

# TORONTO STAFF REPORT

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October 4, 2006

To: Bid Committee

From: Executive Director, Technical Services  
Director, Purchasing & Materials Management

Subject: Engagement of Contracted Professional Services for District Transportation Services and Toronto Water Capital Projects  
Request for Proposal 9117-06-7276

Purpose:

The purpose of this report is to advise on the results of the Request for Proposals 9117-06-7276 for the provision of services for Preliminary Design, Detailed Design, Preparation of Tender Documents, Contract Administration and Construction Supervision for District Transportation Services and Toronto Water Capital Projects and to obtain authorization to enter into professional services agreements with McCormick Rankin Corporation, Earth Tech Canada Inc., R.V. Anderson Associates Limited , and URS Canada Inc.

Financial Implications and Impact Statement:

The total potential contract awards identified in this report is \$10,484,904.40 including all applicable taxes, charges and contingency allowances. The total potential cost to the City net of GST over three years is \$9,891,419.25. Funding for the first year in the amount of \$3,201,104.36 net of GST is available for the period October 2006 to December 2006 and for the period January 2007 to October 2007 as future year commitments in the approved 2006 Transportation and Toronto Water Capital Budgets.

Should any or all of the options to renew the contracts be exercised, the balance of the funds in the amount of \$6,690,314.89 net of GST will be included in the 2007-2009 Capital Budget submissions for Transportation Capital Budget in the amount of \$3,345,157.45 net of GST and Toronto Water Capital Budget in the amount of \$3,345,157.44 net of GST to be split evenly between 2007-2008 and 2008-2009. The engineering estimate for the four contracts is \$10,229,185.56 including all applicable taxes, charges and contingency allowances.

Funding (net of GST) is available in the following Capital accounts:

Capital Account	Account Name	2006	2007	Total (excl. GST)
<b>Transportation:</b>				
CTP306-01	Major Road Resurfacing	50,000.00	150,000.00	200,000.00
CTP306-02	Major Road Reconstruction	50,000.00	150,000.00	200,000.00
CTP306-07	Backlog Priority Elimination City Wide Roads	265,552.00	-	265,552.00
CTP306-03	Local Road Resurfacing	125,000.00	375,000.00	500,000.00
CTP306-04	Local Road Reconstruction	25,000.00	75,000.00	100,000.00
CTP406-01	Sidewalks	2,500.00	7,500.00	10,000.00
CTP806-02	Engineering Studies	100,000.00	-	100,000.00
CTP306-03	SOIP	50,000.00	-	50,000.00
CTP806-05	Cycling Infrastructure	18,750.00	56,250.00	75,000.00
CTP806-06	Traffic Calming	100,000.00	-	100,000.00
	<b>Total Transportation</b>	<b>\$ 786,802.00</b>	<b>\$ 813,750.00</b>	<b>\$1,600,552.00</b>
<b>Toronto Water:</b>				
CPW545	Engineering YR 2006	177,500.00	532,500.00	710,000.00
CPW470	Engineering YR 2006	222,638.00	667,914.36	890,552.36
	<b>Total Toronto Water</b>	<b>\$ 400,138.00</b>	<b>\$1,200,414.27</b>	<b>\$1,600,552.36</b>
	<b>Total Cash Flow</b>	<b>\$1,186,940.00</b>	<b>\$2,014,164.36</b>	<b>\$3,201,104.36</b>

Recommendations:

It is recommended that:

- (1) a) authority be granted to retain the firm of McCormick Rankin Corporation, being one of the four highest scoring proponents, to provide contracted professional services for the period from October 2006 to September 2007 for District Engineering Services, Toronto and East York District, on an “as and when requested” basis for a cost not to exceed \$993,440.00 including all applicable taxes, charges and contingency allowances with the option of two (2) additional one-year terms during the period from October 2007 to September 2009 in the total amount of not to exceed \$2,076,288.60 including all applicable taxes, charges and contingency allowances at the sole discretion of the Executive Director, Technical Services and subject to the budget approvals, the Executive Director, Technical Services to instruct the Chief Purchasing Official to process the necessary contract renewals under the same terms and conditions;
- b) authority be granted to retain the firm of R. V. Anderson Associates Limited, being one of the four highest scoring proponents, to provide contracted professional services for the period from October 2006 to September 2007 for District Engineering Services, Etobicoke York District , on an “as and when requested” basis for a cost not to exceed \$822,231.00 including all applicable taxes, charges and contingency allowances with the option of two (2) additional one-year terms during the period from October 2007 to September 2009 in the total amount of not to exceed \$1,718,469.80 including all applicable taxes, charges and contingency allowances at the sole discretion of the Executive Director, Technical Services and subject to the budget approvals, the Executive Director, Technical Services to instruct the Chief Purchasing Official to process the necessary contract renewals under the same terms and conditions;
- c) authority be granted to retain the firm of Earth Tech Canada Inc., being one of the four highest scoring proponents, to provide contracted professional services for the period from October 2006 to September 2007 for District Engineering Services, North York District, on an “as and when requested” basis for a cost not to exceed \$836,350.00 including all applicable taxes, charges and contingency allowances with the option of two (2) additional one-year terms during the period from October 2007 to September 2009 in the total amount of not to exceed \$1,747,971.50 including all applicable taxes, charges and contingency allowances at the sole discretion of the Executive Director, Technical Services and subject to the budget approvals, the Executive Director, Technical Services to instruct the Chief Purchasing Official to process the necessary contract renewals under the same terms and conditions; and

