

Subject: Single Source Architect for Centennial Park Accessible Universal Washroom Addition to Concession

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0084 - Single Source Architect for Centennial Park Accessible Universal Washroom Addition to Concession, for information.

Background:

The 2023 Capital Budget has approved project FAC 06-23 Centennial Park Concession Design and Construction for \$185, 000 pending grant approval of \$150,000.

The Town has received notification that there are two grants have been approved for a total \$250,000 for the Centennial Washroom renovations. The announcement of these grants still need approval from the funding agents. The completion date of these grants is December 31, 2023.

Analysis:

The grant applications included a conceptual design by Grguric Architects Incorporated. The Town procured Grguric Architects since they have a lot of experience with outdoor park washrooms. There was a very tight timeline to obtain this conceptual design and submit the grant applications. Grguric Architects were able to meet this deadline.

Grguric Architects have completed many studies, renovations, and new builds for the City of Hamilton Park facilities. They are also the architect for the Town of Pelham for the current Town hall addition.

The following is a list of recently completed washroom/concession facilities in Hamilton:

1. City of Hamilton – Mountain Drive Park Facility Field House Renovations – 2021

2. City of Hamilton – Trieste Bocce Pavilion Study - 2019
3. City of Hamilton – Mount Hope Park Facility Study – 2019
4. City of Hamilton – Durand Park new Barrier-free Washroom Facility – 2018
5. City of Hamilton – Turner Park new Barrier-free Washroom Facility – 2018
6. City of Hamilton – Trenholme Park Washroom and Storage Facility – 2016 construction completed. Study was done 2015.
7. City of Hamilton – Bobby Kerr Park Washroom and Concessions Facility – 2016 construction completed. Study was done 2015.
8. City of Hamilton – William Schwenger Park Washroom Facility – 2016 construction completed. Study was done 2015. (see attached data sheet for combined sites)

Grguric Architects is one of 4 firms retained by the City of Hamilton through their vendor of record roster and as such they have a significant amount of municipal experience.

Schedule H of Town's Procurement Policy – Purchasing Goods and Services, Policy No. S402-00, defines Single Source as a non-competitive procurement method in which a Purchase is directed to one source of supply, supported by a sound business case, notwithstanding that other competitive sources may be available and capable of providing Goods and Services within the necessary timeframe. The above service from Grguric Architects meets the definition of Single Source as it is important for the Town to meet the tight timeline for the grant at a reasonable price.

Grguric Architects have the knowledge and expertise to complete this project successfully. Given the tight timelines associated with the grant and given that Grguric Architects were retained to complete conceptual plans for the grant submission staff are recommending the award of the design and contract administration and inspection to this firm.

The Treasurer and Town Solicitor have authorized this Single Source procurement from Grguric Architects Incorporated.

Financial Considerations:

The quote from Grguric Architects Incorporated is \$32,500. Per discussion with the Director of Public Works, this amount is reasonable. The grants will fully fund this fee, so there is no cost to the Town.

The original approved budget of \$185,000 had a Town contribution of \$35,000. Now with the awarding of two grants equaling \$250,000, it will allow the Town to fully fund the project and allow for completely upgrading the washrooms with AODA standards and addressing the awing issue for the Fenwick Lions at the concession stand.

Alternatives Reviewed:

Council may direct staff to complete a competitive Request for Proposal (RFP) process. Staff does not recommend this course of action given the tight timelines associated with the grants for completion of the project on December 31st, 2023.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Adding a universal washroom and renovating the existing washrooms at Centennial Park will meet the accessibility needs of the residents using the Town washroom facilities at Centennial Park. This will also address the awning request from Fenwick Lions addressing the sun issues at their concession stand.

Consultation:

Director of Public Works

Town Solicitor

Other Pertinent Reports/Attachments:

Appendix 1: Quote from Grguric Architects Incorporated

Prepared and Recommended by:

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Director of Corporate Services & Treasurer

Prepared and Submitted by:

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Chief Administrative Officer