

APR/10168

MAY 14 2014  
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THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY ENGINEER

**MISSION STATEMENT:**

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

**COUNCIL AGENDA  
COMMUNICATIONS**  
MAY 20 2014  
NO. 20



LiveLink REPORT #: 17161	Rep Date: May 8, 2014 (PW#3826/lp-c5/08/14:eb)
Author's Name: Colleen Middaugh	Date to Council: May 20, 2014
Author's Phone: 519-255-6100 ext. 6603	Classification #:
Author's E-mail: <a href="mailto:cmiddaugh@city.windsor.on.ca">cmiddaugh@city.windsor.on.ca</a>	

TO: Mayor and Members of City Council

SUBJECT: Proposal No. 39-14: Museum Expansion Project-Consulting Services

1. **RECOMMENDATION:** City Wide: \_\_\_ Ward(s): 3

THAT the report regarding the award and execution of the Agreement for Proposal No. 39-14, Museum Expansion Project-Consulting Services, **BE RECEIVED FOR INFORMATION.**

**EXECUTIVE SUMMARY:**

N/A

2. **BACKGROUND:**

CR234/2013 (attached as Appendix A) pre-approved the award and execution of the Agreement for the Architectural and Exhibition Planning services pursuant to the Purchasing By-Law to a combined upset limit of \$607,000 (including non-recoverable HST) for this project.

3. **DISCUSSION:**

A Request for Proposal (RFP No. 39-14) for the Museum Expansion Project was issued on Saturday March 22, 2014 and closed on Wednesday April 16, 2014.

In response to the call for Proposals, submissions were received from seven companies:

1. Architecttura Inc. Associates and McCallum Sather Architects Inc.
2. Archon Architects Inc.
3. Glos Associates Inc.
4. Hariri Pontarini Architects
5. Reich+ Petch
6. Studio Jonah: Architecture Urban Design Sustainability
7. Surendra K Bagga Architect Inc.

An evaluation committee was established and predetermined that Proponent submissions required a minimum score for the qualitative and technical component of 70% in order to proceed to the next phase of the RFP review process. Proponents receiving a score less than 70% would have their cost submission returned, unopened, in accordance with the Purchasing By-Law.

The evaluation committee met for the purpose of assessing each submission relative to the requirements of the RFP.

Four proponents made it through to the opening of the cost envelopes and the total scores are shown in the table below:

<b>PROPONENT</b>	<b>COMBINED SERVICE AND COST SCORE ( /100)</b>
Hariri Pontarini Architects	94.2
Archon Architects Inc.	87.5
Glos Associates Inc.	86.7
Reich + Petch Architects Inc.	85.4

Hariri Pontarini Architects achieved the highest overall combined service and cost score and was therefore ranked first overall.

#### **4. RISK ANALYSIS:**

##### Liability Risks

As part of the contract with Hariri Pontarini Inc., there are sufficient insurances in place to cover the Corporation for the potential damage and claims that might arise from their work.

As with any procurement, failure to follow the process prescribed in the RFP could lead to liability for the Municipality.

These risks are managed by ensuring the RFP process is followed and that the prescribed insurances are in place to cover the Corporation.

The liability risk level is low, as insurance requirements are outlined in the RFP and form part of the contract with the Consultant.

##### Timing Risks

Canadian Heritage has granted the City a substantial amount of money for the new museum development. That funding is contingent upon the work that is eligible for payment out of those funds being completed by March 31, 2015. This development is a major undertaking with a very aggressive timeline and as such, the project received pre-approval to award the Architectural and Exhibition Planning services in order to accelerate the process.

This risk is managed by engaging the services of an Architectural/Exhibit Planning Consultant at this time to allow for the grant eligible components to be completed by March 31, 2015.

The timing risk level is high if the Consultant Services contract does not proceed at this time. Delays in the work will compromise release of the full amount of funding.

## 5. **FINANCIAL MATTERS:**

The total contract value of the successful proponent (Hariri Pontarini Architects) for Consulting Services is as follows:

Service	Contract Value (excluding HST)
Architectural/Engineering Consultant	\$360,000
Exhibit Planning Consultant	\$198,000
<b>Total Upset Limit of Contract (excluding HST):</b>	<b>\$558,000</b>

The all inclusive hourly rate for provision of any services not contemplated in the above services is \$110.00 per hour (excluding HST).

Based on the weighted scoring system prescribed in the RFP (Appendix E), Hariri Pontarini Architects received the highest score for the Cost proposal.

There are sufficient funds in the project to proceed based on the combined value of the Architectural and Exhibit Planning Consulting fees.

All Architectural Consultant and Exhibition Planning Consultant costs under Proposal No. 39-14 will be charged to Project ID#7139006.

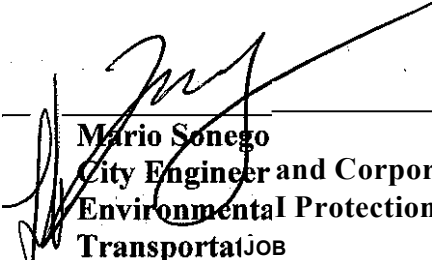
## 6. **CONSULTATIONS:**

Cathy Masterson, Manager of Cultural Affairs  
Madelyn DellaValle, Museum Curator  
Tom Graziano, Manager of Facility Operations  
Sandra Bradt, Executive Initiatives Coordinator  
Valerie Clifford, Financial Planning Administrator

## 7. **CONCLUSION:**


The Museum project approved by City Council will be a wonderful addition to the developing cultural hub. Administration recommends this informational report be noted and filed.

