



MANAGEMENT REPORT

Date: October 14, 2025
To: Mayor and Council
From: Jeff Wilson, Manager of Housing
Kim McElroy, Director of Social Services and Interim Director of Human Resources
Report Number: COU25-123
Attachments: None

Title: Award of RFP-2025-25 – 398 Erie St., Stratford Affordable Housing - Architectural Services

Objective: To award the Request for Proposal for the design, project management and construction administration of an affordable housing project at 398 Erie St., Stratford.

Background: As the Consolidated Municipal Service Manager (CMSM) the City of Stratford is the lead agency in the provision of housing stability and homelessness response for the City of Stratford, St. Marys, and Perth County.

This report is regarding the design, project management and construction administration of an affordable housing project at 398 Erie St., Stratford.

At the November 25, 2024, Regular Council meeting, Council was notified through the Consent Agenda that the Social Services Department, Housing Division, intended to call the following Tender in accordance with the City's Purchasing Policy:

CA-2024-193 Notification that the Social Services Department, Housing Division, intends to call the following Tender in accordance with the City's Purchasing Policy:

- 398 Erie Street, Stratford Affordable Housing – Architectural Services.

Analysis: A total of twenty proposals were received from the following organizations in response to Request for Proposal RFP-2025-25:

- 2MK
- 6ix Design
- Apex Technical
- Arcadis

- Architects Tillman Ruth
- AXIA
- Baird
- Brian Luey
- CSK Architect
- DPAI
- Duncan Patterson
- JPM
- Kevorkian Architects
- Nicholson Sheffield
- R. Ritz
- Raw Design
- Spriet
- Two Row
- V+A Architects
- Ventin Group

Proposals were assessed against the following criteria:

- Company Profile
- Project Team and Organizational Chart
- Project Understanding and Implementation Plan
- Company Experience and Project Team Qualification
- Supplemental Information/Value Added Services
- Pricing

Following an assessment of the first five categories, pricing was separately factored and assessed according to the city’s matrix. Based on the assessment matrix, the committee selected AXIA for recommendation to council at a cost of \$198,940.00, including HST. The project was approved as part of the 2024 budget as an expansion of service. Included in the estimated costs was \$452,000 in soft costs. To date, \$43,957 (including the unrecoverable portion of HST) of consulting expenditures have been expensed towards these soft costs. The cost of architectural services will still leave approximately 50% of estimated soft costs not allocated to date.

When the project was approved, it included financing the project via long-term debt. As such, payments towards the long-term debt are currently included in the operating budget and will reduce the amount required upon completion. Until the project is completed, any expenses are classified as unfinanced liabilities and do not impact the overall budget directly, however the planned debt repayment is considered an operating expense that is already captured (and has been) since the 2024 approval.

Financial Implications:

Financial impact to current year operating budget:

None.

Financial impact on future year operating budget:

Future operating costs of the facility over and above the long-term debt repayment, are being determined in conjunction with the community partners and other levels of government.

Alignment with Strategic Priorities:

Build Housing Stability The construction of affordable housing at 398 Erie St., Stratford will provide ongoing affordable and stable housing.

Alignment with One Planet Principles:

Materials and Products

The construction of affordable housing at 398 Erie St., Stratford is intended to be designed and constructed in a sustainable manner.

Staff Recommendation: THAT the Request for Proposal (RFP-2025-25) for 398 Erie St, Stratford Affordable Housing - Architectural Services, be awarded to AXIA at a cost of \$198,940.00, including HST.

Prepared by: Jeff Wilson, Manager of Housing
Recommended by: Kim McElroy, Director of Social Services
André Morin, CPA, Chief Administrative Officer