



# REPORT FOR ACTION

## Delegation of Authority Update

**Date:** April 26, 2022

**To:** Audit and Risk Management Committee of the Board of Directors of Toronto Parking Authority

**From:** President, Toronto Parking Authority

**Wards:** All

### SUMMARY

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At its meeting of November 8, 2021, the Board of Directors, Toronto Parking Authority (TPA) reviewed, approved and endorsed an update to TPA Policy Resolution 5-10: Delegation of Authority, as amended by resolution. Among other things, these amendments increased the TPA President's authority to make commitments on behalf of TPA from an amount not exceeding \$250,000 to an amount not exceeding \$500,000.

At the same meeting, the Board of Directors also established an Audit and Risk Management Committee and adopted the mandate and Terms of Reference presented in Item PA27.13. Under the Roles and Responsibilities adopted by the Board, the Audit and Risk Management Committee shall review a list prepared by Management that summarizes the items where the TPA President has used the increased delegation of authority to make commitments on behalf of TPA.

The purpose of this report is to provide a list of the commitments made by the President using the increased delegation of authority that were made between November 9, 2021 and April 22, 2022. Further updates will be provided to the Audit and Risk Management Committee on a semi-annual basis.

### RECOMMENDATIONS

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The President, Toronto Parking Authority recommends that

1. The Board of Directors, Toronto Parking Authority, receive this report for information.

## FINANCIAL IMPACT

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There is no financial impact to this report.

## DECISION HISTORY

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At its meeting of November 8, 2021, the Board of Directors, Toronto Parking Authority reviewed, approved and endorsed an update to TPA Policy Resolution 5-10: Delegation of Authority, as amended by resolution.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA27.2>

At its meeting of November 8, 2021, the Board of Directors, Toronto Parking Authority established an Audit and Risk Management Committee of the Board and adopted the mandate and terms of reference included in Attachment 1 to the November 8, 2021 letter from the Chair, Toronto Parking Authority.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA27.13>

## COMMENTS

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Between November 9, 2021 and April 22, 2022, the President, TPA, authorized the award of five (5) contracts in amounts that fall within the President's increased delegation of authority (for example: between \$250,000 and \$500,000) that was approved by TPA Board of Directors at its meeting of November 8, 2021. A summary of the contracts is provided below:

### 1. Electric Vehicle (EV) Charging Program Deployment Plan

**Scope:** consultant services to support TPA's development of a deployment plan for TPA's Phase 1 (parking garages) and Phase 2 (surface parking facilities) EV Charging Program, a pricing strategy and a long-term financial plan for the on-going operation of TPA's EV network.

**Contract Value:** \$473,826.86, excluding Harmonized Sales Tax (HST)

**Contract Award Date:** December 10, 2021

**Vendor:** IBI Group

**Status:** draft EV deployment plan and pricing strategies are under review by TPA. Final report anticipated for submission to TPA in May 2022. Refer to Attachment 1 for more information.

## 2. EV Charging Site Readiness Assessments

**Scope:** Consultant services to carry out an assessment of available hydro infrastructure and capacity to accommodate EV charging infrastructure across 25 TPA facilities as part of TPA's Phase 1 EV Charging Program.

**Contract Value:** \$355,925, excluding HST

**Contract Award Date:** November 22, 2021

**Vendor:** WSP Canada Inc.

**Status:** Assessments completed. Final reports are anticipated for submission in May 2022. Refer to Attachment 2 for more information.

## 3. Condition Assessment at 110 Queen Street West (Car Park 36)

**Scope:** Consultant services to assess the current condition of the existing parking facility.

**Contract Value:** \$350,000, excluding Harmonized Sales Tax (HST)

**Contract Award Date:** March 17, 2022

**Vendor:** WSP Canada Inc.

**Status:** Assessment to commence in May with completion targeted for September 2022.

## 4. Demolition Services at 2204 and 2212 Eglinton Avenue West and 601 Caledonia Road

**Scope:** demolition services for one residential building located at 601 Caledonia Road and one commercial building located at 2204 to 2212 Eglinton Avenue West. Site will be prepared for potential third-party leasing opportunity.

**Contract Value:** \$400,000, excluding HST

**Contract Award Date:** March 8, 2022

**Vendor:** Schouten Excavating Inc.

**Status:** Mobilization to begin in May 2022 with completion of demolition and site preparation expected within 30 days.

## 5. Landscaping Enhancements at 242 Danforth Avenue (Car Park 277)

**Scope:** construction services to carry out landscaping improvements at Car Park 277, including new pavers, concrete planters, plantings, ornamental fence and steel sign.

**Contract Value:** \$290,000, excluding HST

**Contract Award Date:** March 10, 2022

**Vendor:** Melrose Paving Co. LTD.

**Status:** Mobilization to begin on April 25, 2022 with completion of construction targeted for June 30, 2022.

Further updates will be provided to the Audit and Risk Management Committee on a semi-annual basis.

## CONTACT

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## SIGNATURE

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W. Scott Collier  
President

## ATTACHMENTS

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Attachment 1 -Internal Memo: Electric Vehicle (EV) Charging Program Deployment Plan

Attachment 2 -Internal Memo: EV Charging Site Readiness Assessments

Attachment 3 -Internal Memo: Condition Assessment at 110 Queen Street West  
(Car Park 36)

Attachment 4 -Internal Memo: Demolition Services at 2204 and 2212 Eglinton Ave West  
and 601 Caledonia Road

Attachment 5 - Internal Memo: Landscaping Enhancements at 242 Danforth Avenue  
(Car Park 277)

## ATTACHMENT 1

# INTERNAL MEMO: ELECTRIC VEHICLE (EV) CHARGING PROGRAM DEPLOYMENT PLAN

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## INTERNAL MEMORANDUM CONTRACT AWARD

### **Request for Proposal No. 5000 - 255: Electric Vehicle (EV) Charging Strategy and Deployment Consultant Services – Contract Award**

**Date:** December 10, 2021

**To:** President, Toronto Parking Authority

**From:** Vice President, Business Development, Toronto Parking Authority

**Wards:** Multiple

#### **SUMMARY**

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As part of Phase 1 of Toronto Parking Authority's (TPA) Electric Vehicle (EV) Charging Program, TPA is planning to install 429 EV chargers at 25 garages. This will represent the first phase of TPA's Electric Vehicle Charging Infrastructure Plan which will see a comprehensive network of EV infrastructure constructed across TPA's portfolio of on-street and off-street parking. To build this comprehensive network, TPA requires the assistance of consultant services to develop a deployment/siting plan, a pricing strategy and a long-term financial plan for the on-going operation of TPA's EV network.

A Request for Proposals (RFP) for the required consultant services was issued on September 10, 2021. Four proposals were received and three were deemed to be compliant. Based on a detailed evaluation of the proposals, it is recommended that a contract in the amount of \$473,826.86 excluding HST, be awarded to IBI Group Inc. This amount includes a ten percent contingency amount of \$43,075.17.

#### **RECOMMENDATIONS**

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The Vice President, Business Development recommends that:

- 1) The President, Toronto Parking Authority grant authority to award the contract for EV strategy and deployment consultant services to IBI Group Inc., having submitted the highest scoring compliant bid and meeting all specifications in conformance with the tender requirements, in the amount of \$473,075.17 excluding HST. This amount includes a ten percent contingency amount of \$43,075.17.

## FINANCIAL IMPACT

The amount to award the contract for consultant services is \$473,075.17 excluding HST. Funding for the contract is included in the approved TPA 2022 Capital Budget. An amount of \$35,000 excluding HST will be made available in 2021 to engage IBI Group Inc., which will be reconciled in the approved TPA 2022 Capital Budget.

## CALL SUMMARY

On September 10, 2021, TPA issued an RFP for the strategy and deployment consultant services. The RFP for these services was publicly available on MERX. The strategy and deployment consultant services are needed for development of TPA's EV Charging Infrastructure Plan which will see a comprehensive network of EV infrastructure constructed across TPA's portfolio of on-street and off-street parking.

Four proposals were received and are listed below in the ascending order of their total cost amount quoted without HST. The Consultants were required to base their proposal on TPA's RFP which details the scope of service required, the duration of service required and fee schedules to be included in the proposal.

### Total Proposed Fees

	Proponent	Total Fees	Total Hours
1	Hatch Ltd.	\$200,990.40	752
2	AES Engineering Ltd.	\$227,323.00	1,177
3	AECOM Canada Ltd.	\$401,304.00	2,464
4	IBI Group Inc.	\$430,751.69	2,411

Evaluation of the proposals consisted of three phases. Phase 1 required proponents to correctly submit all mandatory forms and submission requirements. Only three proponents passed Phase 1. Phase 2 consisted of the evaluation of proponents' technical submissions. Proponents were graded out of 85 points in Phase 2 and required a minimum score of 75% or 64 points to proceed to Phase 3. The remaining three proponents successfully passed Phase 2. In Phase 3, proponent's financial costs were evaluated out of 15 points. Proponent's Phase 2 scores were added with their Phase 3 scores to form a total score out of 100 points. The proponent who successfully passed all three phases and obtained the highest total score is being recommended for the contract award. The evaluation results were as follows:

### Evaluation Results

	Company	Phase 1: Mandatory Submission Requirements	Phase 2: Technical Submission Score (Out of 85)	Phase 2: Technical Submission Result	Phase 3: Financial Costs Score (Out of 15)	Total Score (Out of 100)
1	IBI Group Inc.	Passed	79.13	Passed	7.70	<b>86.82</b>
2	Hatch Ltd.	Passed	65.18	Passed	15.00	80.18
3	AECOM Canada Ltd.	Passed	65.28	Passed	8.26	73.54
4	AES Engineering Ltd.	Failed	N/A	N/A	N/A	N/A

Additional details on the evaluation can be found in Attachment 1. The proposal evaluation table which contains details on the scoring format of this RFP can be found in Attachment 2.

