

Donna Campbell

From: Donna Campbell
Sent: July 22, 2020 4:10 PM
Cc: Katrina Furlanetto
Subject: Time Sensitive Item - Full Authority E-poll re: Administration Facility Update - Architectural Services
*** Reply Required on or before noon on Monday, July 27, 2020 ***
Attachments: IR-070-20 - Report from AF Meeting of July 22, 2020.pdf
Importance: High

Dear Cataraqui Conservation Board Members,

Report IR-069-20-AF, Administration Facility Update - Architectural Services was unanimously approved by all participating members of the Administration Facility Committee meeting earlier this afternoon. This time sensitive item now requires Full Authority Board approval through a report from the Administration Facility Committee in order to move forward with the project.

Please review attached report IR-070-20, Report from Administration Facility Committee meeting of July 22, 2020 and respond via e-mail with your vote (yes or no) to the recommendations as listed below and indicate any conflict of interest.

That report IR-070-20, Report from Administration Facility Committee Meeting of July 22, 2020, **Be Approved.**

- a) **That** the Minutes of the March 25, 2020 E-Poll of the Administration Facility Committee, **Be Approved.**
- b) **That** Report IR-069-20-AF, Administration Facility Update - Architectural Services, **Be Received;** and,

That staff **Be Directed** to proceed with Frontenac County in procuring Architectural Services as outlined in Table 1, Phase 3 and 4 of this report and referenced in the approved Memorandum of Understanding.

A reply by **noon on Monday, July 27, 2020** is required.

Should you have any questions about this report please direct them to me before **noon on Friday, July 24, 2020** so clarification/additional information can be provided before the E-poll deadline. Any questions and responses will be shared with all members.

Based on Section 4.15 of the Cataraqui Conservation By-Law No. 1 (Administration By-Law), Revision 2, Polls of members may be undertaken for items of business considered to be urgent or an emergency and where it is considered impractical to convene a special meeting. Such polls may be conducted via conferencing methods (e.g. teleconference) or individual notices (e.g. electronic survey methods).

Thanks,
Donna Campbell
Assistant, Chair & General Manager



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Date: July 27, 2020 E-Poll
To: Full Authority Board
From: Alan Revill, Chair, Administration Facility Committee

1.0 Type of Report

Consent Item
Item for Board Consideration

2.0 Topic

Report from Administration Facility Committee Meeting of July 22, 2020

3.0 Recommendations

That report IR-070-20, Report from Administration Facility Committee Meeting of July 22, 2020, **Be Approved**.

- a) **That** the Minutes of the March 25, 2020 E-Poll of the Administration Facility Committee, **Be Approved**.
- b) **That** Report IR-069-20-AF, Administration Facility Update - Architectural Services, **Be Received**; and,

That staff **Be Directed** to proceed with Frontenac County in procuring Architectural Services as outlined in Table 1, Phase 3 and 4 of this report and referenced in the approved Memorandum of Understanding.

Respectfully submitted,

(Original signed by)

Alan Revill, Chair
Administration Facility Committee

Attachment: [Report IR-069-20-AF, Administration Facility Update - Architectural Services](#)



Report # IR-069-20-AF

Date: July 22, 2020
To: Administration Facility Ad Hoc Committee
From: Katrina Furlanetto, M.Env.Sc
General Manager

1.0 Type of Report

Consent Item
Item for Board Consideration

2.0 Topic

Administration Facility Update - Architectural Services

3.0 Recommendations

That Report IR-069-20-AF, Administration Facility Update - Architectural Services, **Be Received**; and,

That staff **Be Directed** to proceed with Frontenac County in procuring Architectural Services as outlined in Table 1, Phase 3 and 4 of this report and referenced in the approved Memorandum of Understanding.

4.0 Purpose

This report provides an update on the continued feasibility analysis for a Joint Administration Office with Frontenac County and outlines a decision point for Cataraqi Conservation to determine whether to pursue architectural services with the County.

5.0 Background

In 2019, through capital project PR 00069 – Little Cataraqui Creek Conservation Area Admin Building Feasibility Study Phase 1, a preferred options analysis and recommendations were explored to determine a go-forward strategy for a new Administration Facility.

