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## **Lions Arena Ice Plant – Prime Consulting Services – Award of Request for Proposal**

### **Recommendation**

1. That the proposal submitted by Brownlee Beaton Kreke Ltd. for prime consulting services for replacement of the ice plant at Lions Arena, at a maximum upset cost of \$94,204 plus GST and PST, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

### **Topic and Purpose**

The purpose of this report is to request City Council approval to proceed with a contract from Brownlee Beaton Kreke Ltd. for prime consulting services. These services are for the design and contract administration for a replacement ice plant at Lions Arena.

### **Report Highlights**

1. The Project Services Section has been requested to provide Lions Arena with a new ice plant.
2. On October 13, 2017, the City of Saskatoon (City) issued a Request for Proposal (RFP) for prime consulting services.
3. The Administration is recommending that Brownlee Beaton Kreke Ltd., the preferred proponent, be awarded the contract for the prime consulting services.

### **Strategic Goal**

This report supports the long-term strategy of ensuring that the recreational facility continues to provide a well-maintained environment for patrons under the Strategic Goal of Quality of Life.

### **Background**

The Administration issued an RFP for prime consulting services required for the design and contract administration related to the installation of an ice plant at Lions Arena. Routine maintenance discovered that the current ice plant is at the end of its service life and needs to be replaced as soon as possible in order to avoid potential plant failure and disruption of service to the public. As per Administrative Policy No. A02-027, Corporate Purchasing Procedure, City Council approval is required to award the RFP as the proposal is in excess of \$75,000.

## Report

### RFP for Consulting Services

On October 13, 2017, an RFP for prime consulting services was advertised on the SaskTenders website with a closing date of October 31, 2017. Five responses to the RFP were received from the following proponents, all of which are located in Saskatoon:

- 1) Brownlee Beaton Kreke Ltd.
- 2) Robb Kullman Engineering LLP
- 3) KSA Group Architecture
- 4) Associated Engineering Limited
- 5) Cold Dynamics Limited

The Evaluation Committee (Committee) was comprised of three staff from the Facilities and Fleet Management Division and one from the Recreation and Community Development Division. The Committee evaluated the proposals based upon the following criteria, as detailed in the RFP:

| <b>Criteria</b>   | <b>Points</b> |
|---|---------------|
| Evaluation of rates and charges   | 20            |
| Demonstrated understanding of project requirements                          | 20            |
| Qualifications of project personnel and relevant experience                 | 35            |
| Project schedule  | 20            |
| General quality of proposal, including completeness, readability and layout | 5             |
| <b>TOTAL</b>  | <b>100</b>    |

### Preferred Proponent

Upon the evaluation of all proposals submitted, the Committee determined that the proposal submitted by Brownlee Beaton Kreke Ltd. achieved the highest score and meets the RFP requirements. The Administration is recommending that the City enter into an agreement with Brownlee Beaton Kreke Ltd. for prime consulting services, with a maximum upset cost of \$94,204, plus applicable taxes.

### External Contracted Services Justification

The Administration chose to engage the services of external contracted services for this scope of work due to the following reasons:

1. Design and installation of an ice plant is a scope of work performed on an infrequent basis. As such, it would not be cost effective for the City to maintain a specifically trained resource with the requisite level of experience and certification.
2. Currently, the City does not have the capacity or the available expertise to deliver this scope of work in-house.

### **Options to the Recommendation**

City Council can choose not to proceed with the design (and subsequent installation) of the replacement ice plant. This option is not recommended as it would be contrary to providing uninterrupted service to the citizens of Saskatoon.

### **Public and/or Stakeholder Involvement**

Public and/or stakeholder involvement is not required at this stage of the project.

### **Financial Implications**

The cost of the consultant services agreement is within the approved Capital Project No. 1135, Civic Buildings Comprehensive Maintenance Program.

### **Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations, and a communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

This request for proposal award will be completed once approval is obtained. Upon award, design of the replacement ice plant will commence prior to procurement of an installation contractor. Construction is expected to be completed in late spring or early summer of 2018.

### **Public Notice**

Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

### **Report Approval**

Written by: Darrell Wasylowich, Project Coordinator, Project Services Section,  
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Troy LaFreniere, Director of Facilities & Fleet Management

Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management  
Department