



# Ontario Aboriginal Housing Services

## REQUEST FOR PROPOSAL (RFP)

TO PROVIDE AND PREPARE

**CONSULTING SERVICES, DETAILED DESIGNS,  
SPECIFICATIONS, SITE PLANS AND ENGINEERING  
SERVICES**

FOR THE

**SARNIA SUPPORTIVE HOUSING AND  
FRIENDSHIP CENTER DEVELOPMENT**

**SEPTEMBER 25, 2020**

**Ontario Aboriginal Housing Support Service Corporation**

Design and Engineering Services Request for Proposal – September 25, 2020

Sarnia Supportive Housing and Friendship Center

## **CONTENTS**

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<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2.0</b>	<b>OBJECTIVES .....</b>	<b>4</b>
<b>3.0</b>	<b>SCOPE OF CONSULTING SERVICES .....</b>	<b>5</b>
<b>4.0</b>	<b>PROJECT TEAM .....</b>	<b>8</b>
<b>5.0</b>	<b>SERVICES/PROJECT REQUIREMENTS .....</b>	<b>9</b>
<b>6.0</b>	<b>CONSULTANT PROPOSAL SUBMISSION REQUIREMENTS.....</b>	<b>12</b>
<b>7.0</b>	<b>PROPOSAL EVALUATION CRITERIA.....</b>	<b>12</b>
<b>8.0</b>	<b>SUBMISSION INSTRUCTIONS.....</b>	<b>14</b>
<b>9.0</b>	<b>PROPOSAL AWARD .....</b>	<b>14</b>

## Ontario Aboriginal Housing Support Service Corporation

Design and Engineering Services Request for Proposal – September 25, 2020  
Sarnia Supportive Housing and Friendship Center

# 1.0 INTRODUCTION

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In July 2019 Ontario Aboriginal Housing Support Services Corporation (OAHSSC) took possession of vacant, green field property located at 940 Confederation Street in Sarnia, Ontario. The intent of this development is to build 40 supportive housing units with on-site supportive service offices, staffing and program space requirements which will become the Sarnia Lambton Native Friendship Center.

## 1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for the Scope of Work (defined in Section 3) required by OAHSSC from the proposed Consultant, to create conceptual drawing and site plans for OAHSSC to use for community consultation purposes and to revise drawings based on community and stakeholder feedback to finalize the preparation of detailed designs, specifications (including permitting and licensing, site plan approval), tendering and contract administration including acting as Quantity Surveyor through construction process (collectively the “Services”) and to act as Tender Agent on behalf of OAHSSC for the Sarnia Housing and Friendship Center Development.

The Project generally includes:

- 40-unit housing development which includes offices and program space on main floor of building that will be leased to the Sarnia Lambton Native Friendship Center
- Civil/roadworks/parking
- Site services (electrical power, water, storm water, natural gas)
- Separate power and heat source for the Friendship Center
- Indigenous design elements to be incorporated to the front façade of the building
- Site plan design, submission and approval

Essentially, the Sarnia Supportive Housing and Friendship Center Development site plans and parking lot area will be designed to facilitate residential living, programming and cultural-based activities/services.

The Services will generally include, but is not limited to: all necessary fieldwork and data collection; permitting; approvals; engineering analysis and design; preparation of tender-ready drawings and specifications, and; tendering and contract administration for the project; Class A Estimate.

Fieldwork completed and supplied with this RFP include:

Phase I ESA  
Survey  
Geo Technical Report

## 1.2 Location

The civic address of the property is 940 Confederation Street, Sarnia, Ontario. The land has been zoned appropriately for this development. The land is currently vacant, green space. The land has services to the property line for connection to the city water and sewer lines.

## **Ontario Aboriginal Housing Support Service Corporation**

Design and Engineering Services Request for Proposal – September 25, 2020  
Sarnia Supportive Housing and Friendship Center

### **1.3 Background**

This proposed development is a key piece in the continued efforts of OAHSSC to assist municipalities to build affordable housing in their community. OAHSSC and the Sarnia Lambton Native Friendship Center (SLNFC) have entered into a Memorandum of Understanding for twenty years. OAHSSC will lease the main floor of the building to the SLNFC and there will be separate water, gas and hydro meters for the SLNFC.

