



Staff Memo

Report To: South Huron Council
From: **Dan Best, Chief Administrative Officer/Deputy Clerk**
Date: January 17 2022
Report: CAO 01.2021
Subject: RFP Results: SHRC Upgrades Design and Contract Administration

Recommendations:

That the memo of D. Best, Chief Administrative Officer dated January 17, 2022 regarding the Request for Proposal (RFP) results for the SHRC Upgrades and Contract Administration be received; and

That Council authorize that Invizij Architects as the successful proponenet for the SHRC Upgrades Design and Contract Administration for the amount of \$227,870.67 excluding HST.

Purpose:

Approval

Background and Analysis:

The Request for Proposal for the Provision of Engineering Services to Develop a State of Roads Infrastructure (RFP-007-2021) was advertised on the Bids & Tenders on November 18, 2021.

Tenders closed on December 15, 2021 at 2:00pm and four (4) tenders were received by the Municipality.

This RFP called for a two envelope process, with the technical submission in a separate envelope from the budget/fee structure for the cost of services.

Proposals were received from MaNA; 2MK Architects; Barry Bryan Associates; and Invizij Architects. Those present for the opening of the submissions included the Financial Services Officer, Fire Chief, CAO and the Mayor.

The proposals were reviewed by Deputy-Mayor Dietrich, Councillors Oke and Neeb. The ranking results of the proposal reviews are outlined below.

Proponent	RFP Comprehension 10%	Project Team 25%	Project Experience 25%	Understanding of the Project 10%	Proposed Workplan 10%	Cost 20%	Rank
Invizij Architects	1	1	1	2	1	3	1
Barry Bryan	1	1	1	1	1	4	2
MaNA	3	3	3	3	3	2	3
2MK	4	4	4	4	4	1	4

Financial Impact:

A total of \$4,500,000 has been approved by Council for the SHRC project as part of the 2022 budget. Design and Contract Administration costs were anticipated as part of the overall budget. The Invizij Architects proposal for an amount of \$227,870.67 excluding HST is approximately 5.7% of the total budget approved.

Legal Impact:

There are no legal implications as a result of the actions outlined in this memo.

Staffing Impact:

There are no staffing implications as a result of the actions outlined in this memo.

Consultation:

Council Liaisons – Deputy Mayor Dietrich and Councillor Oke
Councillor Neeb as a third reviewer of the proposals.

Related Documents:

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk