



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

ST. MATTHIAS CATHOLIC SCHOOL CAPITAL PROJECT BUDGET APPROVAL AND CONSULTANT AWARD (WARD 11)

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

| Created, Draft | First Tabling | Review |
|--|-------------------|--------|
| December 4, 2018 | December 12, 2018 | |
| M. Zlomislic, (Acting) Senior Coordinator, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services P. Aguiar, Superintendent of Learning, Student Achievement and Well-Being D. Friesen, (Acting) Executive Superintendent of Facilities Services | | |
| <h3>RECOMMENDATION REPORT</h3> | | |

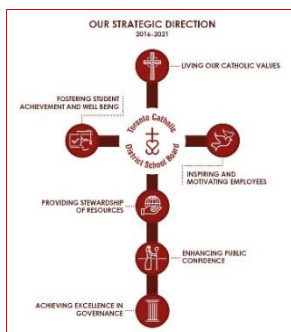
Vision:

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
Director of Education

D. Koenig
Associate Director
of Academic Affairs

T. Robins
Acting Associate Director
of Planning and Facilities

L. Noronha
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends that a contract be awarded to Snyder Architects Inc. to provide consulting services for the new elementary school to be constructed on the site of the existing St. Matthias Catholic School for total fees and expenses of **\$1,014,013.00**, (including net HST), funded as detailed in Table 1 and subject to Ministry of Education approval of the Space Plan Template.

This report also recommends approval of a project budget of **\$13,785,309.00**, as detailed in Table 1, as per Ministry approved funding for Capital Priorities, FDK and Child Care; and approval of a further **\$1,692,966.00** budget for unique site costs, subject to Ministry of Education approval of additional funding, for a total project budget of **\$15,478,275.00**.

Following approval of the consultant appointment and within four (4) weeks of the project start-up meeting, a school community meeting will be scheduled to introduce the architect, who will conduct a project 'Visioning Session'. This will be an opportunity for the school community and Trustee to provide preliminary input that may be incorporated into the design of the new school.

The new school will have an On-the-Ground (OTG) capacity of 525 pupil places and a Child Care centre for 88 children and will consolidate the student populations from Holy Redeemer, Our Lady of Guadalupe and St. Matthias.

The cumulative staff time required to prepare this report was 26 hours.

B. PURPOSE

1. On September 17, 2015, the Board approved in part the following:
That the Director of Education submit a detailed budget for Board approval for each Capital project prior to tendering.
2. The Board's Purchasing Policy requires that contracts for new schools and major additions be approved by the Board of Trustees.

C. BACKGROUND

1. Following a Pupil Accommodation Review involving Holy Redeemer, Our Lady of Guadalupe and St. Matthias, at the February 23, 2017 meeting of the Board, a consolidation of the three schools into one newly constructed St. Matthias was approved for implementation in phases. Holy Redeemer was closed and the students consolidated into St. Matthias in September of 2017. Our Lady of Guadalupe will be consolidated with St. Matthias following completion of a new facility on the site of St. Matthias Catholic School.
2. On March 13, 2018, the Ministry of Education (EDU) approved Capital Priorities Grant (CPG) funding in the amount of \$13,785,309.00 for the construction of a 525-pupil-place replacement elementary school and child care at the site of St. Matthias Catholic School on the basis of the consolidation of the school populations of St. Matthias, Holy Redeemer and Our Lady of Guadalupe Catholic Schools (see Appendix A).
3. The EDU funding approval letter notes that the Ministry has funding available to address costs that are not included in the Ministry's Capital funding benchmark, such as demolition, soil remediation and extraordinary municipal requirements. Additional funding will be requested for these unique site costs following development and costing of a preliminary design.
4. On November 12, 2018, the Space Plan Template (SPT) for a new 525-pupil-place school and 88-space child care for the St. Matthias site was submitted to EDU for approval. Approval of the SPT is required prior to retaining the architect for the project.
5. A "Stage 1" *Request for Qualifications* was issued on January 26, 2017, to all interested architects in Ontario, through the *Biddingo* bidding service, in order to prequalify architects for upcoming Capital projects in four categories as follows:
 - (i) *Secondary replacement schools and major additions to \$40M;*
 - (ii) *Elementary replacement schools and major additions to \$16M;*
 - (iii) *Child care additions to \$5M;*
 - (iv) *School and child care retrofits to \$2M.*
6. Submissions were received from 24 architectural firms for Category 2: *Elementary replacement schools and major additions to \$16M.* Following evaluation by a committee of Board Capital staff, 11 firms were prequalified

for this category of projects, based on the following criteria stipulated in the RFQ:

| Evaluation Criteria Schedule | Points Available |
|---|------------------|
| A) Firm Profile 25 points | |
| 1. Firm stability: Years in business, number of staff | 5 |
| 2. Overall experience: Appropriate project types and scale | 10 |
| 3. Qualifications of Key Staff | 10 |
| | |
| B) Project Experience 35 points | |
| 1. Number of Similar Projects | 5 |
| 2. Recent Completed Example(s) | 5 |
| 3. Suitable Project Sizes | 5 |
| 4. Demonstrated Cost Control | 5 |
| 5. Demonstrated Energy/Greenhouse Gas Reduction | 5 |
| 6. Design Quality – Aesthetics and Functionality | 5 |
| 7. References | 5 |
| | |
| C) Project Approach (Question Responses) 40 points | |
| 1. Design Approach | 8 |
| 2. Energy/Greenhouse Gas Reduction Approach | 8 |
| 3. Cost Control Approach | 8 |
| 4. Municipal Approvals Approach | 8 |
| 5. Contract Administration/Construction Field Review Approach | 8 |
| | |
| Total | 100 |