  
Colleen Middaugh  
Project Administrator

  
Mario Sonogo  
City Engineer and Corporate Leader  
Environmental Protection and  
Transportation

  
Shelby Askin Hager  
City Solicitor  
Onorio Colucci  
Chief Financial Officer/City Treasurer and  
Corporate Leader Finance and Technology

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**a.c2e**  
Jelena Payne  
Community Development and Health  
Commissioner and Corporate Leader  
Social Development, Health, Recreation  
and Culture  
Helga Reidel  
Chief Administrative Officer

CM/Ip/Is

**APPENDICES: Appendix A - CR234/2013**

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone#:

<b>NOTIFICATION:</b>			
Name	Address	Email Address	Teleohone
Architecttura Inc. Architects + McCallum Sather Architects Inc. (MSA)	157 Catherine St. N., Hamilton, ON LSL 4S4	<u>DrewH@msarch.ca</u>	905-526-6700
Archon Architects Inc.	1645 Wyandotte St. E., Suite 300, Windsor, ON NSY ICS	<u>rdimaio@archonarchitect.com</u>	519-253-1630
Glos Associates Inc.	3535 North Service Road East, Windsor, ON NSW 5R7	<u>glos@mnsi.net</u>	519-966-6750 Ext. 225
		<u>PaulD@glosassociates.com</u>	
Hariri Pontarini Architects	602 King Street West, Toronto, ON M5V IM6	<u>shariri@hQ-arch.com</u>	416-929-490 I Ext. 263
		<u>dOontarini@hQ-arch.com</u>	
Reich + Petch Architects Inc.	1867 Yonge Street, Suite 1100, Toronto, ON M4S IY5	<u>info@reich-Oetch.com</u>	416-480-2020
Studio Jonah: Architecture, Urban Design. Sustainability	8 Glenavy Ave., Toronto, ON M4P 2T6	<u>info@studiojonah.com</u>	647-218 1240
Surendra K Bagga Architect Inc.	933 Goyeau Street, Windsor, ON N9A IH7	<u>skbagga@skbinc.org</u>	519-971-0429

## APPENDIX A

CR234/2013

- a. **THAT** the report of the Manager of Cultural Affairs responding to M150-2013 regarding the recommendations of Lord Cultural Resources **Museum** Feasibility Development Study **BE RECEIVED AND**;
- .. **THAT** City Council **APPROVE** Proposal B ( Table 4) with an upset capital funding limit for new **museum** development at 401 Riverside Drive West in the amount of \$6,180,642; to **BE FUNDED** as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,465 as a precommitment to the 2015 capital budget **AND**;
- c. **THAT** City Council **CONFIRM** their direction to the Executive Director of Recreation and Culture to apply to the Canada Cultural Spaces Fund to request up to 50% of the **museum** developments eligible capital expenses **AND**, as required by the Grant guidelines;
- o. **THAT** City Council **COMMIT** to funding all capital costs associated with the **museum** development not funded through the Canada Cultural Spaces Fund **AND**;
- .. **THAT** Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the CAO and City Clerk **BE AUTHORIZED** to execute any required documents for that purpose, subject to legal approval by the City Solicitor, financial approval by the City Treasurer, and technical approval by the Community Development and Health Commissioner; **AND**
- .. **THAT** any such steps taken **BE REPORTED** to City Council as soon as is practical following the action **AND**;
- c. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue an RFP - Consulting Services for Architectural Services and Exhibition Planning Services pursuant to the Purchasing Bylaw to a combined upset limit of \$607,000 **AND**; subject to the results falling within those parameters;
- " **THAT** the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to award and execute an Agreement with the successful architectural services and exhibition planning services proponent(s) subject to technical content satisfactory to the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities, in form to the City Solicitor, and in financial content to the City Treasurer, with a Communication Report to Council to follow **AND**;
- .. **THAT** Parks and Facilities **BE AUTHORIZED** to issue a tender for scope of work developed by the consultants and approved by the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities **AND**;
- .. **THAT** the results of the tender and a Project Charter **BE BROUGHT BACK** to City Council for approval **AND**;
- .. **THAT** City Council **APPROVE IN PRINCIPLE** a baseline net annual operating budget for Windsors Community **Museum** in 2015 of \$774,941, (this includes the original \$352,417 for the current Francois Baby House and the incremental increase of \$422,524 for the new **Museum** site) based upon the City operating model, with an expected staff complement total of 10.5 FTE

positions (reflecting an incremental increase of 4.5 FTE positions), and resultant projections by Administration, subject to annual inflationary and other business adjustments.

Carried.

Councillor Halberstadt voting nay.

Report Number **16844 APR/10168 10**

Internal Distribution

Recreation and Culture [Cathy Masterson; Sandra Bradt]

Executive Director of Recreation and Culture

Community Development and Health Commissioner

Executive Director of Parks and Facilities

City Engineer

Manager of Purchasing and Risk Management

Chief Financial Officer & City Treasurer

City Solicitor

Senior Legal Counsel, Mark Nazarewich

External Distribution

Ms. Leisha Nazarewich- Windsor Historic Sites Association	322 Rosedale Windsor, ON N9C 2N2	
Dr. Catharine Mastin Art Gallery of Windsor	401 Riverside Drive West, Windsor	cmastin@nlw.ca

Abstract Budget File