

June 15, 2026

City of Weyburn – Weyburn Leisure Centre

Re: Prime Consultant Services (RFQ #WLC-2026-01): Evaluation and Recommendation

Dear Council Members,

The closure of the Harry Church Indoor Pool at the Weyburn Leisure Centre in 2024 prompted the City of Weyburn (the City) to begin planning for a new Indoor Leisure Centre. Colliers Project Leaders (Colliers) is engaged as the City's Owner's Representative to support the planning, design, and delivery of this facility.

To advance the project, the City requires Prime Consultant services to lead architectural design, coordinate engineering disciplines, manage design development, and provide technical support through procurement and construction.

Colliers conducted a public Prime Consultant procurement on behalf of the City through the online procurement portal, SaskTenders. Colliers is submitting this letter of recommendation, which documents the RFP results and the implications for project scope, budget, and schedule. Colliers requests that Council:

- Accept the recommendation to award the competition to **P3Architecture Partnership (P3A)**.
- Approve the Steering Committee to proceed with contract negotiations with the preferred proponent.
- Approve the Steering Committee to enter into a contract with the preferred proponent, with a budget allocation of \$1,860,652.50 (including PST).

Procurement Process

The Request for Proposals (RFP #WLC-2026-01) for Prime Consultant services was issued on April 20, 2026, as a public procurement through SaskTenders. The RFP outlined the City's requirements for a qualified Prime Consultant team with relevant project experience, a comprehensive design and delivery approach, and the capability to lead and coordinate all architectural and engineering disciplines. Four addenda were issued during the open period to provide clarifications to proponents.

The RFP closed on May 22, 2026, with nine (9) submissions received:

- 1080 Architecture Planning + Interiors
- Adero Architecture
- Arcadis Architects (Canada) Inc.
- Group2 Architecture Interior Design Ltd.
- Oxbow Architecture
- P3Architecture Partnership
- Stantec
- TBD Architecture + Urban Planning
- Verne Reimer Architecture Inc.

Following the closing, all proposals were distributed to the evaluation team, consisting of two representatives from Colliers and two members of the Steering Committee. Evaluations were completed individually between May 22 and June 2, 2026, based solely on the technical submissions. Fee proposals remained sealed and were not reviewed until the completion of technical consensus evaluations.

A virtual consensus meeting was held on June 3, 2026, where evaluators discussed scoring results, confirmed alignment on evaluation outcomes, and finalized the technical ranking of proponents.

Evaluation Breakdown

As Prime Consultant services represent one of the most critical components of the project, the evaluation process was comprehensive and based on several key criteria.

The mandatory requirements were reviewed first to confirm eligibility for further evaluation. These requirements included completed submission forms, confirmation of insurance coverage, disclosure of potential conflicts of interest, and verification that a valid Weyburn business license will be acquired. All proponents met the mandatory criteria, and no concerns were identified.

The technical component carried significantly more weight than the financial component, reflecting the importance of securing a highly qualified team capable of delivering a complex aquatic facility. The breakdown of evaluation components and their respective weighting is shown below:

Proponents	Section Evaluated	Maximum Points
Mandatory Criteria	A	Pass/Fail
Understanding of the Project	B	5
Corporate Qualifications	C	5
Proposed Team	D	20

Project Delivery Approach	E	20
Comparable Projects	F	25
Value-Add and Innovation	G	5
Fee	Fee Proposal	20
Total score		100

Section B – Understanding of the Project (5 points)

This section was weighed modestly, as it served to confirm each proponent’s interest in the project, their understanding of the City’s objectives, and their awareness of key project drivers. Evaluators reviewed the proponents’ articulation of project needs, constraints, and anticipated challenges.

Section C – Corporate Qualifications (5 points)

This section assessed the firm’s overall capacity, experience, and availability of staff resources. The weighting was limited, as the intent was to confirm that each firm possessed the foundational qualifications and organizational stability required to undertake the project.

Section D – Proposed Team (20 points)

This section carried significant weight, as the quality and experience of the proposed team are critical to project success. Evaluators reviewed the qualifications, expertise, and availability of key personnel, including:

- Design Project Leader
- Design Architect / Interior Designer
- Mechanical Discipline Lead
- Contract Administrator
- Aquatics Specialist

Past collaboration among team members and alignment with project needs were also considered.

Section E – Project Delivery Approach (20 points)

This section evaluated the proponent’s methodology and understanding of how the project will be executed. Submissions were assessed on their approach to:

- Schedule management
- Cost control and operational budget considerations

- Design development and presentation
- Quality assurance processes
- Collaboration with the Construction Manager

Proponents were expected to demonstrate a clear, realistic, and experience-based approach to delivering a complex municipal facility within the Construction Management At-Risk project delivery methodology.

Section F – Comparable Projects (25 points)

This was the highest-weighted section, as it provided insight into each proponent's demonstrated experience delivering similar recreation and aquatic facilities. Proponents were required to provide detailed descriptions of three reference projects, including:

- Delivery methodology (e.g., design-bid-build, construction management)
- Scope and size similarity
- Project timelines and complexity
- Team members involved
- Risks encountered and mitigation strategies
- Lessons learned and applicability to the Weyburn project

This section allowed evaluators to assess the depth and relevance of each firm's past performance.

