



**ENGINEERING AND OPERATIONS DEPARTMENT  
ENGINEERING DIVISION**

**Report Number: 2012-26**

**Date: August 27, 2012**

**SUBJECT: PROJECT 2012-18 – REQUEST FOR PROPOSAL – QUALIFICATION OF CONSULTING SERVICES FOR AN OWNER ADVOCATE/PROJECT MANAGER FOR THE PORT COLBORNE OPERATIONS CENTRE (PCOC) DESIGN-BID-BUILD PROJECT**

**1) PURPOSE**

This report is prepared by Jim Hupponen, Manager of Engineering Services under the permission of Ron Hanson, Director of Engineering and Operations. The purpose of the report is to inform Council of the outcome of the Request for Proposal (RFP) that was issued for the Qualification of Consulting Services for an Owner Advocate/Project Manager for the Port Colborne Operations Centre (PCOC) Design-Bid-Build Project and to obtain approval from Council to award the contract to the successful consultant.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

The City's Works Yard is no longer adequate for the present Operations and Public Works fleet and Council has agreed that a new facility is required, through presentations made at Strategic Planning and budget deliberations. In 2008 a Class Environmental Assessment (EA) was initiated to address the long term requirements of the Operations Division of the City. The Study was completed in November 2009 and after a site selection process, the City-owned land comprising of 5.7 hectares of industrial land on Stonebridge Drive was selected as the preferred site.

During budget deliberations for the 2012 Capital Budget, City Staff requested a debenture of \$800,000 which would be used to hire a Project Management firm and an Architectural firm to complete the detailed design during 2012 for construction in 2013.

In 2011, City Staff meet with the Niagara Peninsula Conservation Authority (NPCA) to review the preferred site and discuss any environmental constraints. A 30.0m wetland buffer was found to be in place along the north property line and a 100 year floodplain transverses diagonally across the northeast quadrant of the property. Based on the preliminary site plan established through the EA process, it was determined that the building configurations would need to be manipulated to ensure that the site was still adequate for the New Operations Centre to be built within the environmental constraints. City Staff met with Staff from AMEC Environmental on February 23, 2012 to review the preliminary site plan. AMEC revised the buildings on the site to determine if the site was still adequate for the requirements of the Operations Department. AMEC sent a revised site plan to City Staff on March 8, 2012 showing that the site was still adequate for the requirements of the Operations Department.

During the March 26, 2012 Council meeting, Report # 2012-13 was presented to Council. Council approved the following recommendation:

- A. THAT The Council of the City of Port Colborne accept this information report;**
- B. AND THAT Council approve the next steps in the development of a detailed design for the New Operations Centre as per the steps outlined in this report.**

Based on the above recommendation, Staff prepared RFP documents and a public call for submission of proposals was issued. Proponents were required to submit proposals in accordance with the Terms of Reference prepared by the City.

Three (3) proposals were received from the following firms:

- MHPM Project Managers Inc.;
- PRISM Partners Inc.; and
- METTKO LTD.

The proposals, using a “one envelope” system were reviewed and scored according to:

<b>Category</b>	<b>Factor</b>
▪ Overview;	5
▪ Work Program;	25
▪ Organization (Project Team);	(40)
○ <i>Proponent Organization;</i>	10
○ <i>Experience;</i>	10
○ <i>Project Management Team;</i>	10
○ <i>Designated Project Manager;</i>	10
▪ Sustainability;	5
▪ Quality Control;	10
▪ Workplace Safety;	5
▪ Price Proposal; and	10
▪ Interview	10

Only the top three proposals were eligible to receive points for cost.

Each Category above was rated with a value ranging from 1-10 and then multiplied by the factors shown above.

The Successful Proponent was required to possess a comprehensive understanding of construction-related project expertise using project management principals and knowledge. The RFP required consultants to provide details on the above listed categories as well as indicate the assigned Designated Project Manager and the LEED Accredited Professional. The RFP also requested that pricing options be given for two (2) additional services. These Optional Services were for Furniture, Fixtures & Equipment (FF&E) and Relocation Management (RM).

During the bidding process, ten (10) consultants took out documents, and on July 23, 2012 at the time of closing, three (3) consultants submitted proposals. The results of the RFP opening have been noted below. The entire process and opening proceedings adhered to policies and past practices as previously adopted and endorsed by Council.

### 3) STAFF COMMENTS AND DISCUSSIONS

The RFP process took approximately 2 months from the release of the document to the approval of the project management firm by Council. Based on conversations with the consultants, the RFP to select a design firm can be initiated as soon as an agreement is signed between the City and the successful consultant. This would mean that the RFP for a design firm could be released prior to the end of September 2012. This would allow award of the successful design firm in late October 2012. Final design wouldn't be approved until late May 2013 which would mean that the tender would not be advertised until June of 2013. It is common practice to try to get tenders advertised early in the year to obtain competitive pricing. City Staff will work diligently with the successful consultant to ensure that these timelines are met or exceeded.

