

Report to Community and Protective Services Committee

To: Chair and Members,
Community and Protective Services Committee

From: Anna Lisa Barbon, Deputy City Manager, Finance Supports
Cheryl Smith, Deputy City Manager, Neighbourhood and
Community-Wide Services

Subject: RFP-2022-309 Prime Consulting Services for the New Fire
Station No. 15

Date: April 12, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports and Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken with respect to the Request for Proposal Prime Consulting Services for the New Fire Station No. 15 (RFP-2022-309):

- a) The proposal submitted by Cornerstone Architecture Incorporated, 110-700 Richmond Street, London, Ontario, N6A 5C7, for the Prime Consultant Services for the New Fire Station No. 15 project for a fee of \$421,285.00 excluding HST **BE ACCEPTED**; it being noted that the evaluation team determined 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 the City Clerk **BE AUTHORIZED** to execute a contract or any other documents, if required, to give effect to these recommendations.

Executive Summary

This report is submitted to seek Council approval to enter into a formal contract with Cornerstone Architecture Incorporated for Prime Consulting Services for the design of the New Fire Station No. 15.

Linkage to the Corporate Strategic Plan

The London Fire Department's Station 15 project is aligned with the following strategic areas of focus and outcomes from the City of London Strategic Plan 2019-2023:

Strengthening our Community

- Londoners have access to the services and supports that promote well-being, health, and safety in their neighbourhoods and across the city.

Building a Sustainable City

- London's growth and development is well planned and sustainable over the long term.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

- [Land Allocation – Fire Station No.15 Innovation Drive](#)

1.2 Context

In 2017, Council approved capital funding to construct a fire station in the southeast area of the city in order to provide reasonable response times to that area as it grows. Residential areas were continuing to expand toward the east from Summerside subdivision and businesses were expected to continue to occupy Innovation Park Research. In 2018, Council approved a portion of the City owned land located between 2395 and 2455 Innovation Drive be allocated for future use as Fire Station No. 15.

New Station 15, located at 2340 Old Victoria Road, will serve southeast London. Residential growth within the Old Victoria subdivision and Summerside (both within Jackson Planning District east of Highbury Ave) is expected to reach 5,000 units in the next 10 years. It is estimated that residential growth within Argyle, Glen Cairn, Hamilton Road and Jackson (all areas impacted by the current stations and the new station), will increase by more than 1,769 units by 2024. This location will also provide coverage for the growing industrial areas and Highway 401. With the increasing call volume per population increase, the addition of this new station becomes essential to properly meet the expectations of the residents and businesses in the above noted areas.

When the Climate Emergency lens was applied during planning discussions for the construction of Station 15, it was decided that this should be a “green build” based on passive house principles to reduce the London Fire Department’s carbon footprint and to set a standard for future station builds and retrofits.

The design of the new fire station will be based on the following principles:

1. Keeping in line with the Fire Master Plan recommendation to reduce costs through the development of a standardized station design, it is the Department’s vision to replicate the functional program used for Fire Station 11, with some modification due to differing operational needs;
2. Within the capital budget and the London Fire Department’s operational design principles, incorporate the City of London’s Urban Design Guidelines;
3. 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; and,
4. Design and construct using LEED principles, net zero and Passive House Institute (PHI) standards for an energy efficient fire station.

2.0 Discussion and Considerations

A Request for Pre-Qualification 2022-209 was issued September 15, 2022. The responses from nine (9) architectural firms were received October 6, 2022 and were reviewed and evaluated by staff from Fleet & Facilities and the London Fire Department. Seven (7) firms’ qualifications were found to be acceptable.

Request for Proposals RFP-2022-309 was issued February 1, 2023, to the seven (7) pre-qualified firms. Their responses were received March 2, 2023, and evaluated by staff from Fleet & Facilities and the London Fire Department against the following criteria:

- Prime consultant corporate profile;
- Subconsultant corporate profile;
- Project team;

- Project Methodology and commitment to schedule;
- Design philosophy; and,
- Quality and completeness of submission.

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.

Based on current timelines, construction is scheduled to commence in the Spring of 2024 with completion planned for the Spring of 2025.

3.0 Financial Impact/Considerations

The proposal for design services submitted by Cornerstone Architecture Incorporated for the New Fire Station No. 15 project totals \$421,285.00. Funding to cover the costs of this contract are accommodated within the Fire capital budget. There are no additional operating costs associated with the award of this contract.

Conclusion

It is recommended that Council award a contract with Cornerstone Architecture Incorporated for the design services for the New Fire Station 15.

Prepared by: Ashley Howard, Manager Facilities Capital Projects, Fleet & Facilities

Submitted by: Richard Hayes, Acting Fire Chief, London Fire Department

Lynda Stewart, Director, Fleet & Facilities

Recommended by: Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide Services

Anna Lisa Barbon, Deputy City Manager, Finance Supports

c: Steve Mollon, Senior Manager, Purchasing and Supply, Finance Supports
 Doug Drummond, Financial Business Administrator, Finance Supports
 Katerina Barton, Manager, Finance & Planning, London Fire Department
 Ashley Howard, Manager Capital Projects, Fleet & Facilities
 Jim Moore, Technologist II, Fleet & Facilities

Appendix A

Source of Financing

Appendix "A"

#23068

April 12, 2023

(Award Contract)

Chair and Members

Community and Protective Services Committee

RE: RFP-2022-309 Prime Consulting Services for the New Fire Station No. 15

(Work Order 2554411)

Capital Project FS1087 - Fire Station 15 - New Station

Cornerstone Architecture Incorporated - \$421,285.00 (excluding HST)

Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Deputy City Manager, Finance Supports, and Deputy City Manager, Neighbourhood and Community-Wide Services, the detailed source of financing is:

Estimated Expenditures	Approved Budget	Committed To Date	This Submission	Balance for Future Work
Engineering	438,367	9,667	428,700	0
Land Acquisition	421,633	0	0	421,633
Construction	2,996,600	0	0	2,996,600
Total Expenditures	\$3,856,600	\$9,667	\$428,700	\$3,418,233
Sources of Financing				
Debenture Quota (Note 2)	1,361,380	3,412	151,331	1,206,636
Drawdown from City Services - Fire Reserve Fund (Development Charges) (Note 1)	452,900	6,255	277,369	169,277
Debenture Quota (Serviced through City Services - Fire Reserve Fund (Development Charges)) (Note 1 and 2)	2,042,320	0	0	2,042,320
Total Financing	\$3,856,600	\$9,667	\$428,700	\$3,418,233

Financial Note:

Contract Price	\$421,285
Add: HST @13%	54,767
Total Contract Price Including Taxes	476,052
Less: HST Rebate	-47,352
Net Contract Price	\$428,700

Note 1: Development charges have been utilized in accordance with the underlying legislation and the approved 2019 Development Charges Background Study and the 2021 Development Charges Background Study Update.

Note 2: Note to City Clerk: 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 from the Ministry 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 by-laws.

An authorizing by-law should be drafted to secure debenture financing for project FS1087-Fire Station 15 - New Station for the net amount to be debentured of \$3,403,700.00.

Jason Davies
Manager of Financial Planning & Policy