



Department: Chief Administrative Office

Report on behalf of the New Community Centre Advisory Committee

Report Number: 2009-10

Date: October 5, 2009

SUBJECT: Health & Wellness Community Centre - Engaging a Consultant to develop an RFP and Provide Advice Regarding Design

1) PURPOSE:

The New Community Centre Advisory Committee met on September 30, 2009. Among other things, the Committee reviewed the results of the search for Expressions of Interest. This report is prepared at the direction of the Committee to recommend to Council that a Request for Proposal (RFP) be prepared and that Council authorize engaging a consultant to develop the RFP and provide spatial advice during the design of the new Health & Wellness Centre.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Council approved Mayor's Office Report No. 2009-03 to proceed to search out individuals or companies that may be interested in eventually bidding on the provision of health and wellness and recreation services. A copy of the City's Request for Expressions of Interest document is attached for information of Council.

Twelve copies of the document were provided to interested parties and two made submissions to the City. The conclusion is that there is merit to explore further opportunities in respect of the development of health and wellness and further recreation programs that will broaden the potential use of the Health & Wellness Centre in support of its purposes and the overall concept of the provision of health and wellness opportunities.

3) STAFF COMMENTS AND DISCUSSIONS

The Committee was encouraged by the discussions of the submissions in respect of opportunities to explore that will make every opportunity available for more than just two arenas and a pool in the way of recreation, health, fitness and services for all ages. There are opportunities in the design stage of the Health & Wellness Centre based on the experience of operations to ensure that there are no wasted spaces, no over-designs, and the final product maximizes available space and reduces or eliminates unnecessary space for practical and efficient use without compromising design.

Accordingly, the New Community Centre Advisory Committee is recommending that Council take advantage of the expertise and knowledge of the specialists in programming and facility management on a limited consultancy basis for the development of an RFP and to provide advice and input into the preliminary design of a Health & Wellness Centre.

Sports Centre Design & Management Corp. (SCDM) of Oakville, Ontario, in addition to their Expression of Interest, offered this service. SCDM are currently managing several facilities (Burlington Wave Twin Rinks, Oakville Sports Centre, Beaches Sports Centre

in Toronto, Kitchener Sports World, Revolution Health and Fitness Club in the Burloak Sports Centre) and have extensive experience in facility design to maximize space and eliminate over-design and ensure right sizing for the programs that can be offered.¹

SCDM will provide in-services on a fee for service basis (\$100 plus tax) to assist in the design and in the preparation of an appropriate RFP. The funding for the cost would come from the Health & Wellness Centre budget and at this time is estimated to be less than \$5,000.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

While this option is available to Council, SCDM has clearly illustrated their advanced knowledge of maximizing useable space and eliminating overdesign to the goal of providing the most efficient building possible while reducing cost. Since the building is now in design, this type of “absolute user” knowledge and input is imperative. Moreover, the development of an RFP cannot be produced in-house as it needs to be authored by experts in this field. This option is therefore not recommended.

b) Other Options

Engage consultancy to draft the RFP and to provide input into the development of the design of the building. For the reasons noted above, this option is recommended. The current estimated cost is approximately \$5,000 (depending on the total number of hours in design and final review and the RFP).

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Making available proactive health, wellness, and recreation programs continues to be a strategic priority of City Council.

6) ATTACHMENTS

Attachment A – Request for Expressions of Interest document

7) RECOMMENDATION

That SCDM Sports Centre Design and Management Corporation of Oakville, Ontario, be engaged on a consultancy basis to offer advice and input on the initial design of the Health & Wellness Centre and to develop a suitable Request for Proposal (RFP) for the provision of health, wellness and recreation services at an estimated upset limit of \$5,000 plus taxes.

¹ SCDM also have personnel who have managed Hangar Sports Complex in Downsview Park, Wild Water Kingdom Sports Complex in Toronto, London Sports Centre, the Ice Gardens at York University, Sarnia Sports Entertainment Complex, Barrie Sports Centre and the Lambton Tennis Centre and Golf and County Club.

8) SIGNATURES

Respectfully Prepared and Submitted on Reviewed by:
behalf of the New Community Centre
Advisory Committee by:

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Peter Senese
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Reviewed by:

William Steele
Chair, New Community Centre Advisory
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