



Staff Report

Administration – Chief Administrative Officer

Report To: Committee of the Whole Meeting
Meeting Date: November 1, 2022
Report Number: FAF.22.150
Title: 125 Peel Street Community Campus of Care Update
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.22.150, entitled “125 Peel Street Community Campus of Care Update”;

AND THAT Council approve the Single Sourcing of WT Infrastructure for the engineering design and contract administration for the servicing of the 125 Peel Street property for the Community Campus of Care Project.

B. Overview

The purpose of this report is to provide an update on the 125 Peel Street Campus of Care Project.

C. Background

Staff have been working in collaboration with the Ministry of Long-Term Care and the Ministry of Municipal Affairs and Housing towards completing the Planning and Land Use process, including the consideration of the Town’s request for a Ministerial Zoning Order (MZO), and the pre-qualifying of potential long-term care providers.

D. Analysis

To date, staff can confirm that the Request for Pre-Qualification (RFPQ) process has been completed and has resulted in the qualifying of one (1) proponent that can now participate in the formal Request for Proposal (RFP) process.

The Campus of Care RFPQ process timeline is outlined below:

1. Release of the RFPQ – July 6, 2022
2. Pre-Submission Meeting – July 21, 2022
3. Deadline for Questions – August 18, 2022

4. Deadline for Issuing Addenda – August 24, 2022
5. The Pre-Qualification submission period – September 1, 2022

For the RFPQ, the Town utilized the typical Bids and Tender process. There were fifteen (15) registered bid takers for this RFPQ.

On July 21, 2022, the Town offered a voluntary Pre-Submission Meeting and Site Visit. The voluntary meeting had twelve (12) individuals take part along with representatives from the Town, SHS Consulting, and the Town's Fairness Advisor, P1 Consulting.

Staff confirm that, through the Request for Pre-Qualification (RFPQ) process, the Town received no questions regarding the RFPQ, however, the Town did issue one (1) addendum to the RFPQ, as a result of the voluntary Pre-Submission Meeting, that provided additional details about the property, the Town, and introductory overviews for the following local stakeholders:

1. Events for Life
2. Beaver Valley Outreach (BVO)
3. The Blue Mountains Attainable Housing Corporation

The Town received one (1) submission for the RFPQ and upon review of the lone submission, Town staff consulted with the Fairness Advisor to confirm that it was appropriate to move forward with the evaluation of the one (1) submission.

The submission was provided to the Ministry of Long-Term Care for their review and qualification of the long-term care provider identified in the submission. This review was a critical element of the pre-qualification process to determine if the long-term care provider was qualified to potentially receive the long-term care bed allocation. The Ministry of Long-Term Care will continue to provide a key role within the Campus of Care Project and provide additional reviews throughout the process as additional approvals are still required to be completed by the proponent.

Staff can confirm that on Monday, September 17, 2022, the Ministry of Long-Term Care advised Town staff that the review of the Pre-Qualification submission resulted in support for the submission and proponent moving forward to the Request for Proposal Stage of the process.

On Tuesday, September 20, 2022, the internal evaluation of the submission was completed by members of the Town's Senior Management Team. The evaluation also included representatives of SHS and the Town's Fairness Advisor, P1 Consulting.

After completing the evaluation and a fulsome consensus scoring process, it was determined that the submission received exceeded the minimum score required to be deemed a Qualified Proponent and move forward to the next stage in the process.

Next Steps

The preparation and drafting of the Request for Proposal were completed in collaboration with the following groups:

- SHS Consulting
- Weir Foulds LLP
- P1 Consulting
- Ecospex (Dementia Care Specific)

The Request for Proposal was released on October 6, 2022, and the due date for submissions is November 24, 2022.

Staff suggest that the potential awarding the Campus of Care Project to the proponent would still require the final approval to dispose of the required portions of Town owned land within the 125 Peel Street property. Staff are actively working with the appropriate Provincial Ministries to determine the appropriate approval stages and key decision points that would provide assurances of when the Town land could be shifted out of Town ownership.

