

	<p align="center">City of Lloydminster Request for Decision (RFD)</p>
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<p align="center">Subject Matter: Lloydminster Golf and Curling Centre Office and Maintenance Shop – Consultant Award – Revision 1</p>
<p>Department: Operations</p>
<p>Presented By: James Rogers, P. Eng.</p>
<p>Council Meeting Date: November 21, 2022</p>

Recommendation:

That Council approve the award of the Lloydminster Golf and Curling Centre Office and Maintenance Shop – Phase I Consultant to SEPW Architecture Inc. of Saskatoon, SK, in the amount of \$38,860 excluding GST, to be allocated from 2022 Capital Budget Project No.: 2273118 and that the Mayor and City Clerk be authorized to sign and seal all necessary documents. In addition, that Council approve a contingency allowance of 15% in the amount of \$5,829, excluding GST, to be allocated from the 2022 Capital Budget Project No.: 2273118.

Issue: The City of Lloydminster’s (City) Lloydminster Golf and Curling Centre (LGCC) Office and Maintenance Shop is currently at the end of its serviceable life, as such a new LGCC Office and Maintenance Shop must be designed and constructed.

Background: The current LGCC Office and Maintenance Shop is nearly sixty (60) years old and has reached the end of its serviceable life. This, together with environmental concerns associated with the presence of mold and asbestos, Administration has determined that the best course of action at this time will be to vacate and demolish the existing facility and construct a new facility that meets the needs of the LGCC operations team. In addition to the need to replace the existing building, the operations yard which supports the facility also needs to be relocated in order to align itself with the new facility and mitigate current operational constraints. Therefore, the project will include both the building development as well as the operations yard/site development.

The new building will house many of the same operations with the benefit of having appropriate space and amenities available in order to meet the operational needs of this group. These include maintenance and repair shop space for specialized equipment, lunchrooms, washroom and locker facilities, as well as office and administrative spaces. As such, the initial stages will include determining what programming, i.e., spatial requirements, will need to be included within the new building, what site amenities will need to be developed to continue providing the level of service expected, as well as provide direction for building and site servicing. The project will not only include the development of the building and the required site works in accordance with the Land Use Bylaw but also the larger site and operations yard.

The project is intended to be delivered in two (2) phases following a traditional Design-Bid-Build delivery method as follows:

- Phase I includes:
 - Building Program development

- Site Program development
- Building Conceptual design
- Site Conceptual design
- Preliminary Cost Estimates (building and site development)
- Phase II includes:
 - Building Detailed design
 - Site Detailed design
 - Tender/Bid Document preparation and Contractor selection
 - Contract Administration

Both Phase I and Phase II were included within the scope of work of the Request for Proposal however, due to budget constraints and final anticipated construction budget considerations, only Phase I will be awarded at this time. The award of Phase II may be presented at a future Regular Council Meeting but will be contingent upon budget availability and project progress.

The intent of the scope of work being awarded at this time, i.e., Phase I only, is to complete the necessary project planning, assessment, and analysis to inform future decisions associated with the development of the site and the building. Currently, Administration has a high-level understanding of the building and site requirements however the securing of a Prime Consultant will help the project team truly understand and define the needs of the development as a whole while relying on both design and construction expertise within the Prime Consultant team to inform future project budgets and construction specifications. The deliverables of Phase I will form the baseline from which the future capital budget ask will be derived and will provide a baseline from which all future procurement and construction documents will be established. Phase I will complete the necessary planning and analysis to define the project scope. Regardless of the delivery method chosen this planning and analysis stage will need to be completed.

Other project delivery methods, including Design-Build, were investigated by the project team however with the formal planning and analysis not completed to date the implementation of the initial steps of a Design-Bid-Build delivery method were deemed more advantageous. Administration is confident that by awarding the current scope of work the current deliverables will help set the project up for success in future phases. Administration has a general understanding of what the development will entail however particulars associated with the facility, programming, construction methodology, i.e., stick-build vs. pre-engineered, and the costs are not known and as such needed in order to further the project. Furthermore, the background knowledge and technical construction specification understanding needed to implement a Design-Build delivery method at this time are currently not within the areas of expertise of current staff, therefore, Administration is seeking the assistance of a Prime Consultant.

