

# Town of LaSalle



## Facility Needs

- Request for Proposals -

June 2011

## 1.0 Introduction

The Town of LaSalle is an urbanizing community located in Southwestern Ontario, with a current population in excess of 27,000 persons. The existing civic centre is situated on 4.1 hectares of land located in the Malden Town Centre, at the intersection of Malden Road and Normandy Street. The following six (6) buildings are located within this civic centre complex:

Town Hall --- a single storey building with 1200 square metres of total floor area, that was originally built over 25 years ago and was expanded and renovated in 1991;

Town Hall Library --- a single storey building that was constructed in 1997 and contains a total of 650 square metres of floor area;

Town Hall Annex --- a single storey building that was built in 1984, and contains a total of 790 square metres of floor area for offices and for parks equipment/vehicle maintenance and repair;

Police Station Building --- a single storey building with 1040 square metres of total floor area that was originally built over 20 years ago and was renovated and expanded in 1990;

Fire Station Building --- a two storey building that was constructed in 1972, with 580 square metres of total floor area;

Environmental Services Building --- a single storey building that was built in 1990, with 1600 square metres of total floor area for offices and for equipment/vehicle maintenance and repair.

In addition to the above-noted main buildings, there are a number of secondary buildings/structures and outdoor storage/construction yard activities located within the civic centre site. These structures and activities are primarily related to public works and parks maintenance. There is also a large communication tower that is

located on this site. This tower is used by the Town's emergency services and is also leased out to private communication companies.

While these municipal facilities have served the community well during the last two decades, there are a number of significant problems and operational deficiencies with these facilities. The following is a summary of the key problems:

- There is inadequate space available to accommodate the needs of staff, Council and the public;
- The layout of parts of our existing buildings are inefficient, and do not provide the space and/or the amenities required to deliver enhanced levels of customer service, particularly to persons with disabilities;
- We are not able to reduce operational costs by taking advantage of shared common areas and staffing, including but not limited to: record management, reception, meeting rooms, lunch rooms, etc --- since many of these elements have to be duplicated and maintained within each separate building;
- Many of the existing buildings and facilities are expensive to maintain and operate, a problem that will only get worse as the individual buildings age and energy prices continue to increase;
- The layout of existing buildings, parking lots, driveways, and entrances/exits create conflicts between emergency services vehicles and vehicular and pedestrian traffic using the civic centre site;
- The construction yard/outside storage activities that are currently located within the civic centre are an industrial, space extensive use that is not compatible with the residential, retail and office commercial uses found in the Malden Town Centre.

The overall design of these new and/or renovated municipal buildings must incorporate design elements, features and amenities that are capable of:

- meeting the space requirements of each of the functional service areas of the Corporation (and their corresponding departments) --- operations which are currently being provided out of the six (6) buildings identified on page 1 of this document;
- being easily adaptable and expandable to meet evolving needs of the Corporation;
- providing work environments and public spaces that facilitate improved customer service, sharing of common elements, and operational efficiencies within, between and across departmental areas of responsibility;
- reducing energy and overall operating costs for the Corporation;
- meeting the Council adopted urban design guidelines and policies for the Bouffard and Howard Planning District (for buildings located on the Vollmer Complex lands) and the Malden Road urban design guidelines (for buildings located on Malden Road) ;
- creating public spaces and buildings that are safe, accessible, attractive, and able to convey a positive image of the community to residents and visitors.

## **2.0 Scope of Consulting Services And Key Tasks for Phase 1**

- Preparation of conceptual drawings (building envelope plans and site plans) together with preliminary cost estimates for alternative and recommended building designs and site plans. This would include the following:

1. Relocation of the Environmental Services Building and associated outside storage (including Culture and recreation) to the Vollmer Complex lands;
2. (a) Relocation of Police Services to the Vollmer Complex lands;  
  
(b) Relocation of the Fire Services and Land Ambulance to the Vollmer Complex lands;
3. (a) Renovation of the existing Environmental Services Building to accommodate Police Services;  
  
(b) Renovation of the existing Environmental Services Building to accommodate Fire Services and Land Ambulance;
4. (a) Renovation and expansion of existing Town Hall;  
  
(b) Demolition of existing Town Hall and Town Hall annex and reconstruct new Town Hall on existing site;
- 5 (a) Incorporate Library and Senior Community Centre needs at the existing Town Hall site;  
  
(b) Incorporate Library and Senior Community Centre needs on the Vollmer Complex lands.

