



## **STAFF REPORT**

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**Meeting Date: June 10, 2024**

**Title: RFP R-2024-3 Architectural and Engineering Design Results**

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**Department:** Community Services

**Report Number: Community Services-2024-06**

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### **Recommendation:**

That Council award RFP R-2024-3 for the Architectural and Engineering Design and complete Construction Documents Service for the new Sandy Beach Golf Club Clubhouse to Boreal Architecture Studio Inc. at a cost of \$146,464.75, plus HST.

And that Council authorize the transfer of those funds from the NWMO Community Well-Being fund to cover the cost of the project.

### **Background:**

The Sandy Beach Golf Club is a vital recreational asset within our city, attracting golf enthusiasts of all ages and skill levels. The pro shop plays a central role in enhancing the golfing experience by providing essential services such as equipment sales, rentals, apparel, and refreshments. However, the existing facility is not currently owned by the City and offers little long-term rental security. The facility is also dated, and insufficient to accommodate the growing demand for golf-related amenities and services.

Without a secured location for the clubhouse/pro shop, we risk not having a space to operate the golf course. This situation also makes the course less attractive to potential third-party operators, as it thereby affects the viability of running a successful operation.

As Council is aware, last month we issued a Request for Proposal (RFP) for Architectural, Engineering Design, and Construction Document Services for a new Golf Clubhouse building at Sandy Beach Golf Club. Selecting a site, developing a design,

establishing a rough cost, and preparing construction documents will allow us to be shovel-ready and provide us with an accurate understanding of the project when determining the best course of action moving forward. Being shovel-ready also positions us to capitalize on any funding opportunities that arise, thereby increasing our chances of successfully securing funding.

**Discussion:**

The primary objective of issuing the RFP was to identify and engage a qualified firm capable of delivering comprehensive design and construction documentation services for the proposed new clubhouse. This initiative aims to ensure the project is shovel-ready, thereby enhancing our ability to secure funding and proceed with construction efficiently.

The RFP was issued on April 23, 2024, inviting firms to submit proposals by May 22, 2024. The scope of services outlined in the RFP included evaluating site selection, architectural design, engineering, cost estimation, and preparation of detailed construction documents. The RFP was advertised through multiple channels to reach a wide audience of potential bidders, ensuring a competitive and transparent selection process.

**Evaluation Criteria:**

Each proposal was meticulously evaluated against the set criteria, and scores were assigned based on merit. Proposals were evaluated by a panel, consisting of the CAO, Director of Community Services, and Project & Asset Manager, based on the following criteria:

ITEM	COMPONENTS	WEIGHT
<b>Company and Key Personnel Experience</b>	Direct experience of company and principal staff	<b>15%</b>
	Experience of the project team members and sub-contractors assigned to this project	<b>15%</b>
<b>Technical Approach</b>	Quality of overall approach, methodology, creativity, key milestones, and identification of project constraints	<b>25%</b>
	Work plan and schedule (responsive to meet or exceed requirements)	<b>10%</b>
<b>Project Costs</b>	Cost of project with details as to the method and basis of compensation including a breakdown of overall cost including all fees and other charges	<b>35%</b>
<b>TOTAL</b>		<b>100%</b>

**Conclusion:**

The RFP attracted a robust response, with 9 proposals received from reputable firms. The quality of submissions was generally high, demonstrating strong technical expertise and innovative design approaches. There was a wide range in cost estimates, highlighting the need for careful budget planning and cost management in subsequent project phases. The RFP process adhered to best practices in procurement, ensuring fairness, transparency, and competitiveness.

As a result of the evaluation process Boreal Architecture Studio Inc. scored the highest of all the proposals and was the second lowest submission at a cost of \$146,464.75 plus HST. The evaluation panel felt that Boreal clearly articulated an understanding of the project and the goals that we are looking to accomplish along with the challenges that we need to overcome.

Boreal was one of only two proponents to take advantage of the optional site visit during the RFP process, allowing them to gain a deeper understanding of the property and our beautiful asset. This visit undoubtedly led to a more tailored proposal, clearly reflected in their "Project Methodology," where they highlighted our connection with Wabigoon Lake as a significant advantage and discussed detailed aspects of the project. Boreal plans to collaborate with LBE Group as their engineering subcontractor. LBE Group has successfully completed many projects with the City and within Dryden, bringing extensive knowledge of our city's structural infrastructure.

With that in mind, we believe that Boreal is well-positioned to deliver the required services, ensuring the project is shovel-ready and poised for successful implementation. By proceeding with the recommended actions, we can enhance our readiness for funding opportunities and move forward confidently with the project.

## **Financial Implications:**

### **Current Budget Allocation:**

#### **Account #:**