



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Jackie Osti, Manager, Purchasing and Risk Management Services
Date: Tuesday, April 25, 2023
Subject: Request for Prequalification for Architectural Prime Consulting Services Roster

Background:

Staff recently issued a Request for Prequalification ("RFPQ") to create a Qualified Architects Roster ("QAR"). The roster was divided into three specific categories to reflect the relevant application to the required proficiency based on professional qualifications and competence.

Category 1 – Heritage and Conservation – renovation or new construction with emphasis on heritage accreditation and knowledge of the related municipal approvals.

Category 2 – Institutional – renovation or new construction with emphasis on knowledge of environmental compliance approvals and operating in compliance of Ministry of the Environment, Conservation and Parks regulations.

Category 3 – Multi Residential/Commercial – renovation or new construction with an emphasis on Municipal Multi Residential/Commercial construction practices working with Ministry of Municipal Affairs and Housing funding and Grant application process.

The following evaluation criteria was provided to proponents to assist in the preparation of their submission.

1. Mandatory Proof of licensing and Insurance.
2. Experience in Public Sector, Key Staff and Corporate Culture.
3. Methodology and Approach – Design Approach, Schedule Management and Control, Quality Control Methodology, Staff/sub-consultant management, conflict resolution, project close-out methodology and internal/external communication strategy.
4. Relevant Project Experience and Key Personnel.
5. Experience of Key Personnel and Project team structure.

On March 28, 2023, the County received ten (10) submissions for Category 1, fourteen (14) submissions for Category 2 and twelve (12) submissions for Category 3. Four submissions were disqualified that did not meet mandatory requirements for licensing and insurance.

The evaluation team reviewed the submissions and are recommending the following firms. Note – the RFPQ stated the County's intention to cap the QAR at a maximum of five firms in each Category.

COMPANY NAME	CATEGORY 1	CATEGORY 2	CATEGORY 3
L. Alan Grinham Architects Inc. Guelph	X	X	X
Martin Simmons Sweers Architect Inc., Kitchener	X	X	X
McCallum Sather Architects Inc., Hamilton	X		
Salter Pilon Architecture Inc., Barrie		X	X
The Ventin Group +VG, Brantford	X	X	X
Walter Fedy & Baird Sampson Neurt Architect, Kitchener	X	X	X


The QAR will be managed by staff by using the appropriate procurement method outlined in the County's Purchasing Policy. For example, if the value of services is estimated to be under \$100K an informal procurement process applies (quotation/direct purchase). If the value of services is estimated to be over \$100K a formal procurement process may apply (request for tender/request for proposal). Other non-competitive process includes single source if conducting a competitive process is determined to be impractical, and award to a winner of a design competition.

Recommendation:

That the list of architectural firms recommended for Categories 1, 2 and 3 be approved and placed on the County's Qualified Architects Roster; and

That staff be authorized to manage the roster in accordance with the County's Purchasing Policy.

Respectfully submitted,



Jackie Osti
Manager,
Purchasing and Risk Management Services