## **COMMENTS**

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TPA has recently applied for over \$2 million dollars of federal government funding to install 429 EV chargers in 25 off-street parking facilities. This investment will be the first step towards TPA building a comprehensive EV charging network throughout both its off-street and on-street parking facilities which will see TPA accomplish its goal of becoming an industry leader in EV charging technology.

To build the aforementioned comprehensive network, TPA requires the assistance of consultant services to develop a deployment/siting plan for future EV charging infrastructure, a pricing strategy and financial plan for the continued operation of the network. On September 10, 2021, TPA issued RFP No. 5000-255: EV Strategy and Deployment Consultant Services to retain a consultant who will provide assistance in the development of the deployment/siting plan, a pricing strategy and a financial plan.

The three proponents who provided submissions are all capable of providing the services required based upon their company profiles. The evaluation process was guided by the fee quoted, technical analysis of the bid and acceptance of the terms and conditions noted in the RFP. The proponents' submission was evaluated and scored based upon criteria identified in Attachment 2, Proposal Evaluation Table. The following are key comments and observations of the evaluated bids:

1. IBI Group Inc. scored the highest total score with a score of 86.82 out of a possible 100 points.
2. IBI Group Inc. is prepared to accept the terms and conditions of the RFP and complete the work within the required schedule.

Based upon our evaluation of the bid package, it is recommended that the EV Strategy and Deployment Consultant Services RFP be awarded to IBI Group Inc.

## **CONTACT,**

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Planning and Partnerships Specialist,  
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5000-255: EV Strategy and Deployment Consultant Services Page 3 of 6

[darcy.watt@toronto.ca](mailto:darcy.watt@toronto.ca)

**SIGNATURE**

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Phil Safos  
Director, Business Development and Partnerships



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Jeffrey Dea  
Vice President, Business Development



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W. Scott Collier  
President, Toronto Parking Authority

**ATTACHMENTS**

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Attachment 1: Bid Analysis Summary and Detailed Breakdowns  
Attachment 2: Proposal Evaluation Table

**RFP: EV Consultant Services**

**RFP: 5000-255**

**CLOSING DATE: October 22, 2021, 12:00 NOON (LOCAL TORONTO TIME)**

**Scoring Scale**

Select Rating from Dropdown menu	Rating	Detailed Description
5	Excellent	Response fully meets City's Requirement, and in some areas exceeds expectations and relevant industry best practices/standards.
4	Good	Response meets most of the City Cooperative's Requirement. Low risk per relevant industry best practices/standards.
3	Adequate	Minimally meetResponse partially meets the City Cooperative's Requirement or addresses most but not all components of the requirement. Medium level risks identified per relevant industry best practices/standards.
2	Weak	Response falls short of meeting the City Cooperative's Requirement or only addresses some components of the requirement. Major risks identified per relevant industry best practices/standards.
1	Poor	Response is unacceptable or response is minimal (e.g. only statement of compliance with no substantiation)
0	Unsatisfactory	Non responsive (e.g., a statement and/or substantiation that doesn't address or is not relevant to the requirement). Does not offer an explanation or ability to answer the question and/or meet the requirement/s

Note to Evaluators: Use black ink when inputting your individual scores. Use a different colour ink during the group discussion. Evaluators must enter a reason in the notes column if they decide to change any scores based on the group discussions.

Evaluation/Selection Process

RFP: EV Consultant Services  
RFP: 6000-266

EVALUATOR NAME										
STAGE 2- TECHNICAL EVALUATION										
Reference	Categories/Evaluation Criteria	Scoring Guide Max Points	Score out of 5	Multiplication factor	DW	PE	JM	HJ	AVG TOTAL	Comments
<b>Subsection 1- Submission</b>										
	Overall completeness and comprehensive understanding of requirements	2.5	5	0.5	2.5	2	2	1.5	2.00	
	Overall impression of submission quality	2.5	5	0.5	2.5	2	2.5	1.5	2.13	
	Unique insight and value-added opportunities	2.5	5	0.5	2.5	1	2	1.5	1.92	
	Project Profit: Showing firm's corporate experience and commitment to quality and proposer's policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier	2.5	5	0.5	2.5	2	2.5	2	2.25	
<b>Subsection 2 - Proposer: Project Manager and Deputy Project Manager</b>										
	Demonstrate specific knowledge of, and experience in performing projects of similar complexity, size, and scope	7	4	1.4	5.00	4.20	4.20	6.00	4.86	
	Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including: <ul style="list-style-type: none"> <li>Demonstrated experience in project management including project delivery, time and cost control, and co-ordinating with disciplinary teams</li> <li>Demonstrated experience with deployment plans and pricing plans</li> <li>Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups</li> </ul>	10	5	2	10.00	8.00	8.00	8.00	8.00	
	Feasibility of Project Manager and Deputy Project Manager	3	4	0.6	2.40	2.40	1.80	2.40	2.27	
<b>Subsection 3 - Project Team and Resources</b>										
	Comprehensive project team and resources, covering all required aspects of the work program	3	4	0.6	2.40	1.80	2.40	1.80	2.10	
	Appropriate allocation of hours to key team members	2	4	0.4	1.00	1.00	1.00	1.00	1.11	
	Team organization: <ul style="list-style-type: none"> <li>Role and responsibilities clearly defined</li> <li>Logical reporting path</li> <li>Coordination of the consultants (if any)</li> <li>Organizational chart</li> </ul>	2	5	0.4	2.00	1.20	1.00	1.50	1.42	
	Experience, quality, and availability of Project Manager	3	4	0.6	2.40	2.40	2.40	2.40	2.40	
	Experience and quality of team members (matching appropriately skills, team and sub-tasks)	10	4	2	8.00	8.00	8.00	8.00	7.54	
	Innovative, intelligent planning and engineering solutions experience with transportation planning, land and technical engineering, financial planning, architecture and design, customer experience and technology, pricing, AutoCAD and other various design packages and landscape planning								0.00	
<b>Subsection 4 - Work Program and Deliverables</b>										
	Demonstrate knowledge and understanding of Study Area and key technical issues	4	3	0.8	2.40	2.40	2.40	3.20	2.60	
	Required elements covered: <ul style="list-style-type: none"> <li>Detailed approach on how the consultant will assist TPA in reaching its goal of entering and quickly expanding the EV charging business</li> <li>Work plan and scope to be delivered</li> <li>Approach to working with various stakeholders and agencies</li> </ul>	11	3	2.8	9.40	11.20	9.40	9.40	9.40	
	Description of quality control/quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA	2	5	0.4	2.00	1.60	1.00	1.00	1.70	
	Description of cost control measures that will be implemented to ensure cost-effective solutions	2	5	0.4	2.00	1.60	1.60	1.60	1.70	
<b>Subsection 5 - Project Schedule</b>										
	Logical sequence of activities meeting RFP requirements	2.5	5	0.5	2.50	2.00	2.50	2.00	2.25	
	Realistic duration of tasks including provision of client review and approval time	2.5	5	0.5	2.50	2.00	2.50	2.00	2.25	
	Milestones, deadlines, and appropriate scheduling of major tasks	2.5	5	0.5	2.50	2.00	2.50	2.50	2.25	
	Appropriate approach to staff resources to each required task	2.5	5	0.5	2.50	2.00	2.50	1.60	2.14	
	<b>Threshold to proceed to STAGE 2 - COST OF SERVICES</b>	105	95		72.30	63.80	64.00	61.10	68.24	
	Cost of Services	10			65.20		64			PASS
		100.00								

Signature:  
Date:

Evaluation/Selection Process

RFP: EV Consultant Services  
RFP: 5000-26

EVALUATOR NAME										
STAGE 2 - TECHNICAL EVALUATION										
Reference	Category/Evaluation Criteria	Grading Scale	Score out of 5	Multiplication factor	DIV	FS	JM	NJ	AVO	Comments
		Scoring Guide Max Points							TOTAL	
<b>Subsection 1 - Submissions</b>										
	Overall experience and comprehensive understanding of requirements	2.5	5	0.5	2.5	2	1.5	2	2.00	
	Overall impression of submission quality	2.5	5	0.5	2.5	1.5	2.5	2	2.13	
	Unique insight and value added opportunities	2.5	4	0.5	2	2	2	2	2.00	
	Proposable project, including relevant corporate experience and commitment to quality and procurement policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier	2.5	5	0.5	2.5	2	2	2	2.13	
<b>Subsection 2 - Proposable Project Manager and Deputy Project Manager</b>										
	Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope	7	4	1.4	5.00	4.20	5.00	5.00	5.25	
	Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including:	10	4	2	0.00	0.00	0.00	0.00	7.50	
	Demonstrated experience in project management including senior delivery, time and cost control, and co-ordinating multi-disciplinary teams								0.00	
	Demonstrated experience with deployment plans and pricing plans								0.00	
	Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups								0.00	
	Availability of Project Manager and Deputy Project Manager	3	1	0.6	0.00	2.40	3.00	2.40	5.70	
<b>Subsection 3 - Project Team and Resources</b>										
	Comprehensive project team and resources, covering all required aspects of the work program	3	5	0.6	3.00	2.40	1.80	1.20	2.13	
	Appropriate allocation of hours to key team members	2	3	0.4	1.20	1.20	0.00	0.00	1.00	
	Team organization	2	5	0.4	2.00	2.00	2.00	1.00	1.90	
	Roles and responsibilities clearly defined								0.00	
	Logical reporting path								0.00	
	Coordination of sub-consultants (if any)								0.00	
	Organization of staff								0.00	
	Experience, quality, and availability of Project Manager	3	3	0.6	1.80	2.40	2.40	3.00	1.83	
	Experience and quality of team members (matching appropriately skilled staff and roles to tasks)	10	4	2	8.00	8.00	8.00	8.00	7.50	
	Innovative, thoughtful planning and engineering solutions								0.00	
	Experience with transportation planning, transit, electronic engineering, technical planning, architecture and design, customer experience and technology, pricing, AutoCAD and other various design packages and landscape planning								0.00	
<b>Subsection 4 - Work Program and Deliverables</b>										
	Comprehensive knowledge and understanding of Study Area and key technical issues	4	5	0.8	22.00	9.00	15.00	16.00	17.25	
	Required elements covered:	14	4	2.8	11.20	8.40	8.40	8.40	8.10	
	Detailed approach on how the consultant will assist TPA in reaching its goal of entering and quickly expanding the EV charging business								0.00	
	Workplan and scope to be delivered								0.00	
	Agreement to working with various stakeholders and agencies								0.00	
	Unrestricted capacity for exceptional, high quality and effective graphic design, illustration, and documentation	3	5	0.6	3.00	1.20	0.60	1.00	1.65	
	Dedication of quality control quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA	2	5	0.4	2.00	1.00	2.00	1.00	1.00	
	Description of cost control measures that will be implemented to ensure cost effective solution	2	5	0.4	2.00	1.00	1.00	2.00	1.80	
<b>Subsection 5 - Project Schedule</b>										
	Logical sequence of activities meeting RFP requirements	2.5	5	0.5	2.50	2.00	2.00	2.00	2.30	
	Realistic duration of tasks including provision of client review and approval time	2.5	5	0.5	2.50	2.00	2.00	2.00	2.30	
	Milestones, deadlines, and appropriate scheduling of meetings	2.5	5	0.5	2.50	2.00	2.00	2.00	2.30	
	Appropriate application of staff resources to each required task	2.5	5	0.5	2.50	2.00	2.00	2.00	2.30	
		0.0			0.00	0.00	0.00	0.00	0.00	
Threshold to proceed to STAGE 3 - COST OF SERVICES			65.10		79% or 64 points					PASS
Cost of Services		15			11.50					
Signature:		100.00			11.50					
Date:										

