



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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REQUEST FOR DECISION

DATE: June 29, 2020 Report No. CSS-20-013
TO: Laurie Hurst, Chief Administrative Officer
FROM: Blair McDonald, Director of Community Safety Services

SUBJECT:
Public Safety Building - Design Services

RECOMMENDATION:

That Council authorize the Public Safety Building Working Group to award the Design Services contract for the Public Safety Building to HCMA Architecture and Design as a single source provider, subject to HCMA Architecture and Design meeting the identified criteria as outlined in Staff Report No. CSS-20-013.

RELEVANT POLICY:

Financial Plan Bylaw, 2020, No. 2986
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:

In February of 2017, the Township entered into the Host Community Impact 5 Year Agreement with the Capital Regional District (CRD). Part of this Agreement created the McLoughlin Point Amenity

Reserve Funds, including a \$5 million dollar fund to be used by the Township for Emergency Services and Public Safety Facilities.

As part of the Amenity Reserve Fund Administration Agreement, (also entered into in February of 2017), the funds are to be expended or committed in an approved capital budget prior to December 31, 2020. As per the agreement, any funds not expended or committed are to be returned to the CRD upon request. There are some provisions in the agreements that allow for extensions; however, tight timelines are attached to the Public Safety Building (PSB) project in order for the Township to make full use of the amenity funds.

Following a public Request for Proposals (RFP), as per the Township's purchasing bylaw, HCMA Architecture and Design (HCMA) was awarded the contract to conduct a feasibility study in relation to the construction of a Public Safety Building (PSB). This study was presented to Council at the June 22nd, 2020 meeting and Council provided staff with direction to seek an architecture firm, to proceed with detailed design drawings for the PSB.

Staff is seeking Council approval for the Working Group to have the ability to contract with HCMA for the design phase of the PSB without proceeding to a request for proposals for these services provided HCMA meets the criteria identified in this report. Should the criteria as outlined in this report not be met by HCMA, staff will proceed with the RFP process and return to Council with a recommended proponent.

ISSUES:

1. Rationale for Selected Option

There are several reasons for staff making this request of Council:

I. Schedule

This project is under strict time constraints (as outlined above) in order to comply with the agreements and to expend the \$5 million funding. There is a need to be extremely aggressive with the schedule in order to receive these funds, and it is anticipated that procuring a design team through the Request for Proposals (RFP) process will take approximately two months including drafting the RFP, issuing the document, review of the submissions and awarding the contract. There will also be a significant lag if a new team is brought on board in order for them to get up to speed, and to catch up on the work that has been completed to date. Conversely, if HCMA is awarded the contract, they can begin work on the Schematic Design within a week.

II. Cost

Working with Core Project Management, staff intends to put together an itemized project budget based on similar past projects. Staff will then use this budget as a check for HCMA's pricing to ensure the Township is getting fair value. HCMA will be explicitly told that if the Township does not feel we are getting best value for money we will go out to the market via RFP. It is staff's belief that in this current market, firms are very eager to win new work to avoid layoffs. Staff believes that the desire to win this project will ensure HCMA present a fair market value price for the work.

III. Excellent Rapport

The current rapport between the HCMA team and Township staff is very strong. Everyone is working extremely well together, and has built a strong working relationship through work on the project thus far. The group is currently working as a collaborative, high-functioning unit, and it would be beneficial to the Township to continue this working arrangement.

IV. Local

HCMA was the only local firm in the top group during the last RFP for the Feasibility Study phase. Their local knowledge has been an asset and staff believes it will be invaluable once construction begins. Staff believes it is unlikely any other local firm will be competitive.

V. Qualifications

HCMA has a great deal of experience in the design of Public Safety Buildings and is eminently qualified to design a building of this type for the Township.

2. Organizational Implications

This project is incorporated into existing staff work plans. The feasibility study was step one in the eventual process of constructing a PSB. The next phase is selecting an architecture firm to provide detailed design drawings for the PSB.

3. Financial Implications

Of the \$5 million of amenity funding available to contribute to the overall costs of the Public Safety Building, approximately \$100,000 has been expended thus far. The intention of this staff recommendation is to ensure that the PSB project moves along at a brisk pace in order to ensure all of the conditions of the Amenity Reserve Fund Administration Agreement and the Host Community Impact 5 Year Agreement are met (thus securing the remainder of the funds).

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 authorize the Public Safety Building Working Group to award the Design Services contract for the Public Safety Building to HCMA Architecture and Design as a single source provider, subject to HCMA Architecture and Design meeting the identified criteria as outlined in Staff Report No. CSS-20-013.
2. That Council direct staff to enter into the Request For Proposals process to identify and secure a contract award for Design Services for the Public Safety Building.
3. That Council provide alternate direction to staff.