



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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REQUEST FOR DECISION

DATE: February 19th, 2020 Report No. CSS-20-007

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT:

Contract Award - Public Safety Building Feasibility Design Services

RECOMMENDATION:

That Council award HCMA Architecture and Design the contract for a Feasibility Design Services for the Public Safety Building and direct staff to finalize the Professional Services Agreement details.

RELEVANT POLICY:

Financial Plan Bylaw 2019, No. 2959
Purchasing and Disposal Bylaw, 2014, No. 2845

STRATEGIC RELEVANCE:

This Request for Decision supports Council's specific strategic priority towards a Healthy, Livable and Diverse Community: fully utilize the McLoughlin amenity funds to maximum potential.

BACKGROUND:

Following a public Request for Qualifications call, as per the Township's purchasing policies, four firms were selected to move on to the Request for Proposals stage of procurement, and proposals were received from all four of the proponents. Township staff and Core Project Management

completed a thorough review and comparison of the proposals received. On February 6, 2020 the Public Safety Building Working Group, consisting of Fire Chief Jancowski, Blair McDonald, CSS Director, Laurie Hurst, CAO, Inspector Keith Lindner, VicPD, Esquimalt Division, and Alec Page of Core Project Management unanimously agreed that HCMA Architecture + Design was the preferred proponent to provide feasibility design services in relation to the Esquimalt public safety building.

ISSUES:

1. Rationale for Selected Option

HCMA proposed an extremely strong project team. Reference checks were performed for these individuals and the feedback received was extremely positive. HCMA has allocated an appropriate number of hours to properly service the needs of this project, and although they were not the lowest cost of the four submissions, the Working Group believes they are offering the best value for money. HCMA was the only local firm to proceed to the RFP stage of procurement, and they are very familiar with the Township of Esquimalt's goals and municipal culture through past work and panel appointments. HCMA is able to boast strong experience, not only in the public safety sector, but in the residential and office sectors as well.

Overall costs and hours anticipated to be committed to the project from the four proponents are included in the below chart:

Company	S2	JDa	HCMA	KMBR
Fixed Fee	\$84,600	\$49,400	\$75,775	\$62,283
Disbursements	\$23,850	\$12,000	\$4,250	\$3,500
Total	\$108,450	\$61,400	\$80,025	\$65,783
Hours	510	143	497	375

2. Organizational Implications

This project is incorporated into existing staff work plans. This is step one in the eventual process of determining the space needs and design of the Public Safety Building and any other ancillary space requirements as Council may require.

3. Financial Implications

There is currently \$5 million available to contribute to the overall costs of the Public Safety Building. The eventual scope of the project will determine how much additional funding will be required.

4. Sustainability & Environmental Implications

Construction designs will be further refined during the design phase with an aim to minimizing environmental impacts.

5. Communication & Engagement

A multi-phased engagement process has been undertaken by the Township to inform the use of the McLoughlin Amenity Funds.

ALTERNATIVES:

1. That Council award HCMA Architecture and Design the contract for a Feasibility Design

Services for the Public Safety Building and direct staff to finalize the Professional Services Agreement details.

2. That Council not award the contract for Feasibility Design Services and provides alternate direction to staff.