
To: Mayor Linton and Members of Council**Report:** COR2022-27**Prepared By:** Sandi Wiles, Purchasing & Risk
Supervisor**Date:** 30 May 2022**RE:** Request for Proposal #21-22: Consulting Services - Site Development -
Operations Centre

Recommendation:

THAT the Council of the Township of Centre Wellington award Request For Proposal #21-22: Consulting Services - Site Development - Operations Centre to RDH Architects Inc., at a total upset limit of \$432,018.87, excluding HST.

Summary:

The intent of this RFP is to retain the services of a Consulting team to provide all the required site surveys, studies, investigations, reports and concept design for the site plan, access routes, grading, parking, storm water management, servicing, utilities, and site layout including the Operations Centre facility and works yard, along with the associated cost estimates. The proposed scope of work also includes re-zoning of the 965 Gartshore Street site from A – Agricultural to M1 / M2 – Industrial to accommodate the Operations Centre and works yard, and the Cultural Heritage Evaluation Report (CHER) of the site and existing older structures as well as further investigations of the existing house on the property. The overall goal of this scope of work is to complete foundational tasks to transition seamlessly into the detailed design and construction phase of the project.

In addition, the scope of work includes the re-zoning of the adjacent properties located in the FD zone as outlined on the map in Appendix A. The area that is currently zoned FD – Future Development is required to be re-zoned to M2 – Industrial to allow for future industrial development.

Report:**Background Information**

The Township has six existing works facilities that were integrated into the Township of Centre Wellington through amalgamation. Some of these older facilities are 50 to 60 years old, are at or above capacity, are in deteriorating condition and are reaching the end of their service life. Furthermore, the sites of the existing facilities which are close to the urban centres do not have enough land to accommodate building expansions. This

has resulted in varying degrees of overcrowding, inefficiencies in operations, health and safety concerns, and non conformance with industry best practices and regulatory requirements. These issues will be exacerbated as the facilities become older and more staff, vehicles, and equipment are needed to deliver essential services to the growing population.

To address these issues, the Centre Wellington Council Strategic Plan 2019 - 2022 provided a strategic direction and initiative to open a new operations facility. To further that initiative, on July 29, 2019 Council approved the award of RFP#34-19 for a Space Needs Assessment and Concept Design Study to be completed by Stirling Rothsay and RDH Architects as recommended through Council report COR2019-60. The study identified space requirements for the 20-year timeframe to accommodate Township staff, vehicles, equipment, and material requirements for multiple departments including for growth to 2041. The study reviewed the existing Township facilities and interviewed staff from various departments, conducted a space needs assessment, evaluated eight potential options against a series of weighted criteria and determined that Option 6 was the best scoring recommended solution.

The recommended Option 6 is to build a new multi-departmental Operations Centre in two phases on a 20 acre centrally located site. Phase 1 of the facility will include building the exterior works yard and outdoor operations areas, the garage buildings including heated and unheated storage bays, workshop space, maintenance bays and one greenhouse for immediate needs, and constructing the full office areas to accommodate space needs for the 20-year time frame. Phase 2 of the facility includes additions to the heated and unheated garage areas, a salt storage facility with indoor loading, an additional greenhouse and the potential for a minor addition or space conversion of part of the office area.

Staff presented this information to Council through report IS2021-12 and the following resolution was approved:

THAT the Council of the Township of Centre Wellington endorses recommended Option No. 6: Build a New Operations Centre on a New Site in Two Phases as outlined in Report No. IS2021-12 dated June 21, 2021;

AND THAT staff proceeds with bringing forward projects, plans and studies identified in the Implementation Plan and Financial Strategy for the recommended option for consideration in the capital and operating budget deliberations;

AND THAT staff proceed with a Site Selection Process and report back to Council on a recommended Township Operations Centre site.

Staff subsequently completed the Site Selection Process and recommended the Township proceed with the purchase of a 20 acre site located at 965 Gartshore Street in Fergus for the future Operations Centre. Council authorized staff to negotiate an Agreement of Purchase and Sale for this property and authorized the Mayor and Clerk to execute the agreement. Township staff proceeded accordingly and on October 25, 2021

Council approved the Township purchasing 20 acres of land at 965 Gartshore St., Fergus for the location of the future Operations Centre.

