

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 20-24**

**TO:** Chair and Members of the Board of Health  
**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health  
**DATE:** 2024 March 21

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**MLHU CITI PLAZA DENTAL OPERATORY ADDITION**

**Recommendation**

*It is recommended that the Board of Health receive Report No. 20-24 re: "MLHU Citi Plaza Dental Operatory Addition" for information.*

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**Report Highlights**

- To respond to funding received by the provincial government to expand the capacity for MLHU to see patients who have Ontario Seniors Dental Care Program (OSDCP) coverage, the Middlesex-London Health Unit is expanding the Citi Plaza Dental Clinic by two additional operatories.
- Two Request for Proposals were issued to retrofit the two current operatories, design and build two additional operatories, in addition to the procurement of all necessary dental supplies. The highest scoring proposal for each RFP was provided by CCS Engineering & Construction Inc and Sinclair Dental, respectively.
- The retrofit, design, build, and procurement of dental supplies for the Citi Plaza Dental Operatory Project is expected to cost approximately \$323,485.03.

**Background**

Currently there are 518 people with Ontario Seniors Dental Care Plan (OSDCP) coverage on a waiting list for a new patient exam in London. To address the current OSDCP waiting list the Middlesex-London Health Unit (MLHU) was issued capital funding in the amount of \$140,500 from the Ministry of Health. A subsequent request for increased capital funding has received verbal approval for a total revised project budget of \$348,170. In October 2023, an interdisciplinary project team was created with membership from the Strategy, Planning & Performance team, the Operations & Procurement Team, and the Oral Health & Clinical Support Services Team to utilize the capital funding and retrofit the two current operatories, in addition to designing and building two additional dental operatories at the Citi Plaza Dental Clinic.

### Request for Proposal

The project team issued two separate Requests for Proposal (RFP), one for the construction (RFP 23-05), and one for the procurement and installation of all dental equipment, furniture, and supplies (RFP 23-06). The two RFPs were issued at the same time to ensure that combined costs did not exceed the allotted \$348,170 budget. Additional operating funds have been requested from the Ministry of Health for the ongoing purchase of dental supplies required for operation of the clinic, as well as for appropriate staffing of the clinic.

At the time of RFP closure, three bids for RFP 23-05 and two bids for RFP 23-06 had been received. Bids were solicited through the e-procurement solution, Biddingo. These bids were assessed by an evaluation committee of four team members. Evaluation criteria to assess the bids were based on 1) reasonableness of cost, 2) experience/evidence of ability, 3) build schedule timing, 4) personnel and qualifications, and 5) value-added and/or anticipated challenges.

The evaluation committee met on January 9, 2024, to review evaluation results, and recommended CCS Engineering & Construction Inc. as the preferred vendor for RFP 23-05 and Sinclair Dental as the preferred vendor for RFP 23-06. Each has been recommended given that they scored the highest and met the budgetary costing requirements. Based on this proposal, the retrofit, design, build, and procurement of dental supplies for the Citi Plaza Dental Operatory Project is expected to cost approximately \$323,485.03.

### Next Steps

The Project Team, with support and guidance from the Project Sponsor (the CEO), will continue to address critical issues and major risks that arise through ongoing internal and external communication and establishment of risk mitigation strategies as required. The current risks and mitigation strategies are outlined below:

Risk Description	Mitigation
Capital funding is expected to be utilized by March 31, 2024	Ensuring initiation of construction occurs prior to March 31 to enable continued use of funding; plan to use operating funds if necessary
Unexpected external factors which arise that cause the Project to go over <b>timeline</b>	Closely monitor timelines relative to Project Charter; communicate consistently with Vendors
Unexpected additional costs that cause the Project to go over <b>budget</b>	Ensure there is a healthy contingency budget, conduct accurate forecasting to make informed decisions as they relate to spending; work with Finance to closely monitor ongoing spending relative to budget

This report was written by the Citi Plaza Dental Operatory Build Project Team (Strategy, Planning, and Performance; Oral Health & Clinical Support Services; and Operations and Procurement).



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

**This report refers to the following principle(s) set out in Policy G-490, Appendix A:**

- The Chronic Disease Prevention and Well-Being standard as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).