

**REQUEST FOR PROPOSAL EVALUATION REPORT  
MODB2305**

**Description of RFP**

This RFP was issued to invite proposals for architect services for the construction of a Community Health Centre in the Municipality.

**Details of Invitation**

RFP invitation method: Open tender posted on the Nova Scotia Procurement website.

RFP invitation date: March 16, 2023

RFP closing date: April 27, 2023

The proposals were opened on May 2, 2023 at 11:00 a.m.

In attendance: Chris Frotten (Chief Administrative Officer) and Leah d'Eon (Director of Finance) and Debbie Mader (Executive Assistant).

**Proposals Received**

Number of Proposals Received: 2

Proponents	Total Fees excluding HST (lowest first)
DSRA Architecture Inc.	\$687,290.55
Jost + Architects Ltd.	\$699,434.00

**Compliance with Tender Specifications**

Proponent	Compliance with RFP specifications	Details of any non-compliance
DSRA Architecture Inc.	Yes	N/A
Jost + Architects Ltd.	Yes	N/A

**Budget Implications**

All costs related to the Community Health Centre will be accounted for in GL 01-28224-032. Capital. The budget allocated for the project this year is \$4,500,000.

**Recommendation**

The proposals were evaluated by the CAO, Director of Finance and Director of Property Services to determine the degree to which they responded to the requirements as set out in the RFP. The evaluation was based on the following matrix:

Criteria	Points
Project Understanding	20
Individual Qualifications	45
Comparable Projects	20
References	15
<b>Total</b>	<b>100</b>

Upon evaluation, the results were the following:

Proponent	Score
DSRA Architecture Inc.	80.64
Jost + Architects Ltd.	82.82

Both proponents had strengths and weaknesses that resulted in scores that are very similar. For example, DSRA Architecture Inc.'s proposal scored better when it came to individual qualifications and comparable projects, while Jost + Architects Ltd.'s proposal scored better when it came to project understanding and references.

Although DSRA Architecture Inc.'s proposal came in slightly lower in cost than Jost + Architects Ltd.'s, we are recommending that **Jost + Architects Ltd.** be awarded the project due to their superior understanding of the project and feedback from references.