Evaluation/Selection Process

RFP: EV Consultant Services  
RFP: 5000 255

EVALUATOR NAME:											
STAGE 2 - TECHNICAL EVALUATION											
Reference	Categories/Evaluation Criteria	GRADIENT SCALE	Scoring Guide Max Points	Score out of 5	Multiplication factor	DW	PS	JM	HJ	AVG TOTAL	Comments
		5									
<b>Subsection 1 – Submission</b>											
	Overall completeness and comprehensive understanding of requirements		10	5	0.5	10.00	9.00	8.50	9.50	9.25	
	Overall impression of submission quality		2.5	5	0.5	2.5	2	2	2.5	2.25	
	Unique insight and value-added opportunities		2.5	5	0.5	2.5	2	2	2.5	2.25	
	Proprietary profiles, including relevant corporate experience and commitment to quality and proponent's policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier		2.5	5	0.5	2.5	2.5	2	2.5	2.38	
<b>Subsection 2 – Proponent Project Manager and Deputy Project Manager</b>											
	Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope		20	4	1.4	16.00	18.00	18.00	18.00	17.65	
	Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including:		7	4	2	8.00	10.00	8.00	10.00	9.00	
	o Demonstrated experience in project management including service delivery, time and cost control, and co-ordinating multi-disciplinary teams									0.00	
	o Demonstrated experience with deployment plans and pricing plans									0.00	
	o Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups									0.00	
	o Availability of Project Manager and Deputy Project Manager		3	5	0.6	3.00	2.40	3.00	2.40	2.70	
<b>Subsection 3 – Project Team and Resources</b>											
	Comprehensive project team and resources, covering all required aspects of the work program		20	5	0.6	19.40	18.80	19.40	18.80	19.10	
	Appropriate allocation of hours to key team members		3	5	0.6	3.00	2.40	3.00	2.40	2.70	
	Team organization:		2	5	0.4	2.00	2.00	2.00	2.00	2.00	
	o Roles responsibilities clearly defined									0.00	
	o Logical reporting path									0.00	
	o Coordination of sub-consultants (if any)									0.00	
	o Organizational Chart									0.00	
	Experience, quality, and availability of Project Manager		3	4	0.6	2.40	2.40	2.40	2.40	2.40	
	Experience and quality of team members (matching appropriately skilled staff and subs to tasks)		10	5	2	10.00	10.00	10.00	10.00	10.00	
	Innovative, insightful planning and engineering solutions									0.00	
	Experience with transportation planning, civil and electrical engineering, financial planning, architecture and design, customer experience and technology, pricing, AutoCAD and other various design packages and landscape planning									0.00	
<b>Subsection 4 – Work Program and Deliverables</b>											
	Demonstrated knowledge and understanding of Study Area and key technical issues		25	5	0.8	25.00	21.40	23.00	23.60	23.25	
	Required elements covered:		4	5	2.8	4.00	3.20	4.00	3.20	3.60	
	o Detailed approach on how the consultant will assist TPA in reaching its goal of entering and quickly expanding the EV charging business		14	5	2.8	14.00	11.20	14.00	14.00	13.30	
	o Workplan and scope to be delivered									0.00	
	o Approach to working with various stakeholders and agencies									0.00	
	Demonstrated capacity for exceptional, high quality and effective graphic design, illustration, and documentation		3	5	0.6	3.00	3.00	3.00	2.40	2.85	
	Description of quality control / quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA.		2	5	0.4	2.00	2.00	0.40	2.00	1.60	
	Description of cost control measures that will be implemented to ensure cost-effective solutions.		2	5	0.4	2.00	2.00	1.60	2.00	1.90	
<b>Subsection 5 – Project Schedule</b>											
	Logical sequence of activities meeting RFP requirements		10	5	0.5	10.00	9.50	10.00	10.00	9.88	
	Realistic duration of tasks including provision of client review and approval time		2.5	5	0.5	2.50	2.00	2.50	2.50	2.38	
	Milestones, deadlines, and appropriate scheduling of meetings		2.5	5	0.5	2.50	2.50	2.50	2.50	2.50	
	Appropriate application of staff resources to each required task		2.5	5	0.5	2.50	2.50	2.50	2.50	2.50	
						85	81.00	76.70	78.90	79.50	79.13
Threshold to proceed to STAGE 3 - COST OF SERVICES							79.13	75% or 64 points			PASS
Cost of Services						15					
						100.00	81.00				

STAGE 3 - COST OF SERVICES	
DESCRIPTION/FORMULA	POINTS
(Lowest Cost Proposal/Suppliers Cost) x 15	15

SUPPLIER NAME	PROPOSED COST	POINTS
Hatch	\$220,990.40	15.00
AECOM	\$401,304.00	8.26
IBI	\$430,751.69	7.70

Signature: \_\_\_\_\_  
DATE: \_\_\_\_\_

Consultant	Stage 1 - Mandatory Submission Requirements	Stage 2 -Technical Submission Score	Stage 2 - Result	Stage 3 - Total Cost	Stage 3 - Costs Score	Final Score	Total Hours
AECOM	PASS	65.28	PASS	\$ 401,304.00	8.26	73.54	2,464
AES	FAIL	N/A	N/A	N/A	N/A	N/A	1,177
Hatch	PASS	65.18	PASS	\$ 220,990.40	15.00	80.18	752
IBI Group	PASS	79.13	PASS	\$ 430,751.69	7.70	86.82	2,411

**ATTACHMENT 2: PROPOSAL EVALUATION TABLE**

<b>Stage 1: MANDATORY REQUIREMENTS (Section 5.2)</b>		Pass/Fail
<b>A. Mandatory Submission Requirements (per Section 5.2)</b>		Pass/Fail
<b>Stage 2: PROPOSAL STRUCTURE, ATTRIBUTES AND CONTENTS (Section 5.3)</b>		
<b>Submission</b>	<ul style="list-style-type: none"> <li>● Overall completeness and comprehensive understanding of requirements</li> <li>● Overall impression of submission quality</li> <li>● Unique insight and value-added opportunities</li> <li>● Proponent profiled, including relevant corporate experience and commitment to quality and proponent's policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier.</li> </ul>	10
<b>Proponent Project Manager and Deputy Project Manager</b>	<ul style="list-style-type: none"> <li>● Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope</li> <li>● Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including:                             <ul style="list-style-type: none"> <li>○ Demonstrated experience in project management including service delivery, time and cost control, and co-coordinating multi-disciplinary teams</li> <li>○ Demonstrated experience with conducting site assessments</li> <li>○ Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups</li> </ul> </li> <li>● Availability of Project Manager and Deputy Project Manager</li> </ul>	20
<b>Project Team and Resources</b>	<ul style="list-style-type: none"> <li>● Comprehensive project team and resources, covering all required aspects of the work program</li> <li>● Appropriate allocation of hours to key team members</li> <li>● Team organization:                             <ul style="list-style-type: none"> <li>○ Roles responsibilities clearly defined</li> <li>○ Logical reporting path</li> <li>○ Coordination of sub-consultants (if any)</li> <li>○ Organizational Chart</li> </ul> </li> <li>● Experience, quality, and availability of Project Manager</li> <li>● Experience and quality of team members (matching appropriately skilled staff and subs to tasks):</li> </ul>	20

	<ul style="list-style-type: none"> <li>○ Innovative, insightful planning and engineering solutions</li> <li>○ Experience with transportation planning, civil and electrical engineering, architecture and design.</li> </ul>	
<b>Work Program and Deliverables</b>	<ul style="list-style-type: none"> <li>● Demonstrated knowledge and understanding of Study Area and key technical issues.</li> <li>● Required elements covered: <ul style="list-style-type: none"> <li>○ Workplan and scope to be delivered</li> <li>○ Approach to working with various stakeholders and agencies</li> </ul> </li> <li>● Demonstrated capacity for exceptional, high quality and effective graphic design, illustration, and documentation</li> <li>● Description of quality control / quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA.</li> <li>● Description of cost control measures that will be implemented to ensure cost-effective solutions.</li> </ul>	25
<b>Project Schedule</b>	<ul style="list-style-type: none"> <li>● Logical sequence of activities meeting RFP requirements</li> <li>● Realistic duration of tasks including provision of client review and approval time</li> <li>● Milestones, deadlines, and appropriate scheduling of meetings</li> <li>● Appropriate application of staff resources to each required task</li> </ul>	10
<b>Stage 2 Total</b>		<b>85</b>
<b>Proponent must score a minimum of 64 out of 85 points (75%) in order to be further considered for Cost of Services</b>		
<b>Stage 3: INTERVIEW/PRESENTATION AND/OR REFERENCE CHECKS (if required). (See Section 4.3 for further information)</b>		
<b>Stage 4: COST OF SERVICES</b>		
<b>Cost</b>	<ul style="list-style-type: none"> <li>● Proposal price is determined by Appendix C, Price Detail Form.</li> <li>● The lowest priced Proposal receives 15 points; and the remaining Proposals are assigned points based on the formula: <math display="block">\left( \frac{\text{Lowest Proposal Cost}}{\text{Proponet Proposal Cost}} \right) \times 15</math> </li> </ul>	<b>15</b>
<b>TOTAL SCORE</b>		<b>100</b>

