



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2691061739 to Montgomery Sisam Architects Inc. for Architectural services for SOGR projects for Seniors Services and Long-Term Care

Date: January 28, 2021
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:
Request for Proposals (RFP) Doc2691061739

Description:
For Architectural Services for SOGR projects for the City of Toronto's Seniors Services and Long-Term Care Division for a period of three (3) years with the option to renew the Contract for two (2) additional separate one (1) year periods.

Recommended Supplier:
Montgomery Sisam Architects Inc.

Contract Award Value:
\$2,905,000 net of all applicable taxes and charges
\$3,282,650 including HST and all applicable charges
\$2,956,128 net of HST recoveries

Contract is expected to start on Date of Award and end on February 28, 2024.

Option Year 1 (March 1, 2024 to February 28, 2025)
\$968,333 net of all applicable taxes and charges
\$1,094,217 including HST and all applicable charges
\$985,376 net of HST recoveries

Option Year 2 (March 1, 2025 to February 28, 2026)
\$968,333 net of all applicable taxes and charges
\$1,094,217 including HST and all applicable charges
\$985,376 net of HST recoveries

The total potential contract award identified in this report is \$5,471,083 including all applicable taxes and charges and \$4,841,667 net of all applicable taxes and charges. **The total potential cost to the City is \$4,926,880 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$5,471,083 including all applicable taxes and charges and \$4,841,667 net of all applicable taxes and charges. The cost to the City is \$4,926,880 net of HST recoveries.

Funding is available in the 2021 Staff Recommended Capital Budget for Seniors Services and Long-Term Care. Additional funding will be included in the 2022 - 2024 Capital Budget Submissions for Seniors Services and Long-Term Care.

Should the City choose to exercise its option to renew for an additional two (2) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2024 - 2026 annual Capital Budget Submissions for Seniors Services and Long-Term Care.

Table 1: Financial Impact Summary of Recommended Contract

Period	WBS Element / Cost Element CHA023-01 & CHA023-02 / 4407 (net of HST Recoveries)	Total (net of HST Recoveries)
Date of award to December 31, 2021	\$821,147	
January 1, 2022 to December 31, 2022	\$985,376	
January 1, 2023 to December 31, 2023	\$985,376	
January 1, 2024 to February 28, 2024	\$164,229	
Total: Initial contract term		\$2,956,128
March 1, 2024 to December 31, 2024	\$821,147	
January 1, 2025 to February 28, 2025	\$164,229	
Total: Option Period 1		\$985,376
March 1, 2025 to December 31, 2025	\$821,147	

Period	WBS Element / Cost Element CHA023-01 & CHA023-02 / 4407 (net of HST Recoveries)	Total (net of HST Recoveries)
January 1, 2026 to February 28, 2026	\$164,229	
Total: Option Period 1		\$985,376
Grand Total (net of HST recoveries)		\$4,926,880

SOLICITATION SUMMARY

Solicitation Issued: Nov 27, 2020 **Solicitation Closed:** Dec 22, 2020
Number of Addenda Issued: Four (4)
Number of Bids: Four (4)

Table 2: Summary of Bids Received for RFP Doc2691061739

Supplier Name
G Architects
Montgomery Sisam Architects Inc.
MMH Architects Inc.*
NGA Architects*

*Supplier did not meet the required minimum technical score, therefore their cost of services envelope were not opened

DIVISION CONTACTS

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Riaz Shaikh, Manager, Environmental Services, Seniors Services and Long-Term Care,
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COMMENTS

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

a. The firm recommended for award is the lowest Supplier meeting specifications or to the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;

- 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 Solicitation 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 Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok
Chief Procurement Officer