



Community Services *Staff Report*

REPORT NO: CS-2024-12

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Chris Catania, Director of Community Services

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: May 27, 2024

SUBJECT: Award of RFP 2024-02 New Hamburg Arena Schematic Design

RECOMMENDATION:

THAT Report CS-2024-12, Award of RFP 2024-02 New Hamburg Arena Schematic Design be received for information and further;

THAT Council approve the award of contract for consulting services to Invizij Architects Inc. in the amount of \$64,500.00 excluding taxes based on the results of the Request for Proposal RFP 2024-02

SUMMARY:

To provide Council information related to the consulting services for the New Hamburg Arena Schematic Design and to seek Council approval for the award of RFP and budget presented in this report.

BACKGROUND:

In 2017, the Township allocated funding for the New Hamburg Arena Engineering/Re-commissioning Study which produced schematic designs to guide the future of this facility and preserve its significance for the community. The township continues efforts to maintain the structural components and operational capabilities of the building as a rental facility only.

In April 2022, the Ontario Provincial Government, in collaboration with the Strategic Priorities Infrastructure Fund (SPIF) within the Sports and Community Renewal (SCR) sub-stream, granted approval for an investment of \$4,181,032.00 in the redevelopment of the New Hamburg Arena, which constituted 73.3% of the budget initially requested in the 2019 grant application. The conditions for the chosen recipient encompassed a required contribution of the remaining 26.7%, which corresponds to a township investment of \$1,522,968.00.

However, due to inflation, the initial funding to fully implement the entirety of the scope of work detailed in the 2019 grant application is not sufficient. The project is now anticipated to cost a total of \$6,617,140.35, not \$5,704,000 as originally scoped and budgeted for in 2019. Any additional costs for the project would need to be funded by the Township. Conditions of this grant is for all work to be substantially completed by March 2027.

The objective of this retrofit project is to transform the arena into a versatile, year-round facility suitable for a variety of warm floor sports and recreational activities. Additionally, it aims to establish a semi-permanent venue for The Community Players of New Hamburg (TCP) promoting Arts and Culture within Wilmot.

The reconstruction efforts include several pivotal components, which entail bringing the building and its infrastructure into alignment with current building, electrical, and emergency code standards which will involve updating the HVAC equipment, renewing electrical systems and panels, modernizing plumbing infrastructure, and redesigning the bleacher seating. The project also encompasses the design and installation of a comprehensive fire suppression system, as well as the installation of an elevator that adheres to accessibility.

REPORT:

The Township has sought the services of a qualified Architectural firm to assess the current scope of work for the New Hamburg Arena Reconstruction/Multi-Use Facility project as outlined in the successful ICIP/SPIF Grant application and make all necessary adjustments to ensure the scope of work accurately reflects the current needs, requirements, and expectations of the community. This includes incorporating draft findings and recommendations arising from the 2024 updated Community Services Masterplan.

This initial phase (Phase 1) schematic design will produce a final report which includes financial implications on any reconstruction of the New Hamburg Arena/Multi-Use Facility. This report will provide insight into the implementation of the recommendations giving Staff and Council valuable information for well-informed decision-making.

The following phase 1 project tasks will be conducted for the New Hamburg Arena Schematic Design:

Site Analysis & Preliminary Report

- Thorough analysis of the arena building's age, condition, current uses and historical context, expansion opportunities and/or restrictions, regulatory compliance requirements, revenue possibilities, etc.
- Cost-benefit analysis comparing the initial capital investment requirements to the short- and long-term community impacts and benefits potentially realized by implementing the scope of work as indicated in the ICIP/SPIF Grant application.
- Recommendations presented in the preliminary report for their review and comments.

Conceptual Design Development

- Data-gathering engaging all stakeholders ensuring the deliverables for the Arena Multi-Use project accurately reflect the current needs of all stakeholders.
- Conceptual floor plan designs which reflect the requirements of the ICIP/SPIF Grant and incorporate insights from the stakeholder engagement sessions.
- Concept design shall encompass functional layouts and overall aesthetics.

Schematic Design

- Schematic designs of the New Hamburg Arena Reconstruction/Multi-Use Facility project accurately reflecting the ICIP/SPIF Grant application obligations, stakeholder engagement sessions, and feedback from the concept design review
- Schematic designs include a site plan, floor plans, elevations, and section drawings providing a visual representation of the modifications required to achieve the objectives of the New Hamburg Arena Reconstruction/Multi-Use Facility project.

