
DATE: March 1, 2011

REPORT TITLE: **WORKFORCE FACILITIES AND ACCOMMODATION - ARCHITECTURAL SERVICES FOR 10 PEEL CENTRE DRIVE, SUITE A, PROJECT E10-10164 - DOCUMENT 2011-041P**

FROM: R. Kent Gillespie, Commissioner of Employee and Business Services

RECOMMENDATION

That the Contract (Document 2011-041P) for the provision of Architectural Services for 10 Peel Centre Drive, Suite A, Project E10-10164 be awarded to Dialog Ontario Inc. for the completion of Phase 1 in the estimated amount of \$323,245 (excluding applicable taxes) in accordance with Purchasing By-law 63-2008.

REPORT HIGHLIGHTS

- The building known as 10 Peel Centre Drive Suite A is almost 40 years old.
- Further information is necessary to determine the details of the capital plan regarding this building.
- The feasibility study for the building systems will explore the cost and benefits of the potential improvements to upgrade the building and maintain a state of good repair.
- Renovations to part of 5th floor will consolidate the Executive Office operations with the Executive Management Team for more efficient and effective co-ordination of work in response to Council needs.
- Staff propose to retain the services of a consultant to complete the feasibility study for the whole building and to design and provide contract management for the 5th floor renovation as Phase 1 of the services.
- Phase 2 of the contract is provisional based on the acceptance of Phase 1 recommendations. If approved, the Phase 2 services would cover the design development and construction contract administration for any renovation work that would be deemed advisable to carry out and would be separately awarded.
- Request for Proposal 2011-041P was competitively bid and Dialog Ontario Inc. is recommended for award.

DISCUSSION

1. Background

In 2009, work was completed on the 10 Peel Centre Drive expansion project, being the construction of a six floor office building of 450,000 square feet, including 679 underground parking stalls to accommodate approximately 1,200 Regional staff and the Peel Regional Police Station known as 21 Division. This building was linked to the then existing building

March 1, 2011

**WORKFORCE FACILITIES AND ACCOMMODATION - ARCHITECTURAL SERVICES FOR
10 PEEL CENTRE DRIVE, SUITE A, PROJECT E10-10164 - DOCUMENT 2011-041P**

and given the common municipal address of 10 Peel Centre Drive. The new building is known as Suites B (Regional space) and C (Police Division).

The previously existing office building known as Suite A was opened in 1974 and is almost 40 years old. Although there have been many local renovations of the building over the years, the building's basic mechanical and electrical components have not been changed. The existing HVAC system is not very effective given the existing demands on it. It is not compatible with many of the office configurations that would make more efficient use of space. The building has no sprinklers above the parking garage level P2 whereas Suite B is equipped with sprinklers and a two stage fire alarm system.

The ten year Capital Plan for facilities set out in the 2011 Capital Budget includes estimates for various "state of good repair" projects and expansions to meet growth. These estimates are not yet well defined in terms of projects and costs. More planning is necessary in order to make decisions with regard to many of these estimates. As part of that planning it is necessary to conduct a feasibility study on the state of good repair of Suite A and to make decisions on the extent of renovations that might be necessary and appropriate in the context of the long term Capital Plan.

2. Proposed Direction

As part of the planning process, a detailed feasibility study is proposed to be conducted which will identify potential improvements to the existing building known as Suite A. The study will also include the evaluation of the existing HVAC system and fire and life safety systems and recommend improvements for maintaining proper levels of conditioning and ventilation, and improving the operational efficiency.

At the same time that the feasibility study is being undertaken, the Architect will provide design and contract administration for some renovations to the fifth floor that can occur whether or not a larger project is undertaken for the whole building. This includes the consolidation of the Executive Office operations with the Executive Management Team. All the Commissioners and immediate support staff will be on the 5th floor for more efficient and effective co-ordination of work in response to Council needs. Currently Commissioners are spread throughout the building which creates barriers to efficient collaboration among them and it is expected that efficiencies will be achieved through this relocation.

3. Procurement Process

This consulting contract was split into two phases. Phase 1 involves the development of a feasibility report for the redevelopment of the entire Suite A and the design development, construction and contract administration for the interior renovation of the 5th floor.

Phase 2 of the contract is provisional based on the acceptance of Phase 1 recommendations. If approved, the Phase 2 services would cover the design development and construction contract administration for any renovation work that would be deemed advisable to carry out.

A Request for Proposal (RFP) Document 2011-041P was issued for Architectural Services for the Redevelopment of 10 Peel Centre Drive, Suite A, Project E10-10164 on January 24, 2011. The document was issued to six vendors on an invitational basis. There were three addenda issued during the proposal period. A total of two vendors submitted proposals on the closing date of Monday, February 14, 2011.

March 1, 2011

**WORKFORCE FACILITIES AND ACCOMMODATION - ARCHITECTURAL SERVICES FOR
10 PEEL CENTRE DRIVE, SUITE A, PROJECT E10-10164 - DOCUMENT 2011-041P**

The proposals were reviewed and evaluated by a staff evaluation committee utilizing a two stage RFP process. In stage one, the evaluation criteria were technical in nature and included the vendor's background and expertise, previous experience on similar projects, qualifications and experience of proposed staff, the proposed work plan and methodology. Stage two looked at the financial cost to complete the assignment.

The evaluation summary is as follows:

Vendor Name	Location	Overall Ranking	Technical (80 per cent)	Financial (20 per cent)
Dialog Ontario Inc.	Toronto	1	1	2
Reinders + Rieder Ltd.	Brampton	2	2	1


Dialog Ontario Inc.'s proposal received the highest overall score when assessing the combination of technical proficiency and price. Staff has concluded that the proposal from Dialog Ontario Inc. provides the best overall value to the Region of Peel.

FINANCIAL IMPLICATIONS

Funding is available in the 2011 approved capital budget under project 11-5220.


R. Kent Gillespie
Commissioner of Employee
and Business Services



Approved for Submission:



D. Szwarc, Chief Administrative Officer

For further information regarding this report, please contact Ashwani Sinha at extension 7690 or via email at ashwani.sinha@peelregion.ca

c. Legislative Services

 J. Macintyre, Director, Purchasing
Manager, Financial Support Unit (FSU) 

 S. Hall, Director of Real Property Asset Management
 E. Wong, Manager of Asset Renewal and Construction 