

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. CAO-2018-0013

**FOR THE CONSIDERATION OF
COUNCIL
SEPTEMBER 12, 2018**

**SUBJECT: AWARD OF CONTRACT – CAO2018-072
PROJECT MANAGEMENT SERVICES – CIVIC CENTRE**

1. RECOMMENDATION:

- 1. That Council receive Report No. CAO-2018-0013 prepared by the CAO's Office – Capital Initiatives dated September 12, 2018 regarding the award of contract CAO2018-072 – Project Management Services – Civic Centre.**
- 2. That Council approves and authorizes the Manager of Procurement Services to enter into a contract with CBRE Limited, Toronto in the amount of \$342,665.29 excluding applicable taxes, for the purposes of providing project management services for the Civic Centre.**

2. PURPOSE:

This report is to seek Council approval for the awarding of Contract CAO2018-072 for Project Management Services for the Civic Centre.

3. BACKGROUND:

Town Council through a number of reports and studies has identified and acknowledged a need for a larger and more efficient/upgraded Civic Centre building, if it is to achieve its Strategic Plan Goal to "Provide Exceptional Municipal Service" to its residents.

In 2016, the Town issued a Request for Proposal (RFP) to develop a Strategic Accommodation Options Plan, through which the services of Pivotal Projects Inc. were retained. On November 2, 2016, Council received the consultant's report that included five (5) options to accommodate a new Georgina Civic Centre (GCC) building. After receiving and reviewing the report, Council identified the current GCC location at 26557 Civic Road campus as the preferred site for the future Civic Centre.

On March 7, 2018 Council approved Report CAO-2018-0005 regarding Capital Initiatives Progress Report - Georgina Civic Centre (GCC), which included the following recommendations;

Report No. CAO-2018-0005

- 1. That Council receive Report No. CAO-2018-0005 prepared by the Office of the CAO, dated March 7, 2018, respecting the Capital Initiatives Progress Report – Georgina Civic Centre;**
- 2. That Council approve the construction of a new stand-alone Civic Centre (GCC) building to be located on a suitable site within the present Civic Centre property;**
- 3. That staff report back on long-term options for the current Civic Centre.**

In May of 2018, in support of Council's recommendation staff posted an RFP to establish a roster of pre-qualified Project Management Firms for both the Civic Centre and MURC capital projects. The role of the Project Management Firm in this regard is to manage all aspects of constructing the new Civic Centre on the Town's behalf.

In July of 2018, a second RFP was posted to the 6 pre-qualified Project Management Firms which was specifically tailored to the needs of the Civic Centre project. The second RFP is the subject of this report.

4. ANALYSIS:

The Request for Proposal No. CAO2018-072 concerning Consulting Services - Project Management - Civic Centre was prepared by the Office of the CAO and Procurement Services and posted on July 6, 2018. This bid opportunity was advertised in the Georgina Advocate, running in all possible editions until the closing date, and it was accessible through the Procurement Services Bid and Tenders website.

The closing date of RFP No. CAO2018-072 was August 9, 2018 at 14:00 hours, at which time 5 proposals were submitted by the following firms;

- CRBE Limited, Toronto
- Colliers Project Leaders Inc., Mississauga
- METTKO, Toronto
- p2i Strategies Ltd., Milton
- WSP Canada Inc., Toronto

Procurement Services completed a preliminary analysis of the Submissions and found them to be acceptable with respect to the basic Terms and Conditions as set out within the Request for Proposal Document and the Purchasing By-Law. Proposals were evaluated by the Acting CAO, Manager of IT Services, the Town Clerk, the Town's procurement consultant, and the Capital Initiatives Director. The evaluations were based on the respective scoring allocations identified with the RFP Document.

The following firms were invited for a follow-up interview with the Evaluation Team on Thursday, August 30, 2018.

- CRBE Limited, Toronto
- Colliers Project Leaders Inc., Mississauga
- p2i Strategies Ltd., Milton
- WSP Canada Inc., Toronto

The Evaluation Team concluded that based on the aggregate scoring of the comprehensive evaluation matrix that the successful proponent was CBRE of Toronto, Ontario.

Staff are recommending that CBRE be awarded the contract for Project Management Services for the Civic Centre.

5. RELATIONSHIP TO STRATEGIC PLAN:

This report addresses the following strategic goals:

GOAL 2: "Promote a High Quality of Life" – Healthy, Safe, Sustainable;
Communities – A vibrant, healthy, safe and accessible community;

GOAL 3: "Engage Our Community & Building Partnerships" – Communication
Engagement, Collaboration & Partnerships;

GOAL 4: "Provide Exceptional Municipal Service" – Organizational & Operational
Excellence.

6. FINANCIAL AND BUDGETARY IMPACT:

The bid received from CBRE was \$ 342,665.29 exclusive of applicable taxes, and is within the approved 2018 capital budget of \$1,500,000. The remaining funds will be used towards architectural and design costs and will be tendered at a future date.

Future budgets will reflect the requirements necessary for implementation.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

There is no specific public consultation or notice requirements associated with the Award of Contract. Upon approval of this report, communications staff will notify the public of the successful proponent. As part of the Project Managers scope of work, a comprehensive community consultation framework has been designed by the Town, and they will be responsible for assisting in its implementation.

8. CONCLUSION:

The Award of Contract for Project Management Services includes the following 3 primary phases; (i) Pre-Construction, (ii) Construction, (iii) Post-Construction. The Pre-Construction Phase will include securing an Architect to develop a conceptual design for the Civic Centre. The conceptual design will be a product of a comprehensive consultation process involving key stakeholders, as well as the technical and functional requirements of the Corporation.

A recommended conceptual design will be brought back to Council, in the next Council Term for subsequent approval. It is important to note that this phase does not initiate any construction activity. It is however a necessary step that is required for the eventual construction phase.

Recommended by:



Terry Alyman
Capital Initiatives

Approved by:



Dave Reddon
Acting - Chief Administrative Officer