



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### CHILD CARE ADDITIONS ARCHITECT APPROVAL (WARDS 1, 3, 5, 6, 7, 8, 11 AND 12)

*"I can do all things through Him who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
October 2, 2018	October 11, 2018	
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<b>RECOMMENDATION REPORT</b>		

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



**Rory McGuckin**  
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Executive Superintendent  
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## A. EXECUTIVE SUMMARY

This report recommends that architectural services contracts for child care additions at thirteen (13) schools be awarded as follows (including net HST):

School	Recommended Consultant	Gym Addition	Fee
Father Serra	Kohn Shnier Architects	x	\$ 532,049.28
Santa Maria	LGA Architects		\$ 263,995.74
St. Andre	Taylor Smyth Architects		\$ 258,819.30
St. Barbara	Larkin Architects Limited		\$ 219,695.08
St. Bernard	LGA Architects	x	\$ 399,940.05
St. Dominic Savio	Larkin Architects Limited		\$ 219,695.08
St. Edmund Campion	Taylor Smyth Architects	x	\$ 274,832.88
St. Gerald	Etude Architects Inc.		\$ 297,796.40
St. Jean de Brebeuf	Etude Architects Inc.		\$ 297,796.40
St. Jude	G. Bruce Stratton Architects		\$ 220,430.63
St. Kevin	NGA Architects	x	\$ 329,874.64
St. Margaret	LGA Architects	x	\$ 398,072.57
St. Nicholas of Bari	Taylor Smyth Architects		\$ 274,832.88

The gym additions, cooling centres and universal barrier-free washrooms, as well as FDK renovations at St. Margaret Catholic School, have been included in the scope of the work, and are included in the architects' fees.

This report also recommends approval of other project soft cost budgets for child care additions at these thirteen schools, as summarized in Table 2, required for the work to progress.

Funding is available from the Ministry of Education approved Child Care Capital Grant and School Renewal Grant. Ministry of Education approval, as well as confirmation of availability of Proceeds of Disposition (POD) is required for use of POD for the gym additions.

***The cumulative staff time required to prepare this report was 41 hours.***

## **B. PURPOSE**

1. The Toronto Catholic District School Board Purchasing Policy requires Board approval of contract awards for projects for which the project budget has not been approved by Board.

## **C. BACKGROUND**

1. On December 21, 2017, as part of the Ministry of Education announcement to create an additional 100,000, new licenced child care spaces for infants, toddler and pre-schoolers over five years, 12 child care additions were approved, refer to Appendix A.
2. On March 13, 2018, the Ministry of Education also confirmed child care funding at St. Margaret Catholic School, refer to Appendix B.
3. On March 29, 2018, the Ministry of Education indicated that it would be willing to support an exemption under O.Reg/193/10, to allow the TCDSB to use POD to expand gymnasiums for the following sites where child care funding has been approved: Father Serra (Ward 1); St. Bernard (Ward 3), St. Kevin (Ward 7) and St. Margaret (Ward 5) Catholic Schools, refer to Appendix C.
4. On April 19 and September 13, 2018, Corporate Services, Strategic Planning and Property Committee approved that a feasibility/space analysis study and costing of a gym addition and child care retrofit be prepared for submission to the Ministry of Education for approval of use of Proceeds of Disposition for Father Serra, St. Bernard, St. Edmund Campion, St. Kevin and St. Margaret Catholic Schools.
5. Cooling centres will be incorporated into these child care projects as identified in the Renewal Cooling Centre Program, as a cost saving measure and to minimize the construction impact at the school. Universal washroom upgrades will also be incorporated to meet the current Ontario Building Code (OBC) and Accessibility for Ontarians with Disabilities Act (AODA) requirements.

6. Ten (10) architects were prequalified through P-018-17 for their ability to provide professional consulting services for child care facilities to the Board's standards.

## **D. ACTION PLAN**

1. On July 24, 2018, RFP P-139-18 was issued to the Board's ten prequalified architects for the thirteen (13) new child care additions, cooling centres, FDK renovations at St. Margaret, and including gymnasium additions at four schools, as listed in this report.
2. The evaluation criteria for the proposals submitted was as follows:
  - 1) Stage 1 Prequalification prorated to 25% (25 points)
  - 2) Qualifications of proposed sub-consultant team (15 points)
  - 3) Understanding of Scope of Work – Completeness of Work Plan Deliverables for Prime Consultant and Sub-Consultants (20 points)
  - 4) Suitability of Proponent Team's proposed consultant/sub-consultant services, deliverables and timelines as outlined in the Work Plan (20 points)
  - 5) Proposed Fixed Fee (20 points)
3. Six to eight submissions were received for each project and reviewed by Board staff. Refer to Appendix D for list of submissions for each project.
4. Due to the number of projects being issued, the RFP allowed the Board to limit the number of projects awarded to any one architect based on their current volume of work with the Board. The maximum number of projects recommended for any one consultant is three. The analysis and final recommendation were based on their ranking and best overall value to the Board.
5. Based on this criteria, their respective proposed fees, including disbursements and allowances (excluding HST), are recommended for approval as follows:

<b>Table 1</b>			
<b>School</b>	<b>Gym</b>	<b>Architect</b>	<b>Fee</b>
Father Serra *	X	Kohn Shnier Architects	\$ 520,800.00
Santa Maria		LGA Architects	\$ 258,414.00
St. Andre		Taylor Smyth Architects	\$ 253,347.00
St. Barbara		Larkin Architects Limited	\$ 215,050.00
St. Bernard	X	LGA Architects	\$ 391,484.00
St. Dominic Savio		Larkin Architects Limited	\$ 215,050.00
St. Edmund Campion	X	Taylor Smyth Architects	\$ 269,022.00
St. Gerald		Etude Architects Inc.	\$ 291,500.00
St. Jean de Brebeuf		Etude Architects Inc.	\$ 291,500.00
St. Jude		G. Bruce Stratton Architec	\$ 215,770.00
St. Kevin	X	NGA Architects	\$ 322,900.00
St. Margaret **	X	LGA Architects	\$ 389,656.00
St. Nicholas of Bari		Taylor Smyth Architects	\$ 269,022.00

*\*Scope is significantly more complex resulting from the location of the existing gym within the school, which requires extensive interior alterations.*

*\*\*Scope of work includes FDK renovations.*

## **E. METRICS AND ACCOUNTABILITY**

1. The recommended other soft cost budgets for each child care addition project, such as municipal fees, are summarized in Table 2 (all values include net HST). Approval of total project budgets is pending confirmation of availability of Proceeds of Disposition (POD) and Ministry of Education approval to use POD.
2. Staff shall bring another report to Board for approval of the total project budgets following submission and approval of space analysis studies and costing by the Ministry of Education.

<b>Table 2</b>	
<b>School</b>	<b>Other Soft Costs</b>
Father Serra	\$121,500.00
Santa Maria	\$65,000.00
St. Andre	\$85,000.00
St. Barbara	\$85,000.00
St. Bernard	\$110,000.00
St. Dominic Savio	\$85,000.00
St. Edmund Campion	\$110,000.00
St. Gerald	\$85,000.00
St. Jean de Brebeuf	\$85,000.00
St. Jude	\$65,000.00
St. Kevin	\$110,000.00
St. Margaret	\$120,000.00
St. Nicholas of Bari	\$85,000.00

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. Upon award of the contract, staff will organize a start-up meeting with the architect and school principal to initiate the project.
2. For projects with proposed gym additions, the first phase of the work shall consist of completion of a space analysis and costing, in consultation with the school communities, for submission to the Ministry of Education for approval of use of Proceeds of Disposition (POD) to fund these expanded additions. Completion of these projects is subject to confirmation of availability of POD and Ministry of Education approval to use POD for the gym additions.
3. St. Edmund Campion was approved on September 13, 2018 to initiate a space analysis study and costing for submission to the Ministry of Education, after the RFP closed and was therefore not included in their base fee. The unforeseen services allowance, included in the overall fee, is sufficient to fund this study.
4. The architects will consult with the community throughout the space analysis study, and during the entire design process with Facilities and Early Learning staff, and the school's Local Design Committee (LDC) comprising school

principals, superintendents, trustees, teachers, parents and pastor, as well as the City of Toronto Child Care project manager (in an advisory role).

5. Building permit and approval by the Ministry of Education Early Years Division will be required and timing for start of construction will depend on these approvals. Construction may begin as early as late fall of 2019 for projects not requiring Site Plan Approval and late 2020 for projects requiring Site Plan Approval, subject to all approvals being in place. Construction duration is expected to be 9 to 12 months. Where there is a gym addition, the work will take longer due to the phasing required to first complete the new gym, followed by renovation of the current gym to child care use, to ensure no interruption to the use of the gym at the school.
6. Operators will be selected through an RFP process conducted by the Board Early Years staff.
7. Facilities staff will communicate directly with the school principals, caretakers, and service quality supervisors to coordinate construction activities, including schedule, hours of work, access, and health and safety issues, and to provide support to principals and superintendents for communication with school communities.
8. Staff will provide regular status updates to the principals, for distribution to the school community and will be posted on the Board's web site.

## G. STAFF RECOMMENDATION

1. That architectural services contracts for thirteen (13) child care additions be awarded as follows:

<b>Consultant / Project</b>	<b>Base Bid</b>	<b>Net HST</b>	<b>Total Cost</b>
<b>LGA Architects</b>			
Santa Maria Catholic School	\$258,414.00	\$5,581.74	\$263,995.74
St. Bernard Catholic School	\$391,484.00	\$8,456.05	\$399,940.05
St. Margaret Catholic School	\$389,656.00	\$8,416.57	\$398,072.57
<b>Taylor Smyth Architects</b>			
St. Andre Catholic School	\$253,347.00	\$5,472.30	\$258,819.30
St. Edmund Campion School	\$269,022.00	\$5,810.88	\$274,832.88
St. Nicholas of Bari School	\$269,022.00	\$5,810.88	\$274,832.88
<b>Kohn Shnier Architects</b>			
Father Serra Catholic School	\$520,800.00	\$11,249.28	\$532,049.28
<b>NGA Architects</b>			
St. Kevin Catholic School	\$322,900.00	\$6,974.64	\$329,874.64
<b>Larkin Architects</b>			
St. Barbara Catholic School	\$215,050.00	\$4,645.08	\$219,695.08
St. Dominic Savio School	\$215,050.00	\$4,645.08	\$219,695.08
<b>Etude Architects</b>			
St. Gerald Catholic School	\$291,500.00	\$6,296.40	\$297,796.40
St. Jean de Brebeuf School	\$291,500.00	\$6,296.40	\$297,796.40
<b>G. Bruce Stratton Architects</b>			
St. Jude Catholic School	\$215,770.00	\$4,660.63	\$220,430.63

2. That the other project soft cost budgets, as detailed in Table 2, be approved.
3. That funding be made available from the Ministry of Education approved Child Care Capital Grant, the School Renewal Grant (SRG) and POD, subject to Ministry approval.