

## 9

### **ARCHITECTURAL CONTRACT FOR 90 DEW STREET, TOWNSHIP OF KING**

**The Community Services and Housing Committee recommends the adoption of the recommendations contained in the following report dated February 26, 2009, from the Commissioner of Community and Health Services.**

#### **1. RECOMMENDATIONS**

It is recommended that:

1. Council award a contract to MMMC Architects for the provision of architectural services at a cost of \$425,775, including all applicable taxes, to design a 40-unit rental housing addition at 90 Dew Street, King City, in the Township of King, as an expansion to the existing building on site.
2. The Regional Chair and Regional Clerk be authorized to execute the agreement on the Region's behalf, subject to the prior review of Legal Services.

#### **2. PURPOSE**

This report seeks approval to hire MMMC Architects to develop the necessary plans and construction documents to build a 40 unit addition to the existing 27 unit Housing York Inc. building at 90 Dew Street, King City, in the Township of King. Regional Council approval to hire MMMC Architects is required as per section 18.1 of the Purchasing By-law, as they had the highest overall score, however they did not have the lowest cost bid.

#### **3. BACKGROUND**

At its November 20, 2008 meeting, Council approved the procurement of a project architect, in accordance with the Region's Purchasing By-law, through the adoption of Clause No. 6 of Report No. 7 of the Community Services and Housing Committee.

Request for Proposal (RFP) No. P-08-101, Architectural Services for a Low-Rise Rental Apartment Building, located in King City, was prepared and released on Friday, December 12, 2008 by the Supplies & Services Branch. Vendors were notified of the RFP call by advertisement via Biddingo.com.

The RFP required proponents to submit proposals based on a detailed scope of work which included design and contract administration of the project, as well as some retrofit design work for the existing 27 unit building.

On January 22, 2009, fourteen submissions were received by the Supplies and Services Branch in response to the RFP.

#### **4. ANALYSIS AND OPTIONS**

##### **Fourteen proposals were received**

The Region received fourteen proposals. On February 9, 2009, the Evaluation Committee, consisting of staff from Housing and Long Term Care Services, Planning and Development Services, and Supplies and Services facilitated the consensus meeting.

Proposals were submitted using a two-envelope system. Envelope #1 contained Technical and Management information that was evaluated for all proponents.

The criteria for review of this information was as follows:

- Experience and credentials of the firm.
- Demonstrated experience in designing multi-residential, particularly rental.
- Experience and qualifications (accreditation) of personnel assigned to the project including specific reference to LEED® project assignments.
- Familiarity with business processes for municipal program delivery relevant to the architectural services as outlined in the RFP.
- References indicating the competence and track record of the proponent in the marketplace with regard to the services required by the Region.
- Responsiveness to the RFP, completeness/comprehensiveness of submission.
- Demonstrated full understanding of the project objectives and the services to be provided.
- Specific deliverables proposed in terms of meeting the requirements outlined in the Objectives and Deliverables sections of this RFP.
- Ability to provide research and analysis and deliver architectural services as outlined in this RFP efficiently and effectively.
- Quality of the proposal in terms of methodology and approach to the project, project scheduling and proposed deliverables.
- Ability to provide all services as per the specifications identified herein.
- Availability of proponent to work within the project's scheduling requirement of construction start in late 2009.
- Has the proponent assigned adequate resources to complete project on time.
- Value-added services within the scope of the services required.

Proponents had to achieve a minimum score of 42 points (60 %) out of the possible 70 points assigned to the Technical and Management Proposals in order to have Envelope #2, the Financial Proposal, opened.

### **Ten firms met the minimum technical scores**

Of the fourteen firms which submitted responses to the RFP, ten met the minimum cut-off technical scores. These ten firms, in turn, were assigned weighted scores based on their proposed pricing in relation to the remaining 30 points. For example, the lowest priced proposal scored 30 points and each subsequent proposal received a pro-rated score using a standard formula to arrive at a total weighted score. Table 1 sets forth the top five firms based on technical proposal scores and total weighted scores.

**Table 1  
Top Five Firms  
Based on Technical Proposal Scores and Total Weighted Scores**

<b>Name of Company</b>	<b>Technical Proposal Score</b>	<b>Total Weighted Score</b>	<b>Total Cost (incl. taxes)</b>
MMMC Architects	57.8	85.8	\$425,775.00
Allan and Sherriff	50.4	80.4	\$397,687.50
Levitt Goodman	54.1	79.3	\$472,500.00
Kearns Mancini	54.7	77.2	\$529,882.00
Montgomery Sisam	52.6	74.2	\$551,000.00

### **MMMC Architects had highest total weighted score and is the successful proponent**

Since MMMC Architects attained the highest total weighted score, it is the Evaluation Committee's recommendation that RFP No. P-08-101, for Architectural Services for A Low-Rise Rental Apartment Building, located in King City, be awarded to MMMC Architects.

### **Purchasing by-law requires Regional Council approval of the award**

Although MMMC Architects had the highest overall score as a result of the evaluation, it did not have the lowest cost proposal. Regional Council approval of the award is required as per section 18.1 of the Purchasing by-law.

MMMC architects provided a complete RFP submission with a detailed site specific methodology and approach. MMMC has experience designing and delivering capital projects for municipal governments including the Regions of Peel and Waterloo and the City of London. Currently MMMC is designing an addition to an existing seniors' apartment in Caledon East which is located in Peel Region.

**5. FINANCIAL IMPLICATIONS**

The proposed cost of \$425,775 for the architectural services for the Dew Street affordable housing project can be accommodated within the approved 2009 Capital Budget for the project.

**6. LOCAL MUNICIPAL IMPACT**

Expanding an affordable rental housing project in King City will assist in accommodating low-income residents in attaining good quality housing. This will benefit all residents of York Region requiring affordable rental housing.

**7. CONCLUSION**

It is recommended that the contract for Architectural Services for A Low-Rise Rental Apartment Building located in King City, be awarded to MMMC Architects, who had the highest total weighted score.

For more information on this report, please contact Sylvia Patterson, General Manager, Housing and Long Term Care at Ext. 2091.

The Senior Management Group has reviewed this report.