## ATTACHMENT 2

### INTERNAL MEMO: EV CHARGING SITE READINESS ASSESSMENTS

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#### INTERNAL MEMORANDUM CONTRACT AWARD

#### **Request for Proposal No. 2021-CS-VAR-1040.32.1: Electric Vehicle (EV) Site Readiness Assessments – Contract Award**

**Date:** November 22, 2021

**To:** President, Toronto Parking Authority

**From:** Vice President, Business Development, Toronto Parking Authority

**Wards:** Various

#### **SUMMARY**

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As part of Phase 1 of Toronto Parking Authority's (TPA) Electric Vehicle (EV) Charging Program, TPA is planning to install 429 EV chargers at 25 locations in the downtown core. Consultant services are needed to assess the facilities to determine existing electrical capacity and potential electrical upgrades required to permit EV charging infrastructure.

A Request for Proposals (RFP) for the required consultant services was issued on October 1, 2021. Three proposals were received and were all deemed to be compliant. Based on a detailed evaluation of the proposals, it is recommended that a contract in the amount of \$355,295, excluding HST, be awarded to WSP Canada Inc.

#### **RECOMMENDATIONS**

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The Vice President, Business Development recommends that:

- 1) The President, Toronto Parking Authority grant authority to award the contract for EV site readiness assessment services for site assessments at 25 locations where TPA will be installing EV charging infrastructure to WSP Canada Inc., having submitted the lowest compliant bid and meeting all specifications in conformance with the tender requirements, in the amount of \$355,295 excluding HST.

## FINANCIAL IMPACT

The amount to award the contract for the EV site readiness assessment services is \$355,925 excluding HST.

Funding for the EV site readiness assessment services is included in the approved TPA 2022 Capital Budget. An amount of \$35,000 excluding HST will be made available in 2021 to engage WSP Canada Inc., which will be reconciled in the approved TPA 2022 Capital Budget.

## CALL SUMMARY

On October 1, 2021, TPA issued a RFP for the consultant services needed to carry out EV site readiness assessments. The RFP for these services was publicly available on MERX. The site readiness assessment services are needed for assessing electrical load and capacity at 25 locations where TPA will be installing EV charging infrastructure over the next three years.

Three proposals were received and are listed below in the ascending order of their total cost amount quoted without HST. The Consultants were required to base their proposal on TPA's RFP which details the scope of service required, the duration of service required and fee schedules to be included in the proposal.

### Total Proposed Fees

	Proponent	Total Fees	Total Hours
1	AECOM Canada Ltd.	\$179,699.00	1,054
2	WSP Canada Inc.	\$355,925.00	2,232
3	CIMA Canada Inc.	\$455,289.25	6,160

Evaluation of the proposals consisted of three phases. Phase 1 required proponents to correctly submit all mandatory forms and submission requirements. All three proponents passed Phase 1. Phase 2 consisted of the evaluation of proponents' technical submissions. Proponents were graded out of 85 points in Phase 2 and required a minimum score of 75% or 64 points to proceed to Phase 3. Only two proponents passed Phase 2. In Phase 3, proponent's financial costs were evaluated out of 15 points. Proponents Phase 2 scores were added with their Phase 3 scores to form a total score out of 100 points. The proponent who successfully passed all three phases and obtained the highest total score is being recommended for the contract award. The evaluation results were as follows:

### Evaluation Results

	Company	Phase 1: Mandatory Submission Requirements	Phase 2: Technical Submission Score (Out of 85)	Phase 2: Technical Submission Result	Phase 3: Financial Costs Score (Out of 15)	Total Score (Out of 100)
1	WSP Canada Inc.	Passed	75.10	Passed	7.57	<b>82.67</b>
2	CIMA Canada Inc.	Passed	72.27	Passed	6.05	78.32

3	AECOM Canada Ltd.	Passed	48.70	Failed	15.00	63.70
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Additional details on the evaluation can be found in Attachment 1. The proposal evaluation table which contains details on the scoring format of this RFP can be found in Attachment 2.

## COMMENTS

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TPA has recently applied for over \$2 million dollars of federal government funding to install 429 EV chargers in 25 off-street parking facilities. This investment will be the first step towards TPA building a comprehensive EV charging network throughout both its off-street and on-street parking facilities which will see TPA accomplish its goal of becoming an industry leader in EV charging technology.

To install the 429 chargers at the 25 identified locations, TPA must conduct site assessments at all 25 locations to determine existing electrical capacity and potential electrical upgrades required to permit EV charging infrastructure. On October 1, 2021, TPA issued RFP No. 2021-CS-VAR-1040.32.1: Electric Vehicle (EV) Site Readiness Assessments to retain a consultant who will conduct the 25 site assessments required.

All three proponents who provided submissions are capable of providing the services required based upon their company profiles. The evaluation process was guided by the fee quoted, technical analysis of the bid and acceptance of the terms and conditions noted in the RFP. The proponents' submission was evaluated and scored based upon criteria identified in Attachment 2, Proposal Evaluation Table. The following are key comments and observations of the evaluated bids:

1. WSP Canada Inc. submitted the lowest cost proposal amongst proponents who passed all three phases of the evaluation with a total cost of \$355,925. This fee was \$99,364 lower than the other submission which passed all three evaluation phases.
2. WSP Canada Inc. scored the highest total score with a score of 82.67 out of a possible 100 points.
3. WSP Canada Inc. is prepared to accept the terms and conditions of the RFP and meet the proposed schedule.

Based upon our evaluation of the bid package, it is recommended that the EV site readiness assessment services contract be awarded to WSP Canada Inc.

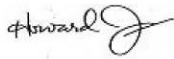
**CONTACT**

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Howard Jung,  
Director of Parking Infrastructure and Asset Management,  
(416) 393-7335,  
[Howard.Jung@toronto.ca](mailto:Howard.Jung@toronto.ca)

**SIGNATURE**

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Howard Jung  
Director, Parking Infrastructure and Asset Management



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Jeffrey Dea  
Vice President, Business Development



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W. Scott Collier  
President, Toronto Parking Authority

**ATTACHMENTS**

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Attachment 1: Bid Analysis Summary and Detailed Breakdowns  
Attachment 2: Proposal Evaluation Table

RFP: EV Consultant Services

RFP: 5000-255

CLOSING DATE: October 22, 2021, 12:00 NOON (LOCAL TORONTO TIME)

**Scoring Scale**

Select Rating from Dropdown menu	Rating	Detailed Description
5	Excellent	Response fully meets City's Requirement, and in some areas exceeds expectations and relevant industry best practices/standards.
4	Good	Response meets most of the City Cooperative's Requirement. Low risk per relevant industry best practices/standards.
3	Adequate	Minimally meetResponse partially meets the City Cooperative's Requirement or addresses most but not all components of the requirement. Medium level risks identified per relevant industry best practices/standards.
2	Weak	Response falls short of meeting the City Cooperative's Requirement or only addresses some components of the requirement. Major risks identified per relevant industry best practices/standards.
1	Poor	Response is unacceptable or response is minimal (e.g. only statement of compliance with no substantiation)
0	Unsatisfactory	Non responsive (e.g., a statement and/or substantiation that doesn't address or is not relevant to the requirement). Does not offer an explanation or ability to answer the question and/or meet the requirement/s

Note to Evaluators: Use black ink when inputting your individual scores. Use a different colour ink during the group discussion. Evaluators must enter a reason in the notes column if they decide to change any scores based on the group discussions.

Evaluation/Selection Process

RFP: EV Consultant Services  
RFP: 50000 256

EVALUATOR NAME:

