



Community Services *Staff Report*

REPORT NO: CS-2025-07

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Amber Schenck, Project Coordinator
Cody Eby, Manager of Parks and Facilities
Rod Leeson, Fire Chief

REVIEWED BY: Harold O’Krafka, Acting Chief Administrative Officer

DATE: June 2, 2025

SUBJECT: Award RFP 2025-05 Consultant Services for Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design

RECOMMENDATION:

THAT Report CS-2025-07, Award RFP 2025-05 Consultant Services for Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design be received for information and;

THAT Council award RFP 2025-05 to Masri O. Architects Inc. for consultant services for Wilmot Fire Station 3 Design and Parks and Facilities Operations Centre Redesign, as per their bid submission in the amount of \$137,600 plus HST; and,

THAT Council consider By-law 2025-33, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with Masri O. Architects for the consultant services for the Wilmot Fire Station 3 Design and Parks and Facilities Operations Centre Redesign.

SUMMARY:

To provide Council information related to the Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design and to seek Council approval for the award of Phase 1 Schematic Design and budget presented in this report.

BACKGROUND:

In 2019, an assessment was conducted of the existing Wilmot Fire Station 3. This assessment concluded Station 3 would require major renovations, which, due to its location-related constraints, could not provide a long-term solution for the issues currently faced by department personnel at this location. As a result, the Township of Wilmot determined that a greenfield site would best offer an opportunity to design and build a centrally located facility to meet the evolving needs of the fire department ensuring optimal functionality, efficiency, and safety while minimizing potential limitations and constraints associated with renovating an existing building. This proactive approach not only ensures the department's compliance with regulatory requirements and standards but also sustains its commitment to delivering exceptional service and meeting the evolving needs of the community.

With anticipated new fire apparatus in the coming years, Staff began taking proactive steps to identify and secure a greenfield site to build a new Wilmot Fire Station 3. Simultaneously, the Township of Wilmot's Community Services Department was actively exploring potential greenfield sites to build a new Parks and Facilities Operations Centre. The search provided an opportunity at 30 Neville Street.

The Neville property, boasting 3.33-acres, outfitted with a 5,000 square-foot administration building, and adjoining 6,000 square-foot warehouse, presented a valuable solution for both departments. The building offered ample room for the relocation of Wilmot Fire Department administrative personnel and Parks and Facilities personnel, as well as the Parks and Facilities' machinery and equipment.

Council approved this purchase understanding a central location and dual-purpose potential. The Community Services Department coordinated minor renovations to the administration building's second floor and warehouse space. These upgrades facilitated a smooth transition, allowing both departments to successfully relocate their operations in July 2024.

The "Parks and Fire Administration Centre" (30 Neville Street) have identified functional challenges, workflow inefficiencies, and spatial limitations. These observations have provided a deeper understanding of the design requirements necessary to inform the Fire Station 3 design and the Parks Operations Centre redesign, ensuring that both projects are purpose-built to meet the specific needs of each department.

Council approved in the 2024 Capital budget projects 2024-17 for the Architectural Design of New Hamburg Fire Station along with 2024-42 for main floor re-design at 30 Neville Street's Parks Operations Centre. These services are to provide tender-ready design drawings for future construction of the New Hamburg Fire Station and renovations to the Parks Operations Centre at 30 Neville Street.

REPORT:

The Township sought services of qualified and experienced architectural firms specializing in fire station, post-disaster, and renovation design. The selected consultant will lead a team of professional services including design, engineering, project management, construction administration, etc. for the design and construction of the new Wilmot Fire Station 3 – New Hamburg, located at 30 Neville Street, New Hamburg. The newly designed facility will replace the current Wilmot Fire Station 3 located at 121 Huron Street, New Hamburg. Additionally, the selected consultant will lead a team, to provide design, engineering, and construction administration for the redesign and renovation of the Parks Operations Center, located at 30 Neville Street.

Key deliverables of RFP 2025-05 include developing cost-effective, highly functional, and aesthetically pleasing designs through a consultative process. This consultative process incorporates input from Township of Wilmot representatives, Wilmot Fire Department personnel, Parks, Facilities, as well as all relevant Authorities Having Jurisdiction (AHJs). The successful completion of this project shall substantially improve operational efficiencies for both the Wilmot Fire Department and the Parks and Facilities personnel while also optimizing the functionality of their shared site.

Project & Award Structure

RFP 2025-05 has been structured to be awarded in three phases encompassing two distinct but interconnected projects:

- Wilmot Fire Station 3 – New Hamburg (Station 3) Design and Construction
- Parks and Facilities Operations Centre (Operations Centre) Redesign and Renovation

RFP 2025-05 will be awarded as a single contract, encompassing all three project phases for both projects:

Phase I – Schematic Design and Class D Construction Cost Estimate,

Phase II – Design Development, Construction Documents, and Tender-Ready Designs, and

Phase III – Construction Administration.

In the RFP, the initial award is limited to Phase I of the Station 3 project and Parks Operations Centre only. Progression to Phase II and Phase III will be contingent upon separate Council endorsements for each project. This approach ensures that each project may advance independently based on its specific requirements and Council approval, allowing one to proceed without being dependent on the other.