At the Administration Facility Ad Hoc Committee meeting of February 15, 2019, the General Manager provided a presentation outlining some historical context, background, current initiatives and next steps related to the Administration Facility to help guide next steps.

At the Administration Facility Ad Hoc Committee meeting of April 11, 2019, staff were directed to engage the services of Colbourne & Kembel, Architects Incorporated to conduct a site evaluation of Little Cataraqui Creek Conservation Area and to do a renovation review of 1555 Sydenham Road, as part of the options analysis.

At the Administration Facility Ad Hoc Committee meeting of July 31, 2019, staff presented the Administrative Office Options Assessment outlining possible ventures for consideration and results of the above noted services. During the discussion, staff outlined the results from Draft CRCA Administration Building Facility Analysis Report dated June 11, 2019, Colbourne & Kembel, Architects Inc. (CKA). On August 28, 2019 the Full Authority Board then re-affirmed the organization's interest to continue to move forward with a Joint Administrative Building.

On September 18, 2019, Frontenac County received approval to begin negotiations on a Memorandum of Understanding (MOU) outlining a framework for a shared facility. Following additional discussions, on December 2, 2019, Cataraqui Conservation approved signing the MOU with Frontenac County and continuing to explore the possibility of a Joint Administration Office in more detail.

At the Administration Facility Ad Hoc Committee meeting of March 25, 2020, Report IR-030-20-AF, Administration Building Options – Update, outlined the first phase of the MOU agreement through the development of a Request for Proposal for acquiring architectural services.

6.0 Strategic Plan

This report supports Goal F in the Strategic Plan, Cataraqui 2020.

To operate an efficient and financially sound organization that provides excellent service to the community; promotes best environmental practices; and that offers a healthy, positive and nurturing workplace environment for staff, members and volunteers.

- Maintain a positive image in the community.
- Make customer service a top priority in all work areas.
- Maximize the efficient use of time and resources to avoid waste.
- Demonstrate leadership in environmental design as well as energy and materials conservation.
- Foster the health, safety, morale and career development of our staff.
- Maintain up-to-date corporate policies.
- Maintain internal capacity in support services such as accounting, communications, document management, geomatics and information technology.
- Manage capital assets in a long-term, sustainable way.

7.0 Input from Other Sources

The Chief Administration Officer, Kelly Pender, the Manager of Continuous Improvement, Kevin Farrell, from Frontenac County, and County staff provided information regarding the Federal Infrastructure Grant opportunity and interview preparation material.

The General Manager also discussed the progress for awarding architectural services with the Chair, Full Authority Board and Administration Facility Ad Hoc Committee, for support to move forward.

8.0 Analysis

A Request for Proposal (RFP) was issued on March 3, 2020 for architectural services for a Joint Administration Office with Frontenac County. The milestone dates outlined in Report IR-030-20-AF, Administration Office Options – Update for acquiring architectural services were postponed due to the COVID-19 pandemic restrictions. Prior to doing so, 47 proposals had been received for the project.

In May, the Province of Ontario began lifting restrictions for workplace operations therefore the RFP process reopened, with a mandatory site visit held on May 28, 2020. Five proposals were officially submitted by the new closing date of June 25, 2020. Three of the five applicants were subsequently invited for a virtual interview on July 8, 2020.

The General Manager participated in a panel of nine (9) members including Councilors and Frontenac County staff representatives. Upon review of the interview and additional scoring, the panel recommended that CKA be awarded the contract for Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office. Results from the shortlisted evaluation process are outlined in [Attachment #1](#), Frontenac County Council Report 2020-07, Office of the Chief Administrative Officer – Award of Contract – Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office dated July 15, 2020.

On July 15, 2020, Frontenac County approved awarding the architectural services contract to CKA and are awaiting a decision from Cataraqui Conservation as to whether the organization will continue to proceed with joint design details. Table 1, Cataraqui Conservation Phases and Decision Points for a Joint Administration Office outlines the current steps for Cataraqui Conservation's decision making moving forward.

