



THE CORPORATION OF THE TOWN OF LINCOLN

REPORT TO: Corporate Priorities Committee

DATE OF MEETING: July 23, 2012

SUBJECT: Engineered Design Services for Jordan Historical Museum Artifact Storage Facility Report

RECOMMENDATION

1. THAT Report CM 12 – 16 be received for information;
2. THAT Council award the contract for the Engineered Design Services for the Jordan Historical Museum Artifact Storage Facility to Quartek Group Inc. for the amount of \$104,250.00 (HST excluded).
3. FURTHER that the Mayor and Clerk be authorized to sign and seal the contract documents on behalf of the Municipality.

PURPOSE

The purpose of this report is to examine the results of the Engineered Design Services for the Jordan Historical Museum Artifact Storage Facility Request for Proposal and obtain approval to proceed with the work.

BACKGROUND

The Jordan Historical Museum is a municipally owned and operated community museum, focusing on the material culture and heritage of the five communities within the boundaries of the Town of Lincoln. The Museum was established in 1953 and has a focus on Pennsylvania German Mennonite and Loyalist settler histories. It is located on approximately one acre of land in the Village of Jordan. The Museum consists of three buildings: two historic structures and one turn-of-the-century house. The two historic structures are the Fry House, an 1815 Pennsylvania German Mennonite log farmhouse and an 1859 Stone Schoolhouse, which have been restored to 1835 and 1908 respectively. The Museum administration and exhibit area is located in the turn-of-the-century renovated domestic house dubbed Heritage House. Heritage House is situated at the entrance to the museum site on Main Street.

The Museum is supported at the community level by the Jordan Historical Museum of the Twenty Volunteer Association, which replaced the former Board of Directors during the municipal assumption of the Museum in 1995. The Volunteer Association functions as a fundraising and advocacy agent for the museum and also operates a gift shop located in the heart of the Village of Jordan's mercantile district. The Volunteer Association is also the nominal organization responsible for the annual Pioneer Day event which is a day-long autumn heritage festival founded in 1967 and is still a signature local event.

The Museum's collections are currently housed off-site in two separate facilities, a local barn approximately 2 to 3 kilometers from the Museum and the Town's storage facilities located at the Town Hall approximately 15 kilometers away. The desire to consolidate and make collections more accessible and the need to expand the exhibit program were chief motivating factors in the Town's decision to proceed with the development of a concept for a new facility. The poor environmental conditions of the current storage facilities and the resulting short and long-term effect of the collection is also a major consideration for the building of a new purpose-built facility.

The Jordan Historical Museum Artifact Storage and Exhibit Facility Concept Design Final Report was received by Council of the Town of Lincoln in August 2009. Council subsequently adopted Scheme Four (4) as the preferred option. Stage 1 & 2 archaeological assessments were completed in 2010. The Ministry of Culture required a Stage 3 archaeological assessment as the next step in the process for a new facility. Phase One (1) of the Stage 3 assessment which included an assessment within the designated footprint of the future building was completed in 2011. The Final Archaeological Stage will commence prior to construction. The following studies were also completed in 2011: stormwater management, geotechnical, site survey and measured drawings of the Heritage House. A re-zoning application process will be completed in 2012.

Council will recall that Engineered Design Services for the Jordan Historical Museum Artifact Storage Facility was passed in the 2012 capital budget.

Through the conceptual design process, the following facility components were identified: lobby/visitor services – 310 square feet; exhibit area – 775 square feet; collection storage area – 2,730 square feet; receiving area – 170 square feet; collections records – 50 square feet; acclimatization area – 75 square feet; crate storage – 75 square feet; supply storage – 50 square feet; and preparation/registration area – 160 square feet, for a total of 4,395 square feet.

This project entails the following:

- Review of available reports
- New Barrier-Free entrance that will become the main entrance to the museum
- New Barrier-Free washroom in lobby/visitor services area
- Use of LEED-like elements
- Preparation of site servicing plan and grading plan, incorporating the results of previous studies.
- Preparation of detailed construction drawings in AutoCAD
- Preparation of preliminary design report based on approved concept
- Preparation of detailed design with submission of drawings at 40% and 90% for review
- Acquisition of required agency approvals
- Coordination and approvals from all required utilities
- Preparation of tender packages including cost estimates and specifications

CORPORATE PLAN

This report is consistent with Strategic Direction No. 3 to manage the Town in a business-like fashion that protects the quality of assets, delivers services in an efficient manner and encourages a working environment that creates opportunities to ensure high value for property taxes for all residents of Lincoln.

STAFF COMMENTS

A total of ten (10) firms picked up the RFP package. Five (5) firms submitted proposals before the deadline for submissions of June 21, 2012. Staff evaluated and ranked the proposals submitted using the Town's standard proposal evaluation criteria that was included as part of the RFP package. Staff also considered the other elements of the selection criteria. A summary of the results is as follows:

BIDDERS	BID
Virtual Engineers	\$51,315.00 + HST
WALTERFEDY Architecture, Engineering, Construction	\$78,500.00 + HST
McCallum Sather Architect Inc.	\$93,400.00 + HST
Quartek Group Inc.	\$104,250.00 + HST
WeatherstonBruer Associates	\$147,130.00 + HST

A review of the results from the proposal led to the consensus that Quartek Group Inc. provides the best overall value for money. Some of the strengths that stand out in Quartek's RFP, and subsequent interview, which staff feel are critical to the project are:

- A well rounded design team having substantial experience in similar heritage-related projects, supported by positive reference checks and follow-up interview.
- Experience working in the Niagara Region and familiar with the Town's processes and standards.
- The work plan timelines are aggressive ensuring that the design work would be completed with final project costs available for future budget deliberations.

FINANCIAL CONSIDERATIONS

Through the 2012 Capital Budget process, \$61,000.00 was approved for the project. The total estimated project costs are in excess of the funds allocated in the approved budget by approximately \$45,085.00 when also considering HST. However, the Director of Finance has advised that the additional funds required to complete the project can be funded from the Capital Rate Stabilization Fund. As such, staff recommends that Council approve the hiring of Quartek Group Inc. to complete the Engineered Design for the Jordan Historical Museum Artifact Storage Facility.

ATTACHMENTS

1. Request for Proposal - Engineered Design Services for the Jordan Historical Museum Artifact Storage Facility

Report prepared on July 16, 2012.

Respectfully submitted by:

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Director of Community Services

Reviewed by:

Helen Booth
Museum Director

Reviewed by:

Chuck Judson
Manager of Facilities and Parks

Reviewed by:

Anne Louise Heron MBA MHSc
Chief Administrative Officer