### **1.4 Available Information**

The following documents are attached as appendices to this RFP:

- Survey
- Phase I ESA
- Geo Technical Report
- Square Footage Requirements for the SLNFC
- OAHSSC Specifications

It is expected that the Architectural Firm will seek their own copies of up to date City Planning By-laws and setbacks for this development site.

## **2.0 OBJECTIVES**

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### **2.1 General**

In general, the objective of this RFP is to provide OAHSSC with a price for an Architectural Firm to design a full set of architectural drawings and site plans including engineering requirements that are ready to submit for a building permit and site plan approval and to act as a Quantity Surveyor throughout the construction process and to deliver the public tender process on behalf of OAHSSC.

### **2.2 Overall Objectives**

Section 3 of this RFP provides details of the scope of work (the “Scope of Work”) required from the Consultant for the Services, a summary of which is set out below:

1. Work closely with OAHSSC Development Team and partners (as set out in Section 4 hereof) throughout all design stages of the Project;
2. Optimize the use of existing information, studies, reports and other available resources;
3. Liaise with Provincial and Municipal Governments and local resource personnel, as appropriate;
4. Complete the Scope of Work in stages, as outlined in the consultant’s proposal/response to this RFP, allowing for meetings and document reviews and editing/approval by OAHSSC at each stage, prior to progressing to the next stage of the Project;
5. Undertake the Scope of Work for, inter alia:
  - a. Design including, but not limited to: site plan development, building permit, tendering agent on behalf of OAHSSC and to act as Quantity surveyor throughout development.

## **Ontario Aboriginal Housing Support Service Corporation**

Design and Engineering Services Request for Proposal – September 25, 2020

Sarnia Supportive Housing and Friendship Center

- b. Undertake fieldwork, as necessary, to provide the Services. Fieldwork to be included in the Consultant's price—includes all fieldwork, in all disciplines, required to complete the Project.
6. Provide construction cost estimates at three stages: the Design Brief, 90% working drawings, and 99% design completion stages;
7. Attendance at meetings in Sarnia, as required in the Scope of Work;
8. Negotiation and completion of all applicable permits;
9. Completion, submission and payment of any other applicable federal/provincial organization's applications, permits, extensions and any relevant follow-up
10. Tendering for construction, including but not limited: the public call for tenders, receipt and evaluation of all submitted tenders and awarding of the successful tender;
11. Preparation of the contract between OAHSSC and the General Contractor;
12. Contract administration services during the construction phase of the Project;
13. Construction inspection services and data collection for the production of as-built drawings during the construction phase of the Project;
14. Post commissioning site review and report, one month after commissioning;
15. Production of as-built drawings in paper and electronic format;
16. Address warranty issues as they arise, and;
17. End of warranty period inspection and report.
18. Preparation of Energy Report Model that will meet or exceed 26-40% reduction in operating energy consumption and greenhouse gas emissions

## **3.0 SCOPE OF CONSULTING SERVICES**

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This RFP is for the detailed engineering design, acquisition of all necessary approvals/permits, tendering and construction phases of the project, and contract administration during the construction phase of the Project.

The following outlines the Scope of Work required from the Consultant to complete the Services required for the Project:

### **3.1 Project Initiation**

Project initiation includes, as a minimum, the initial meeting with OAHSSC, compilation and review of existing documents, and preliminary field reviews.

Become familiar with the Project by reviewing existing documents:

- Meet with OAHSSC Development Team at an introductory meeting in a place or virtually (to be determined).
- Undertake a detailed tour and become familiar with the Project site, surrounding area and the conceptual design drawings.
- Gather information and resources required for completion of the Project.

### **3.2 Site Reconnaissance**

The Consultant shall conduct preliminary reviews of the conceptual design drawings and shall identify any and all constraints and limitations, and make a final recommendation to OAHSSC.

### **3.3 Fieldwork and Investigations Phase**

This phase of the Project includes the undertaking of fieldwork and investigations, as required for detailed design of the Project:

- Other fieldwork required by the Consultant for completion of the design.