Staff have recommended that the lands shall only be disposed of and transferred when the Ministry of Long-Term Care has provided its full approval for the allocation of the 160 Long-Term Care Beds to the successful proponent and the required Licensing Agreements have been satisfied and signed. Only after the Ministry of Long-Term Care is satisfied will the final disposition of land, including the transferring of land, be approved.

Ministry of Long-Term Care Provision Allocation of 160 Long-Term Care Beds

Staff have developed a very strong and collaborative relationship with the Ministry of Long-Term Care staff throughout this process. From the beginning of this process, the Ministry of Long-Term Care has identified December 31, 2022, as the conditional date for the provisional allocation of the 160 Long-Term Care Beds.

It is important to clarify that the Town will not be receiving the allocation of Long-Term Care Beds from the Ministry. The Ministry of Long-Term Care is “holding” the provisional allocation of the 160 Long-Term Care Beds for the approved long-term care provider for the Campus of Care Project. The allocation of the Long-Term Care Beds will be received by the successful proponent by December 31, 2022, pending Ministry approval. If the process to dispose of the Campus of Care portion of the property takes longer than expected, the Ministry of Long-Term Care could provide the proponent with a Letter of Allocation pending the successful acquisition of the land. This would then provide additional time for potential negotiations between the Town and a successful proponent.

Staff are extremely confident in the proposed process and the ability to meet the December 31, 2022, allocation date.

Ministerial Zoning Order Update

Ministry of Municipal Affairs and Housing and Town staff have worked on determining the appropriate processing stream for the consideration of the Ministerial Zoning Order (MZO) request. The Province has recently created a new process called the Community Infrastructure and Housing Accelerator (CIHA) and were considering using this new process for the Campus of Care Project.

Proposed Servicing Plan for 125 Peel Street

Staff have undertaken a conceptual servicing plan for 125 Peel Street based on existing infrastructure, current capital project plans, and the potential future uses of the site and surrounding area (Attachment 1).

Staff have recommended that WT Infrastructure be secured to complete the engineering design and contract administration for the provision of servicing to 125 Peel Street including water and wastewater services and an upgrade to an urban cross section with full utilities including active transportation facilities to integrate with existing pedestrian connections. Staff are seeking Council approval to negotiate directly with WT Infrastructure based on the experience and previous work completed by WT Infrastructure on similar projects and, more specifically, their ongoing work in the Alice Street area in Thornbury. WT Infrastructure was retained by the Town to complete the engineering design for the Substandard Watermain Replacement Project which includes Alice Street from Lansdowne Street to Peel Street, Baring Street and Peel Street from Baring to Arthur Steet. To date, WT Infrastructure have completed the preliminary design and investigations along this alignment and are in the process of preparing the tender package for 2023 construction of the watermain replacement.

In 2022, Council approved the overall \$11,000,000 budget for the 125 Peel Street Campus of Care Project. Staff have been diligent in completing the internal review of the best, most efficient, and most effective option to provide municipal services to the 125 Peel Street property to ensure services are provided before the 2026 “Heads in Beds” timeline for the Campus of Care Project.

Staff suggest that by negotiating directly with WT Infrastructure, the process for engineering design can be expedited to allow for the construction tendering and works to be completed by 2024. It is anticipated that significant efficiencies relating to previously approved and budgeted projects within the Alice and Peel Street area could be realized within an additional scope of work that WT Infrastructure has already completing.

Staff also acknowledge that the \$11,000,000 identified in the 2022 approved budget has been allocated and that these works fall within that funding, therefore Lame Duck Council limitations do not impact Council decision making abilities in this regard.

Staff’s review to date also identified that previously approved projects within the Alice Street area could be funding sources for the overall project and the timing would ensure that work in 2023 is not redone in 2025.

The Town's [Purchasing of Goods and Services Procedures Policy POL.COR.07.05](#) provides staff the opportunity to consider and recommend the merits of Sole and Single Sourcing:

9. Sole and Single Sourcing

Sole Sourcing is a method of procurement whereby a purchase order is issued or contract awarded without a competitive bidding process due to the fact that the supplier is the only source of supply for the required goods or services.