As outlined in report IR-030-20-AF, Administration Building Options – Update and in the approved MOU, architectural services are to be completed for a detailed design, cost, and construction analysis. At this point there will be a final opportunity to withdraw participation for a Joint Administration Office.

Table 1: Cataraqui Conservation Phases and Decision Points for a Joint Administration Office

Phase #	Item	Notes	Status
1	Enter into MOU regarding detailed design process and principles of a lease agreement	Approve framework for established shared facility including: <ol style="list-style-type: none"> a. Detailed Design b. Construction documents c. Cost Estimates d. General lease terms should both parties move onto construction 	Complete
2	RFP for Detailed Design	Proposal review, site inspection, interview, and procurement of Architectural Services	Complete
Decision Point			
3	Proceed with Architectural Services	Complete Step 1 – Schematic Design, and Step 2 – Design Development with CKA and County as outlined in Architectural Services in the approved MOU	Pending approval
4	Review design and refined construction costs	Complete Step 3 – Construction Documents and review costs to determine funding strategy and final participation in project	Pending approval
Final Decision Point			
5	Enter into construction contract development	Pending continued project participation, complete Step 5 – Tendering, Step 6 – Construction, and Step 7 – Building Commission	To be determined

Once Phase 4 is complete, a final decision point will need to be reached. Cataraqui Conservation will determine whether to fully pursue a Joint Administration Office and begin negotiating a lease agreement with the County or terminate the MOU and withdraw from the project. Should the decision be to withdraw from the project, this will be considered Cataraqui Conservation's official termination notice and all future steps of the architectural services contract would end.

In consultation with the Chair, Full Authority Board, the General Manager recommends pursuing the architectural services contract to complete a detailed design phase and retain refined cost estimates for a Joint Administration Office.

9.0 Financial Implications

As part of Cataraqui Conservation's Capital Budget Forecast for 2020-2029, PR 00222, Little Cataraqui Creek CA Admin Building - Feasibility Study Phase 2 was approved for \$50,000 out of the General Reserve to fund the next phase of the Joint Administration Office analysis. The project value is sufficient to complete at a minimum Steps 1-3 of the architectural services as outlined in Table 1: Cataraqui Conservation Phases and Decision Points for a Joint Administration Office.

Should the Full Authority Board authorize Cataraqui Conservation to continue to participate in the project, costs will be shared by both organizations based on the terms outlined in the MOU and proportionally allocated based on revised square footage calculations of space within the final design.

Grant opportunities will continue to be pursued as matching funds will change the financial requirements, options, and final decision for the project. If financially feasible, a joint facility will result in overall savings for both organizations over the long-term.

10.0 Conclusion

Notwithstanding the deferred timelines, the Administration Building Feasibility Study is progressing well. Architectural services will be awarded by the end of the month for project initiation in fall 2020.

Approved for circulation,

(Original signed by)

Katrina Furlanetto, M.Env.Sc
General Manager

Attachment #1 - Frontenac County Council Report 2020-070, Office of the Chief Administrative Officer – Award of Contract – Architectural Services
Joint County of Frontenac & Cataraqui Region Conservation
Authority Administration Office dated July 15, 2020



Report 2020-070

Council Recommend Report

To: Warden and Council of the County of Frontenac

From: Kelly Pender, Chief Administrative Officer

Prepared by: Kelly Pender, Chief Administrative Officer
Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: July 15, 2020

Re: **Office of the Chief Administrative Officer – Award of Contract – Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information the Office of the Chief Administrative Officer – Award of Contract – Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office

And Further That the Warden and Clerk be authorized to enter into an Agreement with Colbourne & Kembel Architects Inc. (CKA) for Architectural Services for a Joint Administration Office to accommodate County of Frontenac at a cost of \$150,000 +HST.

And Further That staff report back to County Council regarding the participation of the Cataraqui Region Conservation Authority and the cost implications for both parties.

Background

In 2017 discussions began with the Cataraqui Region Conservation Authority (CRCA) with respect to the construction of a potential joint administrative facility. In 2018, the Township of South Frontenac expressed an interest in being considered a potential partner for a joint administrative facility were it to be located in the Township of South Frontenac. Following several meetings and discussions, in September, 2018 Council approved a combined budget of up to \$20,000 be allocated to engage appropriate architectural services to validate initial assessments which would enable the partners to make a decision on whether or not to pursue the next stage of a shared development project.

