



BID AWARD PANEL CONTRACT AWARD

Award of RFP DOC No. 2007753935 to Deloitte LLP for the Development of the City of Toronto's Workplace Optimization Plan

Date: December 23, 2019
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: ALL

RECOMMENDATIONS

The Chief Purchasing Officer recommends that the Bid Award Panel grant authority to award the following contract:

Call Number:
RFP Doc No. 2007753935

Description:

The purpose of this Request for Proposal is to retain professional consultant services to support the development of the City of Toronto's Workplace Optimization Plan.

The Workplace Optimization Plan will facilitate the transformation of the City's office portfolio into efficient, modern, and flexible workspaces that support collaboration, mobility, financial sustainability, and talent attraction/retention.

Recommended Proponent:

Deloitte LLP

Contract Award Value:

\$598,504 net of all applicable taxes and charges
\$676,310 including HST and all applicable charges
\$609,038 net of HST recoveries

Contract is expected to start on January 6, 2020 and end on July 31, 2020

FINANCIAL IMPACT

The total contract award identified in this report is \$676,310 including all applicable taxes and charges. The cost to the City is \$609,038 net of HST recoveries.

Funding has been included in the 2020-2029 Approved Capital Plan for Corporate Real Estate Management.

Refer to Table 1 for the Financial Impact Summary.

Table 1: Financial Impact Summary of Recommended Contract

Cost Center	Description	Total Cost (Net of HST Recoveries)
CCA239-04	Establish Mobility Ratios by Function/ Business Type	\$149,188.30
	Identify Location and Adjacency Requirements	\$42,055.37
	Establish a 5 Year Master Accommodation	\$68,268.75
	Prepare Logistics and Timing of Moves	\$27,564.75
	Identify Resources, Costing, and Phasing	\$46,329.29
	Leading Research and Best Practices	\$27,157.71
	Report on Project Findings	\$44,953.50
	Contingency	\$101,760.00
	Cash Allowance	\$101,7600.00
TOTAL COST (Net of HST Recoveries)		\$609,037.67

CALL SUMMARY

Call Issued: October 2, 2019 **Call Closed:** October 28, 2019

Number of Addenda Issued: Three (3)

Number of Bids: Eight (8)

Table 2: Summary of Bids Received for RFP Doc No. 2007753935
(in alphabetical order):

Proponent Name
CBRE Ltd.
Cushman and Wakefield*
Deloitte LLP

Proponent Name
Gensler Architecture & Design Canada*
IA Interior Architects*
Mayhew Inc.*
MovePlan USA*
Stantec Consulting Ltd.

*Did not meet minimum threshold for Stages 2A - Evaluation Criteria, and Stage 2B - Interview/Presentation in order to advance to Stage 3 - Cost of Services.

Range of Scores:

36.25 to 95.7

DIVISION CONTACTS

Peter Tatsopoulos, Manager Capital Construction Projects, Project Management Office, Corporate Real Estate Management, (416) 397-1153, Peter.Tatsopoulos@toronto.ca

David Jollimore, Director, Real Estate Services, Corporate Real Estate Management, (416) 392-8217, David.Jollimore@toronto.ca

COMMENTS

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

- a. The firm recommended for award is 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:
 - 1. for a contract funded by the operating budget, 5 years or less including any option years; or
 - 2. 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 Award Panel;

- 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.

g. the successful Proponent's bid was flagged as being lower than the City's estimate based on the Unbalanced Bid Analysis. Through a clarification letter the proponent reaffirmed their project completion date and proposed cost of services.

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

SIGNATURE

Michael Pacholok, Chief Purchasing Officer