

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON JUNE 18, 2018</b>
<b>FROM:</b>	<b>JOHN FLEMING MANAGING DIRECTOR, PLANNING AND CITY PLANNER</b>
<b>SUBJECT:</b>	<b>RFP18-11 Consulting Services Kilally Fields</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Managing Director, Planning and City Planner, the following actions be taken with respect to the award of consulting services for the new sports fields complex at the Kilally Fields:

- (a) the proposal submitted by Landscape Planning Limited for the provision of Consulting Services for the Kilally Fields in accordance with RFP18-11, at a total estimated cost of \$241,000.00 (HST extra), **BE ACCEPTED**;
- (b) the financing for this project **BE APPROVED** in accordance with the "Sources of Financing Report" attached hereto as Appendix "A" to this report;
- (c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this purchase;
- (d) the approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract for this purchase; and,
- (e) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract, statement of work or other documents, if required, to give effect to these recommendations.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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None.

<b>BACKGROUND</b>
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**Purpose**

The City of London sought proposal submissions from professional consulting firms to design, prepare detailed drawings, tender and supervise the construction of a new sports fields complex, including a field house, to be located at 1360 Adelaide Street North. This report recommends the award of the consulting contract to the successful proponent.

**Context**

The new sports complex at Kilally Fields (to be located at 1360 Adelaide Street North) is intended to provide additional baseball diamonds to compensate for the loss of a large ball complex in another area of the City. It is also looking to accommodate a growing need for cricket by adding a second pitch to our current inventory. The park will need to allow for sufficient parking and also be connected to other recreational opportunities in the area via the existing multi-use pathway system. A small field house will host washrooms and a concession.

The City anticipates this consulting contract to span approximately 15 months (July 2018 – October 2019) following 5 key phases:

- Phase 1 – Base mapping, inventory and preliminary studies
- Phase 2 – Conceptual design and public engagement
- Phase 3 – Detailed design and construction documents
- Phase 4 – Tendering process
- Phase 5 – Construction

Construction is expected to occur in 2019 for an October 2019 completion.

### **Purchasing Process**

A formal Request for Proposal (RFP) was issued on April 5, 2018 and six (6) submissions were received. These proposals were evaluated by a team with representation from Environmental and Parks Planning, Facilities, and Purchasing and Supply.

The highest overall scoring proponent, Landscape Planning Limited, is recommended for award. Landscape Planning Limited represented the best value and understanding for this project.

### **Financial Impacts**

The City of London has currently budgeted \$3,700,000.00 for the design, contract administration and construction associated with the Kilally Fields sports complex and field house (including the proposed consulting fees in this contract). Associated operating costs will be brought forward through the assessment growth process once the amenities have been constructed.

### **Acknowledgements**

The RFP Evaluation Team consisting of Jeff Bruin, John Devito, Julie Michaud, and John Stevely CSCMP assisted with the creation of this report.

This report was prepared by Julie Michaud, Planning – Environmental and Parks Planning.

<b>SUBMITTED BY:</b>	<b>REVIEWED BY:</b>
<b>JEFF BRUIN, OALA, CSLA MANAGER OF PARKS AND OPEN SPACE DESIGN, ENVIRONMENTAL AND PARKS PLANNING</b>	<b>ANDREW MACPHERSON, OALA, CSLA MANAGER, ENVIRONMENTAL AND PARKS PLANNING</b>
<b>RECOMMENDED BY:</b>	
<b>JOHN M. FLEMING, MCIP, RPP MANAGING DIRECTOR, PLANNING &amp; CITY PLANNER</b>	

Attach: Appendix A – Source of Financing  
Cc: John Freeman, Manager of Purchasing and Supply

6/6/2018  
JM/jm  
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APPENDIX 'A'

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Chair and Members  
Community and Protective Services Committee

June 18, 2018  
(Appoint Consulting Engineer)

**RE: RFP18-11 Consulting Services - Kilally Fields  
(Subledger P3131701)  
Capital Project PD218116 - New Sportspark  
Landscape Planning Limited - \$241,000.00 (excluding H.S.T.)**

**FINANCE & CORPORATE SERVICES REPORT ON THE SOURCES OF FINANCING:**

Finance & Corporate Services confirms that the cost of this project can be accommodated within the financing available for it in the Capital Works Budget and that, subject to the adoption of the recommendation of the Managing Director, Planning & City Planner, the detailed source of financing for this project is:

<b>SUMMARY OF ESTIMATED EXPENDITURES:</b>	<b>Approved Budget</b>	<b>Revised Budget</b>	<b>Committed to Date</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
Engineering	\$0	\$249,112	\$3,870	\$241,000	\$4,242
Construction	600,000	350,888			350,888
<b>NET ESTIMATED EXPENDITURES</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$3,870</b>	<b>\$241,000</b> 1)	<b>\$355,130</b>
<b>SUMMARY OF FINANCING:</b>					
Debenture Quota	3) \$258,000	\$258,000	\$1,664	\$103,630	\$152,706
Drawdown from City Services - Parks & Recreation RF (Development Charges)	2) 342,000	342,000	2,206	137,370	202,424
<b>TOTAL FINANCING</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$3,870</b>	<b>\$241,000</b>	<b>\$355,130</b>

1) **Financial Note:**

Contract Price	\$241,000
Add: HST @13%	31,330
Total Contract Price Including Taxes	272,330
Less: HST 13% Rebate	31,330
Net Contract Price	\$241,000


- 2) Development charges have been utilized in accordance with the underlying legislation and the Development Charges Background Studies completed in 2014.

**NOTE TO CITY CLERK:**

- 3) Administration hereby certifies that the estimated amounts payable in respect of this project does not exceed the annual financial debt and obligation limit for the Municipality of Municipal Affairs in accordance with the provisions of Ontario Regulation 403/02 made under the Municipal Act, and accordingly the City Clerk is hereby requested to prepare and introduce the necessary authorizing by-laws.

An authorizing by-law should be drafted to secure debenture financing for the project PD218116 - New Sportspark for the net amount to be debentured of \$258,000.

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Jason Davies  
Manager of Financial Planning & Policy