



Report to: General Committee

Date Report Authored: November 30, 2011

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**SUBJECT:** Request for Proposal 134-R-11 Architectural/Engineering Services Southeast Markham Community Centre & Library  
**PREPARED BY:** Phoebe Fu, Ext, 3010  
Robert Slater, Ext, 3189

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**RECOMMENDATION:**

- 1) THAT the report entitled "Request for Proposal 134-R-11 Architectural/Engineering Services, Southeast Markham Community Centre & Library" be received;
- 2) And that Request for Proposal 134-R-11 Architectural/Engineering Services, South East Markham Community Centre & Library be awarded to the highest ranked / second lowest priced bidder, Perkins and Will in the amount of \$2,747,520.00 inclusive of HST;
- 3) And that a contingency in the amount of \$274,752.00 inclusive of HST be issued to cover for additional selected design provisional prices or other design changes in accordance with the Expenditure Control Policy;
- 4) And that the award be funded from the South East Community Centre/Architect Consultant Services 2011 Capital Account #70-5350-11318-005;
- 5) And that the remaining funds in the amount of \$327,728.00 remain in the account for Internal, External (Geotechnical) and, Project Management Consultants;
- 6) And that staff report back on the recommended award of the Project Management Consultant Request for Proposal;
- 7) And That staff develop a comprehensive public consultation program, including a Charrette process, and report back to Council;
- 8) 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 prime design consultant to provide Architectural/Engineering Services for the design and construction of the Southeast Community Centre & Library.

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**BACKGROUND:**

This Request for Proposal (RFP) is for the purpose of selecting a firm as the Architect to provide full and comprehensive architectural, engineering design and construction contract administration services, including site plan development, conceptual, schematics, design development and detailed design drawings and specification for the tender and construction of the 115,000 sq. ft. Southeast Markham Community Centre and Library Project (SECC&L). The RFP allows for an additional 5,000 sq. ft. at no additional cost to the Town.

The proponent will develop the building program, in conjunction with the Town, all functional design of architectural, structural, mechanical, electrical and associated parking and site work.

The SECC&L project is the largest facility project undertaken by the Town since the award of a contract to PCL Construction to build the East Markham Community Centre & Library which is currently under construction and scheduled to be completed in September 2012. The selection of the consultant providing Architectural/Engineering Services is crucial towards ultimate project success regarding programming, design, tendering and construction phases of the project. In addition, the consultant will have significant impact on the implementation of energy conservation, sustainability, environmental, and life cycle costs strategies.

Due to the scope of the project, a pre-qualification document was issued to solicit interest from qualified firms experienced in leading projects with similar scope and magnitude. Pre qualification # 109-P-11 was issued to the market place in accordance with the Purchasing By-law 2004-341.

**PRE QUALIFICATION INFORMATION (109-P-11)**

Advertised date	May 16, 2011
Pre qualification closed on	June 03, 2011
Number picking up bid documents	88
Number responding to bid	10
Number of bidders Pre qualified	4

The evaluation team concluded, through consensus, to invite 4 proponents to participate in the second stage of the selection process, i.e. the RFP stage.

They were:

- Cannon Design Ltd
- Diamond and Schmitt Architects
- MacLennan Jaunkalns Miller Architects / Shoalts and Zaback Architects
- Perkins and Will

**Request for Proposal (RFP)**

The comprehensive RFP document was released to the aforementioned firms on September 9, 2011, in accordance with the Purchasing By-Law 2004-341. A mandatory meeting was held on September 19th, 2011 to provide clarifications to the proponents.

**BID INFORMATION**

Advertised	By Invitation (Pre qualified Bidders)
Bids closed on	October 5th, 2011
Number picking up bid documents	4
Number responding to bid	4

**PROPOSAL EVALUATION**

This Request for Proposal ("RFP") was released to the pre-qualified bidders utilizing 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) was evaluated in two (2) steps with 55 points assigned to step one (1) and 15 points assigned to step two (2).

The evaluation of Bids was conducted by an Evaluation Team comprised of staff members from the Community and Fire Services Commission (Director of Recreation, CEO Markham Public Libraries and Director of Asset Management) and Development Services Commission (Town Architect) and facilitated by staff from the Town's Purchasing Department.

**Stage (1) – Technical / Presentation Evaluation (Envelope 1)**

Stage 1 included two evaluation criteria steps, the first step included evaluating against pre-established evaluation criteria as listed in the Request for Proposal: 20 for Experience of firm, 20 for qualifications of Key Personnel and 30 for project delivery for a total score out of 70 (Note: This score out of 70 was pro-rated to 55)

Stage 1 step 2 evaluation process included a formal presentation to the evaluation team which was scored out of 30 (Note: This score out of 30 is pro-rated to 15)

As identified above, the total evaluation for Stage 1 was scored out of 100 points and is prorated out of seventy (70) points for the overall scoring.

**Stage (1) – Scoring**

Consultant	Score (out of 70)	Rank Results
Diamond and Schmitt Architects	51.06	1
Perkins and Will	49.46	2
Cannon Design Ltd	46.35	3
MacLennan Jaunkalns Miller Architects / SZA	45.75	4

**Stage (2) – Price Evaluation (Envelope 2)**

Upon completion of Stage 1 for all proponents, the sealed pricing envelope provided by each proponent was opened and scored out of 30 as per a pre-set pricing formula.

