

Meeting of the Board of Regents: May 14, 2025
Meeting of the Physical & Digital Infrastructure Committee: May 7, 2025

For Action For Information

Title: Architectural and Engineering Consultant Engagement Report 2024-25

Purpose:

This submission seeks to provide information to the Board of Regents regarding architectural and engineering consultant appointments for projects with a capital value of less than \$5.0M, that were awarded in the fiscal year 2024-25.

Recommendation:

For information only.

Background and Analyses:

In accordance with the [Procedure for Selection and Appointment of Consultants for a Minor Capital Project](#) referenced in the [Capital Projects](#) policy, Facilities Management has prepared a report for the fiscal year 2024-25 indicating the firm, project number and title, project type, scope, consultant fee, consultant fee with any change orders included, and the project value for each commission awarded. A change order is issued when there is a change in scope to the original contract that requires an additional cost. Change orders exceeding 10% of the original contract or \$15,000, whichever is greater, must be reported to the Chief Procurement Officer with GNL. Any items required to be reported will be included in strategic procurements next annual report to GNL due May 31, 2025.

The 2024-25 Consultant Engagement report is found in Appendix A.

Consultant fees (including change orders) totaled \$1,823,974, of which \$1,375,552 was for project design & contract administration and \$341,455 was for studies and inspections. Change orders totaled \$106,967 (\$70,921 for project design and \$36,047 for studies and inspections).

Procurement of these services was completed following the Public Procurement Act (PPA) and Memorial's [Purchasing](#) policy. A public tender call or request for proposals must be issued for services greater than \$133,800, a limited call for bids (3 quotations) is required for services less than \$133,800 and services less than \$10K can be sole-sourced.

Procurement of these services were completed by way of an open or limited call with three sole source exceptions made as follows:

- Capital Management Engineering Limited was sole-sourced for the 2024 annual asset evaluations and assessment audits of select Memorial University buildings and assets. These evaluations and audits support Memorial's Capital Deferred Renewal Program. The justification for this sole source is that Capital Management Engineering Limited were selected via a public RFP call in 2009 by Memorial, along with other Atlantic Canadian Universities, to complete these annual asset evaluations and assessment audits, which are required for inputs into VFA Facility, Memorial's capital renewal software. Additionally, they are a local consultant within the Atlantic region with the required expertise and knowledge of VFA Facility to provide this service.

s. 29(1) (a)

[Redacted] The value of the engagement was \$52,279.00, HST included.

- Engineering Harmonics was sole-sourced for audio visual system programming and design for the Faculty of Medicine/UPEI joint classrooms, including contract administration. This scope was added to a previously issued RFP call and purchase order and was considered an extension of previous work. The value of the engagement was \$126,500.00, HST included.
- Jewer Bailey Consultants (JBC) was sole-sourced for the mechanical design and contract administration for the addition of a process chiller and chilled water system to serve the cooling requirements of the MTS research equipment within the Harsh Environment Research Facility (HERF). The justification for this sole source was that JBC were the mechanical consultant on the HERF main building project, and thus, had designed the mechanical systems for the building and was familiar with the site requirements. The value of the engagement, including change orders, was \$42,256.75, HST included.

Anticipated Financial and Human Resource Impacts:

For information only.

Considerations:

As these projects are under \$5.0M in value, they are classified as Minor Capital Project. As such, they were approved at the appropriate operational level within the university and in accordance with the Procedure for [Approval of Minor Capital Projects](#) and the [Procedure for Management of Minor Capital Projects](#).

Legal Considerations:

As required, the public procurement act was followed.

Governmental Considerations:

The Public Procurement Act is followed for all consultant engagements. Strategic Procurement reports to GNL as required by the Public Procurement Act.

