



**City of  
Peterborough**

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

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

**Meeting Date: May 8, 2017**

**Subject: Report CPPS17-018  
Award of RFP P-04-17, for the Commissioning Firm of Record  
for the City of Peterborough**

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## **Purpose**

A report to recommend award of the Request for Proposals (RFP) P-04-17 for the Commissioning Firm of Record for the City of Peterborough.

## **Recommendation**

That Council approve the recommendations outlined in Report CPPS17-018, dated May 8, 2017 of the Director of Corporate Services, as follows:

That RFP P-04-17 for the Commissioning Firm of Record for the City of Peterborough be awarded to Jones Lang LaSalle Real Estate Services Inc. (JLL), 100 Cowdray Court, Suite 130, Toronto, Ontario, M1S 5C8 for the period May 22, 2017 to December 31, 2021 with the option for one five-year extension subject to satisfactory performance.

## **Budget and Financial Implications**

The first project is the new Peterborough Arena and Aquatics Complex. The total cost will be \$52,160 net of the HST 100% Input Tax Credit (ITC) can be accommodated within the unused portion of the \$3,200,000 set aside in the 2017 Capital Budget Project 6-6.01 (Community Services – Arenas – New Arena Facility).

Funds for the additional commissioning services, estimated to be \$250,000, from May 22, 2017 to December 31, 2021 will be included in future years' capital budgets as required.

## **Background**

The Property Division and Facilities and Planning Initiatives Division of the City of Peterborough are seeking to retain the services of a Commissioning Firm of Record for approximately a five-year period, to provide design review and commissioning of various projects, to ensure that all building systems are well designed, complete and functioning properly upon occupancy.

The Commissioning Firm will provide a complete review of the detailed design drawings from the City's Consulting Team and provide comments to the City's Consulting Team, to improve their designs and/or sequences of operation to improve energy, water and operating efficiencies. The Commissioning Firm will work with the Consulting Team and assist with the preparation of bid solicitation packages, for future projects and provide detailed information on the commissioning requirements for each project and provide pre-functional and functional/sequence verification test forms. The Commissioning Firm and Consulting Team will work together to provide complete detailed design construction drawings and specifications; detailed cost analysis and breakdowns; phasing implementation; assist with the Request for Tenders documents, using the City's tendering templates; construction; commissioning and certification of the Work.

The Commissioning Firm must report results, findings, and recommendations directly to the City. The Commissioning Firm and Consulting Teams will be required to ensure compliance with all codes and by-laws, to undertake, expedite and coordinate all work for the proposed projects, and obtain all necessary agency approvals, including all internal and external agencies.

The first project is the new Peterborough Arena and Aquatics Complex. Pricing for this project was used in the evaluation of the RFP submissions. The total cost for this work is \$52,160 + HST of \$6,780.80 for a total of \$58,940.80. If the recommendations in this report are approved, future commissioning services will be assigned to this firm.

## **RFP Issued**

RFP-04-17 was issued to select a Commissioning Firm for the new Peterborough Arena and Aquatics Complex in 2017 and to become the City's Commissioning Firm of Record for the period May 22, 2017 to December 31, 2021. The RFP was prepared by City staff and closed on April 20, 2017. Four submissions were received.

The Property and Energy Manager, Facilities and Planning Initiatives Manager and the Property Maintenance Coordinator reviewed and evaluated the submissions which are summarized in Chart 1.

**Chart 1 - Evaluation Criteria and Scoring  
RFP P-04-17 Commissioning Firm of Record for the City of Peterborough**

| <b>Components</b>  | <b>Points</b> | <b>CES Engineering Ltd.</b> | <b>Isotherm Engineering Ltd.</b> | <b>JLL</b>  | <b>WSP/ MMM Group</b> |
|--|---------------|-----------------------------|----------------------------------|-------------|-----------------------|
| Compliance with RFP Requirements and Submitted Documents | <b>5.0</b>    | 4.3                         | 4.1                              | <b>4.0</b>  | 4.3                   |
| Work Plan & Deliverables Item 8.8                        | <b>27.0</b>   | 24.3                        | 22.3                             | <b>21.3</b> | 24.7                  |
| Client Reference Form                                    | <b>3.0</b>    | 3.0                         | 3.0                              | <b>3.0</b>  | 2.5                   |
| Client Reference Form Survey                             | <b>30.0</b>   | 26.9                        | 26.3                             | <b>26.8</b> | 20.4                  |
| Pricing  | <b>15.0</b>   | 10.2                        | 6.2                              | <b>15.0</b> | 8.8                   |
| Proposal Submission Section 8.0                          | <b>20.0</b>   | 17.3                        | 15.0                             | <b>16.3</b> | 17.8                  |
| <b>Total Score</b>                                       | <b>100.0</b>  | 86.0                        | 76.9                             | <b>86.4</b> | 78.5                  |

**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 Commissioning Firm of Record shall be quoted individually.

**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-04-17 meets these requirements and must be approved by Council.

**Summary**

RFP P-04-17 for the Commissioning Firm of Record for the City of Peterborough has been issued in accordance with the City’s Purchasing By-law 14-127 and can be approved as recommended in this report.

Submitted by

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Director of Corporate Services

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