STAGE 2 - TECHNICAL EVALUATION									
Reference	Categories/Evaluation Criteria	GRADIENT SCALE			AF-COM				Comments
		Scoring Guide Max Points	Score out of 5	Multiplication factor	DW	JM	HJ	AVG TOTAL	
	<b>Subsection 1 – Submission</b>	10			5.50	7.00	6.00	6.17	
	• Overall completeness and comprehensive understanding of requirements	2.5	2	0.5	1	1.5	1.5	1.33	
	• Overall impression of submission quality	2.5	2	0.5	1	2	1.5	1.50	
	• Unique insight and value-added opportunities	2.5	2	0.5	1	1	1.5	1.17	
	• Proponent profile, including relevant corporate experience and commitment to quality and proponent's policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier.	2.5	5	0.5	2.5	2.5	1.5	2.17	
	<b>Subsection 2 – Proponent Project Manager and Deputy Project Manager</b>	20			13.40	8.60	8.00	10.00	
	• Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope	7	3	1.4	4.20	2.80	2.80	3.27	
	• Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including	10	4	2	8.00	4.00	4.00	5.33	
	o Demonstrated experience in project management including service delivery, time and cost control, and co-ordinating multi-disciplinary teams							0.00	
	o Demonstrated experience with deployment plans and pricing plans							0.00	
	o Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups							0.00	
	• Availability of Project Manager and Deputy Project Manager	3	2	0.6	1.20	1.80	1.20	1.40	
	<b>Subsection 3 – Project Team and Resources</b>	20			13.60	12.00	12.40	12.67	
	• Comprehensive project team and resources, covering all required aspects of the work program	3	3	0.6	1.00	2.40	1.00	2.00	
	• Appropriate allocation of hours to key team members	2	1	0.4	0.40	0.00	0.00	0.67	
	• Team organization:	2	4	0.4	1.00	1.00	1.20	1.47	
	o Roles/responsibilities clearly defined							0.00	
	o Logical reporting path							0.00	
	o Coordination of sub-consultants (if any)							0.00	
	o Organizational Chart							0.00	
	• Experience, quality, and availability of Project Manager	3	3	0.6	1.80	1.20	0.60	1.20	
	• Experience and quality of team members (matching appropriately skilled staff and subs to tasks):	10	4	2	8.00	6.00	8.00	7.33	
	o Innovative, insightful planning and engineering solutions (experience with transportation planning, civil and electrical engineering, financial planning, architecture and design, customer experience and technology, pricing, AutoCAD and other various design packages and landscape planning.							0.00	
	<b>Subsection 4 – Work Program and Deliverables</b>	25			9.20	15.40	16.00	13.53	
	• Demonstrated knowledge and understanding of Study Area and key technical issues	4	2	0.8	1.60	1.60	2.40	1.87	
	• Required elements covered:	14	1	2.8	2.80	8.40	8.40	6.53	
	o Detailed approach on how the consultant will assist TPA in reaching its goal of entering and quickly expanding the EV charging business							0.00	
	o Workplan and scope to be delivered							0.00	
	o Approach to working with various stakeholders and agencies							0.00	
	• Demonstrated capacity for exceptional, high quality and effective graphic design, illustration, and documentation	3	4	0.6	2.40	3.00	2.40	2.60	
	• Description of quality control / quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA.	2	3	0.4	1.20	1.20	1.60	1.33	
	• Description of cost control measures that will be implemented to ensure cost-effective solutions.	2	3	0.4	1.20	1.20	1.20	1.20	
	<b>Subsection 5 – Project Schedule</b>	10			5.50	8.00	5.50	6.33	
	• Logical sequence of activities meeting RFP requirements	2.5	4	0.5	2.00	2.00	1.50	1.83	
	• Realistic duration of tasks including provision of client review and approval time	2.5	1	0.5	0.50	2.00	1.00	1.17	
	• Milestones, deadlines, and appropriate scheduling of meetings	2.5	4	0.5	2.00	2.00	1.50	1.83	
	• Appropriate application of staff resources to each required task	2.5	2	0.5	1.00	2.00	1.50	1.50	
		85	59		47.20	51.00	47.90	48.70	
	<b>Threshold to proceed to STAGE 3 - COST OF SERVICES</b>			48.70	75% or 64 points				<b>FAIL</b>
	<b>Cost of Services</b>	15							
		100.00							

Signature:  
Date:

Evaluation/Selection Process

RFP: EV Consultant Services  
RFP: 5000-255

EVALUATOR NAME:

STAGE 2 - TECHNICAL EVALUATION									
Reference	Categories/Evaluation Criteria	GRADIENT SCALE:			WSP				Comments
		Scoring Guide Max Points	Score out of 5	Multiplication factor	DW	JM	HJ	AVG TOTAL	
<b>Subsection 1 – Submission</b>		<b>10</b>			<b>8.00</b>	<b>10.00</b>	<b>8.50</b>	<b>8.83</b>	
	• Overall completeness and comprehensive understanding of requirements	2.5	5	0.5	2.5	2.5	2	2.33	
	• Overall impression of submission quality	2.5	4	0.5	2	2.5	2	2.17	
	• Unique insight and value-added opportunities	2.5	2	0.5	1	2.5	2	1.83	
	• Proponent profile, including relevant corporate experience and commitment to quality and proponent's policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier.	2.5	4	0.5	2.5	2.5	2.5	2.50	
<b>Subsection 2 – Proponent Project Manager and Deputy Project Manager</b>		<b>20</b>			<b>16.00</b>	<b>18.40</b>	<b>16.00</b>	<b>17.13</b>	
	• Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope	7	3	1.4	4.20	7.00	5.60	5.60	
	• Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including:	10	5	2	10.00	10.00	8.00	9.33	
	o Demonstrated experience in project management including service delivery, time and cost control, and co-ordinating multi-disciplinary teams							0.00	
	o Demonstrated experience with deployment plans and pricing plans							0.00	
	o Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups							0.00	
	• Availability of Project Manager and Deputy Project Manager	3	3	0.6	1.80	2.40	2.40	2.20	
<b>Subsection 3 – Project Team and Resources</b>		<b>20</b>			<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.60</b>	
	• Comprehensive project team and resources, covering all required aspects of the work program	3	5	0.6	3.00	2.40	2.40	2.60	
	• Appropriate allocation of hours to key team members	2	4	0.4	1.60	1.60	1.60	1.60	
	• Team organization:	2	4	0.4	1.60	1.60	1.60	1.60	
	o Roles/responsibilities clearly defined							0.00	
	o Logical reporting path							0.00	
	o Coordination of sub-consultants (if any)							0.00	
	o Organizational Chart							0.00	
	• Experience, quality, and availability of Project Manager	3	4	0.6	2.40	3.00	3.00	2.80	
	• Experience and quality of team members (matching appropriately skilled staff and subs to tasks):	10	4	2	8.00	8.00	8.00	8.00	
	o Innovative, insightful planning and engineering solutions							0.00	
	o Experience with transportation planning, civil and electrical engineering, financial planning, architecture and design, customer experience and technology, pricing, AutoCAD and other various design packages and landscape planning.							0.00	
<b>Subsection 4 – Work Program and Deliverables</b>		<b>25</b>			<b>22.60</b>	<b>24.80</b>	<b>21.20</b>	<b>22.87</b>	
	• Demonstrated knowledge and understanding of Study Area and key technical issues	4	4	0.8	3.20	4.00	3.20	3.47	
	• Required elements covered:	14	4	2.8	14.00	14.00	11.20	13.07	
	o Detailed approach on how the consultant will assist TPA in reaching its goal of entering and quickly expanding the EV charging business							0.00	
	o Workplan and scope to be delivered							0.00	
	o Approach to working with various stakeholders and agencies							0.00	
	• Demonstrated capacity for exceptional, high quality, and effective graphic design, illustration, and documentation	3	3	0.6	1.80	2.40	2.40	2.20	
	• Description of quality control / quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA.	2	4	0.4	1.60	2.40	2.40	2.13	
	• Description of cost control measures that will be implemented to ensure cost-effective solutions	2	4	0.4	2.00	2.00	2.00	2.00	
<b>Subsection 5 – Project Schedule</b>		<b>10</b>			<b>9.50</b>	<b>10.00</b>	<b>9.50</b>	<b>9.67</b>	
	• Logical sequence of activities meeting RFP requirements	2.5	5	0.5	2.50	2.50	2.00	2.33	
	• Realistic duration of tasks including provision of client review and approval time	2.5	5	0.5	2.50	2.50	2.50	2.50	
	• Milestones, deadlines, and appropriate scheduling of meetings	2.5	5	0.5	2.50	2.50	2.50	2.50	
	• Appropriate application of staff resources to each required task	2.5	4	0.5	2.00	2.50	2.50	2.33	
		<b>85</b>			<b>72.70</b>	<b>80.80</b>	<b>71.80</b>	<b>75.10</b>	
<b>Threshold to proceed to STAGE 3 - COST OF SERVICES</b>			<b>75.10</b>		<b>75% or 04 points</b>				<b>PASS</b>
<b>Cost of Services</b>		<b>15</b>							
		<b>100.00</b>			<b>72.70</b>				

Signature:

Date:

Evaluation/Selection Process

RFP: EV Consultant Services  
RFP: 5000-255

EVALUATOR NAME:									
STAGE 2 - TECHNICAL EVALUATION									
Reference	Categories/Evaluation Criteria	GRADIENT SCALE: 5			IBI Group				Comments
		Scoring Guide Max Points	Score out of 5	Multiplication factor	DW	JM	HJ	AVG TOTAL	
	<b>Subsection 1 – Submission</b>	10			8.00	9.00	8.00	8.33	
	• Overall completeness and comprehensive understanding of requirements	2.5	4	0.5	2	2.5	2	2.17	
	• Overall impression of submission quality	2.5	4	0.5	2	2.5	2	2.17	
	• Unique insight and value-added opportunities	2.5	3	0.5	1.5	1.5	2	1.67	
	• Proponent profiled, including relevant corporate experience and commitment to quality and proponent's policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier.	2.5	5	0.5	2.5	2.5	2	2.33	
	<b>Subsection 2 – Proponent Project Manager and Deputy Project Manager</b>	20			17.40	19.40	19.40	18.73	
	• Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope	7	4	1.4	5.60	7.00	7.00	6.53	
	• Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including:	10	5	2	10.00	10.00	10.00	10.00	
	o Demonstrated experience in project management including service delivery, time and cost control, and co-coordinating multi-disciplinary teams							0.00	
	o Demonstrated experience with deployment plans and pricing plans							0.00	
	o Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups							0.00	
	• Availability of Project Manager and Deputy Project Manager	3	3	0.6	1.80	2.40	2.40	2.20	
	<b>Subsection 3 – Project Team and Resources</b>	20			16.00	16.00	16.60	16.53	
	• Comprehensive project team and resources, covering all required aspects of the work program	3	3	0.6	1.80	3.00	2.40	2.40	
	• Appropriate allocation of hours to key team members	2	4	0.4	1.60	1.60	1.60	1.60	
	• Team organization:	2	3	0.4	1.20	1.60	1.60	1.47	
	o Roles responsibilities clearly defined							0.00	
	o Logical reporting path							0.00	
	o Coordination of sub-consultants (if any)							0.00	
	o Organizational Chart							0.00	
	• Experience, quality, and availability of Project Manager	3	4	0.6	2.40	1.80	3.00	2.40	
	• Experience and quality of team members (matching appropriately skilled staff and subs to tasks):	10	4	2	8.00	8.00	10.00	8.67	
	o Innovative, insightful planning and engineering solutions							0.00	
	o Experience with transportation planning, civil and electrical engineering, financial planning, architecture and design, customer experience and technology, pricing, AutoCAD and other various design packages and landscape planning.							0.00	
	<b>Subsection 4 – Work Program and Deliverables</b>	25			17.80	21.60	19.60	19.67	
	• Demonstrated knowledge and understanding of Study Area and key technical issues	4	4	0.8	3.20	4.00	3.20	3.47	
	• Required elements covered:	14	4	2.8	11.20	14.00	11.20	12.13	
	o Detailed approach on how the consultant will assist TPA in reaching its goal of entering and quickly expanding the EV charging business							0.00	
	o Workplan and scope to be delivered							0.00	
	o Approach to working with various stakeholders and agencies							0.00	
	• Demonstrated capacity for exceptional, high quality and effective graphic design, illustration, and documentation	3	3	0.6	1.80	1.20	2.40	1.80	
	• Description of quality control / quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA.	2	2	0.4	0.80	0.80	1.60	1.07	
	• Description of cost control measures that will be implemented to ensure cost-effective solutions.	2	2	0.4	0.80	1.60	1.20	1.20	
	<b>Subsection 5 – Project Schedule</b>	10			9.00	10.00	8.00	9.00	
	• Logical sequence of activities meeting RFP requirements	2.5	5	0.5	2.50	2.50	2.00	2.33	
	• Realistic duration of tasks including provision of client review and approval time	2.5	5	0.5	2.50	2.50	2.00	2.33	
	• Milestones, deadlines, and appropriate scheduling of meetings	2.5	5	0.5	2.50	2.50	2.00	2.33	
	• Appropriate application of staff resources to each required task	2.5	3	0.5	1.50	2.50	2.00	2.00	
		85			67.20	76.00	73.60	72.27	
	<b>Threshold to proceed to STAGE 3 - COST OF SERVICES</b>			72.27	75% or 64 points				PASS
	Cost of Services	15							
		100.00			67.20				

