

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 24-051B – Professional Consulting Services Roster for Architecture, Engineering & Building Envelope Specialists for Facilities Redevelopment – Design and Construction Contract Administration
Recommendation	<p>Staff are recommending the award of the proposal for Professional Consulting Services Roster for Architecture, Engineering & Building Envelope Specialists for Facilities Redevelopment – Design and Construction Contract Administration to the two (2) highest scoring proponents for each category as follows:</p> <p><u>Category A – Architects:</u></p> <ul style="list-style-type: none"> • ATA Architects Inc. • Moffet & Duncan Architects Inc. <p><u>Category B – Civil Engineers:</u></p> <ul style="list-style-type: none"> • Chisholm Fleming & Associates • GEI Consultants <p><u>Category C – Mechanical and Electrical Engineers:</u></p> <ul style="list-style-type: none"> • Building Innovation Inc. • CK Engineering Inc. <p><u>Category D – Building Envelope Consultants:</u></p> <ul style="list-style-type: none"> • Accent Building Sciences Inc. • Sense Engineering Ltd. <p>The Consulting Roster for Facilities Redevelopment will be for a three (3) year term, from January 1, 2025 to December 31, 2027, with pricing held firm for the duration of the term.</p>
Purpose of Report	As per Section 6.4 of Purchasing By-law No. 061-2018, Council approval is required for award of the Professional Services Roster.
Background information	<p>The Town undertook a Request for Proposal process to seek qualified professionals for consulting services to provide technical design and construction contract administration services for facilities redevelopment projects over the term of the roster. Proponents were able to submit a proposal for one or more category. Each category was independently evaluated.</p> <p>Consulting services may include any combination of design, tender preparation, construction contract administration and inspection, warranty and close-out, based on the specific project requirements.</p>

Schedule D

	<p>The use of the Professional Consulting Services roster will be in accordance with Section 6.4 of Purchasing By-law No. 061-2018.</p> <p>The consulting requirements will be based on the annual approved budgets and on an as and when required basis. The process for selection from the consultant roster will be determined on a project by project basis. The selection will be made upon review of proposed pricing, availability and consultant qualifications and experience.</p> <p>Contracts may be awarded on a direct award basis as shown in the table below. Council approval will be required for the award of any professional consulting services roster assignment over \$500,000 (exclusive of HST). At any time, the Town may issue a separate bid to the open market for any consulting services, in accordance with the guidelines of the Purchasing By-law.</p>
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Purchasing Section: Bid Award Information

Date bid issued	September 17, 2024
Advertisements	Town of Milton website
Closing Date	October 16, 2024
# of Plan takers	Forty-six (46)
Proposal Submissions received	<p>Thirty-one (31) proposals were received from the following firms:</p> <ul style="list-style-type: none"> • 2MK Architects • Accent Building Sciences Inc. • ATA Architects Inc. • BMI Engineering Inc. • Building Innovation Inc. • Building Bio • C.E.S. Engineering Limited • Chisholm Fleming & Associates • CIMA Canada Inc. • CK Engineering Inc. • Egis • Engineering Link Inc. • Fishburn Sheridan & Associates Limited • G architects • GEI Consultants • Metropolitan Consulting Inc. • Moffet & Duncan Architects Inc. • Moon-Matz Limited • OH Environmental Inc. • Read Jones Christoffersen • Remy Consulting Engineers Limited • Rimkus Consulting Group Canada Inc. • Salter Pilon Architecture Inc. • Sense Engineering Limited

- Smith + Andersen
- Stephenson Engineering Limited
- Tatham Engineering Limited
- The Ventin Group Ltd. (+VG Architects)
- TSS Building Science Inc.
- TWD Technologies Limited
- Vanderwesten & Rutherford Associates Inc.

Eight (8) proposals were received for Category A: Architects.

Ten (10) proposals were received for Category B: Civil Engineers.

Fourteen (14) proposals were received for Category C: Mechanical and Electrical Engineers.

Thirteen (13) proposals were received for Category D: Building Envelope Consultants.

Evaluation Criteria

Proposals that met the mandatory requirements were further evaluated based on the following evaluation criteria:

Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff	5 points
Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario	20 points
Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario	25 points
Project Approach and Methodology	15 points
Health and Safety Plan	5 points
Costing (Hourly Rates)	30 points

An evaluation team with representation from Community Services evaluated the proposals and conducted interviews as required, with short-listed firms.

Staff have selected the following two (2) highest scoring proponents for each category to be assigned to the consulting roster for facilities redevelopment projects:

Category A – Architects:

- ATA Architects Inc.
- Moffet & Duncan Architects Inc.

Category B – Civil Engineers:

- Chisholm Fleming & Associates
- GEI Consultants

Category C – Mechanical and Electrical Engineers:

- Building Innovation Inc.
- CK Engineering Inc.

Category D – Building Envelope Consultants:

- Accent Building Sciences Inc.
- Sense Engineering Ltd.

Financial Planning Section: Budget Impact

There is no financial impact directly from this award. Projects will be awarded in accordance with Section 6.4 of the Purchasing By-law (as amended). The section currently reads as follows for awarding assignments to firms on the Professional Consulting Services Roster for Facilities Redevelopment:

Procurement Value	Approval Authority	Award Details
Up to \$150,000	Manager, Procurement or LMT Member	The Manager, Procurement will make a Direct Award from the Roster using a PDA-CRAN Report.
Greater than \$150,000 but not exceeding \$500,000	Manager, Procurement or LMT Member	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via PDA-CRAN Report.
Greater than \$500,000	Council Approval	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via Council approval.