- d) authority be granted to retain the firm of URS Canada Inc., being one of the four highest scoring proponents, to provide contracted professional services for the period from October 2006 to September 2007 for District Engineering Services, Scarborough District, on an “as and when requested” basis for a cost not to exceed \$741,150.00 including all applicable taxes, charges and contingency allowances with the option of two (2) additional one-year terms during the period of October 2007 to September 2009 in the total amount of not to exceed \$1,549,003.50 including all applicable taxes, charges and contingency allowances at the sole discretion of the Executive Director, Technical Services and subject to the budget approvals, the Executive Director, Technical Services to instruct the Chief Purchasing Official to process the necessary contract renewals under the same terms and conditions, for total potential contract awards identified in this report at \$10,484,904.40 including all applicable taxes, charges and contingency allowances.

Background:

The City’s 2007–2009 Capital Works Program provides needs projections for the implementation of a number of capital projects in the Transportation Services and Toronto Water Divisions that are required to keep municipal infrastructure in a state of good repair. These capital projects include new facilities or replacements/upgrading of existing services including watermains, sewers, roadways and sidewalks, as well as, the electrical design and civil provisions for traffic signals. It may also include various watercourse improvements, slope stabilization and other stormwater management projects and technical peer reviews. At the District level, this work has been historically carried out mainly by District Engineering Services staff.

Due to the increasing volume of work and the fact that these staff are already fully utilized, the City requires the assistance of qualified professional consulting firms to provide engineering services to supplement the efforts of City staff and to achieve the annual objectives of the Capital Works Program. Professional consulting firms will be retained for engineering services on an “as and when requested” basis for each of the four (4) Districts.

In order to secure the necessary contracted professional services for each District, a competitive consultant selection process was undertaken whereby a Request for Expressions of Interest was issued by the Purchasing and Materials Management Division. Short-listed firms were invited to submit detailed proposals. Results of the consultant selection process are summarized below.

Comments:

Fifty (50) firms from the City’s Bidders List for this category were notified and invited to submit Expressions of Interest. The Request for Expressions of Interest (REOI) was also advertised on the City’s internet web site. This resulted in seventeen (17) submissions being received.

Using the threshold level of seventy-five percent (75%) stated in the REOI as a criterion, the evaluation of Expressions of Interest resulted in the following seven (7) proponents making the short-list:

- (1) Earth Tech Canada Inc.
- (2) Giffels Associates Limited
- (3) LEA Consulting Ltd.
- (4) MacViro Consultants Inc.
- (5) McCormick Rankin Corporation
- (6) R.V.Anderson Associates Limited
- (7) URS Canada Inc

The Purchasing and Materials Management Division issued a Request for Proposals (RFP) to the seven (7) short-listed proponents. This resulted in five (5) proposals being received on August 25, 2006. Giffels Associates Limited and LEA Consulting Ltd. did not submit written proposals.

As with the evaluation of the Expressions of Interest, a formal consultant selection committee comprised of Technical Services staff evaluated the proposals. All submissions were evaluated first independently and then jointly by members of the selection committee in accordance with a set of pre-established criteria. The four (4) proponents with the highest overall scores for the four (4) Districts were selected and each proponent was assigned one of the four Districts as stated in the RFP requirements. The total scores for the top four proponents ranged from 82.3% to 87.8%.

The RFP stated that a single engineering consultant would be limited to a maximum of two assignments and the duration of the service contract would be for a one-year term from the date of award with the option of two (2) additional one-year terms. The proponents were required to identify, in order of preference, the Engineering District Offices that they wanted to provide services to.

The total upset limit in each proponent's fee proposal was determined by the summation of the proponent's pier diem rates for team members and approximate hours required for each team member specified in the RFP.

On completion of the above process, proposals submitted by URS Canada Inc., R. V. Anderson Associates Limited, Earth Tech Canada Inc. and McCormick Rankin Corporation received the highest overall scores. The total upset limits, inclusive of G.S.T, for the four contracted professional services assignments, including the District Engineering Services Offices that the services are to be provided are summarized below:

<u>Firm</u>	<u>Upset Limit of Assignment</u>	<u>District Office</u>
McCormick Rankin Corporation	\$993,440.00	Toronto & East York
Earth Tech Canada Inc.	\$836,350.00	North York
R. V. Anderson Associates Limited	\$822,231.00	Etobicoke York
URS Canada Inc.	\$741,150.00	Scarborough

The selection committee concluded that the proposals submitted by URS Canada Inc., R. V. Anderson Associates Limited, Earth Tech Canada Inc., and McCormick Rankin Corporation satisfied the overall requirements at a reasonable cost and demonstrated an appropriate level of effort to properly address the necessary requirements of the assignment. Legal Services has been consulted in the preparation of this report.

The Fair Wage Office has reported that the recommended firms have indicated that they have reviewed and understand the Fair Wage Policy and Labour Trades requirements and have agreed to comply fully.

Conclusions:

The proposals submitted by URS Canada Inc., R. V. Anderson Associates Limited, Earth Tech Canada Inc and McCormick Rankin Corporation, having the highest overall scores, satisfied the requirements of the City's RFP and the fee proposals are fair and reasonable. Therefore, it is being recommended that individual contracted professional services agreements be entered into with the four firms on such terms and conditions satisfactory to the Executive Director, Technical Services and in a form satisfactory to the City Solicitor.

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