



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### LORETTO ABBEY PROJECT MANAGER CONTRACT AWARD AND BUDGET APPROVAL (WARD 5)

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

Created, Draft	First Tabling	Review
June 1, 2021	June 8, 2021	

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### RECOMMENDATION REPORT

#### **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.*



Brendan Browne, PhD  
Director of Education

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## **A. EXECUTIVE SUMMARY**

The report recommends the award of a contract to Colliers Project Managers Inc. to provide project management services for the design and construction of an addition, retrofit and renewal of Loretto Abbey for total fees and expenses of \$377,992.00 including net HST.

The report also recommends approval of a project budget of \$33,942,507. Funding is available from the Ministry of Education Capital Priorities grant, and the School Condition Improvement Grant (SCI). Additional funding for unique site costs and site preparation costs, estimated at \$4,398,419 will be requested following completion of preliminary design and costing. Renewal funding of \$5,544,088 from the School Condition Improvement grant for forecasted building component upgrades is included on the project budget.

## **B. PURPOSE**

The Board's Purchasing Policy requires that contract awards for new schools and major additions be approved by the Board of Trustees.

## **C. BACKGROUND**

1. ***Funding of \$24M was approved in November 2020 for an addition and retrofit of Loretto Abbey.*** The Ministry of Education (EDU) approved Capital Priorities funding in the amount of \$17.5M for the construction of an addition and \$6.5M for the retrofit of the former convent area of the building to provide for a total of 1100 pupil places at Loretto Abbey Catholic Secondary School.
2. ***School Renewal funding will be required for the upgrade of systems and renovation of spaces in the existing school area of the building.*** The estimated cost for the completion of renewal work, included in the 2021-2024 Renewal Forecast, is \$5.54M. The final scope of Renewal Work to be completed will be determined in consultation with the Project Manager, based on feasibility of timing and detailed cost estimates.
3. ***The replacement of the heating system at Loretto Abbey is being completed as a separate Renewal project commencing on site in May 2021.*** This work is being carried out in two phases with staff and students remaining onsite and

involves the installation of new high-efficiency hot water boilers, radiators, domestic hot water system and air conditioning.

4. ***A Project Manager is required to coordinate a complex project of this nature.*** If students are to be kept on site during construction, the work will need to be carried out over several phases. Expertise is needed as to how much work can be completed during summer months, how construction areas can be delineated and separated from occupied areas, how phasing and heritage considerations will affect construction timelines and costs, how the work will be tied into the second phase of the HVAC project and what specialty consultants will be required.
5. ***The Project Manager will support Board staff in maintaining project budget and timelines.*** In consultation with Board staff, design consultants and all stakeholders, the Project Manager will oversee procurement of design consultants, revisit the previous feasibility study to consider the recent availability of the convent and infirmary, develop a phasing plan, facilitate school community consultation, and recommend and oversee tendering procedures and construction contract(s).

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. ***A Request for Proposals (RFP) was issued to qualified Project Management Firms on March 30, 2021.*** Nine (9) firms responded to the RFP. All responses were evaluated by a committee of the Board's Capital and Materials Management staff according to the criteria stipulated in the RFP and noted below. Parts A through D were evaluated and scored prior to the opening and scoring of the proposed fixed fee (Part E).

<b><u>Evaluation Criteria</u></b>	<b><u>Points Available</u></b>
A. Firm Profile and Staff Assigned to Project	20
B. Understanding of Scope of Work - Completeness of Work Plan Deliverables	20
C. Proposed schedule	15
D. Similar Completed Projects and References	20
E. Proposed Fixed Fee (Excluding Stipulated Allowances) (Appendix B)	25
<b>Total</b>	<b>100</b>

2. *The highest scoring firm at the conclusion of the evaluation was Colliers Project Managers Inc.* This is the recommended firm for award of the contract to provide project management services for the project. Their fee of \$370,000.00 includes allowances for expenses. The fee does not include design and construction contract administration services, which will be carried out by architects and engineers selected through a separate RFP process.