### **3.4 Design Brief Phase**

During this phase of the Project, the Consultant will prepare a design brief that will include:

- Assessing the feasibility of Project cost estimates, initial designs and overall scope of work for the Youth Transitional Housing Development: Phase One Implementation Plan, corroborating the provided studies: Background and Final Reports.
- One (1) meeting with OAHSSC to present and review the assessment of the initial designs and cost estimates.
- All adjustments to the initial design and cost estimates shall be based on OAHSSC's input. The Consultant must receive approval on the finalized initial designs, prior to moving ahead with the detailed working drawings/designs.

### **3.5 Detailed Design Phase**

The detailed design phase of the Project will include the following, as a minimum:

- Designing of driveway, parking lots, buildings, site amenities and utilities.
- All provincial/federal/municipal environmental requirements must be addressed.
- Plan and profile drawings for water, hydro and sewer infrastructure.
- If needed, details for manholes, other appurtenances and utilities.
- The designs will be completed in stages:
  - 50% working drawings
  - 90% working drawings and draft specifications
  - 99% working drawings and specifications, and ready for tender documents
- The Consultant will attend a Project meeting for the 50% and 90% detailed design stages to present and discuss the work completed. This can be arranged through online meetings in conjunction with OAHSSC Development Team and its Stakeholders. The Consultant shall not proceed to the next stage until approval has been granted by the Municipality.

### **3.6 Cost Estimates**

The Consultant will provide updated cost estimates for the Project at the design brief, 90% and 99% complete stages. The design brief estimate to be Class 'C', the 90% estimate to be Class 'B' and the 99% estimates to be Class 'A'.

### **3.7 Applications/Permits**

During the process of the ready for public tender documents, the Consultant will complete and submit all required applications to the MOECC, MNRF, DFO and any other regulatory organization, as identified by the Consultant. The Consultant will pay directly any required application fees. The Consultant shall be responsible for any follow up, as required for processing and approval of the applications. The Consultant will provide tender documents directly to a list of qualified contractors as per the direction of OAHSSC in addition to the public tender.

### **3.8 Tendering Phase**

Upon approval by OAHSSC, the Consultant shall hold a public call for tenders on the proposed project. The process shall be in accordance with OAHSSC’s procurement policy and any other federal and provincial legislation, as applicable.

The Consultant shall undertake a public tender process for the construction contract for the Project (the “Construction Contract”), including preparation of all advertisements and coordinate the public tender call. The Consultant shall present methods of advertising the tender for approval by OAHSSC. The Consultant will also provide the tender call advertisement to OAHSSC for posting on the OAHSSC corporate website.

OAHSSC will only entertain qualified bids during tendering phase.

The Consultant shall conduct a mandatory pre-tender project review and meeting for Bidders. During the tender period, the Consultant shall respond to all questions and requests for information in writing. If, as a result of questions or other circumstances, the Consultant realizes a need for changes to the tender package, they shall issue an addendum(s) to all bidding Contractors. The tenders shall be received by OAHSSC – Development Team and opened at the OAHSSC Head Office in Sault Ste. Marie. The Consultant shall attend the closed tender opening at the Sault Ste. Marie Head Office and participate in the opening of the tenders received. The Development Team at OAHSSC shall record the tenderer name and submitted tender value for their records.

Following the opening, the Consultant shall evaluate all tender bids and prepare a report with their recommendation for submission to OAHSSC.

### **3.9 Contract Administration**

Upon award of the Construction Contract to the successful bidder(s) of the tender process set out in section 3.8 above, the Consultant shall produce three (3) original Construction Contract documents for signatures by OAHSSC and the Contractor. During the performance of the contract, the Consultant will provide contract administration services.

The services shall include, but not be limited to, the following:

- Provide **options** for a qualified on-site project manager/supervisor, during the construction and warranty phases of the Project.
- Fulfill **Contractor Bonding requirements** as required by CMHC for this development
- At the commencement of construction, the consultant shall issue a ‘for construction’ set of documents that incorporate any changes resulting from the tendering process.
- Ensure that all necessary insurances are carried by the contractor.
- The Consultant will request, from the contractor, shop drawings for all components of the project. It is the responsibility of the Consultant to review and approve shop drawings, prior to the Contractor’s installation of each component.

