DATE: February 12, 2020  
TO: Business Committee  
FROM: Pete Sabo, Executive Director of Planning & Operations  
Kelsey Bakewell, Facilities Planning Manager  
SUBJECT: Cilaire Elementary School Mitigation Project – Appointment of Prime Consultant

Recommendation:

That the Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to award the contract to Herold Engineering Ltd. for the design and construction supervision for the Seismic Mitigation Project - Cilaire Elementary School, subject to funding and the successful negotiation of a Service Agreement.

Reference:
Forthcoming Ministry response to the Project Definition Report submission, dated December 2019.

Background:
Herold Engineering were retained as the structural engineer, part of the team that developed a Project Definition Report (PDR) for the Ministry supported Seismic Mitigation Project, which included a thorough site/building analysis along with estimated project cost. Herold Engineering specifically produced the structural engineering scope required for the seismic upgrade, completed in December 2019.

Discussion:

The scope of the Cilaire Elementary School Seismic Mitigation Project will include the design and renovation of Woodlands Secondary School, to be managed as a supplemental project. Woodlands would then be used as a swing space for this and future Seismic Mitigation Projects. This supplemental project will have a separate Consulting contract, which would be brought forward to the Board.

In consideration of District Administrative Procedure 513 (Purchasing) and AP501 (Selection of Architect), staff recommends a variance to the tendering requirements for the sole sourcing by engaging the services of Herold Engineering Ltd. as Prime Consultant. Given that Herold Engineering Ltd. was the structural engineer who prepared the SPIR and contributed to the PDR, the District will realize design team consistency and project efficiencies by continuing with this firm through the design and construction.

Herold Engineering would assume the role of Prime consultant and lead a team of qualified sub-consultants in preparing the construction drawings, issued for tender documents and acting as the Prime Consultant through construction and close-out. Herold Engineering has substantial experience in structural design and consultation for the District.