



**To:** COUNCIL  
**Meeting Date:** 2/3/2026  
**Subject:** Professional Services – Fire Station 4 Expansion  
**Submitted By:** Sheena Pawliwec, CPA, CGA, Chief Financial Officer  
**Prepared By:** Knick Dawe, Procurement Coordinator  
**Report No.:** 26-001-CFS  
**File No.:** Q25-85  
**Wards Affected:** All Wards

### **RECOMMENDATION(S):**

THAT Report 26-001-CFS Professional Services – Fire Station 4 Expansion be received;

AND THAT Request for Quotation # Q25-85 - Professional Services – Fire Station 4 Expansion be awarded to DPAI Architecture Inc. in the amount of \$328,440.00 excluding applicable taxes;

AND FURTHER THAT the budget in capital project A/00621-30 be increased by a total of \$105,421 funded from Development Charges related to Fire Services.

### **EXECUTIVE SUMMARY:**

#### **Purpose**

This report provides information to Council on the Procurement status in relation to capital project A/00621-30 Professional Services – Fire Station 4 Expansion and seeks approval for the award of contract including additional draw on development charges related to fire services.

#### **Key Findings**

The City undertook an open competitive process for a qualified architect and consulting services team to perform architectural and professional engineering services to manage all aspects of the project. A subsequent review of elements of the project's original scope has identified the need for adjustments to the project. These refinements have resulted in updated budget allocations to reflect the true requirements of the work. Procuring professional services at this stage is essential to support the revised scope and to ensure the project is properly prepared for construction planned in 2027.

## Financial Implications

City Staff are recommending that Q25-85 – Professional Services – Fire Station 4 Expansion be awarded to DPAI Architecture Inc. in the amount of \$328,440.00 excluding applicable taxes, and that an additional \$105,421 be funded from development charges for fire services.

### STRATEGIC ALIGNMENT:

Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**OR**

Core Service

**Program:** Procurement

**Core Service:** Procurement

### BACKGROUND:

Capital project A/00621-30 Professional Services – Fire Station 4 Expansion is to support design development. The new building room program consists of:

- Two double drive-thru bays (existing to remain but will require tie into new building)
- Captains' office
- Fire prevention office
- Kitchen and lounge area
- Dorm (sleeps ten)
- Workout room
- Bunker gear room, washer extractors
- Locker room
- Washroom/showers
- Outdoor patio
- Maintenance room
- Meeting/training room
- Renovate apparatus bays as required to accommodate new addition

## **ANALYSIS:**

The City undertook an open competitive request for quotation (high-score) process to procure professional services (architect) and a consulting services team to perform architectural and professional engineering services to manage all aspects of the design, planning and construction of the fire station expansion, including the demolition of the current fire house, planning for temporary on-site facilities so the station can operate during construction.

On August 7<sup>th</sup>, 2025, the City issued a Request for Quotation on the City's e-bidding website.

Nine (9) submissions were received at the time of the submission deadline. At the conclusion of the evaluation of the rated criteria, the top three (3) highest scoring respondents were invited to participate in a presentation to members of the evaluation committee. At the conclusion of the presentations, DPAI Architecture Inc. was the top ranked respondent.

## **Supplier:**

- ATA Architects Inc.
- Barry Bryan Associates
- DPAI Architecture Inc.
- Fabrik Architects Inc.
- G. Douglas Vallee Limited
- John MacDonald Architect Inc.
- KNYMH Inc.
- Masri O Inc. Architects
- Salter Pilon Architecture Inc.

Project needs are based on the following:

- **Age and Condition of Station 4:** Station 4 is significantly older than Station 5 and requires a complete building replacement to meet current standards.
- **Operational Needs:** The revised design for Station 4 will accommodate a second crew of five firefighters, improving service capacity and response times.
- **Community Requirements:** Relocating the investment to Station 4 aligns with community needs and long-term infrastructure planning.

This design revision aligns with and supports the Council-approved capital forecast for 2027, specifically the main construction project A/00621-40 Fire Station 4 Expansion,

which has a projected cost of \$9,608,500. Design development can be upwards of 10% of the total project cost.

It is recommended that the quotation is approved for award and additional funding be drawn from development charges related to fire services.

**EXISTING POLICY / BY-LAW(S):**

Under Procurement By-Law 19-187, the Manager of Procurement or their designate, who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of tenders and proposals when all of the following conditions have been satisfied:

- a) When there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report;
- b) When all procedures in accordance with this By-Law, have been followed; and
- c) When the lowest compliant tender bid or highest scored proposal is accepted and recommended.

This award requires approval from Council as additional funding is required.

**FINANCIAL IMPACT:**

Capital project A/00621-30 Professional Services – Fire Station 4 Expansion has an approved budget of \$228,000 and requires additional approval of \$105,421 to proceed. The project is fully funded from development charges for fire services.

Item of Expense	Reserve Fund	Approved Budget	Quotation Q25-85 (net of HST rebate)	YTD Actuals	Total Costs	Other Commitments	Savings (Deficit)
A/00621-30 Professional Consulting Services for Fire Station 4 Expansion	Development Charges – Fire Services Reserve Fund	\$228,000	\$334,221	N/A	\$334,221	N/A	(105,421)

**ADVISORY COMMITTEE INPUT:**

Not Applicable

**PUBLIC INPUT:**

Request for quotations (high-score) Q25-85 – Professional Services – Fire Station 4 Expansion was issued on August 7<sup>th</sup>, 2025, and closed on September 11<sup>th</sup>, 2025.

**INTERNAL / EXTERNAL CONSULTATION:**

Request for quotation documents were compiled by procurement; however, previous reports and specifications contained within the documents were prepared by various consultants and submitted to procurement by risk & facilities.

**CONCLUSION:**

City staff are recommending that Q25-85 – Professional Services – Fire Station 4 Expansion be awarded to DPAI Architecture Inc. in the amount of \$328,440.00 excluding applicable taxes and that the budget in capital project A/00621-30 be increased by a total of \$105,421 funded from development charges related to fire services.

**REPORT IMPACTS:**

Agreement: **No**

By-law: **No**

Budget Amendment: **Yes**

Policy: **No**

**APPROVALS:**

**This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:**

**Director**

**General Manager**

**Chief Financial Officer**

**City Solicitor**

**City Manager**

**ATTACHMENTS:**

Not Applicable.