



Report to: General Committee

Date Report Authored: March 22, 2013

SUBJECT: Request for Proposal 011-R-13 External Project Management Services for the Southeast Community Centre & Library Project

PREPARED BY: Phoebe Fu, Senior Manager, Asset Management, Ext 3010
Robert Slater, Senior Construction Buyer, Purchasing, Ext 3189

RECOMMENDATION:

- 1) **THAT** the report entitled “Request for Proposal 011-R-13 External Project Management Services for the Southeast Community Centre & Library Project” be received;
- 2) **AND THAT** External Project Management Services for the Southeast Community Centre & Library Project be awarded to the highest ranked / lowest priced bidder, PRISM Partners Inc., in the amount of \$378,100.00, Input Tax Credit (ITC) eligible for HST exemption;
- 3) **AND THAT** a contingency in the amount of \$75,620.00, ITC eligible for HST exemption, be established to cover any additional consultants costs, and Staff be authorized to approve the expenditure of this contingency in accordance with the City of Markham’s Expenditure Control Policy;
- 4) **AND THAT** the award be funded from the South East Community Centre & Library External Project Manager Consultant Services 2012 Capital Account #70-5350-12420-005;
- 5) **AND THAT** Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to recommend the engagement of a consultant to provide External Project Management Services for the Southeast Community Centre & Library Project.

BACKGROUND:

The Southeast Community Centre & Library project is similar in scope to the City’s recently completed Cornell Community Centre and Library project. During the Cornell Community Centre and Library project, Council authorized Staff to proceed with the following strategy discussed at Council meeting of May 22, 2007:

“Due to the size and complexity of this project, an external Project Management Consultant will also be retained to provide additional project management services, primarily during the construction phase of the project. This consultant will assist with the assembly and issuance of the construction tender document, and pre-qualification and screening of potential contractors. In addition, the consultant will provide on-site

activities management during the construction phase of the project, including schedule and cost control as well as change order management.”

At Council meeting December 13, 2011, resolution was passed that staff report back on the recommended award of the External Project Management Services Consultant for the Southeast Community Centre & Library project.

BID INFORMATION

Advertised	Feb 23, 2013
Bids closed on	March 8, 2013
Number picking up bid documents	39
Number responding to bid	5

PROPOSAL EVALUATION

This Request for Proposal (“RFP”) was released using a two-stage approach whereby the Bidders provided a technical proposal in envelope 1 and a price proposal in envelope 2.

The technical proposal (Stage 1) included the opportunity for interviews after the initial evaluation. The Evaluation Team was comprised of staff members from Asset Management and facilitated by staff from the Purchasing Department with 70 points attributed to this stage one (1) and 30 points assigned for price in stage two (2).

Stage (1) – Technical / Interview Evaluation (Envelope 1)

The first stage included evaluating the submissions against the pre-established evaluation criteria as listed in the Request for Proposal: including Proponent (Firm) Qualification, Lead Project Manager Qualifications, Qualifications of Support Team and Project Understanding and Delivery.

Consultant	Technical Score (out of 70)*
MHPM Project Managers Inc.	63.79
PMX Inc.	60.53
Prism Partners Inc.	55.93
O.P. McCarthy	37.17*
METTKO Ltd.	33.69*

* Did not obtain the required points as identified within the bid document and as such, these firms were not selected for interviews with their recommended project managers.

Stage (2) – Price Evaluation (Envelope 2)

Upon completion of Stage one (1) for all proponents, ONLY the sealed pricing envelope provided by the selected proponents who qualified under stage one (1) was opened.

Consultant	Pricing Score (out of 30)
Prism Partners Inc.	30.00
MHPM Project Managers Inc.	7.99
PMX Inc.	5.40

Note: Prices ranged from \$378,100.00 to \$688,145.00 ITC eligible for HST exemption.

Overall scoring

Consultant	Score (out of 100)
Prism Partners Inc.	85.93
MHPM Project Managers Inc.	71.78
PMX Inc.	65.93

The bids have been verified for accuracy and compliance with the Request for Proposal Terms and Conditions. Staff have reviewed the references of the recommended bidder and is satisfied with these recommendations.

Recommended Consultant

PRISM Partners Inc. (PRISM) achieved the highest overall score, and submitted the lowest fee. PRISM is a multi-disciplinary team, whose members have gained experience and achieved success across a wide range of sectors and industries. Although the firm has no direct experience with municipal community centre and library project, they have significant experience in the following highly complex and large valued projects:

- Academic and Cultural Arts Centre Development, Downtown St. Catherines (\$100M)
- Markham Stouffville Hospital (\$185M)
- Hamilton General Hospital (\$42M)
- Hamilton Health Sciences (\$91M)
- University Health Network Krembil Discovery Centre (\$101M)
- Women's College Hospital (\$300M)
- Toronto Rehabilitation Institute (\$200M)
- Princess Margaret Hospital (\$225M)

Total approved budget for the Southeast Community Centre and Library is \$66,550,000.

FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)

The following table is a summary of the financial considerations for this report:

Original Budget and Account #	\$650,000	70-5350-12420-005 South East Community Centre External Project Management
Budget Available	\$650,000	
Less Cost of award	-\$378,100	
Less Contingency	<u>-\$ 75,620</u>	
Budget Remaining	<u>\$196,280</u>	

The contingency may be required for the project management of unanticipated conditions and/or changes.

The cost of the award for external project management services in the amount of \$378,100 and the corresponding contingency of \$75,620 will be funded from Project #12420, 'South East Community Centre External Project Management.' The remaining funds will remain in the account until the completion of the project.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable.

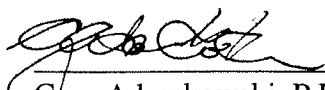
ALIGNMENT WITH STRATEGIC PRIORITIES:

The project aligns with the following City of Markham corporate goals: Infrastructure Management, Economic Development, Quality Community and Environmental Focus.

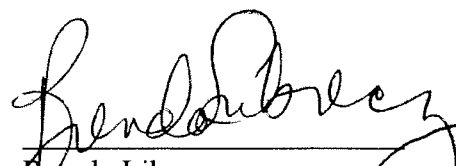
BUSINESS UNITS CONSULTED AND AFFECTED:

Financial Services have been consulted.

RECOMMENDED BY:



Gary Adamkowski, P.Eng.
Director, Asset Management



Brenda Librecz
Commissioner, Community
& Fire Services