



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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-338-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: October 26, 2020  
Subject: RFP Terms of Reference for Design and Construction  
Administration Services for the Municipal Works and  
Infrastructure Administration and Garage/Multi-use Buildings

**Purpose**

Pursuant to Council Report 2019-207 Financial Services, 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 a RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

**Recommendation**

That Council receive Report 2020-338-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-P10 invites Proposals from qualified Multi-disciplinary Engineering Consulting firms and/or Architectural Consulting firms to provide architectural and engineering design services for the future Municipal Works and Infrastructure Administration Building and Garage/Multiuse Building to be located at 1225 Ontario Street. The scope of work to be completed by the Proponent includes: a functional design study and space/needs analysis, schematic and detailed building design, interior design, exterior site works, landscaping, preparation of tender specifications and contract documents, Leadership in Energy and Environmental Design (LEED) v4.1 Gold Level certification, public consultations, construction supervision and administration, building commissioning and post-construction services.

### *Background*

A Municipal Works (MW) Yard Redevelopment Environmental Assessment (EA) was completed in 2016 by AECOM Canada Consulting Engineers. The EA redevelopment schedule called for the construction of a new 1,200m<sup>2</sup> Administration Building to be constructed on or before 2027 in the vacant southwest corner of the yard. As part of an ongoing review of the plan, it was recommended that the construction of the new building be designed in 2020 and constructed in 2020 in order to accommodate the construction of other buildings within the yard, namely the new Garage/Multiuse Building.

The current Administration Building is a two-storey, 900m<sup>2</sup> structure constructed in 1964. It is proposed that the new Administration Building consist of a 1,200m<sup>2</sup> multi-level structure, with a design focus on operational efficiency, LEED principles as well as complying with current accessibility standards.

In an effort to minimize costs through economies of scale and ensure continuity in design, the detailed design of the Administration Building will be completed in conjunction with the design of the Garage/Multiuse building in 2021.

The 2016 EA redevelopment schedule called for the construction of a new MW Garage/Multiuse Building to be constructed on or before 2021. The new building will replace a number of existing structures within the MW yard, including the existing MW Garage, Facilities Division buildings (previously Public Properties Section), Roads Section buildings, Water Distribution and Sewer Collection Section buildings, Parks and Landscaping Section buildings, Traffic Shop and the

Tire Storage building. According to the building evaluations completed as part of the EA process, all of the structures indicated are in poor condition and have reached the end of their service life. The new Garage/Multiuse building will consist of a 3,000m<sup>2</sup> structure with a layout that focuses on effective space planning, LEED principles and the minimization of building and maintenance costs through the consolidation of amenities such as offices, washrooms and lunchrooms.

The approximate timetable for the RFP is as follows:

<b>Item</b>	<b>Date</b>
Issue of RFP	October 28, 2020
Mandatory Site Meeting	November 9, 2020
Deadline for Questions	November 17, 2020
Deadline for Submission	December 2, 2020
Award of RFP – Council Meeting	January 11, 2021
Project Commencement	January 18, 2021

Appendix A – Terms of Reference for RFP 20-P10 is attached to this report.

Document Title:	RFP Terms of Reference Administration Building Design - 2020-338-Financial Services.docx
Attachments:	- RFP Terms of Reference - Administration and Multiuse Building Design.pdf
Final Approval Date:	Oct 21, 2020

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

**Bill de Wit - Oct 20, 2020 - 4:06 PM**

**Tracey Bailey - Oct 20, 2020 - 8:11 PM**

**Maureen Adams - Oct 21, 2020 - 9:13 AM**