While the scope of work provides for the preparation of conceptual drawings, it is expected that the consultant will produce plans and estimates in sufficient detail so as to enable Council and administration to make informed decisions regarding how to best solve immediate and mid-term facility requirements, and how best to spend limited taxpayer dollars on both the initial capital investment and the on-going operational and maintenance costs.

### **3.0 Consulting Services Deliverables for Phase 1**

The consultants will supply the following to the Town of LaSalle:

- Sufficient copies (a minimum of ten) of all draft and final drawings, plans, reports and any other documents needed to complete the tasks as noted herein no later than 60 calendar days following award of the RFP. Electronic files of all plans, drawings and reports that are prepared by the consultant are to be in a format as directed by Town Staff to ensure compatibility with existing Town hardware and software.

Upon payment of all of required professional fees for Phase 1 services the Town of LaSalle will receive ownership of all plans, drawings, reports and any other documentation produced by the consultant, and without limiting the generality of same, will be able to use, modify and adapt such plans, drawings and reports for whatever purpose the Corporation of the Town of LaSalle deems appropriate.

#### **4.0 Scope of Consulting Services And Key Tasks for Phase 2**

Following the completion of Phase 1, in the event Council deems it appropriate to undertake any or all of the work as outlined in Section 2.0, Phase 2 would consist of:

- Preparation of detailed architectural drawings and specifications suitable for the issuance of a building permit(s);
- Preparation of site plan(s), landscape plan(s) and site servicing drawing(s) for construction purposes;
- Overall Project management for the tendered construction project.

The Town reserves the right to engage the services of the successful proponent for Phase 1 to complete Phase 2 without the need to issue a new RFP or other form of procurement. In addition, it is understood that the Town is under no obligation to retain the services of the proponent for Phase 1 for any subsequent phase.

## 5.0 Proposal Instructions

The consultant shall prepare a proposal submission that clearly identifies on the outside of the envelope that they are submitting a proposal for:

### "Town of LaSalle - Facility Needs"

The envelope shall contain the consultant's submission of the proposed work program to be followed to complete this project, incorporating the following information:

- A description of the consultant's understanding of the required consulting services, and a description of the design approach to be used by the consulting team;
- A detailed project schedule for phase one, including mandatory and discretionary meetings with LaSalle Council and Senior Administrative Staff;
- A description of the methodology and techniques to be used by the consultant to obtain client/stakeholder "buy-in";
- A summary of the consultant's project team (with an organizational chart and resumes) and a description of the corresponding experience of the principal staff in completing similar projects in other municipal jurisdictions;
- Examples of successful civic centre projects of a comparable nature and scope, to showcase the consulting team's skills and track record with respect to creativity, functionality, cost and energy efficiency, and overall client satisfaction;
- Identification of specialized services or sub-consultant services to be used on this consulting service contract, with corresponding resumes and fees;

- Availability of the firm's resources and the estimated time that each assigned staff person will spend on this project;
- A description of the assistance that the consultant expects to receive from Town Staff throughout the duration of this contract.
- Per diem rates for all of the staff to be assigned to this project;
- Total consulting fee to be charged to the Town of LaSalle to complete all tasks as outlined in section 2.0 which will represent the maximum upset fees that shall not be exceeded.

The proposed cost estimate is to be inclusive of all professional fees, travel expenses and other out-of-pocket expenses. All overhead and support will be the consultant's responsibility.

Any revisions to the agreed upon work, which may require additional expenditures to be made, shall require the written approval of the Chief Administrative Officer of the Corporation.

There is to be no payment for the preparation and submission of proposals in response to this Request for Proposals.

The successful proponent shall be required to comply with all Town policies and provided any required police clearances.

The Town of LaSalle reserves the right to negotiate changes to the content and cost of the most satisfactory proposal(s) and, if necessary, interview key personnel. Any in-person interviews will be conducted in LaSalle.

Proposals may be submitted by individuals or firms. Consortiums are welcome to submit proposals, but must indicate which individual or firm will be the prime consultant.

Individuals and/or firms selected by the Town for this consulting service contract will be required to carry a minimum of one (1) million dollars in professional errors and omissions insurance. The successful consultant will be required to enter into a professional services contract for the work as outlined in this RFP.

The Town of LaSalle reserves the right to reject any or all proposals without incurring any liability whatsoever.

Ten (10) copies of the written submission are to be sent to the Town of LaSalle, and shall be addressed to the attention of:

**K. Miller, Chief Administrative Officer  
Town of LaSalle  
5950 Malden Road  
LaSalle, Ontario  
N9H 1S4**

Submissions will be received until 12 noon, July 13th, 2011.

Any questions regarding this Request for Proposals may be directed to K. Miller, Chief Administrative Officer at (519) 969-7770, ext. 225.