



**THE CORPORATION OF THE TOWN OF LINCOLN**

**REPORT TO:** Mayor and Members of Council  
**DATE OF MEETING:** August 24, 2015  
**SUBJECT:** Request for Proposal – Jordan Historical Museum Site  
Master Plan Update

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**RECOMMENDATION**

1. THAT Report #CM 15-38 regarding the Request for Proposal –Jordan Historical Museum Site Master Plan Update be received as information;
2. AND THAT Council award the contract for the Jordan Historical Museum Site Master Plan Update to +VG Architects Ventin Group at a total cost of \$47,500 plus HST.

**PURPOSE**

The purpose of this report is to provide Council with information regarding the results of the Request for Proposal for the Jordan Historical Museum Site Master Plan Update and to receive approval to move forward with the project.

**BACKGROUND**

A Site Master Plan for the Jordan Historical Museum was completed in 2000 by Lundholm and Associates Architects. A subsequent Artifact Storage and Exhibit Facility Concept Design was prepared in 2009 by WeatherstonBruer Associates, and Concept 4 of that Report was approved by Council in Report CM 09-23.

Quartek Group Inc. was engaged in 2014 to develop engineered plans for the approved concept. As a result of a Public Information Centre held on March 18, 2014, consensus was reached to revisit the overall Plan for the Museum site. Subsequent to receiving Report CM 14-12, Jordan Historical Museum Engineered Design Phase One Report, as information, the Committee adopted the following motion:

**Motion No. CS-2014-14**

Moved by Councillor R. Foster, Seconded by Councillor J.D. Pachereva

THAT Staff prepare a report on setting up a comprehensive master plan for the development of the museum property covering the entire footprint.

**CARRIED**

In response to this direction and subsequent inclusion in the 2015 Budget, staff wished to seek proposals from consultants to carry out an update of the Museum's Master Site Plan.

### **STAFF COMMENTS AND FINANCIAL CONSIDERATIONS**

The Request for Proposal was issued by the Town on July 3, 2015 and closed on July 31, 2015. A total of nine (9) proposals were received and evaluated by staff using the Town's rating criteria that was included as part of the RFP package. The firms and proposed costs for each proposal submitted are summarized in the following table:

<b>COMPANY NAME</b>	<b>COST</b>
Lord Cultural Resources	\$62,000
Lundholm Associates	\$49,584
<b>+VG Ventin Group Architects</b>	<b>\$47,500</b>
Peter J. Smith & Company	\$28,850
Museum Planning Partners	\$88,280
ATA Associates Inc.	\$58,400
Baird Sampson Neuert	\$53,000
David J. Argo Architect Inc.	\$64,000
MSA	\$44,688

A review of the results from the proposal rankings concluded that Lord Cultural Resources provided a strong proposal. They also are partnering with WeatherstonBruer Associates, who produced the Site Concept Plan in 2009. However, their pricing was higher than others in the upper level of ranking.

Lundholm Associates, who developed the original Master Site Plan, provided a comprehensive and thorough approach to the project with clear understanding of the value of community involvement.

+VG Ventin Group Architects were comparable with the previous two firms, but came in at a lower cost. Their site visit for the proposal was in-depth and their interest in the project was clear. Staff are confident that +VG Ventin Group Architects will provide a professional and creative Master Plan that will be responsive to the needs of the museum and the community. Other proposal strengths for +VG Ventin Group Architects include:

- Project Manager is a senior partner in the firm;
- Strong experience in similar projects;
- Emphasis on community consultation and creative approach to program consensus in the "World Café" visioning system;
- Continuity of knowledge of the museum through previous concept plan carried out in 1985;
- A detailed outline of the task list and days spent was provided;
- Solid delivery benchmarks were provided; and
- Firm is unbiased and independent of any service provider.

All three firms were well recommended in reference checks.

In reviewing all the submissions, staff recommends the selection of +VG Ventin Group Architects as the successful firm. The total estimated project costs can be accommodated by the funds allocated in the approved 2015 capital budget (\$60,000).

### **CORPORATE PLAN**

This report is consistent with the Future Focus Corporate Plan to manage the Town so it protects the quality of assets, delivers services in an effective and efficient manner and encourages a working environment that creates opportunities for efficiencies in service delivery to ensure high value for all Lincoln taxpayers. It also speaks to the Cultural Planning section, specifically the completion of the Jordan Museum Grounds Master Plan including implementation options.

### **ATTACHMENTS**

None

Report prepared on August 19, 2015.

Respectfully submitted by:

Reviewed by:

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Helen Booth, BA minor in Archaeology, CMS  
Museum Director

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Bob Spadoni, CPA, CGA  
Director of Finance

Reviewed by:

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John S. Nicol, BA(Hons), MA, MPA  
Interim Chief Administrative Officer