Contract	Stage 1 - Mandatory Technical Requirements	Stage 2 - Technical To Milestone Cost	Stage 3 - Break	Stage 3 - Total Cost	Stage 3 - Cost Source	Final Source	Total	Project Management	Planning	Engineering	Architect	Cost Consultant	CAD/Graphics	Customer Support/Technology
ALLUM	PAID	49.70	PAID	\$ 1,776,610.00	\$ 15.00	42.70	1,034							
WCP	PAID	75.10	PAID	\$ 355,925.00	\$ 2.57	82.67	2,130							
CEBA	PAID	22.27	PAID	\$ 483,097.23	\$ 4.00	78.27	6,180							

	ACCOM	A/C	MAN	RI Group
Deployment/Bring Plan				
IA. One Milestone, Jurisdictional Scan, Demand Modeling (For Phase 1 and Phase 2)				
IB. EV Site Concept Phase				
IC. Draft Report (60% completion)				
ID. Draft Report (60% completion)				
IE. Final Report				
IF. Pricing Strategy				
IA. One Milestone Work				
IB. Draft Report (60% completion)				
IC. Draft Report (60% completion)				
ID. Final Report				
Customer Experience and Technology Strategy				
IA. One Milestone Work				
IB. Draft Report (60% completion)				
IC. Draft Report (60% completion)				
ID. Final Report				
IE. Mile Analysis and Reporting				
IA. Review of Existing TPA Systems				
IB. Assistance in creating the documentation and specifications required to include in the EV equipment and system supply RFP				
IC. Financial Plan				
IA. Review of Existing TPA Financial Systems				
IB. 30 Year Analysis of Maintenance and Operating Costs				
IC. Class 1 capital financial plan				
ID. Class 1 cost estimate for EV equipment design				
Partnership and Operating Models				
IA. Partnership and Operating Models Recommendation Work				
IB. Contingency (Marketers)				
IA. Contingency (Marketers) (Amount should be set to 20% of the subtotal of items 1 - 8 above.)				

**ATTACHMENT 2: PROPOSAL EVALUATION TABLE**

<b>Stage 1: MANDATORY REQUIREMENTS (Section 5.2)</b>		Pass/Fail
<b>A. Mandatory Submission Requirements (per Section 5.2)</b>		Pass/Fail
<b>Stage 2: PROPOSAL STRUCTURE, ATTRIBUTES AND CONTENTS (Section 5.3)</b>		
<b>Submission</b>	<ul style="list-style-type: none"> <li>● Overall completeness and comprehensive understanding of requirements</li> <li>● Overall impression of submission quality</li> <li>● Unique insight and value-added opportunities</li> <li>● Proponent profiled, including relevant corporate experience and commitment to quality and proponent's policy indicating commitment to employee and supplier diversity and whether a certified diverse supplier.</li> </ul>	10
<b>Proponent Project Manager and Deputy Project Manager</b>	<ul style="list-style-type: none"> <li>● Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope</li> <li>● Relevant experience in urban transportation projects and with electric vehicle charging infrastructure, including:                             <ul style="list-style-type: none"> <li>○ Demonstrated experience in project management including service delivery, time and cost control, and co-coordinating multi-disciplinary teams</li> <li>○ Demonstrated experience with conducting site assessments</li> <li>○ Demonstrated experience in addressing the concerns and working cooperatively with a wide variety of agencies, authorities, utilities, and community, public, and special interest groups</li> </ul> </li> <li>● Availability of Project Manager and Deputy Project Manager</li> </ul>	20
<b>Project Team and Resources</b>	<ul style="list-style-type: none"> <li>● Comprehensive project team and resources, covering all required aspects of the work program</li> <li>● Appropriate allocation of hours to key team members</li> <li>● Team organization:                             <ul style="list-style-type: none"> <li>○ Roles responsibilities clearly defined</li> <li>○ Logical reporting path</li> <li>○ Coordination of sub-consultants (if any)</li> <li>○ Organizational Chart</li> </ul> </li> <li>● Experience, quality, and availability of Project Manager</li> <li>● Experience and quality of team members (matching appropriately skilled staff and subs to tasks):</li> </ul>	20

	<ul style="list-style-type: none"> <li>○ Innovative, insightful planning and engineering solutions</li> <li>○ Experience with transportation planning, civil and electrical engineering, architecture and design.</li> </ul>	
<b>Work Program and Deliverables</b>	<ul style="list-style-type: none"> <li>● Demonstrated knowledge and understanding of Study Area and key technical issues</li> <li>● Required elements covered: <ul style="list-style-type: none"> <li>○ Workplan and scope to be delivered</li> <li>○ Approach to working with various stakeholders and agencies</li> </ul> </li> <li>● Demonstrated capacity for exceptional, high quality and effective graphic design, illustration, and documentation</li> <li>● Description of quality control / quality assurance measures that are in place to ensure that the quality of the professional services meet the requirements of TPA.</li> <li>● Description of cost control measures that will be implemented to ensure cost-effective solutions.</li> </ul>	25
<b>Project Schedule</b>	<ul style="list-style-type: none"> <li>● Logical sequence of activities meeting RFP requirements</li> <li>● Realistic duration of tasks including provision of client review and approval time</li> <li>● Milestones, deadlines, and appropriate scheduling of meetings</li> <li>● Appropriate application of staff resources to each required task</li> </ul>	10
<b>Stage 2 Total</b>		<b>85</b>
<b>Proponent must score a minimum of 64 out of 85 points (75%) in order to be further considered for Cost of Services</b>		
<b>Stage 3: INTERVIEW/PRESENTATION AND/OR REFERENCE CHECKS (if required). (See Section 4.3 for further information)</b>		
<b>Stage 4: COST OF SERVICES</b>		
<b>Cost</b>	<ul style="list-style-type: none"> <li>● Proposal price is determined by Appendix C, Price Detail Form.</li> <li>● The lowest priced Proposal receives 15 points; and the remaining Proposals are assigned points based on the formula:  <math display="block">\left( \frac{\text{Lowest Proposal Cost}}{\text{Proponet Proposal Cost}} \right) \times 15</math> </li> </ul>	<b>15</b>
<b>TOTAL SCORE</b>		<b>100</b>

## ATTACHMENT 3

### INTERNAL MEMO: CONDITION ASSESSMENT AT 110 QUEEN STREET WEST (CAR PARK 36)

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## INTERNAL MEMORANDUM CONTRACT AWARD

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**DATE:** March 17, 2022  
**TO:** President, Toronto Parking Authority  
**FROM:** Vice President, Operations, Toronto Parking Authority  
**SUBJECT:** Request for Proposal No. 2021-CS-CP36-1040.32.1: Condition Assessment at 110 Queen St. West (Carpark 36) – Contract Award  
**WARDS:** Spadina-Fort York – Ward 10

### SUMMARY

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As part of the Toronto Parking Authority's (TPA) plan to ensure continued safe operation of existing parking facilities, TPA is planning to undertake a comprehensive condition assessment of all TPA spaces and systems at Carpark 36 located at Toronto City Hall (110 Queen St. West). Consulting services are required to assess the current condition of the existing facilities and develop a repair phasing strategy to guide and prioritize future repair efforts.

A Request for Proposals (RFP) for the required consultant services was issued on December 1, 2021. Five approved bidders were invited from which four proposals were received and deemed to be compliant. Based on a detailed evaluation of the proposals, it is recommended that a contract in the amount of \$350,000 including \$290,300 for the base scope of work, and \$59,700 as a contingency allowance net of all taxes and charges, be awarded to WSP Canada Inc. having submitted the lowest compliant fee proposal and meeting all requirements in conformance with the Request for Proposal.

### RECOMMENDATIONS

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**The Vice President, Operations recommends that:**

2021-CS-CP36-1040.32.1: Condition Assessment at 110 Queen St. West (Carpark 36)

1

- 1) The President, Toronto Parking Authority grant authority to award the contract for the Condition Assessment at 110 Queen St. West (Carpark 36) to WSP Canada Inc., having submitted the lowest compliant bid and meeting all specifications in conformance with the tender requirements, in the amount of \$350,000 excluding HST.

