



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2020-311-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: July 13, 2020
Subject: RFP Terms of Reference for Engineering and Architectural
Services for the New Fire Station Headquarters and Training
Station

Purpose

The purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of the RFP document.

Recommendation

That Council receive Report 2020-311-Financial Services.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

Background / Discussion

Project Overview

RFP 20-P11 Architectural and Engineering Services for New Fire Station Headquarters and Training Centre invites proposals from qualified Architectural and Engineering Consulting Firms to provide engineering services for the design,

tendering and construction services for the new replacement Fire Station Headquarters and Training Center at 735 Tollgate Road, (North West corner of Tollgate road and Brookdale Avenue) in Cornwall, Ontario.

The scope of work to be completed by the Proponent includes: functional design study and space/needs analysis, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, LEED certification, public and stakeholder consultation, construction supervision and administration, building commissioning and post-construction services.

Background

The current Fire Station Headquarters is located at 10 Fourth Street West in Cornwall and is a one-story, approximately 11,000 sq. ft. structure that was constructed in 1970. There has been minor repairs and upgrades made throughout the years to maintain the appearance of the building. However, the building has insufficient office spaces for the current number of day employees. In addition, the living quarters, apparatus floor, storage and training areas are insufficient in size due to the growth of staff, fleet and training needs. The Corporation's Fire Services department currently has 64 full-time staff members which includes 8 day staff members at the Headquarters Station and anywhere between 10 to 14 operation members on shift divided in two (2) fire stations (6 to 8 stationed at Headquarters at all time). The Corporation is seeking a new, functional building that will suit our current and future needs.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	July 17, 2020
Deadline for Questions	July 31, 2020
Deadline for Submission	August 14, 2020
Award of RFP – Council Meeting	September 14, 2020
Project Commencement	September 21, 2020

Appendix A – Terms of Reference for RFP 20-P11 is attached to this report.



Document Title:	RFP Terms of Reference for New Fire Station - 2020-311-Financial Services.docx
Attachments:	- RFP Terms of Reference - New Fire Station.pdf
Final Approval Date:	Jul 8, 2020

This report and all of its attachments were approved and signed as outlined below:

Nicole Robertson - Jul 7, 2020 - 10:50 AM

Jeff Weber - Jul 7, 2020 - 12:11 PM

Tracey Bailey - Jul 7, 2020 - 12:33 PM

Maureen Adams - Jul 8, 2020 - 9:17 AM