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FOR P&E Committee - December 17, 2009

Supports Item No. 4  
P&E Committee Agenda  
December 17, 2009



## ADMINISTRATIVE REPORT

Report Date: December 8, 2009  
Contact: David Ramslie  
Contact No.: 604.873.7946  
RTS No.: 7198  
VanRIMS No.: 08-2000-20  
Meeting Date: December 17, 2009

TO: Standing Committee on Planning and Environment

FROM: Manager of the Sustainability Group

SUBJECT: Award of Contract for RFP PS09194 - Green Retrofit Comprehensive Study for Buildings

### *RECOMMENDATION*

- A. THAT, subject to conditions set out in Recommendations B, C and D, the Director of Legal Services (on behalf of the City) be authorized to enter into a (a) a 50% cost sharing agreement with BC Hydro with respect to Green Retrofit Comprehensive Study for Buildings ("Green Retrofit Study") and (b) a contract with OMICRON Architecture Engineering Construction LTD. ("Omicron") for consultant services related to completion of the Green Retrofit Study at an estimated cost of \$56,100 plus GST, (for the City's 50% share) with funding to be provided by the 2009 operating budget;
- B. THAT the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement Recommendation A;
- C. THAT all such legal documents be on terms and conditions satisfactory to the City Manager and the Director of Legal Services; and
- D. THAT, no legal rights or obligations will be created by Council's adoption of Recommendation A, B and C above until such legal documents are executed and delivered by the Director of Legal Services.

### *CITY MANAGER'S COMMENTS*

The City Manager RECOMMENDS approval of A, B, C and D above.

### ***COUNCIL POLICY***

Council approval is required for all consulting contracts that exceed \$30,000.

### ***PURPOSE***

This report seeks authority for the City to enter into a contract with Omicron for consultant services related to the completion of the Green Retrofit Study as well as the necessary funding agreement with BC Hydro for 50% of the costs of such services.

### ***BACKGROUND***

In May 2007, Council adopted amendments to the Building By-law which included environmental protection objectives. Although no new “green building” requirements were added to the by-law at that time, the environmental protection objectives were put into place to facilitate the future development of the City’s Green Building Strategy.

In July 2007, Council adopted targets to reduce community GHG emissions to 33% below current levels by 2020 and 80% below 1990 by 2050.

In May 2009, Council received the Mayor’s Greenest City Action Team’s (GCAT) Quick Starts Report, which recommended early actions the City can take to help Vancouver become the greenest city by 2020. GCAT identified mandatory green retrofits as an essential step for Vancouver to reduce its greenhouse gas emissions and become the greenest city in the world by 2020.

### ***DISCUSSION***

The development of mandatory green retrofits as outlined above, calls for the coordinated development and addition of environmental protection requirements to Part 10 “The Renovations to Existing Buildings Section” of the Vancouver Building By-law (VBBL). To this end, staff have begun the development of a Green Renovation Program (GRP) for one and two family dwellings. These are buildings whose energy performance is not currently regulated by *ASHRAE 90.1 - “Energy Standard for Buildings Except Low-Rise Residential Buildings.”* The purpose of this report is to perform the research necessary to develop environmental protection requirements for renovations for buildings whose energy performance is regulated by ASHRAE 90.1.

#### **RFP Process**

A Request for Proposals (“RFP”) was prepared by the Project Office in consultation with Purchasing. The RFP was issued on November 3rd, 2009 and was advertised on the City’s website, the BC Bid website, and in the Vancouver Sun.

On Thursday November 12<sup>th</sup>, 2009, an information session was held by the Sustainability Group to provide an opportunity for potential proponents to ask questions and seek clarification on the RFP.

The RFP response deadline was Tuesday November 24, 2009 and eight proposals were received from the following lead firms (listed alphabetically):

- Busby Perkins and Will;

- JRS Engineering;
- Omicron;
- Morrison Hershfield;
- Prism Engineering;
- RDH Engineering;
- RJC Engineering; and
- Stantec Consulting.

### RFP Evaluation

Of the eight proposals, four could not be considered due to the fact that they did not, meet the minimum criteria defined in the RFP. This left four proposals from the lead firms listed below (in alphabetical order) for consideration:

- JRS Engineering;
- Omicron;
- Prism Engineering; and
- RJC Engineering.

An evaluation committee (the “Committee”) was established to review the proposals and decide on a proponent to be recommended to the Project Manager. The Committee was made up of four City staff from the Sustainability Group and the Office of the Chief Building Official.

The evaluation process included reviewing the proposals, meeting to discuss the proposals, and conducting reference checks. Proposals were evaluated by the Committee using an evaluation matrix that considered many factors including demonstrated ability, qualifications and experience of the team and key individuals, proposed work plan and schedule, references, and best value to the City based on quality, service and price.

Based on the evaluation of the proposals, the team lead by Omicron emerged as the strongest proposal, and the Committee and Project Manager recommend that Omicron be awarded this consultancy. The total award of contract for RFP PS09194 is in the amount of \$112,200 + GST of which the City of Vancouver will contribute 50% (\$56,100 + GST).

The Omicron team includes Light House Sustainable Building Centre as a sub-consultant. Together, this team has extensive knowledge of building envelopes, systems and energy modeling. Engineers and technologists on this team have provided condition assessments on over 15 million square feet of property throughout British Columbia. They combine this knowledge of dealing with existing buildings with that gained by completing several LEED level green renovations in Vancouver, and an extensive body of research and engagement in green building policy development.

Team members have been directly involved in:

- Vancouver’s Energy Utilization Taskforce;
- major commercial, residential and industrial building retrofits;
- studies pertaining the “greening” of the Vancouver Building By-law;
- the City of Vancouver’s sustainability methodology;
- building energy modeling;
- Workshop facilitation and education;
- construction cost estimating.

This team also offers additional value added services such as team members with actual renovation construction experience to improve feasibility assessments, and Building Code specialists specifically to assist in policy development. These additional skills combined with a methodology that was well articulated and practical made Omicron the preferred consultant by the committee in the review process.

**FINANCIAL IMPLICATIONS**

The City of Vancouver has budgeted \$56,100 (50% of \$112,200) to fund this study from the 2009 operating budget. Staff have an agreement in principle from BC Hydro to share 50% of the costs of this study and intend to sign a funding agreement with BC Hydro to secure the additional \$56,100 plus GST once the City’s funds are dedicated to this project by Council resolution. If the funding agreement cannot be signed with BC Hydro the project will not go ahead as outlined in this Council Report.

Contributor	Amount	Source
City of Vancouver	\$56,100 + GST	2009 Sustainability (Engineering) operating budget
BC Hydro	\$56,100 + GST	PowerSmart Codes and Standards

**CONCLUSION**

Staff from the Sustainability Group and from the office of the Chief Building Official who will be charged with the development of mandatory requirements for Green Renovations recommend Omicron be retained and that the costs be covered by the 2009 operating budget supplemented, if possible, by recoveries from BC Hydro.

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