## **E. METRICS AND ACCOUNTABILITY**

1. *The preliminary project budget for the addition and retrofit for Loretto Abbey, is outlined in Table 1 below.*

**Table 1: Loretto Abbey Capital Project Budget**

	<b>Funding Source</b>				<b>Total</b>
	<b>Ministry of Education (EDU)</b>	<b>Site Prep / Demolition</b>	<b>Unique Site Costs</b>	<b>Renewal (SCI)</b>	<b>Estimated</b>
<b>A.1 Total Project Management Fees</b>	<b>\$377,992</b>				<b>\$377,992</b>
<b>A.2 Estimated Design Consulting Cost</b>	<b>\$1,220,183</b>	<b>\$183,888</b>	<b>\$184,000</b>	<b>\$204,320</b>	<b>\$1,792,391</b>
<b>B1. Estimated Municipal Fees</b>	<b>\$242,649</b>	<b>\$75,207</b>	<b>\$0</b>	<b>\$0</b>	<b>\$317,856</b>
<b>B2. Estimated TCDSB Allowances</b>	<b>\$682,295</b>	<b>\$15,324</b>			<b>\$697,619</b>
<b>C. Estimated Construction Cost</b>	<b>\$20,276,882</b>	<b>\$1,000,000</b>	<b>\$2,600,000</b>	<b>\$5,059,768</b>	<b>\$28,936,650</b>
<b>D. Contingency Allowance</b>	<b>\$1,200,000</b>	<b>\$80,000</b>	<b>\$260,000</b>	<b>\$280,000</b>	<b>\$1,820,000</b>
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$24,000,000</b>	<b>\$1,354,419</b>	<b>\$3,044,000</b>	<b>\$5,544,088</b>	<b>\$33,942,507</b>
<b>FUNDING</b>	<b>\$24,000,000</b>				<b>\$24,000,000</b>

2. *EDU has in the past provided additional funding to address unique site costs for Capital projects.* A request for additional funding will be submitted to the

EDU upon completion of a detailed Design Development costing by a certified Quantity Surveyor. This will include additional costs related to preservation of heritage attributes of the site.

3. ***Approval to Proceed to tender (ATP) is required from the Ministry of Education for Capital projects.*** Based on a detailed pre-tender cost estimate by a third party cost consultant, a request for ATP, identifying all funding sources, will be submitted prior to tendering the project. Following tendering, the project budget will be revised to reflect the actual tender price and a report will be submitted for Board approval along with award of the tender.

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

1. ***Consultation with the school community and other stakeholders will continue throughout the design process.*** Consultation will be conducted in the following ways:
  - i. Following the appointment of the architect, a Local Design Committee (LDC), comprised of the Principal, Superintendent, Trustee, teachers, parents and students, will be struck to meet regularly with the Project Manager, Design Consultants and Capital staff.
  - ii. Presentations to the larger school community, including students, staff and parents, will be held at key stages of the design process to provide information and receive feedback.
  - iii. Public meetings will be held as required during the Site Plan Approval process and a Good Neighbour Construction Information Meeting will be held prior to the beginning of construction.
2. ***Regular project status updates will be provided to the school community and will also be posted on the school website.*** Facilities staff will communicate directly with the Principal, caretakers, and the area SQS to coordinate construction activities, including project schedule, hours of work, site access, health and safety issues, and to provide support to the Principal and Superintendent for communication with school communities.
3. ***The results of previous consultation with the school community indicated that students are to remain on site during construction if at all possible.*** The

Project Manager will be responsible for the development of a construction phasing plan to ensure that students and staff can safely occupy the building during the construction. School community consultation on this phasing plan will be required.

4. ***The immediate project next steps are anticipated as follows:***

- i. Prequalification of architectural teams is underway and a Request for Proposals will be issued once the Project Manager is retained.
- ii. The 2017 Feasibility Study will be reviewed and revised with consideration to the recent availability of the convent and infirmary building.
- iii. With the assistance of the Project Manager and Architect, a Space Plan Template will be completed and submitted to the Ministry for approval.
- iv. The design and timing of Phase 2 of the current Renewal project to replace the heating system, which is to address the convent area of the existing building, will be reviewed and revised as necessary to ensure that the Renewal work to be done will support the future retrofit of the space.

5. ***The current anticipated timeline for key project milestones is as follows:***

Architect Award	August 2021
Site Plan Application to City of Toronto	May 2022
Request for Ministry Approval to Proceed to Tender	March 2023
Construction Start	Summer 2023
Addition / Retrofit Opening	September 2025

## **G. STAFF RECOMMENDATION**

1. That a contract be awarded to Colliers Project Managers Inc. to provide project management services for the design and construction of an addition, retrofit and renewal for Loretto Abbey for a fee of \$ 370,000.00, plus net HST of \$7,992.00 for a total cost of \$377,992.00 including expenses.
2. That a project budget of \$33,942,507.00 for the addition, retrofit and renewal for Loretto Abbey, as detailed in Table 1, be approved.

