

**THE CORPORATION OF THE CITY OF SARNIA**  
**People Serving People**

**COMMUNITY SERVICES DIVISION**

**OPEN SESSION REPORT**

TO: Mayor and Members of Council

FROM: Trevor Sanderson, Park & Facility Manager  
Stacey Forfar, General Manager of Community Services

DATE: April 19, 2021

SUBJECT: Tender Award – Indoor Multi-Purpose Recreation Facility

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**Recommendation:**

It is recommended:

1. That Sarnia City Council accept the bid submission for tender NRFP 21-115 submitted by Monteith Brown Planning Consultants in the amount of \$74,244.10 including non-rebateable HST, for the Feasibility Study – Indoor Multi-Purpose Recreation Facility; and
2. That Sarnia City Council approve the funding for this study as an incremental budget request from the Capital Infrastructure Reserve until such time as the COVID-19 Resilience Infrastructure Stream funding application is known. If this funding is eventually approved, this feasibility study will be funded from the Capital Project request, as originally proposed in the [December 7, 2020](#) report to Council.

**Background:**

As directed by Council during the 2021 budget deliberations, staff have proceeded with the procurement process to retain expertise in support of exploring what it would take to design and build an Indoor Multi-Purpose Recreation Facility. Staff received and evaluated 6 bid submissions that were received for this tender, with 2 bids being deemed acceptable for consideration.

**Proposed Facility:**

The purpose of this Feasibility study is to develop a business plan for an Indoor Multi-Use Recreational Facility that could accommodate a variety of indoor recreation uses and leisure activities to complement and build on the existing suite of recreational services currently offered in the City.

This potential community investment was identified in the 2018 Parks & Recreation Master Plan (section 5-7), where it was highlighted that indoor multi-purpose facilities have now become commonplace in virtually every community over 50,000 people, certainly in areas that are in the 100,000+ resident range. Cities such as Brantford, Woodstock, London, Windsor, Guelph, Waterloo and many others have developed these facilities in partnership with, or led and owned by, community groups.

**NRFP Process:**

The tender closed on February 12, 2021 and the submissions were received electronically. All submissions were processed by the Purchasing team and evaluated by associated department representatives from Facilities, Parks and Recreation service areas and are available [here](#).

Acceptable submissions are summarized as follows:

<b>Proponent</b>	<b>Scoring Totals</b>	<b>Cost including Non-rebateable HST</b>
<b>Monteith Brown Planning Consultants</b>	641.67	\$74,244.10
<b>GSP Group Inc.</b>	616.67	\$70,443.36

A technical score of 600 was required to be considered for the financial stage as noted in the bid document.

**Recommended Proponent:**

During the scoring process, Monteith Brown scored slightly higher in the Proponent Qualifications and Methodology / Approach section as their submission spoke specifically to the benefits a multi-purpose facility can provide, both on the operations side as well as the increase in recreational services side for a community.

The Monteith Brown submission also recognized the work already completed in the City of Sarnia Parks & Recreation Master Plan and Arena Management Study, identifying their excellent understanding of the community context and work already completed to-date. Through their research for this proposal, the submission demonstrated their understanding of our local context and community expectations, while also outlining their vast amount

of previous experience in delivering projects / study's equal to, or greater than, this project proposal.

**Consultation:**

The Purchasing Manager, the Park & Facilities Manager, Superintendent of Recreation, Recreation Coordinators, and the General Manager of Community Services were consulted in the preparation of this report.

**Financial Implications:**

The total cost of the selected vendor is \$74,244.10 including non-rebateable HST, which will be funded from the General Reserves.

The funding for this feasibility study was initially proposed to come from repurposing a capital project request for Tecumseh Park, if the COVID-19 Resilience Infrastructure Stream funding application is accepted for the Tecumseh Park revitalization project. However, the City has not yet received feedback on this funding request.

If the COVID-19 Resilience Infrastructure Stream funding application is approved, this feasibility study will be funded from the Capital Project request, as originally proposed in the [December 7, 2020](#) report to Council.

Given the importance of all of the park infrastructure projects, particularly during the current pandemic, staff are recommending that the funding for this Feasibility Study be provided as an incremental budget request from the Capital Infrastructure Reserve, until such time as the COVID-19 funding is known. If the COVID-19 funding for Tecumseh Park is ultimately approved, the feasibility study will be funded from the Capital Project request as originally proposed. The Capital Infrastructure Reserve is forecasted to be \$2,519,000 at the end of 2021, before taking into account this request.

Reviewed by:

Stacey Forfar  
General Manager of Community  
Services

Approved by:

Chris Carter  
Chief Administrative Officer

Attachment(s): none