

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. CAO-2018-0015

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

**SUBJECT: AWARD OF CONTRACT – RC2018-075
CONSULTING SERVICES - PRIME DESIGN CONSULTANT – LINK
PHASE 2 AND 3**

1. RECOMMENDATION:

- 1. That Council receive Report No. CAO-2018-0015 prepared by the CAO's Office – Capital Initiatives dated September 12, 2018 regarding the award of contract RC2018-075 – Consulting Services - Prime Design Consultant – LINK Phase 2 and 3.**
- 2. That Council approves and authorizes the Manager of Procurement Services to enter into a contract with +VG Architects, Brantford, Ontario, in the amount of \$152,000 excluding applicable taxes, for the purposes of providing Prime Design Consulting Services for the LINK – Phase 2 and 3.**

2. PURPOSE:

The purpose of this report is to seek Council approval for the awarding of Contract RC2018-075 for Consulting Services - Prime Design Consultant for the LINK – Phase 2 and 3.

3. BACKGROUND:

As Council is aware, the LINK - Phase 1 renovations have been completed and approximately 15,570 square feet of the existing building is currently being used for supporting the development of various community organization as Council envisioned in this "community hub" concept;

- Georgina Food Pantry
- GTTI's food programming,
- Routes
- Hospice Georgina
- Georgina Chamber of Commerce
- Jericho Youth Services (fall 2018)
- Farmers Market (seasonal/outdoor)

The results of Phase 1 of the LINK, has made Georgina's "community hub" the most advanced and noteworthy "community hub" within York Region. Council and the community should be proud of the success of the LINK, as it embodies the very principles envisioned by the Province of Ontario in its promotion of the community hub concept.

The success of the LINK, is under-scored by the fact that all of the space in Phase 2 and 3 have valued tenants eagerly anticipating occupancy. These tenants include;

- York Region (Community Health Services)
- Community Living Georgina
- Club 55 (TBD)

The Prime Design Consultant will lead the necessary Phase 2 and 3 renovation design and will work in tandem with the Construction Management Firm which is currently subject to a separate RFP at this time.

Council will also note that there is a companion report on the need to prepare a master parking plan for the LINK as part of the Council Agenda of September 12, 2018.

4. ANALYSIS:

The Request for Proposal No. RC2018-075 concerning Consulting Services – Prime Design Consultant – LINK Phase 2 and 3 was prepared by the Office of the CAO, Recreation and Culture Department and Procurement Services and posted on July 17, 2018. This bid opportunity was advertised in the Georgina Advocate, running in all possible editions until the closing date, and was accessible through the Procurement Services Bid and Tenders website.

The closing date of RFP No. RC-2018-075 was August 16, 2018 at 14:00 hours, at which time 1 proposal was submitted by the following firm;

- +VG Architects, Brantford, Ontario

Procurement Services completed a preliminary analysis of the Submission and found it 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.

The proposal was evaluated by the Director of Recreation and Culture, Manager of Culture, Capital Initiatives Office, and the Town's Procurement Consultant. The evaluations were based on the respective scoring allocations identified within the RFP Document.

A follow-up interview and site “walk through” with the proponent was completed on August 31, 2018.

The Evaluation Team concluded that based on the aggregate scoring of the comprehensive evaluation matrix that the proponent could fulfill the Town’s needs for the LINK Phase 2 and 3.

Staff are recommending that +VG Architects, Brantford, Ontario be awarded the contract for Consulting Services – Prime Design Consultant LINK Phase 2 and 3.

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 the proponent was \$152,000 excluding applicable taxes, which is well within the overall budget allowance for this project.

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.

8. CONCLUSION:

This report recommends the award of contract to a Prime Design Consultant to complete the design requirements to renovate the LINK Phase 2 and 3. A future report is anticipated to award the contract of a Construction Management firm to complete the renovation works required to house the tenants who have been selected to occupy the space as soon as it becomes available.

Recommended by:



Terry Alyman
Capital Initiatives



Phil Rose-Donahoe, B.A.Hons., MMSt
Manager of Cultural Services



Dan Buttineau
Director of Recreation and Culture

Approved by:



Dave Reddon
Acting - Chief Administrative Officer