



REPORT TO: Co-Chairs and Members of the Corporate Services Committee

SUBJECT: Niagara Regional Police Service (NRPS) Headquarters Division
1 and 2 Award of Tender for Selection of Architect

RECOMMENDATION

1. That Request for Proposal (RFP) 2011-RFP-54 "Architectural Design Services for the Niagara Regional Police Service Facilities in Niagara Falls and St. Catharines, Ontario", for the provision of professional design and consulting services, **BE AWARDED** to Rebanks Pepper Littlewood Architects Inc. in association with McClaren Wilson & Lawrie Inc., in an amount not to exceed \$5,005,252; and
2. That staff **BE AUTHORIZED** to prepare and execute a professional design services agreement between the Region and Rebanks Pepper Littlewood Architects Inc. in association with McClaren Wilson & Lawrie Inc.

PURPOSE

The purpose of this report is to obtain Regional Council approval to award Request for Proposal 2011-RFP-54 "Architectural Design Services for the Niagara Regional Police Service Facilities in Niagara Falls and St. Catharines, Ontario" to Rebanks Pepper Littlewood Architects Inc. in association with McClaren Wilson & Lawrie Inc.

BUSINESS IMPLICATIONS

At the September 23, 2010 meeting of Regional Council it was confirmed that the upset limit for the NRPS facilities project was \$83,076,100. Of the total budget, \$13,706,000 was designated for soft costs which included architectural and engineering design fees, equipment, furniture, contingencies, etc. The fee proposals received as part of the RFP submissions are within an acceptable range for the given size and complexity of the project and will not impact adversely the overall project budget.

The design fee, as stipulated in the RFP document, will be calculated as a percentage of the construction cost estimate at the completion of schematic design, plus consultant disbursements. With Canada Boarder Service Agency's involvement in the project uncertain at the time the RFP was issued, proponents were requested to submit separate fee percentages to allow for either scenario. The table below summarizes the fee percentages of each proponent without CBSA:

	CS&P Architects	HOK	AECOM	Rebanks Pepper	Perkins + Will	Stantec
Fee Percentage	7.50%	6.00%	6.70%	7.16%	6.35%	6.33%
Disbursements	175,000	242,775	149,000	425,000	205,500	255,000

The top ranked firm of Rebanks Pepper Littlewood Architects Inc. in association with McClaren Wilson & Lawrie Inc. submitted a percentage fee of 7.16% and disbursement allowance of \$425,000. Using these values and a preliminary construction cost estimate of \$63.97M, the architectural consultant fees are estimated to be \$5,005,252.

Staff continues to work with Public Works and Government Services Canada (PWGSC) on the terms of a formal agreement for the inclusion of CBSA into the project. A project charter, outlining the responsibilities of all partner agencies, was approved in November 2011. The charter is a guide to clarify the responsibilities of each party throughout the project and is not a formal agreement. PWGSC is in the process of preparing an investment analysis report (IAR) that is required as part of the federal approval process. Until such time that the report is approved, PWGSC is unable to provide a formal commitment to project. PWGSC have indicated federal approvals are not expected prior to April 2012.

Over the past few months, a series of meetings have taken place, with all stakeholders, in an effort to provide PWGSC with the requisite information for their IAR and subsequent approvals. The meetings have brought to the forefront some concerns that are affecting the likelihood of reaching an agreement. The two major issues pertain to on-site parking to accommodate CBSA and limiting NRPS future expansion through increased site density. Despite notifying PWGSC early on in the process that additional land would be required to accommodate CBSA, PWGSC is now identifying this as a concern. Their preference would be to increase site density by designing a taller building and not providing parking for their staff. This approach would not meet municipal requirements for on-site parking and limit NRPS future expansion capabilities, which is in contrast to the approved concepts in the master plan. For these reasons, densification of the site cannot be supported. Pending a resolution to the outstanding issues and concurrence on the terms of an agreement, staff will report back to Council and seek approval on the collocation of the two agencies at the Niagara Falls site.

Proceeding to the end of schematic design without a formal commitment from PWGSC would expose the Region to approximately \$240,000 in additional design fees should an agreement not be reached and CBSA was to opt out of the project. With insupportable risk to the Region and no formal agreement in place, staff is recommending award of the architectural design contract without CBSA included in the project. If PWGSC is able to provide a commitment prior to the end of schematic design, staff would report back to Council with the financial and schedule implications of including CBSA at that time.