Class D Cost Estimate & Feasibility Assessment

- Thorough Class D Cost Estimate, encompassing essential details for informed capital decision-making in the advancement of the New Hamburg Arena Reconstruction/Multi-Use Facility project.
- Feasibility assessment of the schematic design recommendations identifying project necessities alongside notable preferences in consideration of the presently acknowledged project budget.
- The feasibility assessment will provide an estimate for the realization of the full scope of work included in the schematic designs as well as recommendations for scope exclusions reflecting potential cost savings to better align the project with the current resources available.

Final Report

- Final Report will detail the processes and findings in the Arena Multi-Use project, offering a transparent assessment of advancing the New Hamburg Arena Reconstruction/Multi-Use project to a second phase.

- Recommendations as well as supporting analyses, the resources required to successfully implement the recommendation in terms of capital investment, and the resources required to successfully manage each recommendation in the long-term.
- Broad implementation plan, and anticipated timeline for key construction milestones.
- The Final Report will serve as a comprehensive document providing insight into the implementation of the recommendations, providing Township Staff and Councillors with valuable information for well-informed decision-making.

Competitive Procurement Process

Request for Proposal RFP 2024-02 for the New Hamburg Arena Schematic Design was released on March 21, 2024. A total of 20 firms responded and downloaded RFP documents. RFP 2024-02 was open for a period of 35 days, meeting public procurement industry standards and requirements. The RFP closed on April 25, 2024, with 5 firms submitting proposals.

Firms were weighed based on the following evaluation criteria: 1) Price, 2) Experience of the consulting team, 3) Experience of the Firm with past projects that are similar in size and scope of work and 4) Understanding of the project and methodology.

RFP documents were reviewed by an evaluation committee consisting of the Director of Community Services, Community Services Project Coordinator and WRC Arena Supervisor. The procurement and evaluation processes were monitored and adhered to by the Supervisor of Procurement & Payroll. Additionally, Township staff performed due diligence and checked references provided.

The consulting firm of Invizij Architects Inc. received the highest combined technical and pricing score and is recommended for project award of \$64,500 excluding taxes.

Recommended firm has a history of Design and Renovations of Multi-purpose Recreation Centres

Invizij was created in 2012 and since its inception, Invizij has established a reputation in design excellence and client services. Invizij are skilled at working with multiple stakeholders and converting complex functional programs into efficient architectural solutions.

Invizij Architects portfolio includes recent comparable projects to the New Hamburg Arena Schematic Design. Similar work completed include Grightmire Arena Addition and renovations, South Huron Schematic Design, and Hagersville Arena Addition and Renovations.

Project Schedule

The project is expected to progress with the following scheduled milestones listed in Table A:

Table A

Function	Timeline
Site Analysis and Preliminary Report	August 2024
Conceptual Design Development	September 2024
Schematic Design	October 2024
Class D Cost Estimate and Feasibility Assessment	November 2024
Final Report	December 2024

Stakeholder Consultation and Engagement will be included with the New Hamburg Arena Schematic Design

The consultant and project management team will conduct stakeholder consultations and engagement. This will include consultations with the Community Services Masterplan consultants, various community groups, permit holders, municipal staff, and engagement with Council through this phase. Community Services staff will work with Corporate Communications to ensure a communications plan is in place to keep all engaged stakeholders informed.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

- Responsible Governance through Infrastructure Investments

FINANCIAL CONSIDERATIONS:

In April 2022, the Ontario Provincial Government, in collaboration with the Strategic Priorities Infrastructure Fund (SPIF) within the Sports and Community Renewal (SCR) sub-stream, granted approval for an investment of \$4,181,032.00 in the redevelopment of the New Hamburg Arena, which constituted 73.3% of the budget initially requested in the 2019 grant application. The conditions for the chosen recipient encompassed a required contribution of the remaining 26.7%, which corresponds to a township investment of \$1,522,968.00.

In 2024, Council approved a capital project for phase 1 at total of \$70,000. The commitment for this initial phase of the project is \$51,310 (73.3%) funding from the awarded SPIF grant and \$18,690 (26.7%) from the Township. This initial phase provides reasonable financial commitment on the feasibility and costing that will better inform Staff and Council before proceeding to any Council approved detailed design (Phase 2). The award of this project is within the approved capital budget. Budget for phase 1 is indicated below: (All amounts listed are excluding taxes)

Table B

SPIF Grant	\$51,310
Township Contribution	\$18,690
2024 Capital Approved Total (Council Approved)	\$70,000
RFP 2024-02 New Hamburg Arena Schematic Design (Actual)	\$64,500
SPIF Grant (Actual)	\$47,278.50
Township Contribution (Actual)	\$17,221.50
Total (Budget Remaining)	\$5,500

ATTACHMENTS:

N/A