

CORPORATE REPORT

NO: R082 COUNCIL DATE: April 11, 2016

REGULAR COUNCIL

TO: Mayor & Council DATE: April 11, 2016

FROM: General Manager, Planning and Development FILE: 0800-20

General Manager, Finance & Technology

(Surrey Museum Expansion)

SUBJECT: Award of Contract for Architectural and

Engineering Services, Surrey Museum Expansion

RECOMMENDATIONS

The Planning and Development Department and Finance & Technology Department recommend that Council:

- 1. Approve the award of a consultant agreement to HCMA Architecture + Design, in the amount of \$695,415.00, excluding GST, for comprehensive architectural/interior design and engineering design services for the Phase 2 addition to the Surrey Museum; and
- 2. Set the expenditure authorization limit, including contingency for this contract at \$739,415.00, excluding GST.

PURPOSE

The purpose of this report is to obtain Council approval to award a professional services agreement to proceed with the comprehensive architecture, interior design and engineering services for the Surrey Museum expansion.

BACKGROUND

Council approved the addition to the Surrey Museum as part of the City's 2016 Capital Budget. The program for expansion was supported in the 2011 Surrey Cultural Plan that was prepared by Parks, Recreation and Culture and approved by Council. The project design is expected to commence in April 2016 to allow for a construction completion target of spring 2018.

Procurement Process

On December 21, 2015, the City initiated a Request For Proposal process (#1220-030-2016-003) to invite interested parties to submit proposals for Architecture and Design Services for the Surrey Museum Phase 2 expansion. A total of fourteen proposals were received.

Evaluation Process

Fourteen proposals were evaluated through the work of an evaluation team facilitated by the Purchasing Section, consistent with the criteria stipulated in the solicitation document as follows:

- (a) Experience, Reputation and Resources;
- (b) Technical Approach and Methodology, including Time Schedule; and
- (c) Financial.

By reviewing all of the proposals and following a structured evaluation process, the evaluation team selected four preferred proponents for interviews and further evaluation. This portion of the process was completed on March 1, 2016.

Overall the evaluation team concluded that the proposal from HCMA Architecture + Design was competitive with other fee proposals and represents the best overall value to the City in comparison to the other proposals.

HCMA Architecture + Design had a clear understanding of program needs and realized the importance of community engagement. HCMA recognized the opportunities for visitor experience, priority audience focus, plus special event and rebranding opportunities. They added value by including a museum specialist in their team, who can assist with both present and future museum understanding.

HCMA Architecture + Design identified the importance of site planning to gain identity, community engagement and attraction for a cultural campus. HCMA put forward a capable consultant team with previous city, museum/gallery and public gathering place experience.

FUNDING

Funding in support of the subject contract is available within the Council approved 2016 Capital Budget.

Original signed by Jean Lamontagne General Manager, Planning and Development

Original signed by Vivienne Wilke General Manager, Finance & Technology

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