



REPORT #6

**19 CIVIC AVENUE: REQUEST FOR PROPOSAL WS-RFP- 06- 27
PROJECT MANAGEMENT SERVICES (C10-LS & A19)**

Report Prepared By: Director of Leisure Services and Manager of Planning Services

RECOMMENDATION:

The Chief Administrative Officer recommends:

- 1) **THAT the proposal from Design Connection International Inc. for the provision of Project Management Services for the renovation / rehabilitation of 19 Civic Avenue be accepted;**
- 2) **AND THAT By-Law 2006-182-MS, being a By Law to authorize the Mayor and Clerk to sign an agreement for the provision of Project Management Services for the renovation / retrofit of 19 Civic Avenue with Design Connection International Inc., be enacted.**

1. PURPOSE

This report is intended to seek Council approval for the retention of a Project Management Consultant for the 19 Civic Avenue Project and provide an updated timeframe for the project's completion.

2. BACKGROUND

At the meeting of August 22, 2006, a resolution was passed by Council that included:

"AND THAT Council authorize staff to initiate a Request for Proposal from Project Management consulting firms, and, Architectural / Engineering consulting firms to complete the tasks as outlined in the approved summary Terms of Reference for the respective disciplines;

AND THAT Council waive the Town's Purchasing By-Law with regard to the retention process of the Project Manager;"



To initiate the process of selecting the Project Management Consultant, staff couriered a Request for Proposal for Project Management Services to four (4) consulting firms known to staff to have demonstrated expertise in these types of projects.

As part of the Request For Proposal process it was the responsibility of the proponents to account for and include in their submission, services relating to business planning, governance and operating, and a strategy for capital revenue planning.

Proponents were informed that the Town of Whitchurch-Stouffville had previously retained the services of Novita Interpares Ltd. to assist in the development of the concept plan for the future use of the Old Town Hall building located at 19 Civic Avenue. Proponents were advised that they may contact Novita Interpares Ltd. or any other cultural planning consultant to develop this component of the proposal, or, alternatively, utilize inhouse resources if available.

At the close of the submission deadline (September 1, 2006) three (3) proposals were received from the following companies:

- Clarendon Projects Ltd.
- MHPM Project Managers Inc.
- Design Connection International Inc.

One firm declined to submit a proposal due to workload restrictions.

As part of the evaluation of each proposal, interviews were held on September 5, 2006 with each firm being provided the opportunity to expand on their written submission and highlight key components of their proposal.

3. ANALYSIS & OPTIONS

3.1 PROPOSAL EVALUATION

Following the interview stage, Town Staff (Chief Administrative Officer, Directors of Finance, Leisure Services, Manager of Planning) evaluated each of the three (3) proposals. As part of staff's evaluation, the following thematic areas were assessed:

A. Experience & Qualifications of the Project Team

- Project Manager
- Technical Support Staff
- Sub-consultants



B. *Management Qualifications*

- Experience on similar projects
- Availability of key staff
- Stability and reliability of the firm
- Multi-disciplinary / speciality capabilities

C. *Project Implementation*

- Approach & methodology
- Schedule of key activities & resources
- Project quality assurance program

D. *Consultant Fees*

- Cost to complete the project
- Cost to complete "authorized extras" & per diem rates

Listed below is a summary of the cost proposals received from each of the firms:

<u>Consultant</u>	<u>Fee Proposal</u>
MHPM Project Managers Inc.	\$144,500 + GST + Disbursements (includes \$24,500 for Cultural Consultant)
Clarendon Projects Ltd.	\$129,000 + GST + Disbursements (includes \$24,500 for Cultural Consultant)
Design Connection International Inc.	\$5,500 + GST / month + mileage (plus \$24,500 for Cultural Consultant)

All three consulting firms propose to assign experienced and qualified staff to complete this assignment. Staff is of the opinion that any one of the three firms could complete this project with satisfactory results.