Section G – Value-Add and Innovation (5 points)

Although weighted lower, this section assessed the additional value proponents could bring to the project, including innovative design strategies, sustainability considerations, operational efficiencies, or unique tools and processes that could enhance project outcomes.

Fee Proposal – 20 points

The fee component was quantitatively scored using a standardized formula, with the lowest compliant fee receiving the highest score. Fee submissions remained sealed until all technical scoring was completed to ensure a fair and unbiased evaluation process.

The evaluation committee consisted of two members from Colliers Project Leaders and two members from the Steering Committee, ensuring balanced representation. Each evaluator completed their scoring independently. A consensus meeting was then held to review individual results, discuss scoring variances, and finalize the consensus scores. All scores presented in subsequent sections reflect the consensus outcome.

Evaluation Results

The evaluation process assessed each submission against the technical criteria outlined in the RFP, including team qualifications, relevant project experience, methodology, project understanding, and overall approach to delivering Prime Consultant services. The results of the technical evaluation provided the following ranking of proponents:

Proponents	Technical Ranking
P3Architecture Partnership	1
Group2	2
1080 Architecture Planning + Interiors	3
Stantec	4
Oxbow Architecture	5
Arcadis	6
Adero Architecture	7
Verne Reimer Architecture	8
TBD Architecture + Urban Planning	9

Although several proposals demonstrated strong content, the determining factors in the technical evaluation were:

- Qualifications of the proposed Prime Consultant, including senior leadership experience and discipline-specific expertise.
- Relevant experience delivering similar recreation and aquatic facilities.
- Demonstrated success with comparable scope and delivery methodology.
- Strength, availability, and past collaboration of the proposed team members.
- Clarity and feasibility of the proposed design and project management approach.

Based on these criteria, the top three proponents for the technical submission were P3Architecture, Group2, and 1080 Architecture.

Following completion of the technical evaluation, the fee submissions were opened and incorporated into the final scoring. This ensures that both quality and cost were considered in determining the preferred proponent.

Proponents	Final Ranking
P3Architecture Partnership	1

Stantec	2
1080 Architecture Planning + Interiors	3
Oxbow	4
Group2	5
Arcadis	6
Adero Architecture	7
Verne Reimer Architecture	8
TBD Architecture + Urban Planning	9

The final scoring confirmed that P3Architecture maintained the highest overall score when both technical merit and fee were considered.

After a full review of the technical submissions, fee proposals, and overall value to the City, **P3Architecture Partnership** was identified as the highest-ranked proponent and is recommended as the preferred Prime Consultant.

Project Schedule

Once approval to proceed is received, Colliers will move into finalizing the contract documents with the preferred proponent. This work is currently targeted for the week of June 23, 2026. The contract review and finalization period is expected to take approximately two weeks and will include incorporation of negotiated terms, confirmation of scope alignment, and completion of the legal review.

Based on this timeline, the project kickoff meeting is planned for the week of June 29, 2026. The kickoff will formally initiate Prime Consultant services, confirm communication protocols, review project milestones, and establish expectations for design development, stakeholder engagement, and reporting requirements.

Following the kickoff meeting, P3Architecture Partnership will begin Prime Consultant services in accordance with the finalized contract and the established project schedule.

Project Budget

Colliers Project Leaders developed a Cost Tracking Log to support ongoing budget management for the project. In coordination with the Steering Committee, a percent-based budgeting approach was used to distribute the overall \$30 million project budget across key categories. This approach allows the team to monitor commitments, track expenditures, and adjust allocations as the project progresses.

For the Consultant category, approximately 8–10% of the total project budget was allocated. This category includes all consultant services, including consultant contingency.

The fee proposal submitted by **P3Architecture Partnership (P3A)** totals **\$1,860,652.50** inclusive of taxes. This amount falls within the consultant budget category but is at the upper end of the allocation range. At this stage, this does not present a concern, as the project budget will be re-baselined at major milestones to reflect updated scope, market conditions, and design development progress. This will allow for budget allocations to align with budget needs, as the project progresses.

Recommendation

Based on the evaluation completed, Colliers Project Leaders recommends that the City award the Prime Consultant Services contract for the new Weyburn Leisure Centre to **P3Architecture Partnership (P3A)**. P3A achieved the highest overall score following the combined technical and fee evaluation and demonstrated strong alignment with the City's project objectives.

P3A's proposal provided the best overall value to the City by presenting a well-qualified multidisciplinary team, extensive experience delivering recreation and aquatic facilities, a clear and comprehensive design methodology, and a competitive fee structure. Their submission also demonstrated a strong understanding of the project scope, schedule requirements, and coordination expectations for a complex, multi-phase municipal facility.

Recommendation for Approval

It is recommended that the City of Weyburn:

1. Approve the selection of **P3Architecture Partnership** as the successful proponent for Prime Consultant Services for the Weyburn Leisure Centre project; and
2. Authorize Colliers Project Leaders to finalize negotiations and facilitate the execution of the agreement between the City and P3Architecture Partnership.

Sincerely,

Kolten Weber P.Tech, PMP

Project Manager

Colliers Project Leaders