

### Section II – Items for Executive Action

**TO:** Chair and Members of the Executive Committee  
Meeting #9/19, Friday, November 01, 2019

**FROM:** Moranne McDonnell, Director, Restoration and Infrastructure

**RE:** **REQUEST FOR TENDER FOR INTERIOR RENOVATIONS OF THE BOYD CENTRE CAFETERIA**  
RFT No. 10021391

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#### KEY ISSUE

Award of Request for Tender (RFT) No. 10021391 for Interior Renovation of the Boyd Centre Cafeteria, in the City of Vaughan, Region of York.

#### RECOMMENDATION

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in a project that requires general contractor services;

**AND WHEREAS** TRCA solicited tenders through a publicly advertised process;

**THEREFORE LET IT BE RESOLVED THAT** Request for Tender (RFT) No. 10021391 for Interior Renovation of the Boyd Centre Cafeteria be awarded to Fresco Enterprises Inc. at a total cost not to exceed \$278,531, plus \$11,000 for provisional items, plus applicable taxes, to be expended as authorized by Toronto and Region Conservation Authority (TRCA) staff;

**THAT** TRCA staff be authorized to approve additional expenditures to a maximum of \$43,430.00 (approximately 15% of the construction cost), plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

**THAT** should TRCA staff be unable to negotiate a contract with the above-mentioned proponent, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted quotations, beginning with the next lowest bid meeting TRCA specifications;

**AND FURTHER THAT** authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.

#### BACKGROUND

The Boyd Centre Office building is located at 9755 Canada Company Avenue in the City of Vaughan, Ontario. The office building is a 1,393 m<sup>2</sup>, two storey stone structure with a basement and was constructed in the early 1900's. It was initially constructed for the purposes of a private residence and as such has undergone several renovations over the years in order to better facilitate the various uses for the building.

In 1962, TRCA purchased the property as part of the expansion of the Boyd Conservation Area, with the intent that the building would serve as an outdoor and conservation educational centre with a short-term boarding dormitory. To better accommodate this program, a two-storey

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addition was constructed in 1975 along the north end of the building which included bedrooms, a dining room and commercial kitchen facilities for visiting students.

In the early 2000's the building underwent a change of use into offices to accommodate a growing staff complement utilizing this office.

The most recent renovation to this building was performed in 2016 which included converting a portion of the basement storage spaces into Ontario Building Code (OBC) compliant men's and woman's showers, meetings spaces, laundry rooms and seasonal staff locker rooms. The scope also included new flooring and finishes throughout all areas including vestibules and corridors. The work also included significant asbestos abatement as well as improvements to the mechanical and electrical systems to better accommodate the new uses.

The latest renovations were in support of the current building usage which is primarily field offices for construction, restoration, habitat and monitoring groups. The Boyd Centre staff predominately work in the field at project sites across the Greater Toronto Area including aquatic operations in Lake Ontario. Additionally, the field staff employ seasonal staff to carry out large volumes of plantings during the peak season. While the renovations as described above dramatically improved efficiencies and allowed for greater storage and usability of the space other opportunities were identified to further support current operations on the main floor of the building. These opportunities included supporting additional staff by reconfiguring the kitchen and cafeteria.

At the end of 2018, TRCA retained through a competitive process, the architectural and design services of Ward 99 Architects Inc. to review an existing conceptual layout by Paul Didur Architects Inc. dated April 2014 to further develop the detailed design for a reconfigured main floor space. The scope of the work includes removing the commercial kitchen and replacing it with a more appropriate office style kitchenette with fixed seating as well as conversion of the cafeteria into office space which will include both assigned office and hotelling space. This renovation would result in a more usable office area, increasing desk spaces by twenty-five (25). Significant improvements will be made to the interior working environment through the installation of new HVAC equipment to confirm to current OBC and applicable regulations. The scope of the renovation includes:

- Decommissioning and minor asbestos abatement of the existing commercial kitchen;
- Complete removal of the redundant fire suppression exhaust hood and duct work;
- Installation of a vestibule which will improve physical and audible separation between office and lunch spaces;
- Increased efficiencies in the kitchenette layout to promote inclusivity and foster discussion;
- Installation of an additional twenty-five (25) office spaces including hotelling desks;
- Installation of new HVAC to provide an improved indoor environment year-round; and
- Improved storage options.

The new layout and design will allow for an increased number of staff to utilize the office while improving the functionality of the kitchen space.