Phase I: Schematic Design & Class D Construction Cost Estimate

The consultant will develop schematic designs that reflect operational requirements, regulatory obligations, and stakeholder input. Deliverables for Phase I shall include:

Concept Design Development: Preliminary floor plans, functional layouts, and site planning considerations incorporating professional recommendations and stakeholder feedback.

Schematic Design Drawings: 2D coloured layouts, site plans, elevations, and section drawings for each facility and the shared site.

Class D Construction Cost Estimate: A preliminary cost analysis including all major project components, with transparency in assumptions and cost drivers.

Feasibility Assessment: Identification of project necessities and optional scope reductions to align with available resources.

Final Report & Presentation: A comprehensive document summarizing findings, cost estimates, and implementation strategies, to be presented to Council for review and consideration to proceed one or both projects to Phase II in Q1 2026.

Upon completion of the Phase I presentation, Council will review each project individually and determine whether to advance each project to Phase II. The endorsement of one project does **not** automatically imply the endorsement of the other.

Phase II: Design Development, Construction Documents, and Tender-Ready Designs

Upon Council approval and after Phase 1, the consultant will advance the schematic designs into detailed architectural, civil, structural, mechanical, and electrical drawings, ready for permit and tender construction documents.

Phase III: Construction Administration

Upon receiving an updated construction budget from the detail design phase, Council will be presented a financial strategy during the capital budget process and approval to proceed to Phase 3. Phase 3 will encompass the oversight and administration of the construction phase, ensuring the project is executed in accordance with approved designs, budgets, and schedules.

RFP 2025-05 Consultant Services for Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design - Competitive Procurement Process

Request for Proposal 2025-05 for Consultant Services for Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design was released on Thursday, March 20, 2025. A total of 21 firms responded and downloaded RFP documents. RFP 2025-05 was open for a period of 34 days, exceeding the public procurement industry standards and requirements. The RFP closed on Wednesday, April 23, 2025, with 8 firms submitting proposals.

Firms were weighed based on the following evaluation criteria: 1) Price, 2) Experience of the engineering design team, 3) Experience of the Firm with past projects that are similar in scope of work and 4) Understanding of the project and methodology. Additionally, Township staff performed due diligence with checked references provided.

RFP documents were reviewed by an evaluation committee consisting of the Fire Chief, Project Coordinator, and Manager of Parks and Facilities. The procurement and evaluation process was monitored by Financial Services.

Recommended Firm Specializes in Emergency Services Facility Designs

Masri O Architects Inc. was the highest scoring proponent in the proposal that weighed together a technical and fee structure. The fee of \$137,600 excluding taxes for Phase 1 (Schematic Design) is compliant withing the approved 2024 capital budgets.

Masri O Architects is a Waterloo based firm with over forty years of experience in Southwestern Ontario. They are an architectural firm built on accountability, sound technical knowledge and creative problem solving. Masri O Architects focuses on the delivery of practical designs, superior client service, and quality emergency services buildings. A complete scope of architectural services can be provided, from project inception to post construction. Their methodology involves interdisciplinary knowledge, analysis and integrated design, crossing traditional boundaries of urban design, architecture, engineering, construction, landscape design, art, and interior design.

Masri O Architects brings extensive experience in completing similar projects which includes successfully projects at the St Mary's Fire Station, Waterloo Regional Police North Division Facility, Springwater Fire Station, Conestoga EMS Station, Brantford EMS Station, and the Gary W. Morden Centre in Mississauga.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Financial Stability

FINANCIAL CONSIDERATIONS:

Council approved in the 2024 Capital budget projects 2024-17 at \$400,000 for the Architectural Design of the New Hamburg Fire Station along with 2024-42 at \$170,000 for the main floor re-design at 30 Neville Street's Parks Operations Centre. These services are to provide design drawings for future consideration and construction of a New Hamburg Fire Station and renovations to the Parks Operations facility at 30 Neville Street.

Staff recommends Council approve the award of Phase 1 of these projects to Masri O Architects Inc. in the amount of \$137,600 excluding taxes based on the results of the Request for Proposal (RFP) 2025-05. Phase 1 of the Fire Station Schematic Design is \$83,600. Phase 1 of the main floor re-design of the Parks Operations Centre is \$54,000. These totals combine for \$137,600. At the conclusion of Phase 1, Council will review progress to date and at such

time, will provide approval on the advancement and budget of the project proceeding to Phases 2 and 3.

Budget and Funding Sources (All amounts listed are excluding taxes)

Architectural Design of New Hamburg Fire Station 3

2024-17 Approved Capital Budget (Fire Provisionary Funds)	\$400,000
Phase 1: Fire Station Schematic Design & Class D Estimate Award	\$83,600
Phase 2: Design Development (Subject to Future Council Approval)	\$528,228
Phase 3: Construction Administration (Subject to Future Council Approval)	\$215,204
Total	\$827,032

Main Floor Re-Design Parks Operations Centre

2024-42 Approved Capital Budget (Infrastructure Reserve)	\$170,000
Phase 1: Parks Operations Centre Schematic Design and Class D Estimate Award	\$54,000
Phase 2: Design Development (Subject to Future Council Approval)	\$146,381
Phase 3: Construction Administration (Subject to Future Council Approval)	\$64,750
Total	\$265,131

ATTACHMENTS:

Attachment A – Draft By-law 2025-33