Village of Queen Charlotte

REPORT TO COUNCIL

DATE: October 17, 2016

AUTHOR: Lori Wiedeman, Chief Administrative Officer

SUBJECT: Fire Hall Preliminary Design Contract

RECOMMENDATION:
That Council approve a contract with Liberty Contract Management for $14,400 plus travel expenses (approximately $3,012) to complete a preliminary design for the Fire Hall project, with any expenses above the budgeted amount to come from the Fire Department surplus.

BACKGROUND:
At their July 4, 2016 regular meeting, Council made the following resolutions:

R2016/25/10   MOVED by Councillor MacMullin, Seconded by Councillor Foster:
1. That the Village of Queen Charlotte seek grant funding in the amount of $10,000 from the Ministry of Community, Sport and Cultural Development Infrastructure Planning Grant to hire a contractor to design a New Fire Hall/Emergency Operations and Emergency Social Services Centre.

CARRIED

2. That the Village of Queen Charlotte commit $2000.00 as matching funds for the Infrastructure Planning Grant application from the Fire Department surplus.

CARRIED

Council was advised on October 14, 2016, that the grant application was successful. Quotes were sought from qualified companies to provide the following services:
- Conceptual drawings of the site plan, building elevations, floor plans, and colored perspectives
- Preliminary budget
- Preliminary schedule

Once the preliminary design is completed and costed, Council will have the information they need to seek funding prior to the final design and construction phases can be tendered.

Three bids were received and evaluated. The evaluation of the proposals was weighted and considered: Price (35%), Location (15% - based on buying local), past experience designing fire halls (25%), and references (25%). The bids are summarized below:

Company	Bid net of taxes	Travel costs included?	Price	Fire Hall design exp	Location	References	Total
Liberty	$14,400	No ($3,012)	35	25	5	25	90
Unison	$23,600	Yes ($1,500)	20	10	5	n/a	35
Stantec	$19,761	Yes ($2,350)	25	20	5	n/a	50

DISCUSSION:

Company	Evaluation
Liberty Contract Management Inc.	• Lowest cost • Extensive experience with the design and construction of public safety buildings • Generally work from concept to completion of construction • Have built 18 Fire Halls in the past 18 years • If the Village signs and proceeds with acceptance of the Design Build proposal, the fee for Project Pre-Construction development can be reduced
Unison Architecture Inc.	• Highest cost • Experience mostly related to health centres, currently in the design phase for a Fire Hall in Kwadacha • Team of architects • Currently working on the Skidegate Health Centre • Fully integrated approach to design and coordination, with potential for reduction in travel costs if visits can be productive for both projects
Stantec	• Extensive experience with the design and construction of public safety buildings • Options for LEED design for net zero solutions • Experience on Haida Gwaii but all project team members located in Vancouver

RECOMMENDATIONS:
That Council approve a contract with Liberty Contract Management for $14,400 plus travel expenses (approximately $3,012) to complete a preliminary design for the Fire Hall project, with any expenses above the budgeted amount to come from the Fire Department surplus.

BUDGETARY IMPACT (if applicable):

Budgeted Amount: $16,416   **Unbudgeted Amount:** $996

SIGNATURES:

_____

Lori Wiedeman, Chief Administrative Officer