However, based upon the evaluation criteria established for this Request For Proposal, staff are recommending the selection of Design Connection International Inc. as the preferred consultant for this project. Staff believe that the project, from initiation to completion, will be 15 to 17 months in duration. The most significant variance between



the three firms is in the cost for the provision of consulting services. Design Connection International (DCI) at a monthly fee would render services (not including disbursements, taxes, or the Cultural Consultant) at a cost of between \$82,500 to \$93,500. If DCI is successful in achieving compressed timelines for the completion of the project, there could be additional savings achieved. By contrast, both MHPM and Clarendon, established fixed fees for their involvement in the project. Staff are of the opinion that DCI's cost estimates / provision of services, provides flexibility and potential savings for the Municipality.

Design Connection International Inc. has successfully completed a variety of projects in both the public and private sectors including the Town of Orangeville, Town of Erin and Niagara Fallsview Casino Resort and have been highly recommended by individuals with significant involvement in these initiatives.

3.2 PROJECT TIMEFRAME

Council, arising from the Council Meeting of August 22, 2006, did not support the Staff recommendation that the Project Implementation Committee select and retain the services of the Project Manager. Resultant of the Council decision, adjustments have now been made to the Project timeline in recognition of the process to hire the Project Manager, and, the reality of the Municipal Election and the associated reduction in available Council Meetings between the present period and January 2007.

Listed below is a revised Project/Timeline for the completion of the renovation / retrofit of 19 Civic Avenue.

October 3/06	Project Management Consultant selected
October – December /06	Cultural Consultant (Novita) further develops program design parameters for inclusion in RFP for Architectural Consultant
October – December /06	Project Manager develops RFP for Architectural Consultant
	Project Manager completes Structural / Geo-Technical Assessments
	Project Manager prequalifies Architectural Consultants



December /06 – January /07	Project Manager circulates RFP to pre-qualified Architectural Consultants
January – February /07	Complete selection of Project Architectural Consultant
March / April /07	As part of the 2007 Budget process, Council considers Capital and Operating budget allocations for the project
May / June /07	Council considers a Report from the Project Implementation Committee which recommends a preferred Final Design for Nineteen on the Park complete with detailed project cost estimates
	Council authorizes that the Tendering Process commence
	Council considers a Report from the Project Implementation Committee which recommends Terms Reference for the Board of Management
of	
	Council authorizes advertisement seeking community appointments to the Board of Management
July /07	Council considers a Report from the Project Implementation Committee on the bids to complete the project
	Council awards Tender to complete the project
September /07	Council appoints members of the community to the Board of Management
April / May /08	Targeted Opening Date for "Nineteen on the Park"



4. FINANCIAL IMPLICATIONS

In the 2006 Capital Budget, a total of \$1.5 million was set aside for the renovation/retrofit of 19 Civic Avenue. One half of this budget allowance is to be funded from the Hydro Reserve Account.

As discussed in the Council Report of June 20, 2006, the overall budget commitments (operating + capital) to fully fund this project will be prepared and submitted as part of the 2007 Budget submission.

In the June 2006 report, Staff had estimated Project Management Services at \$70,000. The proposal received from Design Connection International Inc. is \$107,000 to \$118,000 (15 to 17 months project timeline inclusive of the Cultural Consultant, Novita, at \$24,500). Staff's original estimate was based upon 2.5% of projected construction value. During the interviews, each of the three consulting firms advised that the cost for services are reflective of time spent co-ordinating/managing the project and the issues/program followed are not tied into the overall construction cost.

There are sufficient funds in the 2006 Capital Budget to finance the hiring of the Project Manager. Adjustments on the overall budget to complete this project will have to be refined in support of 2007 Capital Budget submissions.

5. RELATIONSHIP TO STRATEGIC PLAN

The retention of a Project Management Consultant for the 19 Civic Avenue Project supports the following strategies of the Town's Strategic Plan:

- Fiscal Stewardship and Asset Management
- Community Health and Safety

6. CONCLUSION

The Town received three proposals for Project Management Services and upon a thorough review of each proposal, it is recommended that the submission from Design Connection International Inc. be accepted.