



City of
Peterborough

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

From: **Ken Doherty, Director of Community Services**

Meeting Date: **December 4, 2017**

Subject: **Report CSAD17-003**
Award of RFP P-16-17 for Consultant Services to Undertake a Feasibility Study for a Major Sport and Event Centre in Peterborough, Ontario

Purpose

A report to award Request for Proposals (RFP) P-16-17 for Consultant Services to Undertake a Feasibility Study for a Major Sport and Event Centre in Peterborough, Ontario.

Recommendation

That Council approve the recommendation outlined in Report CSAD17-003 dated December 4, 2017, of the Director of Community Services, as follows:

That RFP P-16-17 for Consultant Services to Undertake a Feasibility Study for a Major Sport and Event Centre in Peterborough, Ontario be awarded to Sierra Planning and Management, 206 Laird Drive, Suite 200, Toronto, Ontario, M4G 3W4 at a cost of \$139,675.00 plus \$18,157.75 for a total cost of \$157,832.75.

Budget and Financial Implications

The total net \$139,675.00 requirement, after applicable HST rebates for can be accommodated within the approved \$150,000 allocation within the 2016 Capital Budget project 6-6.09.

Background

Brief Description of the Work

The City is seeking to retain the services of a Consultant to facilitate and document a detailed feasibility study for a new Major Sport and Event Centre for the City. The project has been divided into two phases, with the second phase subject to Council direction to proceed. Both phases are to be completed within six months of the project start date.

Phase One Feasibility Study will include stakeholder and community consultation and will determine market and community needs to justify a Major Sport and Event Centre in the City and broader region, beyond what is provided currently in the existing Peterborough Memorial Centre (PMC). Case studies of similar facilities will be included as well as an assessment of major private partnerships, including P3 and Government Support. Also included is a high-level review of all potential sites in the Central area, including the current City property on Townsend Street, Dalhousie Street and Wolfe Street. Recommendations on the future of the PMC will also take place. At the end of Phase One, a detailed report will be presented to City Council with the results of the studies completed.

Phase Two Business Case will provide specific recommendations on the requirements for a new Major Sport and Event Centre based on the information gathered in Phase One. Location criteria will be developed to determine the footprint size of the facility required and a range of characteristics which define an ideal location. Capital Budget and Financing will be explored including recommendations for an operational model.

RFP Details, Closing, Prepared by, Reviewed by

The RFP was issued October 13, 2017 and closed on November 9, 2017 at 3:00 PM. This RFP was prepared and evaluated by the Steering Committee. The Steering Committee is comprised of City staff and other Stakeholders including the Director of Community Services, Director of Corporate Services, Director of Planning and Development Services, Arena Division Manager, PMC Facility Manager, PMC Operations Manager, Manager of Economic Development, Downtown Business Improvement Area Chairman, Peterborough Petes President and Peterborough Senior Lakers Representative.

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-16-17 Consultant Services to Undertake a Feasibility Study

Evaluation Criteria	Maximum Score	AECOM Canada Architects Ltd.	Sierra Planning and Management
Project Understanding and Approach	10	6.9	8.8
Methodology and Work Plan	20	14.2	16.3
Schedule	10	7.7	8.8
Similar Work Experience	20	12.8	18.9
Project Manager	10	7.8	8.9
Project Team, Including Subs	10	8.3	9.0
Price	20	18.9	20.0
Rating Total	100	76.6	90.7
Ranking		2	1

Recommended Bidder

Sierra Planning and Management is a management consulting firm with services in land use planning, market economics and management consulting and is recommended as the successful bidder. Sierra Planning and Management presented a clear understanding of our project requirements, detailing how their multi-disciplinary approach through both phases of the project would provide the depth of research required for the feasibility study, assessing in considerable detail whether the market and operational financial feasibility exists to warrant a new event centre for the City. Sub-consultants include Dialog with experience in municipal architecture and International Coliseums Company with experience in facility design and costing including the amenities and tenant requirements for a successful project. The three firms have worked together as a team for many years on a number of assignments.

During their interview, Sierra Planning and Management demonstrated their experience with a similar project for the City of Spruce Grove, Alberta. Their firm completed a Market Feasibility and Financial Pre-Feasibility report as the first structured assessment of market justification for a Multi-Use Facility venue and was further retained to lead the concept development and business planning. Also demonstrated was how six recent Canadian projects included the majority of similar requirements as outlined in our RFP.

The project schedule presented by Sierra Planning and Management meets the requirements outlined in our RFP to be completed within a six-month period.

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-16-17 for Consultant Services to Undertake a Feasibility Study for a Major Sport and Event Centre in Peterborough, Ontario meets this requirement and must be approved by Council.

Timelines

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

The contractor is expected to commence the work on December 12, 2017 and be completed by May 18, 2018.

Summary

RFP P-16-17 for the Consultant Services to Undertake a Feasibility Study for a Major Sport and Event Centre in Peterborough, Ontario 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,

Ken Doherty
Director of Community Services

Contact Name:
Sue Warrington
Arena Division Manager
Phone: 705-742-7777, Extension 2421
Toll Free: 1-855-738-3755
Fax: 705-876-9263
E-mail: swarrington@peterborough.ca