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DATE: April 27, 2011

REPORT TITLE: **COMMISSIONING SERVICES - DOCUMENT 2011-039P**

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

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### **RECOMMENDATION**

**That the Contract (Document 2011-039P) for the provision of Commissioning Services for three Regional Affordable Housing Projects be awarded to Seawood Solutions and Services Inc. in the estimated amount of \$315,410 (excluding applicable taxes) for a three year term from 2011 to 2014 in accordance with Purchasing By-law 63-2008;**

**And further, that authority be granted to the Director, Purchasing to extend the Contract for one optional 12 month period, subject to satisfactory quality, price and service provided;**

**And further, that authority be given to the Director, Purchasing to increase this contract where the actual requirements exceed the estimate due to unforeseen conditions, within the limit allowed by the approved project budget.**

### **REPORT HIGHLIGHTS**

- Region of Peel staff are currently managing the construction of three new affordable housing projects: Creditview and Eglinton (Mississauga), Snelgrove Seniors Residence (Brampton) and Canadian Legion (Brampton) for both families and seniors.
- Such new developments require commissioning services as part of each project's validation phase. This type of service is essential to confirm and document the performance of new buildings and their systems prior to occupancy, as well as one year post occupancy.
- Staff are securing the services of a third party commissioning firm to coordinate and manage the overall commissioning process including the development of a commissioning plan, schedule, verify and document all performance testing for each project before occupancy and until 2014, one year post occupancy.
- Request for Proposal 2011-039P was issued competitively and Seawood Solutions and Services Inc. is recommended for award.

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### DISCUSSION

#### 1. Background

Third party licensed commissioning services are required for three affordable housing projects currently being managed by Peel staff. They are Creditview and Eglinton (Mississauga), Snelgrove Seniors Residence (Brampton) and Canadian Legion (Brampton) for both families and seniors. Commissioning Services are included as part of approved project cost.

Today's building equipment and systems are complex and interconnected and require an integrated approach to testing and verification to ensure optimal performance of each component. An independent third party is normally retained by the owner to ensure contractor compliance with the project requirements and to verify the building performance prior and post occupancy.

The subject services are procured competitively by the Region of Peel. Staff prepared and issued a request for proposal document with specifications and drawings prescribing the building's systems, materials and methods for the commissioning for each of the above projects. Further details of the commissioning services are as follows:

- Verify that the equipment, installation, and system performance meets the requirements of each project's Contract Documents;
- Verify that the documented design intent for each building (the purpose and performance) has been met;
- Conduct training for operation and maintenance staff;
- Verify that the proposed installation of the equipment permits access for replacement and/or maintenance;
- Verify that each project turnover documentation have been completed as identified in each project's Contract Documents; and
- Perform deferred seasonal functional testing and re-inspect /review performance before end of warranty period and prepare final commissioning report.

It is anticipated that completion on the Creditview and Eglinton project will occur in January 2013, Snelgrove Seniors Residence in May 2012 and the Canadian Legion in May 2013 and the commissioning services are required into the first year of occupancy for each building. The current contract for commissioning services are required for 2011 through to 2014, and shall include an extension for an additional one year to cover for any unforeseeable and uncontrollable construction delays, subject to satisfactory quality, price, and service by the firm, and at the discretion of the Region of Peel.

#### 2. Selection Process

Staff issued RFP Document 2011-039P for the provision of Commissioning Services for three new affordable housing buildings on March 9, 2011. The document was issued to five engineering firms: Seawood Solutions and Services Inc., CFMS Consulting Inc., Enermodal Engineering, Morrison Hershfield, and VSC Group Inc.

Two vendors submitted proposals on time on the closing date of Tuesday, March, 29, 2011.

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The proposals were reviewed and evaluated by a committee consisting of staff from Purchasing and Development and Construction of Real Property Asset Management utilizing a two stage RFP process. The proponent submits its submission in two phases, a technical submission and a pricing submission. The pricing submission is not opened until after the technical submission is completed so that it will not influence that evaluation. The technical evaluation criteria included the vendor's background and expertise, previous experience on similar projects, qualifications and experience of proposed staff, the proposed schedule and methodology.

The recommended proponent has the ability to deploy a commissioning team of senior staff with extensive relevant expertise and experience working together on a various projects. The proposal does not include subcontracting the work out. A comprehensive commissioning report and documentation will be provided. Well planned commissioning and start up processes will be undertaken.

In keeping with best practices regarding the procurement of professional services, the technical requirements accounted for 80 per cent of the weightings while phase two looked at the financial cost to complete the assignment and accounted for 20 per cent of the weightings. Although the preferred proponent submitted a price submission that was higher, staff believe that the price submission reflected the higher value of the technical component, specifically, the quality and extent of the documentation, independent performance testing and systems and equipment training for staff.

The evaluation summary is as follows:

Vendor Name	Location	Overall Ranking	Technical (80 per cent)	Financial (20 per cent)
Seawood Solutions and Services Inc.	Thornhill	1	1	2
CFMS Consulting Inc.	Richmond Hill	2	2	1

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

**FINANCIAL IMPLICATIONS**

Total Contract funding will be allocated from the following Capital Project Cost Centres:

09-5032 in the amount of \$108,590 for Creditview/Eglinton project;

07-5050 in the amount of \$79,150 for Snelgrove Seniors Residence project and

07-5045 in the amount of \$127,670 for Canadian Legion.

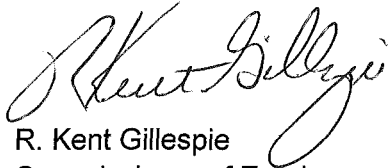
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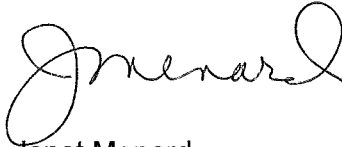
**CONCLUSION**

Seawood Solutions and Services Inc. is a responsive and responsible vendor and is therefore recommended for award in the estimated amount of \$315,410 (excluding applicable taxes) for provision of the Commissioning Services, as described above; in accordance with Purchasing By-law 63-2008;

And further, that authority be granted to extend the Contract for one optional 12 month period subject to satisfactory quality, price, and service.



R. Kent Gillespie  
Commissioner of Employee  
and Business Services



Janet Menard  
Commissioner of Human Services

**Approved for Submission:**



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D. Szwarc, Chief Administrative Officer

*For further information regarding this report, please contact Olga Tusun-Kalac, Program Manager, Development and Construction at extension 7615 or via email at [olga.tusun-kalac@peelregion.ca](mailto:olga.tusun-kalac@peelregion.ca)*

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