## **Ontario Aboriginal Housing Support Service Corporation**

Design and Engineering Services Request for Proposal – September 25, 2020

Sarnia Supportive Housing and Friendship Center

- Reviewing of all the Contractors' progress payment requests and recommending to OAHSSC the value of the project performed to date, the value of the holdback to date and the payment for the period. This must be included in a section of the monthly physical report to OAHSSC.
- Review all requests for additional costs and time from the Contractor and recommend action to deal with such requests. If necessary, issue contemplated change orders for pricing by the Contractor and on acceptance issue a relevant contract change order. This must be included in a section of the monthly physical report to OAHSSC.
- The Consultant shall, at all times, have current and up to date drawings and specifications available at the site of the project and shall ensure the Contractor is working from current drawings and specifications.
- The Consultant shall prepare a detailed operating manual for submission to OAHSSC.
- The Consultant shall prepare three (3) copies (unless otherwise indicated) of a document that includes all shop drawings, operating and maintenance procedures, spare parts, supplier information, as built (record) drawings and any other pertinent information as may be required for the operation and maintenance of the project—all documents must all be in electronic form.

### **3.10 Changes to the Contract**

If requested in writing by OAHSSC, the Consultant will make required changes in the contract. The Consultant will advise OAHSSC of any effect on the time schedule and budget or any other implications of the changes—such changes will be incorporated into the contract by formal change order. No changes required by the Consultant to remedy errors or other problems attributable to shortcomings of the Consultant, including persons employed or supervised by him, shall entitle him to additional fees. The Consultant shall not be compensated beyond the upset limit, unless the OAHSSC provides written approval.

### **3.11 Adequate Information**

The Consultant acknowledges he has had adequate discussion and access to sufficient information to enable him to undertake the Services within the time limit stipulated for the Project.

## **4.0 DEVELOPMENT TEAM**

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### **4.1 OAHSSC Development Team**

The primary contact for OAHSSC will be Ms. Cathy Connor, Programs Delivery Manager. Other staff within OAHSSC may be appointed, as necessary.

### **4.2 Consultant Development Team**

The successful Consultant will be a firm of Consulting Engineers with a Certificate of Authorization in the Province of Ontario. The Consultant Development Team will consist of professional and technical staff with the required experience to carry out the tasks set out in this RFP.



## **Ontario Aboriginal Housing Support Service Corporation**

Design and Engineering Services Request for Proposal – September 25, 2020

Sarnia Supportive Housing and Friendship Center

The Consultant's primary contact and project manager for the Services and the Project shall be a Professional Engineer licensed to practice in the Province of Ontario, with a minimum five (5) years professional experience in design and project management.

The Consultant Project Team will include staff and sub-consultants with Ontario professional accreditation and experience in the following fields, as a minimum:

- Civil engineering
- Structural engineering
- Mechanical engineering
- Geotechnical engineering
- Ontario land surveyor
- Proven experience working with Indigenous organizations and Indigenous design
- Other professional and technical staff as required to successfully complete the assignment

## **5.0 SERVICES/DEVELOPMENT REQUIREMENTS**

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### **5.1 Consulting Services**

The Consultant shall:

- Be willing to enter into a contract for provision of the Services and completion of the Development (the "Services Contract"). The cost of Services is not to exceed the accepted maximum upset limit as submitted by the Consultant in proposal/response to this RFP.
- Provide complete and comprehensive professional services in the specialty fields required to carry out the Development.
- Complete the Services and ensure the Development is carried out in accordance with an accepted schedule presented by the Consultant with its proposal/response to this RFP, and to submit monthly reports describing progress and indicating milestones achieved.

### **5.2 Insurance**

The Consultant will be required to carry a minimum of \$2,000,000 per occurrence in professional liability insurance and \$5,000,000 General Public Liability Insurance. The insurance coverage cannot be modified without written consent of the Municipality. Proposal/response to this RFP that limit the liability of the Consultant or the insurance company to the value of the fees paid/payable will not be considered.

Proof of the Consultant's ability to obtain \$5,000,000 in Comprehensive General Liability Insurance must be submitted with proposal/response to this RFP.

The Consultant can demonstrate this proof in the following manners:

1. Certificate of insurance, or
2. Letter from the insurance provider

## **Ontario Aboriginal Housing Support Service Corporation**

Design and Engineering Services Request for Proposal – September 25, 2020

Sarnia Supportive Housing and Friendship Center

### **5.3 Schedule**

OAHSSC anticipates that the design work will be completed for the Project and construction commence in the 2023 construction season.

