



## BID COMMITTEE CONTRACT AWARD

### Award of Request for Proposal No. 9118-14-7087 to MMM Group Limited for professional services to assist in delivery of cycling infrastructure projects for the Transportation Services Division

<b>Date:</b>	July 17, 2014
<b>To:</b>	Bid Committee
<b>From:</b>	Acting Director, Purchasing and Materials Management

### RECOMMENDATIONS

The Acting Director of Purchasing and Materials Management recommends that the Bid Committee grant authority to award the following contract:

<b>Call No:</b>	RFP 9118-14-7087
<b>Description:</b>	<p>Provision of professional services to assist Transportation Services, Cycling Infrastructure and Programs with project management, planning, design and implementation of cycling infrastructure projects on an "as and when required" basis for a 2-year period starting from date of award to July 31, 2016, with the option to renew for an additional two (2) year period at the sole discretion of the City and subject to budget approval(s).</p> <p>Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Transportation Services Division will monitor vendor performance during the first term of the contract.</p> <p>Should the option be exercised, then the General Manager of Transportation Services or designate, will request the Director of Purchasing and Materials Management to process the renewals under the same terms and conditions.</p>
<b>Recommended Proponent:</b>	<b>MMM Group Limited</b>
<b>Contract Award Value:</b>	<p><b>Date of Award to July 31, 2016</b> \$662,550.00 net of all applicable taxes and charges \$748,681.50 including all applicable taxes and charges <b>\$674,210.88 net of HST recoveries</b></p> <p>Option 1 - August 1, 2016 to July 31, 2018 \$705,264.00 net of all applicable taxes and charges</p>

	<p>\$796,948.32 including all applicable taxes and charges \$717,676.65 net of HST recoveries</p> <p>As the escalation rate is above 3%, funding approval will be granted if the following conditions are adhered:</p> <ul style="list-style-type: none"> <li>• A market analysis will be performed by PMMD to verify the current market conditions as compared to the proposed increase by the vendor;</li> <li>• The Division requesting the appropriate budget approval will ensure budget availability;</li> <li>• The Division is to monitor vendor performance during the term of the contract; and</li> <li>• It's at the sole discretion of the City to exercise the option year, not the vendor.</li> </ul> <p>The total potential contract award identified in this report including the option of an additional 2-year period is \$1,367,814.00 net of all applicable taxes and charges and \$1,545,629.82 including all applicable taxes and charges. <b>The total potential cost to the City including the option of an additional 2-year period is \$1,391,887.53 net of HST recoveries.</b></p>
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**Financial Impact:**

The total potential contract award as identified in this report including the option years is \$1,545,629.82 including all applicable taxes and charges. The total potential cost to the City including the option years is \$1,391,887.53 net of HST recoveries.

Funding in the amount of \$168,552.72 is included in the 2014 Approved Capital Budget and 2015-2023 Approved Capital Plan (Cycling Infrastructure and Programs Account CTP814-05) for Transportation Services. Funding in the amount of \$337,105.44 for the contract period of January 1 to December 31, 2015 will be included in the 2015 Capital Budget Submission for Transportation Services (Cycling Infrastructure and Programs Account CTP815-05). Funding in the amount of \$168,552.72 for the remaining contract period of January 1 to July 31, 2016 will be included in the 2016 Capital Budget Submission for Transportation Services (Cycling Infrastructure and Programs Account CTP816-05). The funding is for various projects on an as and when needed basis. WBS Element is 4035.

Should the City choose to exercise its option to renew for an additional two-year period, then appropriate funding, if needed, will be included in the 2016-2018 annual Capital Budget Submissions for Transportation Services. Funding details are provided below:

Period	Cost Centre: CTP814-05, CTP815-05, CTP816-05 Cost Element: 4035 (net of HST Recoveries)	Total (net of HST Recoveries)

Date of Award to December 31, 2014	\$168,552.72	
January 1 to December 31, 2015	\$337,105.44	
January 1 to July 31, 2016	\$168,552.72	
Total: Contract Period	\$674,210.88	\$674,210.88
Option 2-Year Period 2016-18		
August 1 to December 31, 2016	\$179,419.16	
January 1 to December 31, 2017	\$358,838.33	
January 1 to July 31, 2018	\$179,419.16	
Total: Contract Period	\$717,676.65	\$717,676.65
Grand Total (4 Years 2014 to 2018)	\$1,391,887.53	\$1,391,887.53

## CALL SUMMARY

<b>Ward No:</b>	All Wards	
<b>Call Dates:</b>	Issued: April 25, 2014, Closed: May 21, 2014	
<b># of Addenda Issued:</b>	One (1)	
<b>Number of Proposals:</b> <b>6</b>	<p>Six (6) proposals were received. Three (3) proposals met the 80% technical threshold score and had their cost proposals evaluated:</p> <ol style="list-style-type: none"> <li>1. Arup Canada Inc.</li> <li>2. Cole Engineering Group Ltd.*</li> <li>3. HDR Corporation*</li> <li>4. IBI Group</li> <li>5. MMM Group Limited</li> <li>6. WSP Canada Inc.*</li> </ol> <p>* The Proponent did not meet the technical threshold.</p>	
<b>Range of Scores:</b>	83.2 - 93.3	
<b>Division Contacts</b>	<p><b>PMMD CONTACT</b> Allison Phillips Acting Manager Purchasing and Materials Management</p> <p>Telephone: (416) 397-4801 Email: aphilli2@toronto.ca</p>	<p><b>DIVISIONAL CONTACT</b> Saikat Basak Transportation Engineer Cycling Infrastructure &amp; Programs Transportation Services</p> <p>Telephone: (416) 392-8589 Email: sbasak@toronto.ca</p>

## COMMENTS

For the recommended contract award, the following requirements have been met:

- (a) The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
- (b) the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- (c) the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract term is:
  - i. for a contract funded by the operating budget, 5 years or less including any option years; or
  - ii. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,being within the authority of the Bid Committee;
- (d) there are no material written objections to the award;
- (e) the call document was advertised on the City's internet website and bids or proposals were opened publicly; and
- (f) the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

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Victor Tryl  
Acting Director, Purchasing and Materials Management Division