

**To:** SPECIAL COUNCIL

**Meeting Date:** 1/31/2023

**Subject:** **Heritage Building – Building Component Condition Assessment**

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

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

**Report No.:** 23-065-CRS

**File No.:** Q22-97

**Wards Affected:** All Wards

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

THAT Report 23-065-CRS Heritage Building – Building Component Condition Assessment be received;

AND THAT Q22-97 Heritage Building – Building Component Condition Assessment be awarded to Robyn Huether Architects of Toronto, ON in the amount of \$83,700 exclusive of applicable taxes;

AND FURTHER THAT it is recommended to draw \$32,766 from the Facility Maintenance Reserve Fund.

### **EXECUTIVE SUMMARY:**

#### **Purpose**

This report provides information to Council regarding the recent procurement Q22-97 Heritage Building – Building Component Condition Assessment.

#### **Key Findings**

The City undertook a competitive process for qualified industry structural engineers and/or architects to perform the Building Component Condition Assessment on the building envelope, structure and finishes on six (6) properties within the City limits.

#### **Financial Implications**

City staff are recommending that Q22-97 Heritage Building – Building Component Condition Assessment be awarded to Robyn Huether Architects of Toronto, ON in the amount of \$83,700 exclusive of applicable taxes. Additional funding of \$32,766 is required to award this project, to be drawn from the Facility Maintenance Reserve Fund.

**STRATEGIC ALIGNMENT:**

- ☐ Strategic Action; or
- ☒ Core Service

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**Program:** Design & Approvals

**Core Service:** Heritage Conservation

**BACKGROUND:**

The City undertook a competitive process for qualified industry structural engineers and/or architects to perform the Building Component Condition Assessment on the building envelope, structure and finishes on six (6) properties within the City limits, specifically:

- I. Dickson Centre located at 30 Park Hill Road West
- II. Ferguson Homestead located at 71 Cowan Blvd
- III. Landreth Cottage located at 84 Water Street South
- IV. Morris Lutz House located at 60 Water Street North
- V. Preston Scout House located at 1580 Queenston Road
- VI. Riverside Gate located at 49 King Street

**ANALYSIS:**

The Request for Quotations (High-Score) was issued via invitation on September 20, 2022 to six (6) qualified industry structural engineer and/or architectural firms. Due to current workload and capacity only one (1) submission was received by the submission deadline, that being from the incumbent supplier.

**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/01237-20 Heritage Condition Assessment – Phase 1, is expected to exceed the approved budget by 25.2% or \$32,765. It is recommended that this shortfall be funded from the Facility Maintenance Reserve Fund.

**Table 1 – Heritage Building Component Condition Assessment**

Item of Expense	Reserve Fund	Budget	RFQ Q22-97**	YTD Actuals	Other Commitments	Savings/ (Deficit)
A/01237-20 Heritage Condition Assessment - Phase 1	Facility Maintenance RF	\$130,000	\$85,173	\$53,042	\$24,550	(\$32,765)
<b>Total Project Savings/(Deficit)</b>		<b>\$130,000</b>	<b>\$85,173</b>	<b>\$53,042</b>	<b>\$24,550</b>	<b>(\$32,765)</b>

\*\*Net of applicable 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:**

N/A

### **PUBLIC INPUT:**

The advertising for the RFQ was as follows:

- a) Advertised on the City's Bids and Tenders website: September 20, 2022
- b) Closing Date: October 6, 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 Sustainable Design and Development.

### **CONCLUSION:**

City staff are recommending that Q22-97 Heritage Building – Building Component Condition Assessment be awarded to Robyn Huether Architects of Toronto, ON in the amount of \$83,700 exclusive of applicable taxes.

**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