The Consultant shall:

- Prepare a detailed schedule clearly indicating meeting dates, all tasks, parties responsible for completing each task, milestones and critical path
- Allow sufficient time in the project schedule for meetings and document review by the Stakeholders
- Be responsible for maintaining the approved Development schedule, as submitted by the Consultant in his proposal
- Advise OAHSSC in writing, of any actual or potential changes to the approved time schedule and upon approval from OAHSSC, revise the schedule accordingly

OAHSSC's anticipated Project completion date is September 2023.

### **5.4 Development Meetings**

In the proposal/response to this RFP, the Consultant shall allow for the following Development Team meetings, as a minimum, location to be determined which is mutually agreed upon by both parties:

- Introductory meeting
- Public engagements as required by provincial and federal regulations
- Final design brief and preliminary drawings
- 50% detailed design
- 90% detailed design
- Pre-construction tender (mandatory onsite meeting)
- Pre-construction
- Monthly construction
- Substantial completion
- Deficiency (post commissioning site review)
- Final completion
- End of warranty

### **5.5 Reporting**

The Consultant shall prepare a meeting report to OAHSSC, in writing, regarding the discussions and conclusions of each meeting, and provide commentary on schedule.

## 5.6 Invoicing Instructions

The Consultant shall provide a financial report with each invoice:

- A written status report of the work accomplished to date and a comment if the project is on schedule;
- with headings as follows:

### **Budget Billings**

Fees	Previous Billings
Expenses	Billings This Period
Total Contract	Billings to Date

The Consultant shall advise OAHSSC in writing of any potential changes to the Project amount/cost, as soon as possible, after they are evident. The Consultant shall invoice the Municipality on a monthly basis. The invoice shall be in the form of a hard copy and electronic copy and directed to the OAHSSC Development Team. The Development name and OAHSSC's name shall be clearly shown on the invoice. Each invoice will contain a breakdown with the name of each employee, position, hours of work, charge-out rates, expenses and disbursements.

## 5.7 Deliverables

In addition to the drawings required by Sections 3.4 and 3.5, a complete set of as-built drawings shall be prepared and certified by the Consultant and issued to OAHSSC within 2 months of substantial completion of construction of the Project.

All drawings, specifications and other related contract documents prepared by the Consultant shall be owned by OAHSSC.

The Consultant will provide three (3) copies of each report, drawing set and draft documents submitted at the milestone stages of the Project.

The Consultant will provide the following digital copies as follows:

- PDF format for all stamped and sealed drawings
- Editable ACAD 2000 (or newer) format for all drawings, geo-referenced, capable of being imported into a GIS database.
- PDF format for specifications. To be presented as one file, and shall be complete and identical to its hard-copy counterpart.
- All relevant documentation in PDF format, including, but not limited to:
  - Inspection reports
  - Site instructions, change orders
  - Progress reports
  - Payment certificates
  - Test reports
  - Key correspondence
- To be submitted on thumb drive(s) upon completion of project
- Photo Library submitted in JPEG format, sorted by date and named to indicate location/particular. To be submitted on thumb drive(s) upon completion of project.

## **6.0 CONSULTANT PROPOSAL SUBMISSION REQUIREMENTS**

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The Consultant shall submit three (3) copies of its proposal/response to this RFP (the “Proposal”).

Proposals shall contain, but is not limited to, the following:

- The qualifications of the consulting firm to undertake the Services for the Project
- Methods for controlling cost and schedules
- The names and resumes of the Consultant Project Team and all persons to be employed for the services to complete the Consultant TOR, including the portion(s) of the project to be undertaken by each
- A list of Sub-Consultants proposed for the Project (if any), together with a resume of qualifications and experience
- A time and activity schedule for the performance of the Services based on the requirements of the RFP. The submitted schedule will be considered in the award of the Services. The schedule shall show all key stages, including Project meetings and milestones.
- The methodology proposed and the technical/physical methods to be utilized in the performance of the project and any innovative and constructive ideas.
- The methodology proposed and experience with similar waterfront developments and obtaining the required approvals and permits to perform this Project
- Proof of professional liability and general public liability insurance in the required amounts, or a certification from the carrier that such insurance will be issued on award of the Project
- A detailed cost breakdown, clearly showing each activity and disbursement, the time allotted to that activity and the person(s) to which the activity is assigned
- Each person shall have the hourly rates and associated disbursement identified with summed total dollar values tallied by person and activity
- The total number of hours and dollars indicated for each person and activity
- The sub-total lump sum will include all consulting fees and disbursements for the performance of the Services—based on the requirements of this RFP.
- The grand total lump sum shall be shown below the Sub-Total and will include the sub-total lump sum plus applicable taxes. The grand total lump sum of proposed fees, disbursements and taxes shall be treated as a maximum allowable unless modified with the written consent of the Municipality.