Sole Sourcing will be permitted if one or more of the following circumstances apply

1. One supplier/contractor possessing the unique ability or capability to meet the requirements of the Town due to a patent, sales/distributor agreement or copyright
2. Service is obtained from a public utility
3. The supply relates to necessary unique replacement parts from an exclusive source of supply
4. The supply relates to the purchase of parts that must be compatible with goods previously supplied, and there are no reasonable alternatives to the products.
5. To maintain warranty or service agreement compliance for purchased products.
6. When the required item is covered by an exclusive right such as a patent, copyright or exclusive license

Single Sourcing is a method of procurement whereby there is more than one vendor able to supply and a purchase order is issued or contract awarded without a competitive bidding process. Single Sourcing will be permitted if one or more of the following circumstances apply:

1. disclosure of information in an open contract competition would breach some duty of confidentiality or compromise security
2. **the compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration**
3. there is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular Supplier
4. an unforeseeable situation of urgency exists and the Goods and/or Services cannot be obtained in time by means of open procurement procedures
5. there are no bids in response to a Bid Solicitation
6. **a Roster for Professional Services has been developed**
7. when competitive procurement may be found to be impractical

8. where a good is purchased for testing or trial use and there is a clearly established deadline for the testing or trial period that does not exceed 12 months
9. when an urgent procurement is necessary for fulfilling a statutory order issued by a federal or provincial authority (i.e. compliance order)

In order for a division to Sole or Single Source for goods or services exceeding \$25,000 must be approved by Council.

Staff are recommending the Single Sourcing of WT Infrastructure for the engineering design and contract administration for the servicing of the 125 Peel Street property for the Community Campus of Care Project.

Demolition of Existing Structures

Staff, in collaboration with the previous tenant of 125 Peel Street, have the opportunity to proceed with the demolition of the two (2) existing structures on the property:

- Main Residence
- Former Bunkhouse

Staff have proceeded with completing a designated substance report to determine if there is asbestos within the structures. This information will determine whether additional measures are required to be taken during the demolition process. Staff have also prepared a Request for Proposal document that reflects the required measures to be taken.

Staff are currently preparing a Tender document for de-constructing the existing barn on the property and anticipate this work to be completed in 2023. Pre-Development Studies completed on the property have identified some sensitivities within the barn structure, being the presence of Barn Swallows. Staff believe that the deconstruction of the barn should be completed meticulously to ensure that a high percentage of the materials are salvaged and re-purposed.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

As of September 18, 2022, the costs incurred by the Town are as follows:

Studies and Services

Item	Consultant	Cost
Constraints Analysis	Cambium Inc	\$4,579
Stage 1-2 Archaeological Analysis	Archaeological Services Inc	\$14,130
208054 Highway 26 Survey	Rodney G. Reynolds	\$12,150
Development Management	SHS Consulting Inc	\$22,896
Fairness Advisor	P1 Consulting Inc	\$2,877
Pre-Development Tasks	Cambium Inc	\$27,654
LOA	Saugeen First Nation	\$5,128
Property Appraisal	Steward & Milhausen	\$1,679
TOTAL		\$91,094

The approved 2022 Budget included \$100,000 in funding for the 125 Peel Street Pre-Development Studies.

Staff Resourcing

Year	Number of Staff Hours	Cost Estimate
2021	266.75 Hours	\$23,300
2022	349.75 Hours	\$31,700
TOTAL		\$55,000

Staff Electronic Time Sheet tracking has allowed for the staff time allocation to be prepared. The total estimate of staff resourcing costs are provided as an estimate on the basis of regular staff time and do not including benefit costs.

H. In Consultation With

Senior Management Team

Brent Rolufs, Manager of Capital Projects

Serena Wilgress, Manager of Purchasing and Risk Management

Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. Conceptual Servicing Plan

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
cao@thebluemountains.ca
519-599-3131 extension 234

Report Approval Details

Document Title:	FAF.22.150 125 Peel Street Community Campus of Care Update.docx
Attachments:	- Attachement-1-Conceptual-Servicing-Plan.pdf
Final Approval Date:	Oct 24, 2022

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Oct 24, 2022 - 9:35 AM