

**Municipality Of Chatham-Kent**  
**Infrastructure and Engineering Services**  
**Public Works**

**To:** Mayor and Members of Council

**From:** Dennis Chepeka, CET  
Manager, Public Works North

**Date:** March 4, 2021

**Subject:** Tender Award - R21-161 Architectural Services - New Public Works Garage  
25 Creek Road, Chatham

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**Recommendations**

It is recommended that:

1. The contract for the work associated with R21-161 Architectural Services - New Public Works Garage 25 Creek Road, Chatham, be awarded to ROA Studio Inc of Chatham, Ontario in the amount of \$177,975 (including HST).
2. The Mayor and Clerk be authorized to enter into the necessary agreements.

**Background**

At the August 10, 2020 meeting, Council approved the sale of 540 Park Avenue East, Unit 5 – Chatham and construction of a new Public Works garage.

The new 20,000 sq. ft. facility, including all site works, will cost an estimated \$2,750,000 with a life of 75 years and be completed by December/2021.

**Comments**

In accordance with the Purchasing By-law, project R21-161 requesting proposals for architectural services relating to the construction of the new Public Works garage was advertised on the municipal website on January 15, 2021.

Seven submissions were received by the Purchasing Officer on February 10, 2021 and forwarded to Public Works for review and evaluation.

The submissions were evaluated by the Director of Public Works, the Manager Public Works North and the Manager of Inspection and Enforcement using the following criteria:

<b>Evaluation Criteria</b>	<b>Ranking</b>
Design Creativity	25%
Understanding of Project	20%
Experience and References	25%
Professional Services Fee Proposal (Cost)	30%

A “two envelope” system was used, leaving the fees for services as an unknown by the evaluation team until all submissions were evaluated.

The final results were as follows:

<b>Rank</b>	<b>Company</b>	<b>Final Score (out of 100)</b>
1.	ROA Studio Inc Chatham ON	83.00
2.	L. Alan Grinham Architects Inc. Guelph ON	72.67
3.	McCallum Sather Architects Inc. Hamilton ON	70.40
4.	AECOM Canada Ltd. Markham ON	70.37
5.	Maged Basilious Architect Windsor ON	47.66*
6.	Cumulus Architects Toronto ON	46.33*
7.	Matter Architectural Studio Inc. London ON	44.33*

\*Company did not meet minimum requirement for the technical component of the RFP and therefore the price envelope was not opened.

Based on the panel review process, the proposal submitted by ROA Studio Inc was deemed to be the preferred submission and ranked highest by the panel.

### **Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation(s) in this report support(s) the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

### **Consultation**

The proposals were received and distributed to the Public Works Division by the Purchasing Officer. Proposals were reviewed, evaluated and ranked by a panel consisting of:

- Ryan Brown, Director of Public Works (IES)
- Dennis Chepeka, Manager of Public Works North (IES)
- Paolo Magliaro, Manager of Inspection & Enforcement (BEALS)

### **Financial Implications**

Project financials are summarized as follows:

<b>Description</b>	<b>Amount (\$)</b>
Recommended Tender (Including 13% HST)	\$177,975
Less HST Rebate 11.24%	-\$17,703
Total Project Costs	\$160,272
Current Project Funding	\$2,750,000
Net Project Funds Remaining	\$2,589,728

Prepared by:

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Dennis Chepeka, CET  
Manager, Public Works North

Reviewed by:

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Ryan Brown, P.Eng  
Director, Public Works

Reviewed by:

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Thomas Kelly, P.Eng., MBA  
General Manager  
Infrastructure and Engineering Services

Consulted and confirmed the content of the consultation section of the report by:

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Jennifer Scherle  
Purchasing Officer

Attachments: None

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