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**To:** Mayor and Council

**From:** Mahesh Ramdeo, General Manager, Infrastructure and Operational Services.

**Date:** December 15, 2021

**Subject:** Notice of Award – Design of New Fire Station

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### Report Highlights

- On November 4, 2020, Council approved the acquisition of 1132 Snow Valley Road (Hasty Tract) with the intent of procuring these lands to provide for recreation and community services, and the relocation of Fire Station 2.
- On August 4, 2021 at it's regular meeting of Council, the recommendation to cancel the current design-build Request for Proposal (RFP) was approved and staff were directed to modify/amend the scope of the RFP for a new Fire Station and Regional Fire Service Training area. Council directed staff to re-issue a new RFP to secure an Architect/Designer for the Fire Station and Provisional Fire Service Training Area.
- The Township released RFP#2021-23-FES on October 5, 2021, and received proposals on November 16, 2021.
- A total of three (3) proposals were received.
- Staff recommends the award of RFP#2021-23-FES to Masri O Inc., a firm licensed to provide architectural services in the Province of Ontario.

### Recommendation

That the report from the General Manager, Infrastructure and Operational Services, Notice of Award – Design of New Fire Station, dated December 15, 2021, be received; and,

That the Architectural & Engineering Services be awarded to Masri O Inc., to complete 30% of the design for the New Fire Station contract, Phase 1, Preliminary Design, Tendering, Geotechnical and Hydrogeological Investigations for \$193,008.19, including HST recoveries; and,

That the Mayor and Clerk be authorized to execute the agreement.

## Background

The Midhurst area of Springwater is growing, and the Ten Year Capital Plan identified a need for a new Fire Station and Fire Service Training Area funded through Development Charges and Taxation.

In 2020, the Township acquired the Hasty Tract lands at 1132 Snow Valley Road, with the intention to build a New Fire Station and Community Hub. The New Fire Station facility would include a four-bay Fire Station capable of 24-7 operations and a training facility to aid the training of Springwater's Fire & Emergency personnel. This facility could serve the Township for 40 plus years.

Earlier in 2021, Staff went to the market to secure a contractor to design and build the new Fire Station. After a technical evaluation, Staff opened the bids, and all were over budget. As a result, Council cancelled the design-build process and authorized the hire of an Architect/Engineer to assist staff in preparing the designs and tender for a new design-build process.

The Township released RFP#2021-23-FES on October 5, 2021, and received proposals on November 16, 2021. There were three submittals, each consisting of a technical proposal and a financial proposal.

The evaluation process consisted of scoring the technical proposal, where Proponents needed to score 70% to open their financial proposal. If a Proponent scored less than 70% on the technical proposal, that firm was not considered further for an award. After the technical evaluation, Masri O Inc. met the minimum threshold of a score of 70% or more and was the highest-ranked Proponent.

**Table 1 – Technical Evaluation Results**

<b>Proponent</b>	<b>Technical Evaluation</b>
C-Space	Did not meet the minimum threshold
Kevorkian Architecture Inc.	Did not meet the minimum threshold
Masri O Inc.	Met the minimum threshold

The Township's procurement coordinator then opened Masri O Inc.'s financial proposal.

The financial proposal consisted of two phases;

1. Phase 1
  - a. Preliminary Design and Tendering;
  - b. Allowance for Geotechnical and Hydrogeological Investigations;
2. Phase 2 (Provisional)
  - a. Contract Administration and Field Review, including the Design-Build and Construction Phases.

At this stage, staff recommend the award of Phase 1. Staff and Council may revisit the award of Phase 2 later, depending on its collective desire to do so.

The Proponent's total cost for Phase 1 equates to \$189,670 plus HST or \$193,008.19, including HST recoveries. The project is primarily funded from Development Charges 85.7% and the remaining through taxation/debt.

The project will commence immediately upon award with a target for the design-build tender late in the second quarter of 2022.

## **Conclusion**

Masri O Inc. was the highest-ranked Proponent for RFP# 2021-23-FES, Architectural and Engineering Services to Complete the 30% Design of the New Fire Station. Staff recommend Council award the contract to Masri O Inc.

## **Financial Implications**

Project 2014-07 Fire Station 2 is identified in the 2021 Capital Budget and consists of a budget of \$3,106,704; the cost of Architectural and Engineering Services to complete 30% design of the New Fire Station, is \$193,008.19, including HST recoveries. There are sufficient funds within the existing budget to support the award of this contract.

## **Pillars of Commitment**

The above initiative supports the following Strategic Pillars of Commitment:

- Infrastructure, Financial Management & Service Delivery

## Approvals

**Submitted by:** Mahesh Ramdeo, General Manager, Infrastructure and Operational Services

**Reviewed by:** Mahesh Ramdeo, General Manager, Infrastructure and Operational Services

**Financial Implications Reviewed by:** Jas Rattigan, CPA, CGA, Director of Finance

**Approved by:** Jeff Schmidt, CPA, CGA, Chief Administrative Officer

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## Background or Relevant Reports on Subject

Not applicable

## Attachments

Not applicable