

Town of Riverview

COUNCIL REPORT FORM



To: Mayor and Town Council

Prepared by: Colin Smith

Date: April 2, 2019

Subject: RFP#19-01 - Functional & Technical Program (Wellness Centre)

Agenda Item:

Meeting Date: RCM 04/08/2019

For use by Office of the Town Clerk only

BACKGROUND

On February 21, 2019 the Town of Riverview released a Request for Proposal (RFP) for Consulting Services to develop the Function and Technical Program (FTP) for the Wellness Centre. This FTP will define the scope of the functional, operational and technical requirements for the Wellness Centre.

The Town received two (2) proposals in response to the RFP. The proposals were reviewed by a selection committee comprised of the CAO, Director of Parks, Recreation and Community Relations, Manager of Recreation Facilities & Assets and the Recreation Coordinator-Aquatics. The Town's desired outcomes included the following:

- An updated analysis of information related to the project, including the needs of stakeholders, site and environment verification, establishing key project issues and guiding principles.
- Overall site planning, including parking, access, building orientation, storm-water management and future expansion opportunities.
- Develop technical requirements, concept plans and design criteria for the complex.
- Estimating construction costs and creating a schedule for the completion of the project.

In the RFP, the proponents were informed that the Town would use the following evaluation criteria and scoring grid:

EVALUATION CRITERIA	WEIGHT
RELEVANT EXPERIENCE OF THE FIRM	25%
UNDERSTANDING OF PROJECT AND METHODOLOGY	15%
PROJECT TEAM QUALIFICATIONS	15%
PROJECT MANAGEMENT	15%
FEE PROPOSAL	30%
TOTAL:	100%

Both proponents submitted high quality proposals. The RFP criteria heavily weighted the relevant experience of the firm and the fee proposal and after reviewing and scoring the proposals independently, then collaboratively as a selection committee, a higher scoring proponent was identified.

The proposals were as follows:

Proposals Submitted
DSRA Architecture
Colliers Project Leaders Inc. in partnership with Fougere Menchenton Architecture

CONSIDERATIONS

Legal: n/a

Financial: Budget for Wellness Centre initiatives approved

Policy: n/a

Stakeholders:

-residents; business community; recreation users.

Strategic Plan:

Smart and Sustainable Growth.

Planning for the Future.

Interdepartmental Consultation: n/a

Communication Plan: n/a

Recommendation of Staff:

Town Council approve the award of RFP # 19-01 to Colliers Project Leaders Inc. in partnership with Fougere Menchenton Architecture and the Town enter into negotiations to finalize the contract arrangements. The value of the RFP award will be up to a maximum of \$174,500 (plus HST). Council give direction for the Mayor and Town Clerk to sign all necessary documentation.