The project manager shall ensure full compliance with all health and safety requirements as per the contract documents and regulations, including the installation and maintenance of 1.8-meter exclusionary construction fencing around all outdoor storage compounds and active sites,

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construction warning signage, and displaying of all related notices and permits. In order to reduce the disruptions to staff whom regularly work from the Boyd Centre, while maintaining a safe work environment, the work will be performed in a phased approach. The renovations which are to occur in the existing commercial kitchen which includes the bulk of the work will occur in the first phase. While the balance of the work will occur in the second phase. The contract stipulates that all work areas must be delineated and isolated using physical barriers and polyethylene plastic membranes to minimize dust and noise. It is the intention that the spaces not impacted by the construction works shall be available to staff for normal use during this time.

Any disruptions to base building services such as hydro or water are to be performed after hours or on weekends as coordinated with the facility manager. All staff shall be kept up to date of all activities which may in any way impact their normal duties.

### **RATIONALE**

In support of this work a Request for Pre-Qualification (RFPQ) was undertaken by TRCA and was publicly advertised on Biddingo on June 7<sup>th</sup>, 2019 for a period of two (2) weeks, closing on June 21<sup>st</sup>, 2019. The pre-qualification format was as per Canadian Construction Documents Committee (CCDC) 11, 2016 requirements. TRCA elected to qualify only the top five (5) submissions to carry through to the tender process. At the closing of the pre-qualification eighteen (18) submissions were evaluated for mandatory requirements and content. At the completion of this review it was recommended to carry forward the following five (5) General Contractors to be invited to bid on the future construction tender.

The pre-qualified General Contractors were:

- Fresco Enterprises Inc.
- Koler Constructions Inc.
- Lisgar Construction Company
- M.J. Dixon Construction Limited
- Vema Corp.

Upon acceptance by the City of Vaughan Building Department and receipt of the building permit the Tender document was released on Biddingo by invitational bid only to the pre-qualified General Contractors on September 12<sup>th</sup>, 2019 for a period of three (3) weeks. A mandatory site meeting was held September 19<sup>th</sup>, 2019 of which all five (5) contractors were represented. The tender closed on October 3<sup>rd</sup>, 2019. The submission format was in hard copy in a sealed envelope delivered to 101 Exchange Avenue, Vaughan (TRCA Head Office) by 12:00:00 pm on the closing day. All five (5) general contractors provided a bid which was in the correct format and ahead of the closing date. The Opening Committee which consisted of Anita Geier (Procurement Coordinator), Aaron D'Souza (Senior Manager) and Chris Ellis (Project Manager, Construction) opened and reviewed the bids on October 3<sup>rd</sup>, 2019 at 3:30 pm at head office. Upon review it was confirmed that all bids were qualified. The results of the tenders are summarized below:

<b>BIDDERS</b>	<b>TOTAL TENDER AMOUNT</b>
Fresco Enterprises Inc.	\$ 278,531
Vema Corp.	\$ 291,000
M.J. Dixon Construction Limited	\$ 333,000
Koler Constructions Inc.	\$ 352,716
Lisgar Construction Company	\$ 380,600

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Having previously reviewed all of the above bidders' qualifications through the pre-qualification process, TRCA staff moved to review the tenders and rank on the merit of lowest tender amount and the ability to complete the project within the specified construction window. TRCA reviewed the values against its own cost estimates and determined that the tenders are of reasonable value. The pricing was also provided to the project architect for review and comment whose opinion was that the pricing is consistent with the level of scope required.

The following provisional items are included in the contract and are for anticipated work for which the scope is unknown:

- Additional inspections and testing as requested by the consultant not included in the base contract price;
- Additional drywall removal, repair and restoration of ceiling drywall should access be required to perform specified plumbing works. This includes additional asbestos abatement as required; and
- Geo-technical consulting services to verify and confirm appropriateness of soil conditions to accommodate the installation of a concrete pad for the condensing unit,

These items are for anticipated work for which the scope is unknown and are a means to manage the risk and lower costs. TRCA has established upset limits for the provisional items and shall not be expended without the written authorization of TRCA by means of Change Order (CO). The actual costs shall be the contractors cost plus the applicable overhead and profit as specified in the CCDC 2 Supplementary General Conditions only. The allowance for provisional items shall be used on an as needed basis and any unused portion of this allowance will be retained by TRCA.

The 15% contingency will be used strictly for items which could not have been foreseen or estimated in advance of the work. The contingency shall not be expended without written authorization of TRCA and in the event that it is not required the full value will be retained by TRCA.

Based on the evaluation of the bids received, staff recommends that Contract No.10021391 be awarded to Fresco Enterprises Inc. for a total cost not to exceed \$ 278,531, plus \$11,000 for provisional items, plus a 15% construction contingency, plus HST, as they are the lowest bidder that meets TRCA specifications.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

#### **Strategy 11 – Invest in our staff**

### **FINANCIAL DETAILS**

Funding for this project shall be covered by reserves.

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**Date: October 10, 2019**