



**City of Kingston  
Report to Council  
Report Number 19-102**

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<b>To:</b>	<b>Mayor and Members of Council</b>
<b>From:</b>	<b>Jim Keech, President and CEO, Utilities Kingston</b>
<b>Resource Staff:</b>	<b>Mark Campbell, Director, Engineering Services</b>
<b>Date of Meeting:</b>	<b>April 16, 2019</b>
<b>Subject:</b>	<b>Award of Contract – Construction Services for Grass Creek Park Post and Beam Washroom Building</b>

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**Executive Summary:**

The purpose of this report is to seek Council approval to award the contract for the construction services of the Grass Creek Park Post and Beam Washroom Building.

It is recommended that the contract be awarded to Bourgon Construction, the highest scoring proponent, based on the evaluation criteria as set out in the Request for Proposals.

Three proposals were submitted, in response to the City's Request for Proposal (RFP), for the Construction Services for Grass Creek Park Post and Beam Washroom Building however only two of those proposals were complete, as per the conditions of the RFP, and therefore valid. Section 3.4 iv) of the Purchasing By-Law requires that approval be sought by separate report to Council when less than three valid responses from Vendors have been received.

**Recommendation:**

**That** Bourgon Construction be awarded the contract for the project 'Construction Services for Grass Creek Park Post and Beam Washroom Building', at a total amount of \$698,775.68 plus applicable taxes; and

**That** the Mayor and Clerk be authorized to enter into an agreement with Bourgon Construction in a form satisfactory to the Director of Legal Services.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

**Jim Keech, President & CEO,  
Utilities Kingston**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Acting Chief Administrative  
Officer**

**Consultation with the following Members of the Corporate Management Team:**

Gary Dyke, Commissioner, Corporate & Emergency Services	Not required
Peter Huigenbos, Acting Commissioner, Community Services	<input checked="" type="checkbox"/>
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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**Options/Discussion:**

On Wednesday, March 20, 2019, three (3) Request for Proposal (RFP) submissions were received for RFP F31-TIS-EN-2019-01 Construction Services for Grass Creek Park Post and Beam Washroom Building. The submissions were reviewed by staff and scored on the criteria set out in the RFP and presented in the table below.

Evaluation Criteria	Weighting
Financial Proposal	60%
Schedule and Methodology	17%
References and Experience	15%
Proposal Content	5%
Accessibility	3%

Bourgon Construction and their multidisciplinary project team demonstrated excellent knowledge and experience dealing with many of the elements of this complex project, particularly with post and beam construction. Their experience, creative approach to the project and project solving abilities were evident in their proposal and were further demonstrated in their interview with staff. They were able to demonstrate a realistic understanding of the scope of work and requirements of this project.

Bourgon Construction was also the lowest price.

Standard Paving’s submission was significantly higher in cost and did not demonstrate a clear methodology on how they proposed to execute the project.

The third proposal submitted, by the firm SG General Contracting Inc., did not include the content as required in the RFP. It was therefore deemed invalid, and was rejected due to non-conformance with By-Law 2000-134 and was therefore not evaluated.

The results of the scoring based on the criteria listed in the RFP are indicated in the following table:

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RFP Proponents	Price	Total Score
Bourgon Construction	\$698,775.68	89
Standard Paving Ltd.	\$1,149,265.50	55

**Existing Policy/By-Law:**

By-Law 2000-134, “A By-Law to Establish Purchasing Policies and Procedures”.

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Accessibility criteria have been incorporated in the evaluation criteria of the RFP and the design of the washroom building has taken into account the Facility Accessibility Design Standards.

**Financial Considerations:**

The submission from Bourgon Construction is within the approved budget for this project including consideration of construction contingency, consulting fees, permits, administration and applicable taxes. Sufficient funds exist for these services in the current Council approved Recreation & Leisure Services Department capital budgets. Funding for this project is being provided, in part, through a partnership with the Pittsburgh Community Benefit Fund (PCBF). A formal agreement between the City and the PCBF, to this effect, has been executed in full.

**Contacts:**

Mark Campbell, Director, Engineering Services (613) 546-4291 extension 3218

Luke Follwell, Director, Recreation & Leisure Services (613) 546-4291 extension 1815

**Other City of Kingston Staff Consulted:**

Anthony Simmons, Manager, Construction, Engineering Services

Neal Unsworth, Manager, Parks Development, Recreation & Leisure Services

**Exhibits Attached:**

Not applicable