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TO:	CHAIR AND MEMBERS COMMUNITY & PROTECTIVE SERVICES COMMITTEE MEETING ON TUESDAY, NOVEMBER 17, 2015
FROM:	MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER & LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES
SUBJECT:	ARCHITECT TO ACT AS PRIME CONSULTANT FOR THE NEW NO. 11 FIRE STATION REQUEST FOR PROPOSAL No. RFP15-10 PROJECT No. F011 – PP1088

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer and the Managing Director, Neighbourhood, Children & Fire Services, the following actions be taken with respect to the Request for Proposal for Architect to Act as Prime Consultant for the New No. 11 Fire Station Project (RFP15-10):

- (a) The proposal submitted by Cornerstone Architecture Incorporated, 110-700 Richmond Street, London, Ontario, N6A 5C7, to act as the Prime Consultant for the New No. 11 Fire Station project for a fee of \$127,280 including a disbursements allowance of \$2,500 and excluding HST **BE ACCEPTED**; it being noted that the evaluation team determined that the proposal submitted by Cornerstone Architecture Incorporated provided the best technical and financial value to the Corporation, met the City's requirements in all areas and acceptance is in accordance 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 a contract or any other documents, if required, to give effect to these recommendations;

PERTINENT REPORTS RELATED TO THIS MATTER

February 25, 2009 - Station 14 Update

April 29, 2009 - Fire Master Plan - Organization & Resource Deployment Analysis for the London Fire Services

June 3, 2009 – Fire Master Plan (presentation)

July 19, 2011 - Update of London Fire Department Redeployment Strategy

BACKGROUND

PURPOSE:

This report is submitted to seek Council approval to enter into a formal contract with Cornerstone Architecture Incorporated for consultant services for the New No. 11 Fire Station.

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CONTEXT:

Several internal and external studies have determined that the most effective and cost efficient means by which to deliver emergency fire services to the residents of Lambeth, as well as the new and growing communities in South West London, is to redeploy the Fire Fighters, Pumper Rescue and Tanker assigned to No. 11 Fire Station located at 7109 Westminster Drive to a new station at 3970 Savoy Street. The capital funding for the project was approved through the 2014 budget process, noting that the City acquired the land in the spring of this year.

In keeping with fire station design principles developed during the Fire Stations No. 7, No. 13 and No. 14 projects, the design of the new station will be based on the following principles:

1. Residential construction techniques shall be used to create a fiscally responsible station design;
2. In order to provide flexibility should it become necessary to relocate the Fire Station in the future based on changing operational needs, the building will be so designed to permit conversion to other uses such as professional services, commercial or retail space;
3. Keeping in line with a Master Fire Plan recommendation to reduce costs through the development of a standardized station design, it is the Department's vision to replicate the design used for Fire Station 7, with some modification due to differing operational needs;
4. Within the capital budget and the London Fire Department's operational design principles, incorporate the City of London's' Urban Design Guidelines;
5. Incorporate within the design, where applicable, accessibility for individuals with disabilities through the City's Facility Accessibility Design Standards (FADS), including Accessibility for Ontarians with Disabilities Act (AODA) standards; as well as
6. Energy efficient design based on LEED principles.

Based on the current timelines, the Fire Station No. 11 Design Team anticipates construction to commence in the summer of 2016 with the opening of the new replacement facility planned for spring of 2017.

DISCUSSION:

The City invited four well known London architectural firms to respond to Request for Proposal (RFP) 15-10 that was issued September 22, 2015, noting that one firm withdrew from the process following an informational meeting with City representatives. The RFP included provisions for the City to award a contract based upon a Proponent's ability to address the technical design requirements of the project, meet the completion deadlines, as well as develop design concepts within the City's approved capital budget for the project.

An Evaluation Team comprised of staff from Facilities Design & Construction and London Fire Department evaluated the responses received October 5, 2015 against the following technical criteria:

- Experience of the project design team with comparable projects;
- Technical understanding regarding the construction of a fire station;
- Ability to meet time lines and budgets based on similar past projects;
- Confirmation that the project time lines can be met; and
- Fee proposal.

Through the aforementioned process, evaluators primarily focused on a Proponent's ability to meet the technical criteria before opening the fee portion of the responses. On determining the Proponent that achieved the highest point scores for technical abilities, the sealed envelopes submitted by each of the Proponents were opened. The fee of the Proponent that achieved the highest technical score was then measured against the mean of all costs submitted, noting that the fee must be within 10% of the mean to be acceptable. A combination of the highest

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technical score with a fee within 10% of the mean is deemed to be acceptable and offer the best overall value to the Corporation.

The proposal submitted by Cornerstone Architecture Incorporated 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. Notwithstanding the process noted above, it is also important to note that Cornerstone Architecture Incorporated's fee was the lowest of the proposals.

FINANCIAL IMPLICATIONS:

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

ACKNOWLEDGEMENTS:

This report was prepared by Jim Moore and Daryl Diegel, Facilities Design & Construction.

SUBMITTED BY:	SUBMITTED BY:
JOHN KOBARDA FIRE CHIEF LONDON FIRE DEPARTMENT	TIM WELLHAUSER DIVISION MANAGER FACILITIES DESIGN AND CONSTRUCTION
RECOMMENDED BY:	RECOMMENDED BY:
LYNNE LIVINGSTONE MANAGING DIRECTOR, NEIGHBOURHOOD, CHILDREN & FIRE SERVICES	MARTIN HAYWARD, BA, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER

Attach: Appendix "A" – Sources of Financing

- cc: John W. Kobarda, Fire Chief, London Fire Department
 David Lazenby, Deputy Fire Chief, London Fire Department
 Gwen Francis, Manager II - Finance and Planning, London Fire Department
 Daryl Diegel, Supervisor, Facilities Design & Construction
 Jim Moore, Facilities Technologist, Facilities Design & Construction