Pan-University Considerations:

This report considers St. John's campus, Signal Hill Campus, Grenfell Campus and Marine Institute.



s. 40(1)

Lisa Browne
Vice-President (Administration,
Finance and Advancement)



s. 40(1)

Dr. Jennifer Lokash
President and Vice-Chancellor
pro tempore

May 14, 2025

Appendix A

Fiscal Year 2024-25 - Architectural and Engineering Consultant Engagements for Projects Less Than \$5M

St. John's Campus						
Consultant	Project Number & Title	Type (Project Design or Study/Inspection)	Scope	Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
CORE Engineering Inc.	EN-164-21 Engineering Building, Renovations to EN-2078	Project Design	Demolition/new design drawings and class D estimate for electrical and mechanical services required for new undergraduate teaching lab.	\$85,675	\$85,675	\$463,700**
Dillon Consulting Limited	EN-189-21 Engineering Building, Cold Room Mechanical Upgrades	Project Design	Perform a structural analysis of the existing roof components to determine if a condensing unit can be added to the existing roof; and provide a stamped letter of the results	\$3,450	\$3,450	\$111,370
CORE Engineering Inc.	ER-123-17 Earth Sciences Building, Renovations to ER-5046 & ER- 5046A	Project Design	Design services for enhanced technical support and guidance related to completion of a new Trace Element research lab.	\$14,744.44	\$70,703.99	\$150,826**
Tiller Engineering Inc.	VAR-502-23 Structural Concrete Repairs CP-3	Project Design	Assessment and remediation plan of concrete beam deterioration in Education Building	\$11,393.63	\$12,842.63	\$465,000**
Capital Management Engineering Ltd	Capital Deferred Renewal Program - Assessment Audits and VFA Support	Study/Inspection	Assessment audits of select St. John's Campus buildings and assets and VFA support services.	\$52,279	\$52,279	\$52,279

Consultant	Project Number & Title	Type (Project Design or Study/Inspection)	Scope	Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
Tiller Engineering Inc.	TU-511-23 Tunnel System, Leak and Crack Monitoring Program	Study/Inspection	Structural condition assessment of all St. John's Campus tunnels to baseline and determine the current state of integrity and develop a proactive strategy for maintenance and repair.	\$28,462.50	\$28,462.50	\$50,000**
Dillon Consulting Limited	EN-128-23 Engineering Building, Solar Panel Installation	Study/Inspection	Complete structural evaluation of roof condition.	\$6,785	\$7,935	\$48,000**
Phoenix Engineering Inc	RD-139-23 CP2 OSC, Deep Seawater Pumphouse Line Cleaning	Project Design	Complete a concept options report identifying the processes and/or mechanisms for cleaning the deep sea pumphouse line.	\$10,925	\$10,925	\$20,000**
Engineering Harmonics	M-166-22 Faculty of Medicine Building, Audio Visual Upgrades 1M101 & 1M102	Project Design	Audio visual system programming and design for Faculty of Medicine/UPEI joint classrooms including contract administration. Scope added to a previously issued RFP call and PO.	\$126,500	\$126,500	\$1,539,000
RET Atlantic Ltd	VAR-610-19 Various Buildings, Arc Flash & Coordination Studies	Study/Inspection	Development, execution and reporting of short circuit and arc flash studies for various buildings on campus.	\$132,457.24	\$167,353.68	\$963,500**
Jewer Bailey Consultants ULC	ENX-204-23 Engineering Annex, MTS Chiller Fit-Up	Project Design	Mechanical design and construction administration for the addition of a process chiller and chilled water system to serve the cooling requirements of the MTS equipment	\$38,231.75	\$42,256.75	\$176,850