## **7.0 PROPOSAL EVALUATION CRITERIA**

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Each Proposal shall be evaluated by OAHSSC Development Team.

In general, this Request for will be evaluated based on compliance, completeness, quality, demonstrated competence, content clarity, conciseness, and any unique skills or methods demonstrated.

**Ontario Aboriginal Housing Support Service Corporation**

Design and Engineering Services Request for Proposal – September 25, 2020

Sarnia Supportive Housing and Friendship Center

The proposal will be evaluated by a team of representatives in accordance with the following scoring matrix:

<b>SUBMISSION</b>	<b>POINTS</b>
▪ Company Profile	10
▪ Previous related experience	10
▪ Project Understanding	15
▪ Proposed Project Personnel	15
▪ Methodology/Approach	20
▪ Value Added Services	15
▪ Fee	15
<b>TOTAL</b>	<b>100</b>
Additional points related to unique elements	10
Additional points related to experience with Indigenous community projects	15
<b>Additional points related to utilization/employment of the talent, skills and experience of the Indigenous community.</b>	<b>20</b>

The additional points related to any unique elements of the proposal will be available to all members of the evaluation team to use if they see fit during their review of the submissions.~~8-~~

**Project Understanding**

State what you consider to be the key elements of these projects. Identify briefly the risks and challenges.

**Project Personnel and Resumes**

Identify the individuals who will be assigned to this project.

Identify other roles and respective individuals you feel may be required to effectively deliver the project.

For each individual state their qualifications and their related experience on similar projects.

**Methodology/Approach**

Describe the method(s) and approach to be utilized to deliver requirements of this proposal. Indicate participation required of all stakeholders including OAHS, successful design-build team, government agencies, and authorities having jurisdiction, marketplace and others.

**Value Added Services**

Provide a description of value-added services provided to enhance this offering.

**Proposed Schedule**

A one-page construction schedule outlining proposed completion dates for significant milestones must be submitted.

**Tender Price**

Provide a tender price to carry out the services outlined in this RFP.

Indicate the hourly rate(s) that were used to determine the fee and the rates that will be applicable throughout the project if additional services are required.

## 8. SUBMISSION INSTRUCTIONS

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### 8.0 Address for Submission of Proposals

Due to COVID 19 – OAHSSC will be accepting proposals via email.

**Proposals will be submitted to: [Bids@oahssc.ca](mailto:Bids@oahssc.ca)**

### 8.1 Closing Time for Submission of Proposals

Proposals must be received no later than **Friday, October 30, 2020 at 12:00 PM Noon EST.**

### 8.2 Form of Submission

An electronic bid submission must still be signed and the entire proposal must be received in one email.

### 8.3 Inquiries from Consultants

During the proposal period, Consultants are to direct all inquiries (in email only) to:

Cathy Connor, Programs Delivery Manager  
Email: [cconnor@oahssc.ca](mailto:cconnor@oahssc.ca)

### 8.4 Site Visit

A site meeting is not mandatory, but encouraged. The site is vacant, green space and the property is owned by OAHSSC. There are no barriers that would keep perspective bidders from accessing the site.

## 9.0 PROPOSAL AWARD

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OAHSSC reserves the right to accept or reject any or all proposals. Any proposals prepared in response to this RFP shall be prepared at the cost of the respondent.

The successful Consultant awarded the contract for the Services on the Project, if any, will be notified by OAHSSC via mail.

This RFP does not commit OAHSSC to award a contract.

The lowest cost or any proposal will not necessarily be accepted. OAHSSC further reserves the right to reject any or all bids, to waive irregularities and informalities therein and to enter into negotiations with prioritized proponents in our efforts to meet budget constraints for the best interest of OAHSSC in its sole and unfettered discretion.