

The Regional Municipality of York

Housing York Inc.
November 2, 2017

Report of the
General Manager

Contract Award for Consulting Services for Bathroom Replacements at Heritage East in the Town of Newmarket, Rose Town in the Town of Richmond Hill & Trinity Square in the City of Markham

1. Recommendation

It is recommended that:

1. The Board approve the contract award for consultant services for bathroom replacements at Heritage East, 349/351 Crowder Boulevard, in the Town of Newmarket; Rose Town, 125 Pugsley Ave., in the Town of Richmond Hill; and Trinity Square, 37 Bates Way, in the City of Markham to p2i Strategies Ltd. at a total cost of \$91,545, excluding HST.

2. Purpose

This report seeks Board approval to award a contract for consultant services for bathroom replacements at the 120 unit apartment property, Heritage East in the Town of Newmarket, the 125 unit apartment property, Rose Town in the Town of Richmond Hill, and the 100 unit townhouse property in the City of Markham.

In accordance with Housing York Inc.'s (Housing York) Purchasing Bylaw, Section 6.13 (ii), the Board's authorization is required when a Request for Proposal has been issued and the highest scoring proposal is not the proposal with the lowest cost. A public request for proposal for consultant services was issued and Board approval is required to award the contract to p2i Strategies Ltd. in the amount of \$91,545.

Contract Award for Consultant Services for Bathroom Replacements at Heritage East in the Town of Newmarket, Rose Town in the Town of Richmond Hill & Trinity Square in the City of Markham

3. Background

291 bathrooms in three housing complexes will be replaced by the end of 2018

The 2015 Building Condition Assessments identified that bathrooms are in need of replacement at the following three complexes:

- Heritage East is a four storey apartment building built in 1992. There are 66 apartments each with a three-piece bathroom; consisting of 16 one-bedroom, 40 two-bedroom, six three-bedroom and two accessible two-bedroom units.
- Rose Town is a six storey building built in 1987. There are 125 senior apartments each with a three-piece bathroom; consisting of 93 one-bedroom, 25 two-bedroom, four accessible one-bedroom and three accessible two-bedroom units.
- Trinity Square is a family townhouse community built in 1991. There are 100 townhouses each with a three-piece bathroom; consisting of 34 two-bedroom, 50 three-bedroom, six four-bedroom, six accessible two-bedroom and four accessible three-bedroom units.

The consultant design services for bathroom replacements will incorporate updated fixtures, finishes and flooring providing a slip resistant floor surface. The consultant will also recommend installation standards to minimize disruption to tenants.

4. Analysis and Implications

A public request for proposal was issued on behalf of Housing York by the Region requesting consultant services for bathroom replacements. The consultant's work is to consist of services in schematic design, design development, contract documentation and tendering, construction administration and site inspection for the project. The consultant will develop and complete a staged approach to the design and execution of contract administration for each site.

The proposal closed July 31, 2017. Three proposals were received and two passed the Envelope A Technical Proposal Evaluation. Envelope A consists of evaluation criteria that primarily focus on the proponent's qualifications, experience of key individuals, and understanding of the project including schedule and quality assurance. Proponents are required to meet a minimal

Contract Award for Consultant Services for Bathroom Replacements at Heritage East in the Town of Newmarket, Rose Town in the Town of Richmond Hill & Trinity Square in the City of Markham
 technical scoring prior to opening Envelope B – Financial Proposal. The proponents, their scores, price, and status of their submission are outlined in Table 1.

Table 1
RFP Submission Summary

	Best Consultants	L.E. Glazer	p2i Strategies Ltd.
Technical Score (80 points)	55	42	74
Financial Submission Score (20 points)	20	n/a	15
Overall Score (100 points)	75	42	89
Bid Amount (\$)	\$70,000	n/a	\$91,545

p2i Strategies Ltd. received the overall highest evaluation score. This is due to their significantly higher technical score based on their demonstration of project demands, experienced project team, change order management process, and quality expectations. p2i Strategies Ltd. has worked successfully on previous contracts with Housing York and are familiar with the tenants, properties and processes.

L.E. Glazer did not meet the minimum requirements as outlined in the RFP and their Financial Submission was not opened.

The consultant services for bathroom replacements supports Housing York’s 2017 to 2020 Plan, Achieving New Heights Through Innovation and Sustainability, which was presented to the Board on [November 3, 2016](#) by effectively managing assets ensuring residents enjoy well-maintained and sustainable buildings that optimize expected life cycles and costs.

5. Financial Considerations

The total value for the consultant services work is \$91,545, excluding HST. Funding for these services is included in the approved 2017 Budget. Construction activities for the new bathrooms will begin in April of 2018. Funding for the construction work is included in the proposed 2018 Capital Plan.

Contract Award for Consultant Services for Bathroom Replacements at Heritage East in the Town of Newmarket, Rose Town in the Town of Richmond Hill & Trinity Square in the City of Markham

The cost for developing schematic designs, design development, contract documentation and tendering, construction administration and site inspection for the project at all three sites represents seven per cent of the estimated construction costs of \$1,330,000.00, which is well within the range of industry practice for a project of this type.

Subject to the consulting work described in this report, it is anticipated that the work will start in summer 2018.

6. Local Municipal Impact

There are no local municipal impacts associated with this report.

7. Conclusion

This report recommends approval to award a consulting services contract for bathroom replacements contract to p2i Strategies Ltd., as required by Housing York Inc.'s Purchasing Bylaw when the highest scoring proposal is not the lowest cost proposal.

For more information on this report, please contact Rick Farrell, General Manager at 1-877-464-9675 ext.72091.

The Senior Management Group has reviewed this report.

Recommended by:

Approved for Submission:

Rick Farrell
General Manager

Katherine Chislett
President

October 18, 2017

#7846558

Accessible formats or communication supports are available upon request