Consultant	Project Number & Title	Type (Project Design or Study/Inspection)	Scope	Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
Tiller Engineering Inc.	HSC-008-14 CP6 Animal Resource Centre, Rooftop Stairs	Project Design	The verification of the structural layout, main members, connections to the building main frame, supporting beams, and OWSJ associated with the design of the new rooftop stairs.	\$11,216.82	\$11,216.82	\$150,000**
CORE Engineering Inc.	OS-506-23 OSC, OS-AHU-02 Replacement	Project Design	Develop design plan and solution for the replacement of air handling unit (AHU-02). Completion of IFT/IFC documents.	\$56,925	\$56,925	\$775,000**
Carvel & Helm Interior Design	BN-151-24 Business Administration Building, Level 4 Redesign	Project Design	Consulting for concept design work services, only, to confirm program requirements. Concept design and proposed space planning options. Final concept floor plans, interior renderings and associated estimates.	\$31,050	\$40,537.50	\$43,500
Jewer Bailey Consultants ULC	EN-131-24 Engineering & Applied Sciences Building, Renovations to EN1035E	Project Design	Design drawings and class D estimate for electrical and mechanical services required for new additive manufacturing and testing lab.	\$71,875	\$71,875	\$581,700**
Stantec Consulting Ltd.	IIC-178-23 Bruneau Centre, Mobile Lab Expansion IIC1029	Project Design	Consulting, design, and contract admin. Services for new CO2 wet lab.	\$175,530.25	\$175,530.25	\$2,100,000**

Consultant	Project Number & Title	Type (Project Design or Study/Inspection)	Scope	Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
exp	TU-511-23 Tunnel System, Leak and Crack Monitoring Program	Study/Inspection	Sampling of water and apparent efflorescence in Utilities Tunnel	\$1,955	\$1,955	\$50,000**
Stantec Architecture	VAR-113-23 Technical Services Functional Planning Review	Project Design	Complete a report based a comprehensive review of current space utilization for technical services to identify functional requirements and operational needs. Provide recommendations on space planning, layout options, and class D estimates.	\$60,524.50	\$60,524.50	\$68,400
Stantec Consulting Ltd.	TU-509-23 MUN-09 Replacement (design only)	Project Design	Develop full design package for the replacement of MUN 09 Feeder cable including the associated new switch gear.	\$131,048.25	\$131,048.25	\$155,000
R.J. Bartlett Engineering Ltd.	EN-188-21 Engineering Building, Renovations to EN-1038	Project Design	Limited building code analysis and develop draft letter to identify egress requirements, as related to building infrastructure, as well as review past known alternative solutions and fire and life safety audit approaches.	\$5,175	\$5,175	\$90,300
Allnorth Consultants Limited	RD-139-23 CP1 Deep Seawater Pumphouse, OSC, Salt Water Pumps Feasibility Study	Project Design	Engineering and consulting services for the design and construction of an alternate seawater source at the OSC in Logy Bay, NL as per RFP-030-24 and proposal dated August 8, 2024	\$320,556.75	\$320,556.75	\$370,000

Consultant	Project Number & Title	Type (Project Design or Study/Inspection)	Scope	Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
Fougere Menchenton Architecture	CSF-103-23 Core Science Facility, Development of CSF5109	Project Design	Consulting, design and contract admin. services for fit-up of CSF-5109 for the Canada Excellence Research Chair (CERC) computer research laboratory.	\$189,750	\$189,750	\$1,748,400**
TISI Canada Inc.	UA-103-24 Utilities Annex, Fuel Tank Inspections	Study/Inspection	Inspecting and recertifying three fuel tanks at the Utilities Annex that makeup the fuel supply systems for the boilers and generator plants. Engagement included removal of base sludge and inspection of repair works as needed.	\$98,827.96	\$98,827.96	\$150,000**
Tiller Engineering Inc.	AC-503-20 JBARB Facility, OSC, Seawater Tanks Refurbishment	Project Design	Provide an asset condition report package and IFT/IFC structural remediation package.	\$5,347.50	\$5,347.50	\$179,137
R.J. Bartlett Engineering Ltd.	EN-164-21 Engineering Building, Renovations to EN2078	Project Design	Complete code analysis and develop report to identify major fire/life safety, egress, and laboratory requirements as related to building infrastructure for new undergraduate teaching lab and adjacent spaces.	\$6,900	\$6,900	\$463,700**
Interuniversity Services Inc.	Capital Deferred Renewal Program - VFA Hosting Services	Study/Inspection	Annual maintenance, support and hosting for VFA facility.	\$4,294.93	\$4,294.93	\$4,295

				Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
St. John's Campus Total:				\$1,681,880.52	\$1,788,848	\$10,969,956

Marine Institute						
Consultant	Project Number & Title	Type (Project Design or Study/Inspection)	Scope	Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
Crosbie Engineering Ltd.	DAVIT (1): Electrical Design Davit and Boat (OSSC Foxtrap)	Project Design	Electrical Design for the install of a Davit/Boat which includes electrical drawings with material and supply specifications.	\$4,025	\$4,025	\$272,471
Hynes Engineering Ltd.	DAVIT (2) Davit Structural Support (OSSC Foxtrap)	Project Design	Davit Structural Support Design which includes structural drawings with materials and supplies specifications.	\$4,370	\$4,370	<i>Part of Crosbie Engineering project</i>
Hynes Engineering Ltd.	Survival Tank Structural Platform Design (OSSC Foxtrap)	Project Design	Structural design and drawings for a structural platform design that integrates into the current structure and provides safe access to the newly installed lifeboat in the survival tank.	\$6,095	\$6,095	\$42,000**
Hynes Engineering Ltd.	Life Boat Simulator	Project Design	Complete structural design for the installation of a freefall lifeboat simulator at the The Launch (Harbour Base).	\$4,243.50	\$4,243.50	\$34,000
Hynes Engineering Ltd.	Fire Structure Assessments	Study/Inspection	Inspection of firefighting structures at Offshore Safety and Survival Centre in Foxtrap and Safety and Emergency Response Training in Stephenville per NFPA requirements for structural engineer to assess the fire structures and props every 5 years.	\$11,362	\$11,362	\$25,000** (OSSC) \$15,000** (SERT)

DBA Consulting Engineers Ltd.	Floor Loading for Rolling File Shelving and Basketball Net Roof Loading	Study/Inspection	1) Complete structural analysis and written report for floor loading regarding the addition of a proposed rolling file storage shelving located on Level 2, Ridge Road. 2) Complete structural analysis and written report for the attachment of tow (2) new OWSJ mounted basketball nets, backboards and hoisting system.	\$5,031.25	\$5,031.25	1) \$143,081** 2) Unknown
				Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
Marine Institute Total:				\$35,126.75	\$35,126.75	\$489,552

Grenfell Campus						
Consultant	Project Number & Title	Type (Project Design or Study/Inspection)	Scope	Fee (\$) (HST Incl.)	Change Orders (\$) (HST Incl.)	Project Value (\$) (HST Incl.)
N/A for Fiscal 2024-25						
				Fee (\$) (HST Included)	Change Orders (\$) (HST Included)	Project Value (\$) (HST Incl.)
Grenfell Campus Total:				\$0	\$0	\$0

** Project Estimate

Combined Amount by Consultant (all campuses)	Fee (\$) HST & Change Orders Included
Allnorth Consultants Limited	\$320,556.75
Stantec Consulting Limited	\$306,578.50
CORE Engineering Incorporated	\$213,303.99
Fougere Menchenton Architecture	\$189,750.00
RET Atlantic Ltd.	\$167,353.68
Engineering Harmonics	\$126,500.00
Jewer Bailey Consultants ULC	\$114,131.75
TISI Canada Inc.	\$98,827.96
Stantec Architecture	\$60,524.50
Tiller Engineering Inc.	\$57,869.45
Capital Management Engineering Limited	\$52,279.00
Carvel & Helm Interior Design	\$40,537.50
Hynes Engineering	\$26,070.50
R.J. Bartlett Engineering Ltd.	\$12,075.00
Dillon Consulting Limited	\$11,385.00
Phoenix Engineering Inc.	\$10,925.00
DBA Consulting Engineers Limited	\$5,031.25
Interuniversity Services Inc.	\$4,294.93
Crosbie Engineering Limited	\$4,025.00
exp	\$1,955.00
Total	\$1,823,974.76