The award of RFP#21-22 will engage experts in the fields of surveying, geotechnical engineering, hydrogeology, excess soils, transportation, noise, arboriculture, natural environment/species-at-risk, cultural heritage, architecture, municipal engineering, consultation, and planning to move ahead with the required studies and investigations for the site rezoning, development and concept design of the Operations Centre at the 965 Gartshore St. site as well as providing cost estimates and obtaining the required re-zoning of the remaining undeveloped lands on Gregson Court.

Project Terms of Reference Summary

Tasks will generally include the following:

- Topographic survey and creation of base plan drawings;
- Geotechnical and hydrogeological investigation and report;
- Excess soil management plan;
- Traffic study;
- Noise impact study;
- Tree survey and arborists report;
- Archeological assessment;
- Natural environment habitat and species review and report;
- Stormwater management design brief;
- Cultural Heritage Evaluation Report (CHER) for the site and existing structures;
- Building condition assessment and evaluation;
- Site development design for the site servicing, utilities, overall site layout of the facility buildings and works yard outdoor areas, site access and internal circulation routes, parking areas, grading, storm water management and landscaping;
- Development of a preferred concept design for the full build out of the overall Operations Centre facility and site including civil, architectural, structural, mechanical, electrical and landscaping considerations and incorporating site plan approval requirements;
- Cost estimates;
- Stakeholder consultation;
- Re-zoning of the 965 Gartshore St. site and the undeveloped Gregson Court properties currently zoned FD.

Purchasing Process:

A Request for Proposal was advertised on the Township's website (www.centrewellington.bidsandtenders.ca). There were 9 registered Plan Takers.

2 responses were received:

- CIMA Canada Inc.
- RDH Architects Inc.

Responses were scored by the Selection Committee comprised of Colin Baker, Managing Director of Infrastructure Services, Adam Gilmore, Manager of Engineering, and Stephanie Rossi, Asset Management and Capital Project Manager. The meeting was chaired by the Township's Purchasing & Risk Supervisor, Sandi Wiles.

Identified criteria in the proposal evaluation included:

- Proponent Overview & Qualification
- Project Manager & Deputy Project Manager Experience & Qualifications
- Project Team Technical Experience
- Project Understanding, Approach & Methodology
- Schedule and Work Plan
- Fees

In order to be considered for Stage Two of the evaluation (Fee Proposals), Proponents must have achieved a minimum (benchmark) total score of 56 out of 80.

Based on the results of the proposal evaluation, it is the Selection Committee's recommendation to award this proposal to the highest scored Proponent, RDH Architects Inc., at an upset limit of \$432,018.87, excluding HST.

The Township's Purchasing Policy requires:

- Council approval of any proposal call having an expected value of more than \$10,000;
- Proposal unit values or contents not be disclosed and held in confidence;
- A Selection Committee is to be identified and will be responsible for weighting vendor responses using established scores identified in the proposal call, and
- Only the final contract awarded price of the successful proponent will be available upon award.

Corporate Strategic Plan:

Good Financial Management

- Continue to support the principle that residential growth will pay for the increased cost of providing services and infrastructure to new residents
 - Open a new operations facility

Financial Implications:

The approved Capital Budget for the Operations Centre to date totals \$1,404,000 consisting of \$500,000 from prior years, and a \$904,000.00 top-up in 2022. The award, as recommended by staff, is within approved budget for this project.

Worth noting is that task #4 included in the scope of work is related specifically to the re-zoning of the adjacent properties located in the FD zone as outlined on the map in Appendix A. The intent would be to fund these efforts from the Economic Development Reserve as it is directly related to employment lands. Total cost of this task per the proposal pricing breakdown is \$25,218.08 (excluding HST).

Consultation:

This report has been prepared in consultation with:

