

## SPECIAL COUNCIL MEETING – AGENDA

Agenda for the Special Council Meeting scheduled for  
Monday, December 16, 2019 at 4:30 p.m. in Council Chambers at Village  
Hall, 2697 Sunnyside Road, Anmore, BC

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**1. Call to Order**

**2. Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

**3. Legislative Reports**

**(a) Award of Detailed Design of Anmore Civic Building Contract**

Report dated November 15, 2019 from the Chief Administrative Officer is attached.

**4. Adjournment**



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 15, 2019  
Submitted by: Juli Halliwell, Chief Administrative Officer  
Subject: Award of Detailed Design of Anmore Civic Building Contract

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### **PURPOSE / INTRODUCTION**

To obtain Council approval to award the contract for the detailed design of the Anmore Civic Building project.

### **RECOMMENDATIONS**

That Council approve the award of the contract for the detailed design of the Anmore Civic Building for a contract price of \$594,180.00, excluding GST, to Johnston Davidson Architecture;

And that the Chief Administrative Officer be authorized to sign the contract on behalf of the Village of Anmore.

### **BACKGROUND**

The Village engaged the services of Colliers International ("Consultant") to assist in the drafting and process related to issuing a Request for Proposals

On September 30, 2019, the Village issued an RFP for the detailed design of the Anmore Civic Building. Three addendums were issued to provide additional information and clarification, as well as to answer questions by proponents.

At the closing day and time of October 22, 2019 at 2:00pm, local time, eight responses were received.

The budget of \$750,000 was approved by Council at a Regular meeting held on July 22, 2019. The detailed design of the civic building is the next step in this project and will result in tender ready drawings being available to put to market for the construction of this amenity.

### **DISCUSSION**

Three members of staff as well as the Consultant ("Review Team") undertook the evaluation of each proposal based on the evaluation criteria included in the RFP. The criteria and weightings included in the RFP for evaluation is as follows:

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Criteria	Weighting
Corporate Qualifications <ul style="list-style-type: none"><li>- Relevance of comparable projects.</li><li>- Quality of this work based on examples and references.</li></ul>	10
Proponent's Team <ul style="list-style-type: none"><li>- Demonstrated experience of the Design Team Lead with Comparable Projects.</li><li>- Qualifications of the individual members of the Design Team with respect to project experience</li><li>- Experience of the same Design Team working on prior projects.</li></ul>	20
Project Delivery <ul style="list-style-type: none"><li>- Demonstrate approach to coordinating design with sub-consultants and minimizing design coordination related changes during construction.</li><li>- Approach to the work and methodology for project delivery including innovative or creative approaches to the work.</li><li>- Demonstrate budget-conscious design.</li></ul>	25
Financial <ul style="list-style-type: none"><li>- Fixed Fee</li><li>- Disbursements</li><li>- Terms and conditions</li></ul>	25
Quality of Proposal	5
Company Sustainability	5
References	10
Total	100

It was clarified through addendum that the Village required the awarded firm to work with regional suppliers to incorporate Cross Laminated Timber (CLT) in the building design, as structural or feature elements.

The Review Team met on November 8, 2019 following each individual team member's initial evaluation. Following the initial evaluation, the Review Team agreed on the top three ranked proposals. Further discussion took place outlining each of the proposals strengths and weaknesses and final rankings were reviewed on November 12, 2019. The Review Team was in agreement as to the number one ranked proponent to be recommended for award.

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The table below outlines the final ranking following review and evaluation:

<b>Proponent</b>	<b>Ranking</b>
Johnston Davidson Architecture	1
HCMA Architecture + Design	2
MIZA Architects Inc	3
O4 Architecture Ltd	4
Gustavson Wylie Architects Inc	5
Thinkspace Architecture Planning Interior Design	6
Francl Architecture Inc	7
Carscadden Stokes McDonald Architects Inc	8

**FINANCIAL IMPLICATIONS**


The overall contract award is within the approved budget of \$750,000. Disbursements and other costs not included in the contract price are not anticipated to exceed the allocated budget.

**COMMUNICATIONS / CIVIC ENGAGEMENT**

All proponents will be advised of the outcome of the award.

**COUNCIL STRATEGIC PLAN OBJECTIVES**

1. Create a civic centre
2. We provide responsive, efficient, transparent and engaged service.

<b>Prepared by:</b>
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Juli Halliwell Chief Administrative Officer