

Toronto Community Housing



**Change Order: Addition to Contract to Cover Reimbursable Expenses
as per OAA-600 Contract Incurred by Hilditch Architect Inc. at 389
Church Street**

Item 8N

November 3, 2021

Building Investment, Finance and Audit Committee

Report: BIFAC:2021-121

To: Building Investment, Finance and Audit Committee
("BIFAC")

From: Vice President, Facilities Management

Date: October 26, 2021

PURPOSE:

The purpose of this report is to seek the BIFAC approval for the change order to Hilditch Architect Inc. ("Hilditch") for reimbursable expenses incurred as administrative costs during the contract administration phase of the project at 389 Church Street (Church/Granby; Dev. 214).

BIFAC approval is required for the recommended change order, as the cumulative amount exceeds the financial approval limit of Toronto Community Housing's (TCHC's) Procurement Award Committee (PAC).

RECOMMENDATIONS:

It is recommended that the BIFAC approve the following recommendations to:

1. approve a change order to Hilditch Architect Inc. for \$2,026.38 (exclusive of taxes) for reimbursable administrative costs pursuant to

the OAA-600 contract at 389 Church Street during the contract administration phase (Church/Granby; Dev. 214); and

2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendations.

REASONS FOR RECOMMENDATIONS:

Background

The original contract awarded to Hilditch was to convert the vacant building at 389 Church St. into transitional housing. The entire funding for this project including construction costs as well as consultants fee are being provided by the City of Toronto.

Hilditch was retained in 2015 and 2016 for preliminary design work by TCHC and the City of Toronto (RFQ 15085) and was subsequently retained to provide full design scope from 2017-2020. Each phase of the design scope was direct awarded to Hilditch as funding was confirmed, from 2017 to 2020. The agreement between Hilditch and TCH was governed by an OAA-600 contract.

The scope of work for Hilditch that is the subject of this change order is to seek approval for reimbursable expenses that were incurred by Hilditch during the contract administration phase of the project. Hilditch has provided the necessary receipts and supporting documentation. The Program Manager, Multi-disciplinary Projects has reviewed these and found them to be eligible and acceptable under the OAA-600 contract.

Change Order Recommendation

A change order of \$2,026.38 (exclusive of taxes) is recommended for reimbursable administrative costs pursuant to the OAA-600 contract at 389 Church St. during the contract administration phase (Church/Granby; Dev. 214). The work has been completed. The work was completed without a full approval because the OAA-600 contract the vendor has with TCHC allows the vendor to incur costs that are reimbursable and submit the receipts and supporting documentation at the time of invoice to obtain payment. This approval is required to reconcile the cost as per the final invoice and to close out the project.

Table 1 provides a summary of change orders to date, including the recommended change order.

Table 1: Purchase Order and Change Order Summary

| Date | Design Work Description | CMS | Procurement | Amount |
|-------------------------------|--|------------|------------------------|------------------|
| April 2015 | Schematic design for transitional housing and child care centre | 435918 | RFQ 15085 | \$15,000 |
| April 2016 | Design for Red Door Shelter temporary location | 437840 | Single Quotation | \$8,200 |
| July 2017 | Design brief that included developing project scope (architectural, mechanical and electrical outline specifications), schematic architectural floor plans, and costing to support the City's application for funding under the "Home for Good" program. | 439221 | Direct Award VAC 17266 | \$26,600 |
| August 2017 | Schematic Design Phase – Approvals were sought for each phase as funding was confirmed | 439221 | Direct Award VAC 17314 | \$220,350 |
| December 2018 | Design Development Phase – Approvals were sought for each phase as funding was confirmed | 439221 | Direct Award VAC 18104 | \$367,250 |
| Total of Previous Work | | | | \$637,400 |
| December 2018 | Original Award - Contract Documents and Contract Administration - Approvals were sought for each phase as funding was confirmed | 439221 | Direct Award VAC 18716 | \$881,400 |

| | | | | |
|--|---|--------|--------------|---------------------|
| March 2019 | Schematic and Design Development Fee Adjustment, Contract Documents and Contract Administration Phase | 439221 | CO VAC 19078 | \$571,428 |
| September 2020 | Contract Admin Phase - Additional | 439221 | CO VAC 20456 | \$169,485 |
| June 2021 | Contract Admin Phase – Reimbursable Expenses | 439221 | Pending | \$2,026.38 |
| Total Cumulative Change Orders Including CO Requested under this VAC | | | | \$742,939.38 |
| Original Award - Direct Award VAC 18716 | | | | \$881,400 |
| Cumulative CO % Based on Direct Award for Contract Administration VAC 18716 | | | | 84% |

IMPLICATIONS AND RISKS:

This approval is required to reconcile the cost as per the final invoice and to close out the project. The Program Manager, Multi-Disciplinary Projects, has reviewed the submitted supporting documents from Hilditch Architect Inc. The submitted price and breakdown were found to be acceptable for the work.

The recommended change order is in accordance with TCHC's current Procurement Policy. The Procurement Award Committee has reviewed and recommends that the change order be approved by BIFAC.

Funding for the Change Order award is within the program budget of the 2021 Capital Budget.

SIGNATURE:

“Allen Murray”

Allen Murray
Vice President, Facilities Management

STAFF CONTACT:

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