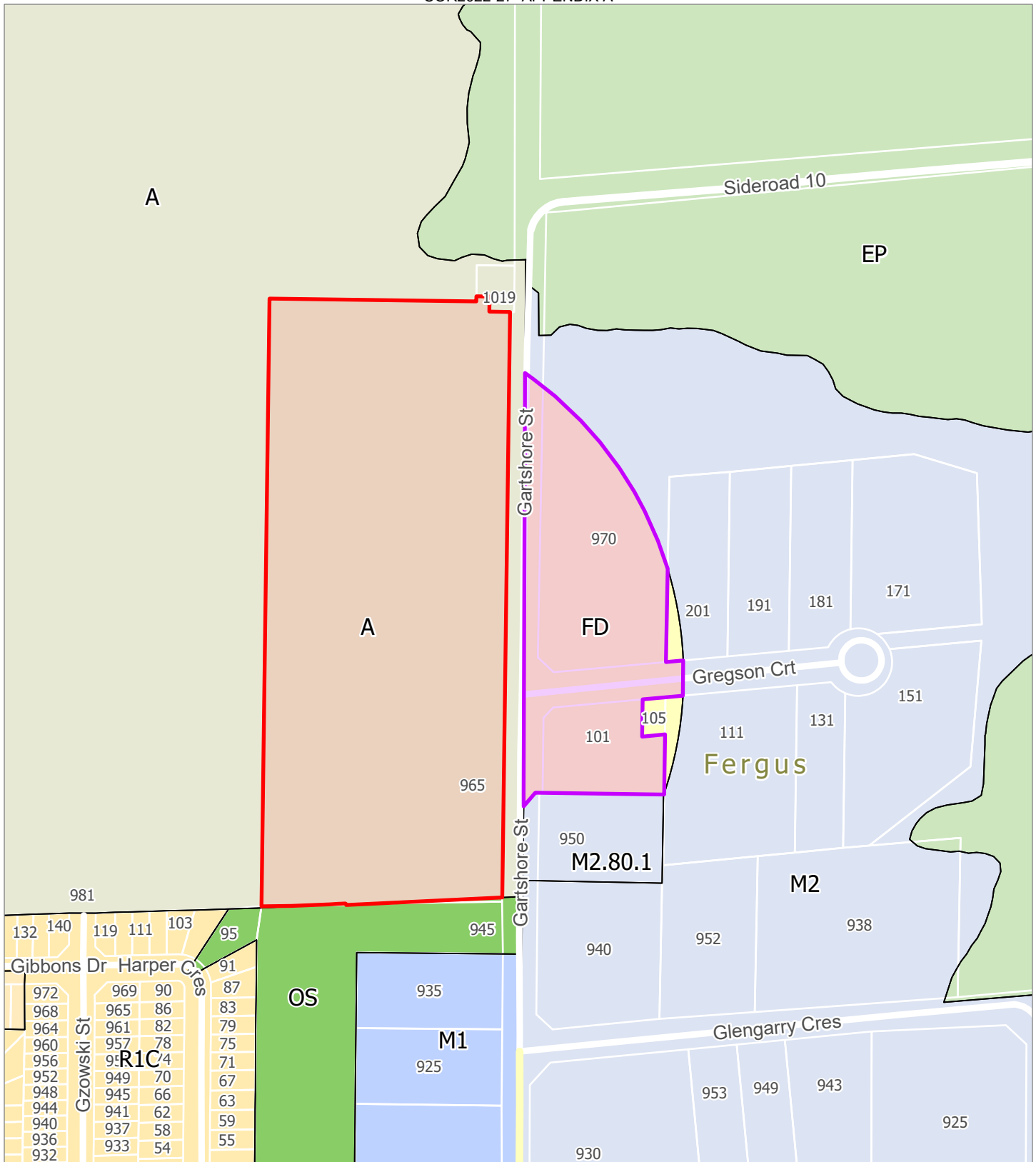
- Adam McNabb, Managing Director of Corporate Services
- Colin Baker, Managing Director of Infrastructure Services
- Adam Gilmore, Manager of Engineering
- Stephanie Rossi, Asset Management & Capital Project Manager

Attachments:

- [COR2022-27 Appendix A](#)

Approved By:

Adam McNabb, Managing Director of Corporate Services & Treasurer
Dan Wilson, Chief Administrative Officer



Map of Sites to be Re-Zoned

Sites to be Re-Zoned

- A - Agricultural to be Re-Zoned to M1/M2 - Industrial
- FD - Future Development to be Re-Zoned to M2 - Industrial

Current Zoning

- FD - Future Development
- M1 - Industrial Use (Limited Outside Storage)
- M2 - Industrial Use (Outside Storage)
- EP - Environmental Protection
- OS - Open Space
- R1C - Detached Dwellings

Sources: May include data from the Grand River Conservation Authority, County of Wellington, Teranet (2004) and © 2022 of the Queens Printer For Ontario.
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