**FINANCIAL IMPACT**

The amount to award the contract for the **Condition Assessment** is \$350,000 excluding HST.

Funding for the Condition Assessment of Carpark 36 is included in the approved TPA 2022 Capital Budget under WBS No. CPK383-01, Internal order 700221.

**CALL SUMMARY**

On December 1, 2021, TPA issued a RFP for the consultant services needed to carry out a comprehensive condition assessment of Carpark 36. The RFP for these services was issued to 5 bidders. The condition assessment services are needed for assessing the existing infrastructure at carpark 36, allowing for the development of a future repair program.

Two post-tender addenda were issued for this RFP to clarify required scope items. Following the closing of the second post-tender addendum on February 23, 2022, four proposals and one withdrawal were received and are listed below in the ascending order of their total cost amount quoted without HST. The Consultants were required to base their proposal on TPA's RFP which details the scope of service required, the duration of service required and fee schedules to be included in the proposal.

**Total Proposed Fees**

	Proponent	Total Fees
1	WSP Canada Inc.	\$290,300.00
2	Read Jones Christoffersen Ltd.	\$297,573.50
3	Synergy Partners Consulting Limited	\$324,260.00
4	Morrison Hershfield Limited	\$554,100.00
5	Sense Engineering (GTA) Ltd	Bid Withdrawn

Evaluation of the proposals consisted of three phases. Phase 1 required proponents to correctly submit all mandatory forms and submission requirements. All three proponents passed Phase 1. Phase 2 consisted of the evaluation of proponents' technical submissions.

2

2021-CS-CP36-1040.32.1: Condition Assessment at 110 Queen St. West (Carpark 36)

Proponents were graded out of 85 points in Phase 2 and required a minimum score of 75% or 63.75 points to proceed to Phase 3. All proponents who submitted proposals passed Phase 2. In Phase 3, proponents' financial costs were evaluated out of 15 points. Proponents Phase 2 scores were added with their Phase 3 scores to form a total score out of 100 points. The proponent who successfully passed all three phases and obtained the highest total score is being recommended for the contract award. The evaluation results were as follows:

**Evaluation Results**

	Company	Phase 1: Mandatory Submission Requirements	Phase 2: Technical Submission Score (Out of 85)	Phase 2: Technical Submission Result	Phase 3: Financial Costs Score (Out of 15)	Total Score (Out of 100)
1	<b>WSP Canada Inc.</b>	<b>Passed</b>	<b>71.5</b>	<b>Passed</b>	<b>15</b>	<b>86.5</b>
2	Read Jones Christoffersen Ltd.	Passed	68.5	Passed	14.6	83.1
3	Synergy Partners Consulting Limited	Passed	63.75	Passed	13	77.2
4	Morrison Hershfield Limited	Passed	63.75	Passed	8	71.6
5	Sense Engineering (GTA) Ltd	Bid Withdrawn				

The proposal evaluation table which contains details on the scoring format of this RFP can be found in Attachment 1.

**COMMENTS**

As part of the Toronto Parking Authority's (TPA) plan to ensure continued safe operation of existing parking facilities, TPA is planning to undertake a comprehensive condition assessment of all TPA spaces and systems at Carpark 36 located at Toronto City Hall (110 Queen St. West). This includes an assessment of all concrete infrastructure, as well as all mechanical and electrical systems that service the carpark. A major objective of the condition assessment involves TPA working with the successful Consultant to develop a repair phasing strategy for this carpark. This strategy will then be used by TPA to guide and prioritize short term and long-term repair objectives at this Carpark.

All four proponents who provided submissions are capable of providing the services required based upon their company profiles. The evaluation process was guided by the fee quoted, technical analysis of the bid and acceptance of the terms and conditions noted in the RFP. The

3

2021-CS-CP36-1040.32.1: Condition Assessment at 110 Queen St. West (Carpark 36)

proponents' submission was evaluated and scored based upon criteria identified in Attachment 1, Proposal Evaluation Table. The following are key comments and observations of the evaluated bids:

1. WSP Canada Inc. submitted the lowest cost proposal amongst proponents who passed all three phases of the evaluation with a total cost of \$350,000. This fee was \$7,273.50 lower than the other submission which passed all three evaluation phases.
2. WSP Canada Inc. scored the highest total score with a score of 86.5 out of a possible 100 points.
3. WSP Canada Inc. is prepared to accept the terms and conditions of the RFP and meet the proposed schedule.

Based upon our evaluation of the bid package, it is recommended that the **Condition Assessment** contract be awarded to WSP Canada Inc.

#### **CONTACT**

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Howard Jung,  
Director of Parking Infrastructure and Asset Management,  
(416) 393-7335,  
[Howard.Jung@toronto.ca](mailto:Howard.Jung@toronto.ca)

#### **SIGNATURE**

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Howard Jung  
Director, Parking Infrastructure and Asset Management



Jarrett McDonald, Vice President Operations  
Digitally signed by Jarrett McDonald, Vice President Operations  
Date: 2022.03.24 14:40:52 -04'00'

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Jarrett McDonald  
Vice President, Operations



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W. Scott Collier

4

2021-CS-CP36-1040.32.1: Condition Assessment at 110 Queen St. West (Carpark 36)

President, Toronto Parking Authority

**ATTACHMENTS**

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Attachment 1: Bid Analysis Summary and Detailed Breakdowns

2021-CS-CP36-1040.32.1: Condition Assessment at 110 Queen St. West (Carpark 36)

5





## ATTACHMENT 4

### INTERNAL MEMO: DEMOLITION SERVICES AT 2204 AND 2212 EGLINTON AVE WEST AND 601 CALEDONIA ROAD

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#### INTERNAL MEMORANDUM CONTRACT AWARD

#### Request for Tender No. 5673-11: 2021 Demolition – Contract Award

**Date:** March 8, 2021

**To:** President, Toronto Parking Authority

**From:** Vice President, Business Development, Toronto Parking Authority

**Wards:** 8 – Eglinton Lawrence

#### RECOMMENDATIONS

The Vice President, Business Development recommends that:

- 1) The President, grant authority to award the contract for the 2021 Demolition Project at 2204 and 2212 Eglinton Ave W and 601 Caledonia Road to Schouten Excavating Inc., having submitted the lowest compliant bid and meeting all specifications in conformance with the tender requirements, in the base amount of \$321,515 excluding HST. A \$78,485 contingency is also recommended to be carried for a total upset limit of \$400,000 excluding HST.

#### FINANCIAL IMPACT

The amount to award the contract for the 2021 Demolition project is \$400,000 excluding HST.

Funding for the demolition services is included in the approved TPA 2022 Capital Budget under TPA project number TPA908089.

#### CALL SUMMARY

On January 18<sup>th</sup>, 2022, TPA issued an RFT for constructions services needed to carry out the demolition at the properties of 601 Caledonia Road, 2204 Eglinton Ave W and 2212 Eglinton Ave W in accordance with the tender package. The RFT was open and issued through MERX. An optional site visit was held on January 20<sup>th</sup>, 2022 with 5

interested parties attending. The RFT was closed on February 4<sup>th</sup>, 2022 with 4 bids received.

The 4 proposals are listed below in the ascending order of their total cost amount quoted without HST.

**Total Proposed Fees**

	Proponent	Total Fees
1	Schouten Excavating Inc	\$321,515
2	Tri-Phase Group Inc	\$324,208
3	Priestly Demolition Inc	\$329,000
4	Delsan-Aim Environmental Services Inc	\$475,000

The documents comprising the RFT were developed by Paul Didur Architect Inc (PDA). PDA was retained by TPA in 2021 to develop the drawings and specifications required for the tender package. Evaluation of the proposals was completed by PDA. The submissions were reviewed for completeness, submission of required bonding documents and completion of the price form. All of the submissions were complete with Schouten Excavating Inc submitting the lowest compliant bid.

Additional details on the evaluation can be found in Attachment 1.

## **DECISION HISTORY**

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At its meeting of November 3, 2020, TPA Board of Directors:

1. Directed that Confidential Attachment 1 remain confidential in its entirety, at the discretion of the City Solicitor, as it pertains to Financial Information that belongs to the Board of Directors of Toronto Parking Authority and has monetary value or potential monetary value.
2. Directed Toronto Parking Authority, in consultation with CreateTO and Corporate Real Estate Management, to make the lands located at 2204-2212 Eglinton Avenue West and 601 Caledonia Road available through a commercial use.
3. Directed Toronto Parking Authority to issue a tender for the demolition of the existing structures on the lands located at 2204 - 2212 Eglinton Avenue West and 601 Caledonia Road.
4. In the event that there is early development of the properties, directed Toronto Parking Authority to seek to be compensated for any unamortized costs related to the capital investments made at these properties.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.PA18.7>

## COMMENTS

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At its meeting of July 23, 2019, Toronto Parking Authority (TPA) Board of Directors requested the President, TPA to consult with the local Councillor, the Chief Executive Officer, CreateTO, and Deputy City Manager, Corporate Services, about including the lands located at 2204-2212 Eglinton Avenue West (Properties) in the ongoing review of City-owned assets for the Housing Now Initiative and to report back to the Board with an update.

Staff from CreateTO, TPA, the Housing Secretariat and City Planning have analyzed several scenarios in which the City-owned lands at 2204-2212 Eglinton Avenue West and 601 Caledonia Road could contribute towards the City's affordable housing objectives.

CreateTO completed an area planning review and believe with the Eglinton Crosstown LRT project and associated intensification of the surrounding area over the next ten (10) years, the subject sites hold strong potential to be redeveloped as a mid-rise mixed-use development with commercial uses at grade, a mix of affordable and market housing on the upper levels, and potential below-grade parking.

Given that the site is now expected to be available for the operation of a municipal car park for a much shorter timeframe (ten (10) years instead of 20 years) than was planned at the time the properties were acquired, TPA has reassessed the viability of a municipal parking operation at this location and carried out additional due diligence to consider other short-term uses for the site.

