



Committee Report

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| To: | Warden Hicks and Members of the Committee of the Whole |
| Committee Date: | January 14, 2022 |
| Subject / Report No: | HDR-AF-02-22 |
| Title: | Request for Proposal for Architectural Services 396 14 th Street Owen Sound Project |
| Prepared by: | Anne Marie Shaw, Director of Housing |
| Reviewed by: | Kim Wingrove, CAO |
| Lower Tier(s) Affected: | All |
| Status: | |

Recommendation

- 1. That Report HDR-AF-02-21 regarding the request for proposal for architectural services for 396 14th Street Owen Sound project be received for information.**

Executive Summary

As the Consolidated System Service Manager, Grey County is responsible for providing affordable, temporary and emergency housing for those experiencing homelessness in our community. The County is in the process of purchasing a property for renovation into supportive housing.

The County received \$1,989,200 in phase four of Social Services Relief Fund (SSRF). The funds can be used for the acquisition of a building and renovations to increase supportive and transitional housing availability.

The building is located at 396 14th Street West, Owen Sound. This report for information provides a review of the request for proposal for architectural services and a timeline for the project.

Background

The County needs safe and stable supportive housing for those experiencing homelessness in our community. In April, the County implemented a By Name List to

track in real time those experiencing homelessness. Community partners refer directly to the list when someone accessing their services is experiencing homelessness.

Currently there are 120 people on our By Name List stating they are experiencing homelessness and of the 120 people 53 are chronically homeless. Chronically homeless is defined as being homeless for more than six months of the year. Since April 2021, twenty people have been housed and 14 more supportive spaces will be available early in the new year.

At the Affordable Housing Task Force meeting October 26, 2021 staff were directed to negotiate a conditional purchase of the building located at 396 14th Street West, Owen Sound for the purpose of supportive housing. The Agreement is conditional on satisfaction of certain conditions and was signed November 4, 2021.

To carry out the environmental investigations as one of the conditions, staff have enlisted GM BluePlan to complete a Phase One and Phase Two Environmental Site Assessment, as well as file any necessary Record of Site Condition with the Ministry of Environment, Conservation and Parks. Phase one of the ESA investigations were completed on December 7, 2021 and Phase 2 ESA preliminary results on December 20, 2021. We anticipate receiving the final draft of the Phase 1 and 2 ESA reports from GM BluePlan in the near future.

A pre consultation application with the City of Owen Sound and Grey Sauble Conservation Authority was submitted on November 26, 2021. Comments from both parties were favourable but Grey Sauble Conservation Authority recommended a site review by an engineer be completed. GM Blue Plan was enlisted to provide the required information.

The Seller was agreeable to an amendment to the date of the condition to January 14, 2021 to allow for the reports to be completed and time for review from County staff and Grey Sauble Conservation Authority. The report will be completed soon and comments from Grey Sauble are expected the week of January 10th, 2022.

If all conditions are satisfied, the County will obtain title to the property by January 20, 2022.

Request for Proposal

Staff have prepared a request for proposal (RFP) for architectural services (see Attachments section for complete RFP).

The RFP requires architectural services for four phases of the renovation.

Schematic Design and Development Phase

- prepare for the Client's review and approval, design development documents consisting of drawings and other documents appropriate for site plan approval
- the architect will provide a cost estimate for the project as to current construction values
- Oversee a grading plan and servicing feasibility study
- Provide expertise on sustainable design, following best strategies with a focus on environmentally friendly initiatives and energy efficiency.

Construction Documents Phase

- prepare, for the Client's review and approval, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project
- advise the Client of any adjustments to the estimate of probable Construction Cost
- work with Client on necessary bidding information

Bidding and/or Negotiation Phase

- Following the Client's approval of the *Construction Documents* and the latest estimate of probable *Construction Cost*, the *Architect* shall assist and advise the Client in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction. Architect will also attend one mandatory bidders meeting.

Construction Phase

- be a representative of the client and advise and consult with the Client
- forward all instructions from the Client to the contractor
- carry out the *Field Review / General Review* of the Work;
- keep the Client informed of the progress and quality of the Work, and report to the Client defects and deficiencies in the Work observed during the site reviews;
- issue certificates for payment in the value proportionate to the amount of the construction contract, of Work performed and products delivered to the *Place of the Work*;
- prepare change orders and change directives for the Client's approval and signature in accordance with the construction contract documents;
- determine the date of *Substantial Performance of the Work*;
- verify the validity of the contractor's application for final payment and issue a certificate of final payment;

Timelines

The RFP will be released January 21, 2022, the day after the closing date of the property. A mandatory site meeting will be held January 28, 2022 and the RFP will close February 4, 2022.

Preliminary drawings will be required March 4^t 2022 and Final tender drawings will be required March 31st.

The preliminary drawings will be used to submit site plan approval with the City of Owen Sound. In our pre submission meetings with City of Owen Sound staff a grading report and a servicing feasibility study were requested.

It is hoped site plan approval and an RFP for contracted services will be out for tender in May with construction starting in June. Estimated completion for the renovation is March 2023.

Legal and Legislated Requirements

Staff will follow the purchasing policy for request for proposal

Financial and Resource Implications

Architectural services to be funded from Social Services Relief Fund Phase 4

Relevant Consultation

- Internal: Purchasing, Planning
- External: City of Owen Sound, Grey Sauble Conservation Authority

Appendices and Attachments

[Request For Proposal – Architectural Services for 396 14th Street Owen Sound](#)