The City issued a Bid Document to acquire the services of an experienced Prime Consultant to complete all design and construction management and supervision activities for this project on September 21, 2022. The Request for Proposal (RFP) package was issued and posted on the City's Bids and Tenders website.

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The Evaluation Criteria and associated Weighting identified within the RFP is summarized in the following table:

Item	Initial Evaluation Criteria	Weight
1	Corporate Qualifications and Experience	15%
2	Key Staff Qualifications and Experience	30%
3	Methodology/Work Plan	20%
4	Financial Summary (Phase I and II)	35%
	Total	100%

The Proposal period closed on October 13, 2022. Eight (8) bids were received and evaluated. The Vendors, their proposal amounts, excluding GST, and total scores are summarized in the following table:

Vendor	Cost* (Phase I and II)	Cost (Phase I ONLY)	Total Score
SEPW Architecture Inc., Saskatoon, SK	\$196,460.00	\$38,860.00	78.3
Kumlin Sullivan Architecture Studio Ltd., Calgary, AB	\$172,630.00	\$28,630.00	77.0
Hodgson Schilf Evans Architects Inc., Edmonton, AB	\$189,925.00	\$35,725.00	76.1
Universal Consulting Group Ltd., Lloydminster, AB	\$157,585.66	\$33,985.66	72.9
Alvin Reinhard Fritz Architect Inc., Lethbridge, AB	\$169,500.00	\$49,500.00	72.8
YEG Architectural Inc., Edmonton, AB	\$198,680.00	\$42,680.00	71.1
AECOM Canada Ltd., Calgary, AB	\$213,630.00	\$88,630.00	69.0
IBI Group Architects (Canada) Inc., Toronto, ON	\$391,549.05	\$133,549.05	64.1

* The Total Cost, i.e., including Phase I and II, was used for evaluation of the submissions and formed the baseline from which the Financial Summary was calculated, and the Total Score tabulated.

As such, Administration is recommending that SEPW Architecture Inc. be awarded Phase I of the project due to having the highest overall score. Throughout the RFP submission, SEPW Architecture Inc. displayed a high-level of experience and expertise in maintenance shop and office design and construction.

Options:

1. That Council approve the motion as indicated in the Recommendation above.
2. That Council not approve the motion as indicated in the Recommendation above and direct Administration to reconsider the current scope of work and reissue the Prime Consultant Request for Proposal.
3. That Council request additional information and that the item be brought forward to a future Regular Council Meeting.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Managing our Environment and Infrastructure. Constructing a new maintenance shop and office building will provide an opportunity for growth and expansion to the LGCC operations team while reducing the need for substantial fund requirements to renovate the existing facility that has reached the end of its serviceable life.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: The LGCC Office and Maintenance Shop – Consultant (Project No.: 2273118) is funded through the Recreation and Culture Capital Reserve (Account No.: 1-700-740-35170). The anticipated costs associated with the project have been allocated as shown on the following table.

Funding Sources		
<u>Approved 2022 Capital Budget Sources:</u>		
<ul style="list-style-type: none"> Recreation and Culture Capital Reserve (Account No: 1-700-740-35170) 	\$150,000.00	
		\$150,000.00
Consultant Costs		
<ul style="list-style-type: none"> Geotechnical Investigation Allowance 	\$20,000.00	
		\$20,000.00
<ul style="list-style-type: none"> Consultant Proposal Amount – Phase I 	\$38,860.00	
<ul style="list-style-type: none"> Contingency (15%) 	\$5,829.00	
		\$44,689.00
Remaining Budget		\$85,311.00

Phase I of the project will be completed using the available 2022 funding sources. Phase II of the project will be awarded at a future Regular Council Meeting.

Environmental Implications: N/A

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Report Approval Details

Document Title:	LGCC Office and Maintenance Shop - Consultant Award - Revision 1.docx
Attachments:	
Final Approval Date:	Nov 18, 2022

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

Don Stang

Doug Rodwell

Dion Pollard