Request for proposal 2011-RFP-54 was issued through the Region's Purchasing Services in accordance with the terms and conditions of the Purchasing By-Law. Legal Services

was also consulted during the design team evaluation process to ensure there were no conflicts between the RFP document and evaluation methodology.

REPORT

In April 2011 Council approved the Niagara Regional Police Service Long Term Accommodation Master Plan report through CSD 79-2011. In accordance with the recommendations of the report, staff has been moving forward with retaining the services of an architectural design team for the new NRPS Headquarters, 1 District and 2 District facilities in Niagara Falls and St. Catharines. On May 13, 2011 the Region issued a Request for Prequalification for architectural design services and received 17 responses. An evaluation process was completed and six firms were prequalified to participate in the RFP process. These firms were:

- Stantec Architecture Ltd. in association with Chapman Murray Architects Inc.
- CS&P Architects in association with Chapman Murray Architects Inc.
- Perkins + Will Canada Inc.
- HOK Architects Corporation
- AECOM Canada Architects Ltd.
- Rebanks Pepper Littlewood Architects Inc. in association with McClaren Wilson & Lawrie Inc.

On November 1, 2011 the six pre-qualified design firms were invited to respond to proposal 2011-RFP-54 "Architectural Design Services for the Niagara Regional Police Service Facilities in Niagara Falls and St. Catharines, Ontario". The RFP closed on November 22, 2011 and the Region received submissions from all six proponents. An eight member evaluation committee, with equal representation from the Region and NRPS, was formed to evaluate RFP submissions. The scoring criteria used to evaluate the RFP submissions are outlined in the table below:

Criteria	Weighted Score
Firm and Key Individuals/Understand Project Objective & Critical Schedule Requirements	125
Firms Experience	100
Key Individuals' Experience, Qualifications and Availability	75
Experience of Specialist Consultants	50
Client References	25
Fee Proposal	100
Interview/Presentation (if required)	25
Total Score:	500

Technical proposals were evaluated individually by each committee member according to the scoring criteria outlined in RFP. The evaluation team convened on December 1, 2011 to review the technical proposals and establish consensus scores for each proponent. Fee proposals were evaluated using a linear sliding scale with the low fee

receiving full marks and a fee 1.5 times the low fee receiving a score of zero. This scoring criterion has been used on previous Region projects in the evaluation of RFP fee proposals.

At the conclusion of the evaluation process, four of the six firms (HOK; Rebanks Pepper Littlewood Architects Inc.; AECOM and Perkins + Will) achieved scores that were sufficiently close and were requested to attend an interview as provided for in the RFP evaluation criteria. The bottom two firms (CS&P Architects and Stantec Architecture) did not attain sufficient scores to be the successful proponent, regardless of their interview scores, and therefore did not participate in the interview process. Interviews with the top four firms were conducted on December 21 and 22 at Region Headquarters. The evaluation committee met on January 10, 2012 to finalize interview scores and conclude its recommendation on award.

The RFP scoring results and rankings are detailed in the table below:

	Weighted Scores					
	CS&P Architects	HOK	AECOM	Rebanks Pepper	Perkins + Will	Stantec Architecture
Total Score	290.0	412.5	426.0	454.5	393.0	295.0
Rank	6	3	2	1	4	5

Based on the assessment process described above, the evaluation committee is recommending contract 2011-RFP-54 "Architectural Design Services for the Niagara Regional Police Service Facilities in Niagara Falls and St. Catharines, Ontario" be awarded to Rebanks Pepper Littlewood Architects Inc. in association with McClaren Wilson & Lawrie Inc.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

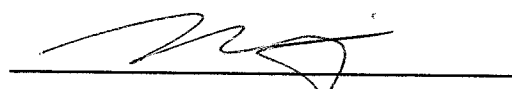
Report CSD 78-2011 (Confidential) - Corporate Services Committee, April 7, 2011

Report CSD 79-2011 (Confidential) - Corporate Services Committee, April 7, 2011

Report CSD 106-2011 – Corporate Services Committee, June 8, 2011

Correspondence CSC 70-2011 – Corporate Services Committee, November 30, 2011

Submitted by:


Brian Hutchings, B.Comm, CGA
Commissioner of Corporate Services/Treasurer

Approved by:


Mike Trojan
Chief Administrative Officer

This report was prepared by Mislav Koren, Project Manager, Buildings and reviewed by the members of the Niagara Region/NRPS Long Term Accommodation Steering Committee.