

**To:** SPECIAL COUNCIL

**Meeting Date:** 6/28/2022

**Subject:** Soper Park Amenity Design

**Submitted By:** Sheryl Ayres, Chief Financial Officer

**Prepared By:** Dave Mawdsley, Manager of Procurement

**Report No.:** 22-043-CRS

**File No.:** Q22-53

**Wards Affected:** Ward 4

**RECOMMENDATION(S):**

THAT Report 22-043-CRS Soper Park Amenity Design be received;

AND THAT Request for Quotation Q22-53 be awarded to AECOM Canada Ltd. in the amount of \$127,537.45 inclusive of HST.

**EXECUTIVE SUMMARY:**

This project requires professional services for the conceptual development, detailed design, tender documents, contract administration & construction inspection (provisional) for the Soper Park Amenity Design.

It is recommended that contract Q22-53 be awarded to AECOM Canada Ltd. in the amount of \$127,537.45 inclusive of HST.

**STRATEGIC ALIGNMENT:**

- ☐ Strategic Action; or
- ☒ Core Service

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**Program:** Parks Operations

**Core Service:** Recreation, Fitness & Leisure

## **BACKGROUND:**

This project requires professional services for the conceptual development, detailed design, tender documents, contract administration & construction inspection (provisional) for the Soper Park Amenity Design.

## **ANALYSIS:**

Four (4) submissions were received in response to the City's Request for Quotation (High Score) procurement process. Responses were evaluated against experience & qualifications (30%), proposed project team (10%), approach and workplan (40%) and price (20%).

## **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 from some of the funding sources.

## **FINANCIAL IMPACT:**

Overall the quotation came in over budget for the Soper Park Amenity Design, with all four submissions averaging \$163,380 compared to a budgeted amount of \$75,000. The costs are considered accurate for the level of effort required as all submissions received were within 6.7% of one another.

To reduce the budget overage impact at this time, the additional provisional scope for a washroom design has been removed. Following the preliminary design, and finalization of the preferred amenity concept, a report will be taken to Council outlining further cost considerations for the addition of a washroom building, if desired. A washroom may be required if the amenity selected is a large splash feature. The existing Kinsmen pool building may be partially re-purposed for a washroom facility, and therefore a scope

reduction and project budget transfer from existing project A/00906-40 Soper Park Pool Decommissioning may be an option at that time once confirmed by Council.

There remains included in the scope of the quotation award a preliminary high-level review of the washroom building, including cost and partial demolition options to further inform the potential pool building demolition and inform Council on potential costs if a washroom is desired at this location to support a splash amenity. This work was not initially planned for when the original budget of \$75,000 was set, and is partially attributed to the quotation exceeding budget. The remaining overage is likely due to a combination of inflationary factors, the level of workload in the industry, and potential underestimating the level of effort involved in the project at time of budget creation.

With the removal of the washroom design from the quotation, the remaining components of the Soper Park Amenity Design exceed the original budget by \$51,337. It is recommended to draw this additional funding from the Capital Works Reserve Fund.

**Table 1 - A/01275-30 Soper Park Amenity Design**

Item of Expense	Reserve Fund	Budget	Quote Q22-53*	Other Commitments	Savings/ (Deficit)
Design	Capital Works	\$75,000	\$114,852	\$11,485	(\$51,337)
<b>Total Project Savings/(Deficit)</b>		<b>\$75,000</b>	<b>\$114,852</b>	<b>\$11,485</b>	<b>(\$51,337)</b>

\*Quoted prices include HST and HST rebate.

## **PUBLIC VALUE:**

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

## **ADVISORY COMMITTEE INPUT:**

### **Advisory Committees Consulted:**

Not Applicable.

## **PUBLIC INPUT:**

The advertising for this RFQ was as follows:

- a) Advertised on the City's Bids and Tenders website: April 27, 2022
- b) Closing Date: May 18, 2022

**INTERNAL / EXTERNAL CONSULTATION:**

Request for Quotation documents were compiled by Procurement, however the detailed specifications contained within the documents were prepared and submitted to Procurement by Engineering and Transportation Services.

**CONCLUSION:**

It is recommended that Request for Quotation Q22-53 be awarded to AECOM Canada Ltd. in the amount of \$127,537.45 inclusive of HST.

**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**

**Deputy City Manager**

**Chief Financial Officer**

**City Solicitor**

**City Manager**

**ATTACHMENTS:**

N/A