**Stage (2) – Scoring**

<b>Consultant</b>	<b>Score (out of 30)</b>	<b>Rank Results</b>
MacLennan Jaunkalns Miller Architects / SZA	30.00	1
Perkins and Will	26.91	2
Cannon Design Ltd	23.20	3
Diamond and Schmitt Architects	15.59	4

Note: Prices ranged from \$2,594,880.00 - \$3,841,440.00 (Inclusive of HST impact)

**Overall Scoring (Combined Stage 1 & 2)**

<b>Consultant</b>	<b>Score (out of 30)</b>	<b>Rank Results</b>
<b>Perkins and Will</b>	<b>76.37</b>	<b>1</b>
MacLennan Jaunkalns Miller Architects / SZA	75.75	2
Cannon Design Ltd	69.55	3
Diamond and Schmitt Architects	66.65	4

Since the scoring was within 1 point between the top 2 proponents following the evaluation / ranking process. The Town, in its sole discretion as identified within the RFP bid document had the option to either award a contract to the highest ranked bidder or enter into contract negotiations with one or more of the highest ranked bidders. Staff decided to undertake negotiations with the highest ranked bidder (Perkins and Will) and through these negotiations achieved a fee reduction in the amount of \$112,000 (6.25% fee proposal reduced to 6.00%) from their original proposal and as such the price variance between the low bidder and the recommended proponent is approx. \$150,000. Additionally, Perkins and Will have confirmed that their fee is independent of the actual site unless an alternate site includes unusual shape or topography and the schedule remains valid as long as the site can be finalized by February since so much of the upfront work is independent of the location.

**Recommended Consultant**

Perkins and Will achieved the highest scoring, and submitted the second lowest fee, in the RFP process. Perkins and Will (Merged with Shore Tilbe Irwin & Partners in 2010) is an award-winning architectural and engineering firm established since 1935.

The last project they completed for the Town through Shore Tilbe Irwin & Partners was the Angus Glen Community Centre and Library and were responsible for the design of the East Markham Community Centre and Library which is currently under construction. Other projects the firm has undertaken include:

- Orillia Multi-use Recreation Facility (\$45 m)
- Cassie Campbell Community Centre, Brampton (\$40 m)
- Central Erin Mills Multi-use Complex, Mississauga (\$31 m)
- Holly Community Centre in Barrie (\$28 m)
- Athletic & Recreation Centre at the Univ. of Toronto's Mississauga Campus (\$20 m)
- Hazel McCallion Academic Learning Centre, U. of Toronto (Mississauga) (\$25 m)
- Whitby Public Library (\$15 m)

The design of the SECC+L will be a collaboration of Perkins and Will studios at Toronto and Vancouver in order to maximize the sustainability goals of this project, Perkins and Will has identified the Vancouver office to lead the sustainable design process due to their leadership in sustainable buildings and having successfully completed Canada's first Living Building Challenge as well as designing 67 LEED Gold and 15 Platinum buildings. The two individuals from this office will be new to Markham team and bring new fresh ideas. Additionally, Perkins and Will lead designer will be the Director of Design of the Toronto office who also has not worked with Markham previously; however, he has authored numerous award-winning community centre projects including the recently completed Brooklin Community Centre and Library, the LEED Gold certified Stoney Creek Community Centre, YMCA and Library; and the award winning Cassie Campbell Community Centre.

### **Public Consultation**

A key element in the design of the SCC&L is ensuring a comprehensive public consultation process. This will ensure that the overall design is reflective, not only of the community in which it is located, but contains components articulated by the general public as desirable.

Staff are recommending a "Charrette" early in the design process. The Charrette process can be adapted to fit different projects; but all Charrette's initiatives use the same basic strategy. Planners involve as many stakeholders as possible in a set of short intensive design sessions. In addition, following the Charrette process, traditional public meetings will be scheduled for additional input on design options.

### **Project Management:**

An internal project manager has been assigned to manage the project. However, 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. The RFP for the Project Management Consultant will be issued in 2012.

### **FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)**

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

Original Budget and Account #	\$4,350,000	70-5350-11318-005 South East Community Centre/Architect Consultant Services
Consulting Architectural Budget Available	\$3,350,000	
Less Cost	(\$2,747,520)	Awarded to Perkin and Will
Less Contingency	(\$274,752)	
<b>Budget Remaining</b>	<b><u>\$327,728</u></b>	

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The contingency may be required for design provisional prices included within the RFP document or other minor design changes. The provisional prices are above the base fee proposal (\$2, 747,520.00) and will include incremental costs for design related to: (Achieve higher level of LEED certification (Gold or Platinum), Animated 3-D Model, Waste-water filtration and treatment system, Achieving Living Building Challenge, Achieving PassivHaus design standards, 500kW solar PV that meets OPA's Feed-in-tariff requirements).

**HUMAN RESOURCES CONSIDERATIONS**

Not Applicable

**ENVIRONMENTAL CONSIDERATIONS:**

The design of the facility is to include green building principles including the consideration of the installation of a green roof, provision of alternative energy sources such as solar and ground source heating and cooling, and achievement of at least the LEED-NC Silver level of certification as administered by the Canadian Green Building Council (CaGBC).

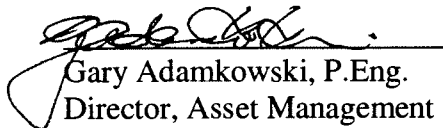
**ALIGNMENT WITH STRATEGIC PRIORITIES:**


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

**BUSINESS UNITS CONSULTED AND AFFECTED:**

The process involved a cross commission of staff members.

**RECOMMENDED BY:**

  
Gary Adamkowski, P.Eng.  
Director, Asset Management

  
Brenda Librecz  
Commissioner, Community  
& Fire Services