

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER  
**SUBJECT:** **CI - CAPITAL PROJECTS DELIVERY SERVICES – COLLIERS PROJECT LEADERS INC.**  
**PURPOSE:** To obtain Council approval to award a Contract Increase (CI) for Capital Projects Delivery Services – Colliers Project Leaders Inc.

## **RECOMMENDATION**

**THAT** a contract increase to Colliers Project Leaders Inc. for an estimated total cost of \$750,005 including GST in the amount of \$35,715 as outlined in the Council Report titled “CI - Capital Projects Delivery Services – Colliers Project Leaders Inc.” dated for January 29, 2024 be approved; and

**THAT** final payment will be based on the actual quantity of services delivered and hourly rates as submitted.

### **1.0 POLICY SECTION**

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$1,000,000.

### **2.0 BACKGROUND**

On August 29, 2022 the City awarded a contract to Colliers Project Leaders Inc. for the professional services to support City’s Lands and Facilities and Engineering departments, such as acting on behalf of the City as representatives to help with planning, management and delivery of capital infrastructure, and civic facility projects within their intended scope, schedule and budget as stipulated in the capital plan, for an estimated value of \$4,548,625 including GST in the amount of \$216,602.

Since the award of this contract, there have been two change orders for a total amount of \$999,995 including GST in the amount of \$47,619 due to additional work required to continue supporting the additional capital projects.

A sample of the key capital projects that were included as part of the contract award are:

- New RCMP Detachment
- Animal Shelter
- Burnaby District Energy System
- Deer Lake Childcare (Christine Sinclair Centre)
- Confederation Park Community Centre
- Deer Lake Signage and Wayfinding
- Celeste Redman Community Amenity Space
- Christine Sinclair Signage
- James Cowan Theatre
- West Building Staff Relocation
- City Lands Inventory and Strategy

**3.0 GENERAL INFORMATION**

This contract increase of \$750,005 including GST in the amount of \$35,715, is required based on the current number of Colliers Project Leaders Inc. staff supporting Lands and Facilities and their typical weekly hours, this original contract is fully spent requiring an increase to continue to complete current projects. Lands and Facilities management have completed an assessment of the resources needed to complete this ongoing work with internal City of Burnaby staff and have included the staff requests to Council in the 2024-2028 Financial Plan. This analysis is based on capital project resource needs to complete projects in the near term. This fee increase is recommended to complete planned work up to the end of the contract.

City staff have reviewed the contract increase and believe it appropriately addresses our needs at a competitive cost.

The total estimated contract value will be \$6,298,625 including GST in the amount of \$299,935.

	Date	Accumulative Total Change (including GST)
Original Contract Award	August 2022	\$ 4,548,625
Change Order #1	July 2023	\$ 962,577
Change Order #2	November 2023	\$ 37,418
<b>SUBTOTAL CO #1-2</b>		<b>\$999,995</b>
<b>Change Order #3</b>	<b>Pending</b>	<b>\$ 750,005</b>
<b>TOTAL</b>		<b>\$ 6,298,625</b>

The General Manager Lands & Facilities concurs with this recommendation.

#### **4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

The RFP#119-04-22 (Attachment 1) was issued on June 16, 2022. Upon closing, the City received a total of eight submissions.

#### **5.0 FINANCIAL CONSIDERATIONS**

Funding for this contract increase will be provided within the 2024 – 2028 Financial Plan under various capital projects.

Respectfully submitted,

Noreen Kassam

Deputy Chief Administrative Officer and Chief Financial Officer

#### **ATTACHMENTS**

Attachment 1 – RFP#119-04-22

#### **REPORT CONTRIBUTORS**

This report was prepared by Ana Felix, Senior Buyer, and reviewed by Sophan Lum, Senior Manager Purchasing – Capital.

## View Details

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**Bid Details**

Bid Classification:	Services
Bid Type:	Request for Proposal
Bid Number:	RFP#119-04-22
Bid Name:	Capital Projects Delivery Services
Bid Status:	<b>Awarded</b>
Bid Awarded Date:	Wed Sep 14, 2022 (PDT)
Bid Closing Date:	Thu Jul 7, 2022 3:00 PM (PDT)
Question Deadline:	Thu Jun 30, 2022 3:00 PM (PDT)
Electronic Auctions:	Not Applicable
Language for Bid Submissions:	English unless specified in the bid document
Submission Type:	Online Submissions Only
Submission Address:	Online Submissions Only
Public Opening:	No
Description:	<p>The intent of this Request for Proposal ("RFP") is to obtain Proposals from Proponents for Capital Project Delivery Services required by the City of Burnaby ("City"), as further detailed herein. The successful Proponent(s) shall have a minimum of five (5) years' experience providing engineering project management services of a similar scope and nature. Each of the Engineering and Lands &amp; Facilities departments in the City intends to award one or more Contracts for a (1) year term, with options for four (4) each, one (1) year renewals for a total possible term of five (5) years, in accordance with the attached terms, conditions and requirements.</p> <p>Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with this work or other projects. Proponents are further cautioned that the acceptance of their proposals may preclude their participation as a Proponent in subsequent RFP's where a conflict of interest may arise.</p>
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