

# Staff Report

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**Meeting Date:** 13 Jul 2021

**To:** Mayor and Members of Council

**From:** Peter Burnett, Community Recreation Officer

**Report No./Subject:** REC-2021-04 re: Campbellford Recreation and Wellness Centre Project Management Contract Award

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**Staff Recommendation:**     Receive for Information             Action Required

Be it resolved that Staff Report REC-2021-04, Peter Burnett, Community Recreation Officer re: Campbellford Recreation and Wellness Centre Project Management Contract Award be received for information.

That the submission from p2i Strategies Ltd. for RFP REC PMC 2021-11 for the Campbellford Recreation and Wellness Centre Project Management Consulting Services contract be accepted in the amount of \$ 217,765.00 plus HST.

That the Clerk execute the appropriate contract documents with p2i Strategies Ltd.

And that all bidders be advised of Council's decision under the Community Recreation Officer's signature.

## Background:

On June 3rd, 2021, the Municipality issued a Request for Proposal (RFP) to procure Project Management Consulting Services to develop the complete RFP, manage the procurement procedure and subsequent construction of the Campbellford Recreation and Wellness Centre.

The Request for Proposal was posted for three weeks and closed at 2:00 pm EST on June 24th, 2021.

## Analysis/Options:

Three proposals were received. An evaluation and scoring team consisting of Lynn Phillips - CAO, Scott White - Manager of Infrastructure and Public Works Administration, and Peter Burnett - Community Recreation Officer evaluated using the scoring criteria set out in the Request for Proposal document.

The proposals were assessed on the following criteria:

1. Understanding of the Project Requirements
2. Company and Background Qualifications and References
3. Team Experience: Project Manager and Project Team
4. Project Management Plan and Schedule

## **Financial Impact:**

There were three submissions received. However, only two met all of the criteria as set out in the RFP:

	<b>Company</b>	<b>Price</b>
1	p2i Strategies Ltd.	\$ 217,765.00
2	Colliers Project Leaders	\$ 391,368.00

Amounts shown above are exclusive of HST.

Based on the evaluation criteria, staff are recommending that p2i Strategies Ltd. be awarded the contract for Project Management of the Campbellford Recreation and Wellness Centre project.

## **Legislative/Risk Considerations:**

The successful proponent will enter into a formal agreement/contract with the Municipality following the notification of the award. This contract will cover the full duration of the planning and construction of the Campbellford Recreation and Wellness Centre including the warranty period.

## **Attachments:**

None

## **Strategic Plan:**

- Infrastructure
- Communications Strategy
- Recreation and Wellness
- Community Revitalization

## **Reviewed By:**

Valerie Nesbitt, Director of Finance/Treasurer  
Lynn Phillips, Chief Administrative Officer