The analysis completed by the architects provided a detailed summary of costs and space needs for a joint facility and indicated a sense of the potential savings that could

be anticipated with a joint facility, based upon a reasonable set of circumstances. At that time, the CRCA re-affirmed its interest in continuing to move forward with a Joint Administrative Building.

Follow additional discussions with the CRCA, a Memorandum of Understanding was entered into between the 2 partners and at is January 15, 2020 Council meeting, Council passed the following motion, being Reports from Advisory Committees of County Council, clause a) Report of the Administrative Building Design Task Force:

That the Report received from the Administrative Building Design Task Force be received and adopted.

Report of the Administrative Building Design Task Force

The Administrative Building Design Task Force reports and recommends as follows:

2019-160

Office of the Chief Administrative Officer

Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building

Be It Resolved That the Office of the Chief Administrative Officer – Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building report be received;

And Further That staff be directed to proceed with Phase #3 of the Work Plan that being the issuance of an RFP for Detailed Design as identified Report 2019-116.

And Further That Council direct staff to explore funding options for the redevelopment

Carried

Comments

An RFP was issued on March 3, 2020 for Architectural Services for a Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office. Those wishing to bid on the project were required attend a mandatory site visit of the County Administrative Building on May 28, 2020. On June 25, 2020, five RFP submissions were received. The submissions were reviewed and evaluated based on the criteria set out in the RFP and a shortlist of 3 proponents were invited for interviews on July 8, 2020. Following the interviews and additional scoring, the team, consisting of both County and CRCA representatives, further shortlisted and evaluated 2 proponents, with scoring as follows:

		+VG	CKA
Applicable expertise, demonstrated understanding of the scope of work and resources dedicated to the project (20%)	20%	75	90
Similar Project Experience (20%)	20%	75	85
Proposed Approach/ work plan (30%)	30%	80	90
Cost Factor (10%)	10%	55.9	80.0
Interview (10%)	20%	80.4	80.4
	100%	75.7	86.1

The proposals submitted by +VG and CKA provide a clear understanding of the scope of work to be completed and demonstrates their past experience in Architectural Services for municipal buildings. Based on scoring as noted above, staff recommends that CKA be awarded the contract for Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office.

Strategic Priorities Implications

Priority 2 Explore new funding sources and invest wisely in critical long-term infrastructure.

- 2.1 To meet the needs of future capital projects, explore new sources of funding support (current and future programs), cost-sharing options and other potential economies.

- 2.4 Finalize plans and financing to replace/construct/renovate aging County buildings now used for administration services (through a shared admin facility if possible).

Priority 3 Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach of individual mandates and jurisdictions.

- 3.1 Work with the townships, other municipalities and levels of government on broad infrastructure issues — ranging from environmental concerns to regional transportation strategies for residential, social and economic purposes, and access to funding.
- 3.3 Continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services.

Financial Implications

The total cost of the submission by CKA came in at \$150,000 for a proposed \$2,000,000 construction (County alone). The cost of the submission is derived from a percentage-based fee structure. Should the CRCA elect to exercise their option to participate in the project, the costs will increase, but costs will be shared based upon the terms of the MOU with the Conservation Authority. Costs will be allocated proportionally between the County and CRCA based upon the square foot allocation of space in the final design.

In July 2019, County Council allocated \$100,000 of its Municipal Modernization Fund to the Administration Facility Architectural work. Based upon preliminary construction schedules, the expenditures related to the project would be incurred between 2020-2022. It is anticipated that the remaining expense will be drawn from the Capital Replacement reserve, however staff will continue to pursue grant opportunities. A successful grant application will change financing and options for the project.

Staff will report back to Council regarding a final decision by Conservation Authority. A joint project will result in an overall savings for both parties.

Organizations, Departments and Individuals Consulted and/or Affected

CRCA
Kevin Farrell, Manager of Continuous Improvement/GIS
Alex Lemieux, Director of Corporate Services/Treasurer