A selection team consisting of the Director of Engineering & Operations, the Manager of Engineering Services and the Public Works Superintendent scored MHPM Project Managers Inc., PRISM Partners Inc. and METTKO LTD. based on technical content and therefore eligible for cost points. All of the proposals were very close in technical content.

Based on scores from the technical categories, METTKO LTD. was scored slightly higher than Prism Partners, however, once the points for Price Proposal and the Interview were added on, Prism Partners scored the highest. Based on the scoring matrix, PRISM and METTKO scored the highest and it was decided that they would be brought in for an interview.

For the interview, each consultant was given 20 minutes to make a presentation. As well, there were seven (7) questions posed to all candidates. The proponents interviewed were each rated on their presentation and their answers to the questions. Those ratings were added to the original ratings. Once the interview scores were added to the scoring matrix, it was clear that PRISM Partners Inc. had scored the highest and they were selected as the successful consultant.

At the time of proposals closing on Monday July 26, 2012 formal, completed proposals were received from the following listed three (3) consultants. All submitted request for proposal documents have been checked for errors or omissions and corrected pricing has been listed below:

<b>Consultant</b>	<b>Proposal Cost</b>	<b>Optional Services</b>	
		<b>FF&amp;E</b>	<b>RM</b>
1. MHPM Project Managers Inc.	\$231,795	\$23,280	\$8,800
2. PRISM Partners Inc.	\$161,000	\$15,000	\$15,000
3. METTKO LTD.	\$216,720	Included	Included

City Staff are requesting that the debentured funds allotted for in the 2012 Capital Budget be utilized to hire a Project Administrator/Owner's Representative firm and a Design firm to complete the detailed design for the facility as per the process outlined above.

Since the projected costs of this facility are between \$5-6 million it would be beneficial to have a Project Management firm managing the daily expenditures during the design process in 2012 and also during the future construction phase. The Project Administrator/Owner's Representative would report directly to the City's Technical Advisory Committee which would be comprised of City Staff and member(s) of Council.

It is the recommendation of Staff at this time that Council accept the Request for Proposal as submitted by PRISM Partners Inc. and award the Qualification of Consulting Services for an Owner Advocate/Project Manager for the Port Colborne Operations Centre (PCOC) Design-Bid-Build Project Request for Proposal to them. This will allow the City to enter into an agreement with PRISM Partners Inc. and to initiate the RFP for the selection of a design firm as soon as details and scheduling allow.

In 2012, council budgeted \$800,000 which will be used to hire a Project Management firm and an Architectural firm to complete the detailed design during 2012 for construction to begin in 2013.

#### **4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

##### **a) Do nothing.**

- Not an Option. The existing Public Works building does not allow the Operations Staff to function effectively. The project is complex and doing nothing will mean the City will have to find internal resources to manage the contract. Such is not available. (not recommended)

##### **b) Other Options**

- As recommended in this report, approve a contract with PRISM Partners Inc. to act as an Owner's Advocate/Project Manager. The price proposed is \$161,000 for design-bid-build. It is suggested that the City also accept the Optional Services for Furniture, Fixtures & Equipment and Relocation Management for a combined additional cost of \$30,000. It should be noted that the cost of the Owner's Advocate/Project Manager is a component of the original submission and plan. It will form part of the cost of the structure as originally planned. The revised upset limit including the Optional Services totals \$191,000. **(recommended)**
- Council could direct re-tendering or choosing an alternative bidder. The evaluation team worked diligently in the evaluation of the submissions. The emphasis was on the fact that this phase of the construction of the facility is the most important. It has to be correct the first time as the facility will be a 40 to 50 year facility, it is only built once. (not recommended)
- Direct Staff to prepare Request for Proposal documents for the detailed design of the Port Colborne Operations Centre without an Owner's Advocate/Project Manager. (not recommended)

#### **5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

- 2011 Strategic Planning Session: Engineering & Operations
  - Complete a review of preferred sites for a new Operations Centre and prepare a report to Council outlining a strategy for the location and building of the new facility.

#### **6) ATTACHMENTS**

None.

**7) RECOMMENDATION**

- A) That the Council of the City of Port Colborne award the Request for Proposal – Qualification of Consulting Services for an Owner Advocate/Project Manager for the Port Colborne Operations Centre (PCOC) Design-Bid-Build Project to PRISM Partners Inc. of Burlington, Ontario for the total proposed price including Optional Services of \$191,000 plus applicable taxes.***
  
- B) AND THAT the project be debentured in the amount of \$191,000 excluding taxes through the Infrastructure Ontario Loan Program for a period of 30 years.***
  
- C) AND THAT the appropriate By-laws be drafted and submitted for execution by the Mayor and City Clerk.***

**8) SIGNATURES**

Prepared on August 16, 2012 by:

Reviewed by:

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Reviewed by:

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