

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON TUESDAY, MARCH 25, 2014.
FROM:	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	ARCHITECT TO ACT AS PRIME CONSULTANT FOR THE NORMAL SCHOOL RENOVATION REQUEST FOR PROPOSAL No. 13-47 PROJECT # GG1558

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer:

- (a) Subject to the completion of the transaction to acquire the Normal School Property, the proposal submitted by The Ventin Group Ltd. (+VG Architects), 50 Dalhousie Street, Brantford, Ontario N3T 2H8 to act as Prime Consultant for the Normal School Renovation for a fee of \$464,000 excluding HST **BE ACCEPTED**; it being pointed out that the proposal submitted by The Ventin Group Ltd. (+VG Architects) was deemed to provide the best technical and financial value to the Corporation, meets the City's requirements in all areas and acceptance is in compliance with Section 15.2 of the Procurement of Goods and Services Policy;
- (b) The financing for this project **BE APPROVED** as set out in the Sources of Financing Report attached as Appendix "A";
- (c) The Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in connection with the project;
- (d) The approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the consultant for the work; and
- (e) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

PERTINENT REPORTS RELATED TO THIS MATTER

- February 4, 2014 - Confidential Report, Corporate Services Committee
- November 26, 2012 - Information Report, Finance and Administrative Services Committee.
- July 16, 2012 - Information Report, Finance and Administrative Services Committee.

BACKGROUND

PURPOSE:

This report is submitted to seek Council approval to enter into a formal contract with The Ventin Group Ltd. (+VG Architects) for consultant services associated with the Normal School Renovations.

CONTEXT:

Council, at its session on December 11, 2012 resolved that Civic Administration be directed to proceed with seeking and acquiring a partner for adaptive re-use of the Normal School.

Through a RFQUAL/RFP the YMCA of Western Ontario was the only proponent that met the requirements set forth in the City's Request for Proposal.

The YMCA of Western Ontario anticipates several uses for the Normal School building including:

- Establishing a community space to support children, youth and families with resources and programs including after school programs for youth;
- Establishing a YMCA Youth Centre of Excellence;
- Relocating two existing licensed Child Care Centres;
- Offering summer day camp programs;
- Providing community meeting and gathering space;

- Creating classrooms for a Language Instruction for Newcomer's to Canada (LINC) program; and
- Centralizing YMCAWO administrative staff in a single building.

DISCUSSION:

A Request for Qualifications No. 13-06 was issued August 1, 2013. The responses from six (6) architectural firms were received August 29, 2013 and were reviewed and evaluated by staff from Facilities Design & Construction, Realty Services and Purchasing & Supply. All six (6) firms' qualifications were found to be acceptable.

Request for Proposal No. 13-47 was issued December 12, 2013 to the six (6) qualified firms. Their responses were received January 13, 2014 and evaluated by staff from Facilities Design & Construction, Purchasing & Supply and the YMCA of Western Ontario against the following technical criteria:

- Project team qualifications and experience with completing similar projects;
- Design philosophy as it relates to high-demand, multi-purpose, multi-stakeholder, Community-based programming and support service centres;
- Technical understanding of the facility's proposed operations and an ability to plan for future flexibilities;
- Ability to meet time lines and budgets based on similar past projects;
- Confirmation that the project time lines can be met;

The three (3) highest evaluated Proponents were interviewed and asked to submit a fee proposal.

The proposal submitted by The Ventin Group Ltd. (+VG Architects) was deemed to provide the best technical and financial value to the Corporation and it is recommended that they be awarded a contract for the work in accordance with Section 15.2 of the Procurement of Goods and Services Policy.

Based on the current timelines, construction is scheduled to commence in the spring of 2015 with completion planned for June 2016.

FINANCIAL IMPLICATIONS:

There are no anticipated additional operating costs associated with the award of this contract.

Other one time capital costs totaling \$175,000 are being requested at this time for:

- operating costs associated with maintaining utilities, security, fire protection systems and building and grounds maintenance for up to one year until the start of construction, and
- costs associated with conducting geotechnical investigations, topographic surveys, designated substance survey updates and post construction commissioning services.

ACKNOWLEDGEMENTS:

This report was prepared by John Devito & Jeff Wilson, Facilities Design & Construction.

SUBMITTED BY:	REVIEWED AND RECOMMENDED BY:
TIM WELLHAUSER MANAGER, FACILITIES DESIGN & CONSTRUCTION	KEN OWEN DIVISION MANAGER, FACILITIES
REVIEWED AND RECOMMENDED BY:	RECOMMENDED BY:
MIKE TURNER DEPUTY CITY TREASURER	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES & CITY TREASURER, CHIEF FINANCIAL OFFICER

Attach: Appendix "A" – Sources of Financing
cc: John Devito, Supervisor, Facilities Design & Construction