

Date: August 26, 2020

Report To: Mayor & Council

Report From: Cody Vangel, Chief Building Official and Municipal Planner

Subject: RFP No. 2020-AF-10 Award – Civic Centre Office Renovation Design Works

In the 2020 Capital Budget, the Town of Fort Frances allocated \$60,000.00 to retain a building design firm to provide design services for the renovation of the treasury department office area located in the Town of Fort Frances Civic Centre at 320 Portage Avenue, as well as to provide design services for the restroom facilities (excluding OPP) within to determine compliance with the Ontario Building Code and the Accessibility for Ontarians with Disabilities Act (AODA).

The intent of the office renovations would be to provide an effective and efficient work area that would provide safety barriers for interactions between staff and the public, and to also create spaces in which confidential matters can be handled more appropriately. The design works would also be used to address mechanical servicing concerns within the renovated office area.

The Town of Fort Frances began advertising the Request for Proposal (RFP) on July 2, 2020 with a closing date of August 4, 2020. The RFP was advertised in the local newspaper, the Town's website, and it was also sent to both the Thunder Bay and Winnipeg construction association requesting advertisement.

A requirement of this RFP was that the building design firms must conduct a site visit prior to submission of their proposal. With this, three building design firms conducted a site visit.

On August 4, 2020 proposals were received and opened publicly through a virtual manner at the Town of Fort Frances Civic Centre in the Committee Room. The following proposals were received:

Building Design Firm	Score	Project Cost
FormStudio Architects – Thunder Bay	183.25	Fixed Fee \$59,904.00 Disbursements \$5,220.00 Plus HST
AD Technical Services – Fort Frances	160.25	Fixed Fee \$32,600.00 Construction Costing \$2,850.00 Plus HST
Saulteaux Consulting and Engineering – Fort Frances	156.175	Fixed Fee \$33,692.00 Plus HST

The proposals were evaluated by an internal review team for the following criteria with associated weighting:

- Quality of the proposal submitted - ease of understanding, required components of the design activities, and work schedule. (20%)
- Experience in providing Building Design services on Municipal or similar buildings (25%)
- Key Personnel assigned to the project (15%)
- Proposal Cost (25%)
- Schedule (15%)

Administration is to inform Mayor and Council on any proposals that did not comply with the terms of reference as outlined in the RFP. The following non-compliances were recognized:

- An Occupational health and safety plan and corporate COVID-19 policy was not received from Saulteaux Consulting and Engineering Inc. or FormStudio Architects as per section 4.3 of the RFP. Since closing of the RFP FormStudio has since submitted both documents.
- A draft contract was not submitted by Saulteaux Consulting and Engineering Inc. as per section 4.4 of the RFP.

Through the review process the decision was unanimous across the board that the recommended building design firm be FormStudio Architects. FormStudio provided a professional, highly detailed, and concise proposal which outlined an abundance of relevant experience. The schedule outlined appears reasonable in the sense that the work will not be rushed and that it will be conducted methodically. FormStudio also presents a well-rounded team of architects, engineers, and support staff to take on the project.

FormStudio's fixed fee project costing plus associated disbursements is \$65,124.00 plus HST. With a municipal tax rate of 1.76% the all-in project cost would be \$66,270.19.

It is recommended that RFP No. 2020-AF-10 be awarded to FormStudio Architects and that the costs exceeding the capital budget, being \$6,270.19, be taken from building reserves.

Respectfully submitted



Cody Vangel, EIT
Chief Building Official & Municipal Planner

Council approval of this report will agree to the recommendation of administration to award RFP No. 2020-AF-10 to FormStudio Architects and that the costs exceeding the capital budget, being \$6,270.19, be taken from building reserves, and that Mayor and Clerk be authorized to execute the agreement with FormStudio Architects on behalf of the Corporation of The Town of Fort Frances.