



Committee Report

To:	Chair Burley and Members of LTC Redevelopment Task Force
Committee Date:	May 6, 2021
Subject / Report No:	CAOR-RP-07-21
Title:	Award of LTC Redevelopment Project Management Services RFP LTC-05-21
Prepared by:	Kim Wingrove, CAO
Reviewed by:	
Lower Tier(s) Affected:	
Status:	RD06-21 Endorsed by County Council CC38-21 as presented.

Recommendation

1. That Report CAOR-RP-07-21 Award of LTC Redevelopment Project Management Services RFP LTC-05-21 be received; and
2. That the Taskforce recommend the award of the project management services contract to Colliers Project Leaders Inc. as the successful bidder for the amount of \$899,000 plus HST to be taken from the redevelopment reserve; and
3. That staff be directed to negotiate an agreement with Colliers Project Leaders Inc. and the Warden and Clerk be authorized to enter into an agreement.

Executive Summary

Grey County's Request for Proposals to provide project management services for the redevelopment of the Rockwood Terrace and Grey Gables long-term care homes closed April 19, 2021 with seven bids. Colliers Project Leaders' proposal had the highest score from the evaluation committee. They have extensive experience with long term care redevelopment as a company as do the staff members proposed to be assigned to Grey County's redevelopment projects. Staff recommend that contract for project management services for long term care redevelopment be awarded to Colliers for the bid price of \$899,000 plus HST.

Background and Discussion

The Long-Term Care Redevelopment Taskforce approved report CAOR-RP-05-21 outlining a proposed request for proposal process to obtain project management services for the long-term care redevelopment projects underway in Markdale and Durham on March 19, 2021. RFP LTC-05-21 was issued March 23, 2021 and closed April 19, 2021.

RFP-LTC-05-21 Project Management Services identified the following key deliverables for the project management services:

Project Planning and Initiation

- project implementation plan
- master project workplan/schedule
- project budget & cost control
- risk management plan and risk register
- communications protocols
- project reporting
- procure prime consultant (architect)
- procure specialty consultants
- liaise with government stakeholders

Design Development

- design management (preliminary plans and working drawings, FF&E coordination)
- attending design review and coordinate meetings, ensure follow-up is complete
- complete Ministry submissions, ensure they are thorough and complete
- liaise with government stakeholders and County
- Class C, B, and A cost estimates
- site plan approval and building permit
- project status reports, including schedule, budget, risk management
- attend Redevelopment Task Force/Council meetings, as required

Contractor Procurement & Tendering

- pre-qualify contractors
- review general conditions and contractor tendering
- complete Ministry submissions
- liaise with government stakeholders
- prepare CCDC-2 contract
- project status reports, including schedule, budget, risk management

Construction

- bi-weekly construction meetings with general contractor
- review contractor's schedule, health and safety plan, quality plan, infection control plan
- change order management
- attend Redevelopment Task Force/Council meetings, as required
- develop a move management/building occupancy plan
- coordinate plan for furniture, fixtures and equipment
- substantial completion certificate
- develop occupancy plan
- undertake pre-occupancy review as required by Ministry prior to first resident date
- liaise with government stakeholders
- monthly project status reports, including schedule, budget, risk management

Project Close-Out

- operations and maintenance manuals
- building systems training
- as-built drawings
- deficiency corrections
- project status reports, including schedule, budget, risk management
- asset management plan

The project manager will be Grey County's representative, reporting to the Redevelopment Task Force to provide regular project updates, including budget and change orders.

Bids were received from the following firms:

- Altus Group Ltd.
- BTY
- Colliers Project Leaders Inc.
- P2i Strategies
- Prism Partners Inc.
- Seniors DevCo Inc.
- Turner and Townsend

The evaluation team members were CAO Kim Wingrove, Treasurer Kevin Wepler, and Housing Director Anne Marie Shaw. Deputy Director of Finance Mary Lou Spicer and Purchasing Manager Mike Alguire were included in the deliberations.

	RFP LTC-05-21 Evaluation Criteria	Weight Factor
1.	Qualifications, Experience and Resources.	30
2.	Methodology and Approach	30
3.	References	20
4.	Price	20
	Total	100

Highlights of Colliers' submission included a designated project manager with both a Bachelor of Engineering and Master's in Health Administration qualifications who has direct experience with municipal long-term care home redevelopment. Other Collier's staff on the project including the project manager, finance lead, furniture and equipment lead and operational readiness lead also have direct health care and/or long-term care redevelopment experience. The Colliers' submission demonstrated a clear understanding that Grey County is undertaking two unique redevelopment projects that will require site specific delivery methodology.

Legal and Legislated Requirements

The County is required by the Province to use competitive procurement practices for all aspects of the redevelopment project.

Financial and Resource Implications

The cost of the contract is \$899,000 + HST. Hourly rates for specific staff were quoted should services be required outside of the project scope. The project management costs are divided between the Rockwood Terrace and Grey Gables projects and will be funded as part of their respective overall redevelopment project costs; they are an eligible project cost and will be included as part of the overall project budget.

Relevant Consultation

Internal – Purchasing Manager Mike Alguire, LTC - Jennifer Cornell, Finance – Kevin Wepler and Mary Lou Spicer

Appendices and Attachments

[RFP-LTC-05-21 Redevelopment Project Management Services](#)