



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc Number 2759379269 to Steer Davies Gleave North America Inc. for TO360 Wayfinding Planning, Design & Cartographic Consultant Services for use by Various City of Toronto Divisions and Public Bodies.

Date: September 2, 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 Proposal Ariba Doc Number 2759379269

Description:

For the supply of wayfinding planning, design and cartographic consultant services, as and when required by various City Divisions and Public Bodies from the date of contract award to December 31, 2021, with the option to renew for up to four (4) additional one (1) year option terms.

Should the option(s) to renew be exercised, then individual participating Divisions will request the Chief Procurement Officer to process the necessary contract renewals under the same terms and conditions.

Recommended Supplier:

Steer Davies Gleave North America Inc.

Contract Award Value:

\$245,941 net of all applicable taxes and charges
\$277,913 including HST and all applicable charges
\$250,270 net of HST recoveries

Contract is expected to start on date of contract award and end on December 31, 2021

Option Term 1 (January 1, 2022 to December 31, 2022)
\$1,398,564 net of all applicable taxes and charges
\$1,580,377 including HST and all applicable charges
\$1,423,178 net of HST recoveries

Option Term 2 (January 1, 2023 to December 31, 2023)
\$1,336,355 net of all applicable taxes and charges
\$1,510,081 including HST and all applicable charges
\$1,359,875 net of HST recoveries

Option Term 3 (January 1, 2024 to December 31, 2024)
\$1,237,809 net of all applicable taxes and charges
\$1,398,725 including HST and all applicable charges
\$1,259,595 net of HST recoveries

Option Term 4 (January 1, 2025 to December 31, 2025)
\$1,211,598 net of all applicable taxes and charges
\$1,369,106 including HST and all applicable charges
\$1,232,922 net of HST recoveries

The total potential contract award, including the option years for the lead divisions - Transportation Services Division, Parks, Forestry & Recreation Division and Economic Development & Culture, as itemized in Table 1, is \$5,430,267 net of all applicable taxes and charges, and \$6,136,202 including all applicable taxes and charges. **The total potential cost to the City, including the option years, is \$5,525,840 net of HST recoveries. Contingency, Cash Allowance and amount for Provisional Items have been factored into the contract award value outlined above.**

This is a Co-Operative RFP, for which the Toronto Parking Authority, Toronto Transit Commission, and Metrolinx also participated and will be seeking their own authority for award under separate terms and conditions.

FINANCIAL IMPACT

The total potential contract award, including the option years identified in this report is \$6,136,202 including all applicable taxes and charges. The total potential cost to the City including the optional years is \$5,525,840 net of HST recoveries.

Funding for the initial contract period is included in the 2021-2030 Approved Capital Budget and Plans for Transportation Services, Economic Development & Culture, and Parks, Forestry & Recreation. Funding is also available in the 2021 Approved Operating Budget for Transportation Services. Should the City exercise the optional periods, additional funding will be requested in the 2022-2025 Budget Submissions for Transportation Services, Economic Development & Culture, and Parks, Forestry & Recreation. Funding details are summarized in Table 1 below.

Table 1: Financial Impact Summary of Recommended Contract

Division	WBS Element	Base Contract	Option Term #1	Option Term #2	Option Term #3	Option Term #4	Total Potential Cost
		Contract award to December 31, 2021	January 1, 2022 to December 31, 2022	January 1, 2023 to December 31, 2023	January 1, 2024 to December 31, 2024	January 1, 2025 to December 31, 2025	
Economic Development & Culture	CED120	\$0	\$80,656	\$41,587	\$43,631	\$45,778	\$211,652
Transportation Services	CTP420-01	\$20,352	\$264,531	\$241,157	\$203,978	\$85,465	\$815,484
	CTP315-09	\$0	\$23,255	\$18,606	\$15,065	\$6,201	\$63,128
	TS 4010	\$111,684	\$656,844	\$840,240	\$785,360	\$846,811	\$3,240,940
	CTP817-05	\$0	\$67,466	\$48,920	\$86,927	\$120,315	\$323,626
	TS4020	\$0	\$20,875	\$43,091	\$44,481	\$45,927	\$154,373
Parks, Forestry & Recreation	CPR124-51-05	\$118,233	\$253,311	\$105,534	\$0	\$0	\$477,078
	CPR117-49-06	\$0	\$56,240	\$20,740	\$80,153	\$82,425	\$239,558
Totals		\$250,270	\$1,423,178	\$1,359,875	\$1,259,595	\$1,232,922	\$5,525,840

The Chief Financial Officer and Treasurer has reviewed this report and agrees with information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: June 11, 2021

Solicitation Closed: July 26, 2021

Number of Addenda Issued: Four (4)

Number of Bids: Three (3)

Table 2: Summary of Proposals received for RFP Ariba Doc No. 2759379269

Supplier Name
Steer Davies Gleave North America Inc.
Switch Creative Solutions Inc.
** Odysseus Destination Management AB

**Supplier was found non-compliant with mandatory requirements.

DIVISION CONTACTS

Jackson Sychingho, Manager, Purchasing Client Services, Community & Social Services and City Manager's Office, Purchasing and Materials Management Division
Tel: 416-392-1492, Email: Jackson.Sychingho@toronto.ca

Randy McLean, Manager, Neighbourhood Projects, Transportation Services, 416-392 0828, Randy.McLean@toronto.ca

Daniel Fusca, Manager, Public Consultation, Parks Development & Capital Projects, Parks, Forestry & Recreation, 416-338-3020, Daniel.Fusca@toronto.ca

Mike Major, Manager, Business Growth Services, BIA Office, 416-392-7355, Mike.Major@toronto.ca

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

Sandra Lisi on behalf of Michael Pacholok,
Chief Procurement Officer