

AGENDA
SPECIAL MUNICIPAL COUNCIL

Bridgewater, NS
**Tuesday, October 2, 2018 – Following Finance
Committee meeting**

Time & Page

1. CALL TO ORDER
2. PUBLIC INPUT
3. AWARDING OF TENDERS/RFPs
 - 3.1 Award of Tender – Professional Design Services RFP-New Municipal Building1-4
4. STAFF REPORTS
 - 4.1 Administration Department
 - 4.1.1 Space Strategy – New Municipal Building5
5. ADJOURNMENT



September 28, 2018

Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, Nova Scotia
B3V 4G8

Attn: Kevin Malloy
Chief Administrative Officer

Re: Evaluation Results – RFP No. 2018-05-300 – Professional Design Services

Mr. Malloy,

Further to our evaluation committee meeting of yesterday regarding the above captioned Request for Proposals (RFP), our results are summarized as follows:

Background

A detailed RFP was prepared and advertised on August 16th, 2018. The RFP contained typical information such as general instructions to proponents, RFP terms and conditions, proposal requirements, contract documents and supplementary conditions, it also contained a detailed Project Brief and description of Required Services.

The RFP closed on September 20th at 2:00 pm and eight (8) submissions were received., in alphabetical order, below:

- 1) Architecture 49 Inc.
- 2) Harvey Architecture
- 3) IBI Group Architects (Canada) Inc.
- 4) Lydon Lynch Architects
- 5) MacKay-Lyons Sweetapple Architects Ltd.
- 6) RHAD Architects
- 7) Stantec Architecture Ltd.
- 8) Wood Environmental and Infrastructure Solutions



Project Management & Owner's Representative Services

Evaluation criteria and weightings were developed and disclosed as part of the RFP and are summarized below:

Criteria / Element	% of score
Technical	
Section 1 – Design Team Experience & Qualifications	20%
Section 2 – Key Personnel to be assigned	20%
Section 3 – Management of Services	15%
Section 4 – Approach and Methodology	20%
Cost	
Fixed fee quoted for services	25%
Total =	100%

The Evaluation Committee was made up of :

- Kevin Malloy, Chief Administrative Officer
- Stephen Pace, Director of Engineering and Public Works
- Jeff Merrill, Director of Planning & Development Services
- Andrew Amos, Project Manager – Catalyst Consulting Engineers

Results

The Evaluation Committee members individually reviewed the technical submissions and on September 27th met as a group to reach consensus scoring. The results of the Technical Scoring are as follows:

	<u>Out of possible 75 pts</u>
1) Architecture 49 Inc.	66.50
2) MacKay-Lyons Sweetapple Architects Ltd.	60.75
3) Lydon Lynch Architects	60.00
4) IBI Group Architects (Canada) Inc.	57.25
5) Stantec Architecture Ltd.	54.25
6) Harvey Architecture	49.75
7) RHAD Architects	45.00
8) Wood Environmental and Infrastructure Solutions	45.00

The cost envelopes were opened after the technical scores were finalized and agreed upon by the entire Committee, the results from lowest to highest are as follows with commensurate point scoring :

	<u>Fixed Fee (HSTE)</u>	<u>Cost Pts.</u>
1) Harvey Architecture	\$ 375,410.00	25.00
2) Wood Environmental and Infrastructure Solutions	\$ 389,790.00	23.08
3) IBI Group Architects (Canada) Inc.	\$ 415,166.60	19.70
4) Lydon Lynch Architects	\$ 439,280.00	16.49
5) MacKay-Lyons Sweetapple Architects Ltd.	\$ 460,000.00	13.73
6) Architecture 49 Inc.	\$ 513,090.00	6.66
7) RHAD Architects	\$ 575,900.00	0.00
8) Stantec Architecture Ltd.	\$ 578,000.00	0.00

Combined Technical and Cost Scores

The results of the combined Technical and Cost scores are as follows:

	<u>Technical</u>	<u>Cost</u>	<u>Total</u>
1) IBI Group Architects (Canada) Inc.	57.25	19.70	76.95
2) Lydon Lynch Architects	60.00	16.49	76.49
3) Harvey Architecture	49.75	25.00	74.75
4) MacKay-Lyons Sweetapple Architects Ltd.	60.75	13.73	74.48
5) Architecture 49 Inc.	66.50	6.66	73.16
6) Wood Environmental and Infrastructure Solutions	45.00	23.08	68.08
7) Stantec Architecture Ltd.	54.25	0.00	54.25
8) RHAD Architects	45.00	0.00	45.00


Based on the above results, it was the consensus of the Evaluation Committee that the top ranked proponent was IBI Group Architects (Canada) Inc and should be the first proponent to be contacted with the intent of negotiating and finalizing a contract.

It is worth noting the cost associated with IBI's submission is 5% under the budget established for the project.

As discussed, I will be at Tuesday's Special Council Meeting to present these findings in person and answer any questions Council may have on any aspect of this project. In the interim, please feel free to contact me at your convenience with any question which may arise.

Sincerely,

CATALYST CONSULTING ENGINEERS INC.

A handwritten signature in blue ink, appearing to read "Andrew Amos", written over a horizontal line.

Andrew Amos, P.Eng.
Senior Partner

REQUEST FOR PROPOSALS – PROFESSIONAL DESIGN SERVICES
New Municipal Building, Municipality of the District of Lunenburg

Special Council Meeting
 October 2, 2018
 Item: 4.1.1
 Authorization: K. Malloy

Program Space	Area (ft²U)
Office Space	
Private with small meeting area @ 150 ft ² (2)	300
3 person office @ 200 ft ² (2)	400
Private with enlarged desk area @ 120 ft ² (9)	1,080
Standard private @ 100 ft ² (13)	1,300
Workstation @ 64 ft ² (15)	960
Drop in workstation at 32 ft ² (4)	128
Equipment / Storage / Special Purpose	1,215
Special Purpose Space	
Staff room	400
General Document centre - 2 photocopiers, equipment & paper storage	200
Staff coat storage - part of staff room	0
General Storage	100
Staff Meeting room for 6-8 people; 2 @ 250 ft ²	500
Council Kitchen	100
Council chambers storage	100
Radio Room (w/ 1 workstation)	100
Server room	50
Hub room	50
Custodial Office/storage	120
Staff Washrooms	120
Barrier Free Staff Washroom	75
Reception (2 finance windows: 1 barrier free/workstation, 1 workstation) (1 rec	750
Reception meeting room (access from public and staff sides)	150
Council Chambers	1,200
Boardroom 20-30 People (connected to chambers by folding partition)	700
Public Washrooms	520
Waiting Area/Crush Space	250
Additional Meeting Space contingency	500
Total Area (ft² Useable) =	11,368
Gross Area projection at 40% (accounts for wall thicknesses, mechanical	4,547
Total Building Area (ft² Gross) =	15,915