



## REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### ST. LEO-ST. LOUIS CATHOLIC SCHOOL CAPITAL PROJECT WARD 2 CONSULTANT APPOINTMENT AND PROJECT BUDGET APPROVAL

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

Created, Draft	First Tabling	Review
February 26, 2018	March 8, 2018	

D. Friesen, Senior Coordinator, Capital Development  
M. Farrell, Coordinator, Materials Management  
P. de Cock, Comptroller, Business Services  
D. Yack, Superintendent of Learning, Student Achievement and Well-Being

### RECOMMENDATION REPORT

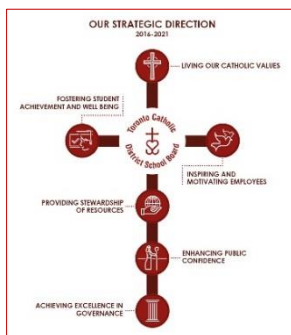
#### Vision:

*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.*



Rory McGuckin  
Director of Education

D. Koenig  
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(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 Kohn Shnier Architects to provide consulting services for the new elementary school to be constructed on the site of the existing St. Leo Catholic School for a total cost of \$1,168,710.40 including net HST, funded as detailed in Table 1.

This report also recommends approval of a project budget of \$15,451,071.00 for the construction of the new elementary school on the site of the existing St. Leo Catholic School, as detailed in Table 1, and approval of a further \$460,275.00 subject to Ministry approval of additional funding for unique site costs, for a total project budget of \$15,909,203.

The new school will have an OTG capacity of 508 pupil places, a Child Care centre for 49 children and an Ontario Early Years Child and Family (OEYCFC) Centre. A Heritage Impact Assessment of the original 1926 St. Leo schoolhouse is included in the consultant's scope of work, as it is currently listed on the Toronto Heritage Register and it is expected that some elements of the existing schoolhouse will be required to be preserved.

*The cumulative staff time required to prepare this report was 8 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 the 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. On May 18, 2016, the Ministry of Education (EDU) approved School Consolidation Capital (SCC) funding in the amount of \$11,847,794 for the construction of a 500 pupil place replacement elementary school and child care at the site of St. Leo Catholic School on the basis of the consolidation of the school populations of St. Leo and St. Louis Catholic Schools.

2. On November 15, 2017, EDU approved the Space Plan Template for a new 508 pupil-place school and 49 space child care at the St. Leo site.
3. On February 15, 2017, Associate Directors' Council approved the appointment of DTAH Architects to carry out a feasibility study to explore site expansion and site redevelopment opportunities for a replacement school to consolidate the student populations of St. Leo and St. Louis Catholic Schools at the St. Leo site, as well as to assess the heritage significance of the development, including the likelihood of a heritage designation and the feasibility of retaining part of the original building. A preliminary project budget of \$13,236,058.00 was also tabled.
4. The final feasibility study report was received on October 2, 2017. Board staff have been engaged in discussions with TDSB regarding the potential to acquire a portion of the adjacent TDSB property. While negotiations are ongoing, this is not expected to happen quickly, therefore, it is prudent to proceed with the design of the new school considering only the property that TCDSB currently owns and leases, while keeping in mind the potential for future expansion of outdoor play space should additional property become available, and/or future joint use with the TDSB.
5. On December 21, 2017, EDU further approved additional funding of \$514,254.00 to add a Child and Family Room to the new St. Leo-St. Louis school, bringing the total approved Ministry funding to \$12,362,048.00. This funding will be supplemented by Education Development Charges revenue for demolition and site preparation, and additional Ministry funding will be requested for unique site costs following development and costing of a preliminary design.
6. 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.*
7. 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
<b>A) Firm Profile 25 points</b>	
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>B) Project Experience 35 points</b>	
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
<b>C) Project Approach (Question Responses) 40 points</b>	
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-014-18 was issued on January 4, 2018 to the 11 firms prequalified for elementary replacement schools for full consulting services for the design and construction of the new elementary school to consolidate the student populations of St. Leo and St. Louis Catholic Schools. The scope of work also includes a Heritage Impact Assessment and selective demolition of the existing St. Leo school with preservation/renovation of designated heritage elements.
2. On January 25, 2018, eight (8) proposals were received from prequalified architectural firms in response to RFP P-014-18. A list of the respondents and their sub-consultant teams is included as Appendix A. The proposals

were evaluated by a committee of Board Capital staff according to the following criteria stipulated in the RFP:

<b><u>Evaluation Criteria</u></b>	<b><u>Points Available</u></b>
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	20
D. Suitability of Proponent Team's proposed consultant/sub-consultant services and timelines as outlined in the Work Plan	20
E. Proposed Fixed Fee (Excluding Stipulated Allowances and Separate Price)	20
<b>Sub-total to Determine Shortlist for Interviews</b>	<b>100</b>
F. Interview & Separate Price (Shortlisted Proponents)	25
<b>Grand Total</b>	<b>125</b>

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 February 14, 2018. Typically the top three or four highest scoring firms will be interviewed, depending on the point spread; however the fee proposed by the third ranked firm was not affordable within the Ministry benchmark. The following two (2) firms were selected to be interviewed:

Kohn Shnier Architects  
MC Architects

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

## **E. METRICS AND ACCOUNTABILITY**

1. The site of St. Leo Catholic School is eligible for Educational Development Charges (EDC's) to offset the cost of site preparation, including feasibility studies. The preliminary project budget is outlined in Table 1 below (refer to Appendix B for detailed breakdown):

Table 1: St. Leo Replacement School - Project Budget			OTG	508	(All costs include net HS)		22-Feb-18
Benchmark Area per pupil (	10.34	Funding Breakdown					Total Estimated Costs
Approved GFA of School (sq.m.)	4,856	In Benchmark			Not in Benchmark		
GFA of Child Care (sq. m.)	446	Capital Priorities + FDK	Child Care	OEYCFC	Site Prep/ Demolition (EDC)	TGS/ Unique Costs	
GFA of OEYCFC Room (sq. m.)	111						
Total GFA incl Childcare & OEYCFC	5,413						
A. Pre-Design Activites					\$47,203		\$47,203
B. Total Consulting Fees/Expenses	\$216	\$836,850	\$79,100	\$16,982	\$235,778	\$0	\$1,168,710
C. Total Municipal Permits and Fees		\$146,230	\$14,049	\$3,330	\$74,899	\$0	\$238,508
D. Total TCDSB Allowances		\$263,353	\$55,125	\$8,143	\$30,500	\$4,500	\$361,620
E. Total Construction Budget	\$2,483	\$8,686,126	\$1,289,236	\$462,799	\$2,570,000	\$435,000	\$13,443,162
F. Contingency Allowance		\$402,725	\$75,000	\$23,000	\$128,500	\$20,775	\$650,000
TOTAL PROJECT COST	\$2,939	\$10,335,284	\$1,512,510	\$514,254	\$3,086,880	\$460,275	\$15,909,203
APPROVED FUNDING	\$2,854	\$10,335,284	\$1,512,510	\$514,254	\$3,086,880	TBD	\$15,448,928
Estimated Funding Deficit (Request for Unique Site Costs)						(\$460,275)	(\$460,275)

2. EDU has funding available to address unique site costs not covered by EDC's and will consider providing additional funding to the Board based on the submission of a detailed estimate of these costs.
3. Following tendering, the project budget will be revised to reflect the actual tender price and Ministry approval and a report submitted for Board approval of the tender award and, if required, a revised project budget.
4. The project budget will be monitored through the Board's financial systems and audit processes and financial status will be reported to the Ministry of Education annually through the Capital Asset Project Template (CAPT) system.

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

1. Following approval of the consultant appointment, a school community meeting will be scheduled to introduce the architect, who will present the outcomes of the feasibility study and how the study will inform the design of the new school. This will be an opportunity for parents to provide feedback as to how ideas generated by the study may be incorporated into the design of the new school.
2. Following the school community meeting, the architect will complete the Heritage Impact Assessment and begin design with a goal to bring the preliminary design to the Local Design Committee for review before the end of the school year (June 2018).

3. The **earliest** occupancy date for the new school would be September 2021; however, time required for Municipal and Ministry approvals and/or delays in construction due to unforeseen conditions could delay completion beyond this date.
4. Monthly letters are sent to the school principal for distribution to the school community and posted on the Board's Website during the school year to provide continuous updates on the status of the project.

## **G. STAFF RECOMMENDATION**

1. That a contract be awarded to Kohn Shnier Architects to provide consulting services for the new elementary school to be constructed on the site of the existing St. Leo Catholic School in the amount of \$1,144,000.00.00, plus net HST of \$24,710.40 for a total cost of \$1,168,710.40, funded as detailed in Table 1.
2. That a project budget of \$15,451,071.00 for the construction of the new elementary school on the site of the existing St. Leo Catholic School be approved, including the previously completed feasibility study, as detailed in Table 1, and approval of a further \$460,275.00 subject to Ministry approval of additional funding for unique site costs, for a total project budget of \$15,909,203.00.