D. ACTION PLAN

1. “Stage 2” RFP P-015-19 was issued on October 18, 2018 to the 11 firms prequalified for elementary replacement schools for full consulting services for the design and construction of the replacement of St. Matthias Catholic School.
2. On November 8, 2018, three (3) proposals were received from prequalified architectural firms in response to RFP P-015-19. A list of the respondents and their sub-consultant teams is included as Appendix B. The proposals were evaluated by a committee from the Board’s Capital staff according to the following criteria stipulated in the RFP:

| | Evaluation Criteria | Points Available |
|---|--|-------------------------|
| A | Score from Stage 1 Prequalification prorated to 25% | 25 |
| B | Qualifications of proposed sub-consultant team | 15 |
| C | Understanding of Scope of Work – Completeness of Work Plan Deliverables | 15 |
| D | Suitability of Proponent Team's proposed consultant / sub-consultant services and timelines as outlined in the Work Plan | 15 |
| E | Proposed Fixed Fee | 30 |
| | Sub-total to Determine Shortlist for Interviews | 100 |
| F | Interview and Separate Price (Shortlisted Proponents) | 25 |
| | Grand Total | 125 |

3. The first part of the evaluation utilized criteria A-E to determine a short list of the highest scoring firms to be further evaluated in an interview on November 22, 2018. Based on the preliminary scoring, the following two firms were interviewed:
 - Snyder Architects
 - Susan Friedrich Architect

4. The highest scoring firm at the conclusion of the interviews, Snyder Architects Inc., is recommended to be appointed to provide full consulting services for the project.

E. METRICS AND ACCOUNTABILITY

1. The preliminary project budget is outlined in Table 1 below:

| Table 1 - St. Matthias - Replacement School Project Budget | | | | | |
|---|---------------------------------|-------------------------|------------------------------------|-----------------------------------|------------------------------|
| | OTG | 525 | <i>(All costs include net HST)</i> | | <i>12-Dec-18</i> |
| | Funding Breakdown | | | | Total Estimated Costs |
| | In Benchmark | | Not in Benchmark | | |
| | Capital Priorities + FDK | Child Care (B11) | Land Unique Site Costs | Building Unique Site Costs | |
| A. Total Pre-Design Costs | | | \$11,646 | | \$11,646 |
| B. Total Consultant Fee/Expenses | \$754,730 | \$113,733 | \$145,549 | \$0 | \$1,014,012 |
| C. Total Municipal Fees | \$152,050 | \$24,885 | \$78,120 | \$0 | \$255,055 |
| D. Total TCDSB Allowances | \$282,356 | \$125,713 | \$21,375 | \$4,500 | \$433,944 |
| E. Total Construction Budget | \$9,526,677 | \$2,231,940 | \$1,120,000 | \$235,000 | \$13,113,617 |
| F. Contingency Allowance | \$498,225 | \$75,000 | \$56,000 | \$20,775 | \$650,000 |
| TOTAL PROJECT COST | \$11,214,039 | \$2,571,270 | \$1,432,691 | \$260,275 | \$15,478,275 |
| APPROVED FUNDING | \$11,214,039 | \$2,571,270 | TBD | TBD | \$13,785,309 |
| Estimated Funding Deficit (Request for Unique Site Costs) | | | (\$1,432,691) | (\$260,275) | (\$1,692,966) |

2. EDU has in the past provided additional funding to address unique site costs upon submission of a detailed estimate of these costs. This request for additional funding will be submitted to the EDU upon completion of a detailed schematic design costing by a certified Quantity Surveyor.
3. EDU “Approval to Proceed”, based on submission of a pre-tender cost estimate, is required in order to tender the project.
4. Following tendering, the project budget will be revised to reflect the actual tender price and approved EDU funding, and a report will be submitted for Board approval of the tender award and, if required, a revised project budget.
5. The project budget will be monitored through the Board’s financial systems and audit processes and financial status will be reported to the EDU annually through the Capital Asset Project Template (CAPT) system.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Following approval of the consultant appointment and within four (4) weeks of the project start-up meeting, a school community meeting will be

scheduled to introduce the architect, who will conduct a project ‘Visioning Session’. This will be an opportunity for the school community and Trustee to provide preliminary input that may be incorporated into the design of the new school.

2. The architects will consult throughout the entire design process with Facilities and Early Learning staff, and the school’s Local Design Committee (LDC) comprising the principal, superintendent, trustee, parish priest, teachers and parents, as well as the City of Toronto’s child care projects representative (in an advisory role).
3. The **earliest** date for the occupancy of the new school is anticipated to be September 2022. However, time required for Municipal and Ministry approvals and/or delays in construction due to unforeseen conditions could extend the project completion and occupancy beyond this date.
4. Facilities staff will communicate directly with the principal, caretakers, and the area Service Quality Supervisor (SQS) to coordinate construction activities, including project schedule, hours of work, site access, and health and safety issues, and to provide support to the school’s principal and superintendent for communication with school communities.
5. Staff will provide status updates to the school community at milestones or when there is new information, which will be posted on the Board website.

G. STAFF RECOMMENDATION

1. That a professional services contract be awarded to Snyder Architects Inc. to provide consulting services for a replacement school on the site of the current St. Matthias Catholic School in the amount of \$992,572.44, plus net HST of \$21,439.56, for a total cost of **\$1,014,013.00**, funded as detailed in Table 1 and subject to EDU approval of the Space Plan Template.
2. That a project budget of **\$13,785,309.00** for the construction of a replacement school on the site of the existing St. Matthias Catholic School be approved, as detailed in Table 1, as per Ministry approved funding for Capital Priorities, FDK and Child Care; and approval of a further **\$1,692,966.00** budget for unique site costs, subject to Ministry of Education approval of additional funding, for a total project budget of **\$15,478,275.00**.