

REPORT NO. 12 of the
FAMILY AQUATICS AND LIBRARY COMPLEX
STEERING COMMITTEE

of its meeting held
November 4, 2011

Present: **Councillor Dilkens, Chair**
 Councillor Sleiman
 Councillor Jones
 Councillor Payne

Regrets: **Councillor Fulvio Valentinis**

Your Committee submits the following recommendation:

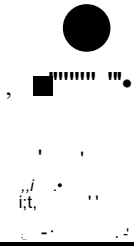
- Moved by Councillor Sleiman, seconded by Councillor Jones,
- I.** That the award of contract under **RFP 113-11** (Compliance Consulting Services for Family Aquatic and Library Complex) **BE MADE** to L.P. Meyer and Associates (Windsor) Ltd. **in** the amount of \$160,000 with an additional hourly rate of \$130.00 for out-of-scope services; and,
 - II.** That the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to execute an agreement with L.P. Meyer and Associates Ltd. satisfactory in technical content to the Project Manager in financial content to the City Treasurer and in legal content to the City Solicitor.

Carried.

Clerk's Note: The report of the Manger of Purchasing and Risk Management dated November 4, 2011 entitled "Family Aquatic and Library Complex (the "Facility")- Compliance Team" is attached.

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T T E E COORDINATOR

NOTIFICATION		
Members of the Family Aquatics & Library Complex Steering Committee (including resource personnel)		



**THE CORPORATION OF THE CITY OF WINDSOR
CITY SOLICITOR- Legal Services Division**

MISSION STATEMENT:

•The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

Author's Name: Shelby Askin Hager	Date Heard : November 4 2011
Author's Phone: 519.255.6100 (6280)	Classification #:
Author's E-mail: shager(a).city.windsor.on.ca	

To: Members of the Steering Committee - Family Aquatic and Library Complex

Subject: Family Aquatic and Library Complex (the "Facility")- Compliance Team

1. RECOMMENDATION: City Wide: _____ Ward(s): ____

- I. That the award of contract under RFP 113-11 (Compliance Consulting Services for Family Aquatic and Library Complex) **BE MADE** to L.P. Meyer and Associates (Windsor) Ltd. in the amount of \$160,000 with an additional hourly rate of \$130.00 for out-of-scope services; and,
- II. That the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to execute an agreement with L.P. Meyer and Associates Ltd. satisfactory in technical content to the Project Manager, in financial content to the City Treasurer, and in legal content to the City Solicitor.

2. BACKGROUND:

By Council Resolution M186-201 made August 29, 2011, Council directed Administration to conduct an RFP for the retention of a compliance consultant for the Facility:

[...]

- VIII. That Administration **BE DIRECTED** to issue a Request for Proposals to engage a compliance consultant or compliance consultant team for the Family Aquatic and Library Complex

[...]

The compliance consultant is responsible to ensure that the City's requirements as set out in the Design-Build RFP are met during design and construction. The compliance consultant also plays an important role in the evaluation of responses to the Design Build RFP.

The RFP for compliance consulting was issued on September 19 and closed on October 28. Proposals were received from five respondents.

3. DISCUSSION:

The RFP was conducted as a two-envelope process. Teams submitted-separately sealed technical and financial proposals, The technical proposals were evaluated by a multi-disciplinary administrative team against pre-established criteria. Those proposals meeting or exceeding a threshold of 70% on the technical score were eligible to have their cost proposals reviewed. Of the five respondents, three met the threshold for technical scoring and continued on to cost review.

Cost proposals were based on a lump-sum, all-inclusive fee for the defined contract items as well as an all-inclusive hourly rate for out-of-scope items that may arise during the contract term. Points were awarded proportionally as indicated in the RFP addressing both the lump sum and the hourly rates.

Based on the total points achieved, the top-scoring proponent was L.P. Meyer and Associates (Windsor) Ltd. and accordingly Administration recommends they be awarded the contract to perform compliance consulting services in the amount of \$160,000.

4 . FINANCIAL IMPLICATIONS:

The total value for the contract is \$160,000. The hourly rate for any out-of-scope work is \$130.00. It is always preferable to obtain an hourly rate as part of the competitive process rather than in the course of an existing contract in order to ensure_ that any out of scope work required would be performed at a reasonable rate. - -

5. RISK CONSIDERATIONS:

This RFP and award recommendation is in compliance with the Purchasing Bylaw and all applicable laws.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

Administration recommends retention of L.P. Meyer and Associates (Windsor) Ltd. at a cost of \$160,000 for the provision of compliance consulting services.

**Ma
Management**

nd Risk

**Onorio Colucci
Chief Financial Officer/City Treasurer and
Corporate Leader Finance & Technology**

**Don Sadler
Project Manager**

