

STAFF REPORT: BUILDING & BY-LAW DEPARTMENT



REPORT TO: Council
MEETING DATE: October 6, 2008
REPORT NO.: SRB.08.56
SUBJECT: RFP – New Town Hall Consulting Services
PREPARED BY: D. Finbow, Director, Building & By-law

A. Recommendations

1. **THAT** Council receive Staff Report SRB.08.56 respecting New Town Hall Consulting Services for information purposes and authorize Town Staff to proceed with a “Request For Proposals – New Town Hall Consultant Services” with same being directly circulated to a minimum of three Design Teams.

B. Background

1. Over the past number of months, the New Town Hall Steering Committee has been working in conjunction with a number of design consultants related to the development of a New Town Hall and the programming of the Town Hall Site.
2. It has become apparent that to further the project in earnest, a Design Team composed of, as a minimum, an Architect and Electrical, Mechanical and Structural Engineers is required.
3. The New Town Hall Steering Committee is of the mind that an RFP to a limited number of Design Teams, lead by the Architectural Consultant, will suffice in ensuring transparency and accountability.
4. The RFP is not intended on being a design competition, although the Steering Committee will require a graphic representation of the Design Teams understanding of the project which may include photos or examples of their work. The expectation is that the responses to the RFP will primarily focus on the Design Team’s understanding of the Town’s needs/wishes; speak to the Team’s experience and ability to complete a project on time and on budget; and, speak to the Team’s experience and ability to deliver a LEED Certified Building (minimum Silver).

C. The Blue Mountains' Strategic Plan

"Providing a strong, well managed municipal government."

D. Budget Impact

See attached Capital Sheet

E. Attached (Relevant documentation not personal information about an identifiable person)

Town Hall Capital Sheet

Respectfully submitted,

David Finbow
Director, Building & By-law/CBO