; approximately 25 acres; and requisite technical studies to support the processing of the Draft Plan by the City's Planning Division, with a November 2016 start, and Draft Plan handover to Planning Division in January 2017; and

- c. The preparation of Detailed Engineering Drawings and Contract Documents for Phase 1, with a January 2017 start and design and tender package completed by April 2017.

The objective is to have the external services to TRIP and the first phase of infrastructure within TRIP in place for the fall of 2017. The scope of the Master Plan is for the 85 acres identified in red below. Resolution of long range opportunities identified through the Master Plan process can also include the 2 – 20 acre parcels in yellow. Within the 85 acres will emerge a logical first phase of development. Once the first phase is identified the consulting team will prepare a formal Draft Plan of Subdivision for processing by the City's Planning Division in the normal manner. To meet the development timelines the consulting team will complete the detailed engineering design of Phase 1 while the Draft Plan of Subdivision is being processed.



RFP Details

The RFP was issued on August 11, 2016 and closed on September 8, 2016. A non-mandatory information meeting was held at City Hall on August 18, 2016. Given the specialized nature of the work (campus and research park planning) 5 firms with a demonstrated track record in projects of this nature were invited to participate in the bid solicitation process. Detailed proposals were received from 4 firms. The RFP was prepared by staff and the proposals were evaluated by the Director, Planning and

Development Services, the Manager of Planning, the Development Engineer, and Trent's Project Manager, Department of Facilities Management.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6, Section 6.4.3.i. of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Chart 1 below provides a summary of the RFP results.

Chart 1 - Bidder Submission Evaluation Chart

RFP P-32-16 TRIP Master Plan and Detailed Engineering Design

Evaluation Criteria	Max. Score	Brook McIlroy (DM Wills)	Stantec (DM Wills)	Urban Strategies (DM Wills)	Planning Partnership (SCS Consulting Group)
Compliance with RFP Requirements	5	5	5	3	5
Pricing	25	23.9	21.9	25	17.7
Personnel Assigned to Project	25	22	20.8	19.5	19.5
Work Program	25	22.5	22.3	21.3	19.3
Experience of Firms	20	18	18.3	17.8	15.3
Rating Total	100	91.4	88.3	86.6	76.8
Ranking		1	2	3	4

Recommended Bidder

Based upon a review of proposals and the evaluation process, it is recommended that Request for Proposals P-32-16 be awarded to Brook McIlroy Inc., in association with DM Wills.

Brook McIlroy has considerable experience working in other institutional settings such as Innovation Place, University of Saskatchewan; Sunnybrook Bio-Medical Research Park; Exploration Place at the University of Lethbridge; and Knowledge Park, University of New Brunswick. Brook McIlroy will be teaming up with DM Wills Associates Limited. DM Wills has successfully completed many engineering assignments for the City of Peterborough including the recent Trent Research Park Servicing Study in April 2015.

Council Approval Required

Part 8, 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.) RFP P-32-16 for Trent Research and Innovation Park Master Plan and Phase 1 Detailed Engineering Design meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, an agreement will be prepared and is to be signed by the CAO and Clerk, under their delegated authority to do so before the work commences.

The consulting team will commence the work on immediately following Council's award of the assignment and is required to be completed by the end of April 2017.

Summary

RFP P-32-16 for the Trent Research and Innovation Park Master Plan and Phase 1 Detailed Engineering Design has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

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