



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

Department: Financial Services
Division: Purchasing
Report Number: 2020-337-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: October 26, 2020
Subject: Request for Proposal 20-P11 Engineering and Architectural Services for the New Fire Station Headquarters and Training Station

Purpose

To obtain architectural and engineering services for the design and tendering of the New Fire Station Headquarters and Training Station.

Recommendation

That RFP 20-P11 be awarded to J.L. Richards & Associates Limited, from Ottawa, Ontario, at the total bid price of \$667,163.30 (net cost to the Corporation - \$600,801.22) being the best Proposal meeting the specifications.

Financial Implications

The total estimated capital cost for the new Fire Station and Training area is \$8,700,000. Council has approved, through the 2019 and 2020 budgets, \$2,900,000 for each year. The remaining \$2,900,000 will be included in the 2021 Budget. The new Fire Station and Training area are included in the Long-Term Financial Plan. The project will be funded through financing and development charges.

Strategic Priority Implications

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

Background / Discussion

In 2019, the City undertook a study of possible sites suitable for the construction of a Fire Station in the North West quadrant of the City. The property at 735 Tollgate Road (North West corner of the Tollgate Road and Brookdale Avenue intersection) was selected as the most appropriate of the available locations which would meet the needs of the City's Fire Service. In December 2019, Council approved the purchase of this land to build its Fire Station.

At its July 13, 2020 meeting, Council approved the Terms of Reference for Request for Proposals (RFP) 20-P11 – Architectural and Engineering Services for the New Fire Station Headquarters and Training Centre.

The RFP was issued to retain a qualified Architectural and Engineering Consulting Firm to provide engineering services for the design, tendering and construction services for the new replacement Fire Station and Training Center at 735 Tollgate Road; a new, functional building that will suit the City's current and future needs. 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.

The current Fire Station Headquarters is located at 10 Fourth Street, West 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 proposals were evaluated against the following Criteria:

- (1) Experience of Proponent
- (2) Experience and Qualification of Personnel Assigned to the Project
- (3) Understanding of Objectives, Schedule and Project Risks
- (4) Cost

The following Requests for Proposals were received and opened by Purchasing Services and evaluated by the Selection Committee:

AECOM Canada Limited, Kitchener, Ontario

Bid Price:	\$621,750.00
HST:	\$80,827.50
Total bid Price:	\$702,577.50

Architecture 49 Incorporated, Cornwall, Ontario

Bid Price:	\$984,207.00
HST:	\$127,946.91
Total bid Price:	\$1,112,153.91

J.L. Richards & Associates Limited, Ottawa, Ontario

Bid Price:	\$590,410.00
HST:	\$76,753.30
Total bid Price:	\$667,163.30

Stantec Architecture Limited, Calgary, Alberta

Bid Price:	\$746,146.00
HST:	\$96,998.98
Total bid Price:	\$843,144.98



The Ventin Group Limited, Ottawa, Ontario

Bid Price: \$549,250.00

HST: \$71,402.50

Total bid Price: \$620,652.50

Weston Williamson + Partners, Toronto, Ontario

Bid Price: \$822,015.00

HST: \$106,861.95

Total bid Price: \$928,876.95

Proposals were also received from Apex Technical Limited, IBI Group Architects (Canada) Incorporated, IDEA Incorporated, and Raimondo + Associates Architects Incorporated; however, they did not meet the minimum required score to be evaluated for pricing.

Document Title:	RFP 20-P11 Engineering and Architectural Services for the New Fire Station - 2020-337-Financial Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

Jeff Weber - Oct 20, 2020 - 1:54 PM

Tracey Bailey - Oct 20, 2020 - 8:01 PM

Maureen Adams - Oct 21, 2020 - 9:17 AM