



City of
Peterborough

To: Members of the General Committee

From: Richard Freymond, Commissioner, Finance and Corporate Support Services

Meeting Date: March 11, 2024

Report: Appointment of Shoalts and Zaback Architects Ltd. for the Peterborough Police Station Renovation Design and Contract Administration at 1421 Lansdowne Street West and 500 Water Street, Report FCSFPM24-002

Subject

A report to recommend the Appointment of Shoalts and Zaback Architects Ltd. for the Peterborough Police Station Renovation Design and Contract Administration at 1421 Lansdowne Street West and 500 Water Street.

Recommendation

That Council approve the recommendation outlined in Report FCSFPM24-002, dated March 11, 2024 of the Commissioner of Finance and Corporate Support Services, as follows:

That Shoalts and Zaback Architects Ltd., 4 Cataraqui Street, Kingston, Ontario, K7K 1Z7, be appointed as the Prime Consultant for the Peterborough Police Station Renovation Design and Contract Administration at 1421 Lansdowne Street West and 500 Water Street at a fee of 8% of the construction costs currently estimated at \$3,200,000 plus HST of \$416,000 for a total cost of \$3,616,000.

Executive Summary

- The City is looking to appoint Shoalts and Zaback Architects Ltd., as the Prime Consultant to undertake the design and contract administration of the Peterborough Police Station Renovation Design and Contract Administration at 1421 Lansdowne Street West and 500 Water Street.

Background

RFP P-15-18 for the Peterborough Police Service Facility Condition Assessment and Functional Space Analysis was issued on May 17, 2018. The RFP was issued by the City to retain the services of a qualified consulting team with relevant expertise and experience in Police Buildings to undertake a facility condition assessment and police functional space analysis for the current level of service and projected service requirements in 20 years. RFP P-15-18 was awarded to Shoalts and Zaback Architect's by the Administrative Staff Committee through Report CLSFM18-020, dated June 27, 2018.

Report CLSFM19-004 dated June 3, 2019 was approved by Council on June 24, 2019. The report included a presentation to Council providing an update on the Peterborough Police Service Facility Space Needs Study. The report recommended that it be deferred back to Facility Space Needs Study Steering Committee, and that the Steering Committee work together with the Police Services Board to look at the five options included in the presentation and make a recommendation to Council on the suggested next steps.

Report CLSFM21-007 dated July 19, 2021 was approved by Council on July 26, 2021. The report authorized staff to engage Shoalts and Zaback Architects Ltd. to undertake a Police Station Facility Location Assessment Study. Shoalts and Zaback have performed many location assessments in other communities and undertook a similar study for the recently completed Kingston Police Headquarters. Shoalts and Zaback are fully experienced in this work and having completed the Peterborough Police Station facility review study are fully aware of the current needs for a new police facility in Peterborough.

The scope of the Architect's work was to identify properties in the downtown area of Peterborough that would address the space requirements of a single-site police station. The Report built upon the 'Peterborough Police Service Facility Condition Assessment and Functional Space Analysis' prepared by Shoalts and Zaback Architects Ltd. for the City of Peterborough and the Peterborough Police Service in October of 2019.

There were 23 critical criteria considered in the search, resulting in six potential sites being put forward for consideration. None of the proposed sites were available, all involved multiple properties (including existing homes and/or businesses) that would need to be acquired by the City. Several indicated that soil would/may require

remediation, and at least one indicated that a road would need to be closed and traffic rerouted around the site.

The joint Police Service-City facilities review committee, chaired by Chief Stuart Betts, reviewed the options as presented, and found that none were suitable, financially feasible nor able meet the needs of the Service; therefore, a motion was put forward by Chief Betts to pursue a two-site police station that would ensure the existing police facility remained at its current location, and a second site identified for administrative functions. The motion was unanimously approved. During that meeting, it was brought forward that the property, located at 1421 Lansdowne St. W., in the City of Peterborough was for sale, included a 106,000-square-foot facility and was situated on 13.3 acres of property. The Committee supported arranging a tour of the property, and subsequently supported moving forward with a plan to acquire the property if it was determined to be suitable and meet the needs of the two-site solution.

The City of Peterborough announced on December 15, 2023 the acquisition of 1421 Lansdowne Street for a second Peterborough Police Station Service Facility for the Police Service's administrative functions and police operations remaining at its downtown facility at 500 Water Street. The transaction closed on February 16, 2024. Renovations are expected to take place over the next five years in a phased approach as not to affect police operations, subject to future capital budget and Council approvals.

Recommended Supplier

Staff recommends the Peterborough Police Station Renovation Design and Contract Administration at 1421 Lansdowne Street West and 500 Water Street be undertaken by Shoalts and Zaback Architects Ltd., 4 Cataraqui Street, Kingston, Ontario, K7K 1Z7 at a total cost of \$3,256,320 (net of the HST rebate) on a non-standard procurement basis.

Consistent with the rationale for a non-standard procurement in Part 11.3.2 d), of Procurement by-law 22-070, Shoalts and Zaback Architects Ltd. is familiar with the existing police station at 500 Water Street and has provided other police station designs in the past, the work being proposed builds upon the work previously done. Based upon Part 11.3 of the By-law, the Commissioner, Finance and Corporate Support Services agrees that a non-competitive procurement process is warranted.

Council Approval Required

The City's Schedule of Approval Authority in Appendix A, Chart 2, Section a) Non-Standard Procurement of Procurement By-law 22-070 By-law indicates Council has the Approval Authority, where the value of the work exceeds \$100,000.

Strategic Plan

Strategic Pillar: Infrastructure

Strategic Priority: Invest in infrastructure to ensure that it meets the future needs of our growing City.

The appointment of Shoalts and Zaback to design the renovations at 1421 Lansdowne Street West and 500 Water Street aligns with the strategic priority to invest in infrastructure to ensure that it meets the future needs of our growing City.

Engagement and Consultation

The Appointment of Shoalts and Zaback Architects Ltd. as Prime Consultant for the work was reviewed by the Commissioner, Finance and Corporate Support Services, Manager, Facilities & Energy, Manager, Facilities and Planning Initiatives and Chief of Police.

Budget and Financial Implications

The total \$3,256,320 (net of the HST rebate) for the design and contract administration of both sites can be accommodated within the unused portion of the \$3,497,800 set aside in the 2023 Capital Budget Project 3-1.05 (New Peterborough Police Station).

The fee proposed by Shoalts and Zaback is 8% based upon an estimated construction cost of \$40,000,000. The fee includes the services of a team of associated sub consultants including civil, structural, mechanical, electrical, landscape, quantity surveyor, security access controls specialist and code compliance. Shoalts and Zaback will adjust their fee accordingly to be an overall 8% fee of the true construction costs.

An OAA 600 Agreement with Shoalts and Zaback would be prepared according to the recommendations approved by Council. The City Clerk and the CAO will sign the agreement as per Procurement By-law 22-070 Part 7.5.6. and Council Approval of Non-Standard Procurement

Conclusion

The Peterborough Police Station Renovation Design and Contract Administration at 1421 Lansdowne Street West and 500 Water Street will be undertaken by Shoalts and Zaback Architects Ltd. in accordance with the City's Procurement By-law 22-070 and within approved budgets as recommended in this report.

Submitted by,

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