At its meeting of November 3, 2020, TPA Board of Directors received the results of the due diligence carried out by TPA and adopted recommendations to demolish the existing buildings at 2204-2212 Eglinton Avenue West and make the lands available for lease to a nearby property owner that has expressed interest in using the lands for employee parking.

Following the adoption of these recommendations, TPA revised drawings, updated applicable studies, and sought a consultant to secure applicable permits and conduct the work.

All four proponents who provided acceptable submissions are capable of providing the services required based upon their company profiles. The following are key comments and observations of the evaluated bids:

1. Schouten Excavating Inc. submitted the lowest cost proposal amongst proponents who submitting complete proposals with a total cost of \$321,515. This fee was \$2,693 lower than the next closest submission.
2. Schouten Excavating Inc. is prepared to accept the terms and conditions of the RFT and meet the proposed schedule.

It should be noted that a residential garage structure is shared with 601 Caledonia Road and 603 Caledonia Road. The Consultant, PDA has recommended the demolition of

the entire garage structure shared by 601 & 603 Caledonia Road due to its' deteriorated condition. This will require a new residential single car garage to be built for the homeowners of 603 Caledonia Road. This scope was, however, excluded from the tender package since a legal agreement to allow for the replacement of the garage had not been reached with the homeowners. Once an agreement has been reached, TPA will solicit quotations for the replacement of the garage, which can happen independent of the demolition work.

Based upon our evaluation of the tender package, it is recommended that the 2021 Demolition contract be awarded to Schouten Excavating Inc.

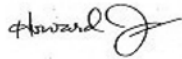
### **CONTACT**

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Howard Jung,  
Director of Parking Infrastructure and Asset Management,  
(416) 393-7335,  
[Howard.Jung@toronto.ca](mailto:Howard.Jung@toronto.ca)

### **SIGNATURE**

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Howard Jung  
Director, Parking Infrastructure and Asset Management



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Jeffrey Dea  
Vice President, Business Development



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W. Scott Collier  
President, Toronto Parking Authority

### **ATTACHMENTS**

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Attachment 1: Bid Analysis Summary

5673-11: 2021 Demolition

Page 4 of 4

Bid Results															
TPA Eglington Ave W Demolition (CP673)															PDA PROJECT # 22137
Bidders	Bid	Addenda Received	Construction Time	Construction End Date (Substantial Completion)	Construction End Date (Total Completion)	Detailed Cost Break-down	Schedules:	Insurance	Reference of previous work	Form 1 - Agreement to Bond	Form 2 - Certificate of Independent Bid Determinatio	Form 3 - Tax Statutory Declaration	Form 4 - Notice of Adjudication	Agreement	
Company Name / Corporation	excluding HST						B - Pricing form								
1 SCHOUTEN EXCAVATING INC	\$ 321,515.00	01, 02	60 days	TBD	TBD	Received	Received	Received	3 provided	Received	Received				
2 TRI-PHASE GROUP INC.	\$ 324,208.00	01, 02	60 days	TBD	TBD	Received	Received	Received	3 provided	Received	Received				
3 PRIESTLY DEMOLITION INC	\$ 329,000.00	01, 02	60 days	TBD	TBD	Received	Received	Received	3 provided	Received	Received				
4 DELSAN-AIM ENVIRONMENTAL SERVICES INC	\$ 475,000.00	01, 02	80 days	TBD	TBD	Received	Received	Received	3 provided	Received	Received				

Prepared by PDA

February 3, 2022

Tender Detailed Cost Breakdown Summary						
TPA Eglinton Ave W Demolition (CP673)						PDA PROJECT # 22137
Item #			SCHOOUTEN EXCAVATING INC	TRI-PHASE GROUP INC.	PRIESTLY DEMOLITION INC	DELSAN-AIM ESI
1	Part A	General				
2		A1	\$ 33,525.00	\$ 4,000.00	\$ 5,550.00	\$ 15,000.00
3		A2	\$ 4,050.00	\$ 13,706.00	\$ 5,270.00	\$ 4,500.00
4		A3	\$ 4,500.00	\$ 2,500.00	\$ 10,810.00	\$ 4,000.00
5		A4	\$ 4,200.00	\$ 2,200.00	\$ 3,350.00	\$ 2,000.00
6		A5	\$ 875.00	\$ 2,200.00	\$ 1,380.00	\$ 1,000.00
7		SUB TOTAL:	\$ 47,150.00	\$ 24,606.00	\$ 26,360.00	\$ 26,500.00
8	Part B	Demolition				
9		B1	\$ 115,000.00	\$ 182,213.00	\$ 147,500.00	\$ 226,000.00
10		B2	\$ 7,500.00	\$ 5,000.00	INCLUDED	N/A
11		B3	\$ 46,600.00	\$ 22,288.00	\$ 20,400.00	\$ 101,000.00
12		B4	\$77.67 UNIT PRICE	\$ -	\$75.00 UNIT PRICE	\$75.00 UNIT PRICE
13		SUB TOTAL:	\$ 169,100.00	\$ 209,501.00	\$ 167,900.00	\$ 327,000.00
14	Part C	Paving				
15		C1	\$ 4,675.00	\$ 10,250.00	\$ 23,150.00	\$ 1,000.00
16		C2	\$ 17,200.00	\$ 3,261.00	\$ 10,500.00	\$ 18,000.00
17		C3	\$75.25 UNIT PRICE	\$ -	\$105.00 UNIT PRICE	\$140.00 UNIT PRICE
18		C4	\$115.00 UNIT PRICE	\$ -	\$105.00 UNIT PRICE	\$110.00 UNIT PRICE
19		C5	\$ 7,700.00	\$ 5,950.00	\$ 7,220.00	\$ 7,000.00
20		C6	\$275.00 UNIT PRICE	\$ -	\$232.00 UNIT PRICE	\$205.00 UNIT PRICE
21		SUB TOTAL:	\$ 29,575.00	\$ 19,461.00	\$ 40,870.00	\$ 26,000.00
22	Part D	Landscaping				
23		D1	\$ 12,040.00	\$ 8,100.00	\$ 31,640.00	\$ 22,500.00
24		D2	\$430.00 UNIT PRICE	\$ -	\$890.00 UNIT PRICE	\$390.00 UNIT PRICE
25		D3	\$ 13,650.00	\$ 12,540.00	\$ 12,230.00	\$ 23,000.00
26		D4	\$0.00 UNIT PRICE	\$ -	\$230.00 UNIT PRICE	\$645.00 UNIT PRICE
27		SUB TOTAL:	\$ 25,690.00	\$ 20,640.00	\$ 43,870.00	\$ 45,500.00
28	Part E	Allowances				
29		E1	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
30		E2	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
31		E3	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
32		E4	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
33		E5	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
34		SUB TOTAL:	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
35						
36	Alternates	Soil generated from grading to fill basement	\$ -	\$ -	\$ 10,000.00	\$ -
39						
40		Subtotal (Sum Items 1 to 34)	\$ 321,515.00	\$ 324,208.00	\$ 329,000.00	\$ 475,000.00
41		HST ( 13% )	\$ 41,796.95	\$ 42,147.04	\$ 42,770.00	\$ 61,750.00
42		Total (Must match the Stipulated Sum Bid Price shown on the page 1 of this Bid Form)	\$ 363,311.95	\$ 366,355.04	\$ 371,770.00	\$ 536,750.00
Per Schedule B (EXCLUDING HST)			\$ 321,515.00	\$ 324,208.00	\$ 329,000.00	\$ 475,000.00

Comments:

Total bid with HST	\$ 363,311.95	\$ 366,355.04	\$ 371,770.00	\$ 536,750.00
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Yellow cells indicates Unbalanced Bid elements

Prepared by PDA

February 3, 2022

## ATTACHMENT 5

### INTERNAL MEMO: LANDSCAPING ENHANCEMENTS AT 242 DANFORTH AVENUE (CAR PARK 277)

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## INTERNAL MEMORANDUM CONTRACT AWARD

### Request for Tender No. 5277-10: CP277 – Phase I – Contract Award

**Date:** March 10, 2022

**To:** President, Toronto Parking Authority

**From:** Vice President, Business Development, Toronto Parking Authority

**Wards:** 14 – Toronto Danforth

#### RECOMMENDATIONS

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The Vice President, Business Development recommends that:

- 1) The President, grant authority to award the contract for the CP277 – Phase I ROW Improvements project at 242 Danforth Ave to Melrose Paving Co. LTD., having submitted the lowest compliant bid and meeting all specifications in conformance with the tender requirements, in the base amount of \$238,757.10 excluding HST. A \$51,242.90 contingency is also recommended to be carried for a total upset limit of \$290,000 excluding HST.

#### FINANCIAL IMPACT

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The amount to award the contract for the CP277 – Phase I ROW Improvements project is \$290,000 excluding HST.

Funding for the project is included in the approved 2022 Capital Budget as follows:

- \$165,900 under TPA907960-1; and
- \$124,000 under TPA907960-3

Transportation Services has confirmed that it will fund 50 percent of the costs for the work within the right-of-way (ROW). The estimated value to be recovered is expected to be \$63,300, which will be remitted to TPA at conclusion of the project.

## CALL SUMMARY

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On January 27, 2022, TPA issued a Request for Tender (RFT) for construction of streetscaping improvements at Car Park 277 (242 Danforth Avenue) along the eastern portion of Playter Boulevard. The work comprises installation of new pavers along the sidewalk area, new concrete planters, a new ornamental fence, illuminated bollards and a 12' tall corten steel sign. The work package as tendered out was finalized following consultation with the Councillors office as well as the Playter Estates BIA group. The RFT was issued through MERX and closed on February 11, 2022 with three bids received.

The three proposals are listed below in the ascending order of their total cost amount quoted without HST.

### Total Proposed Fees

	Proponent	Total Fees
1	Melrose Paving Co. LTD.	\$238,757.10
2	Roma Building Restoration LTD.	\$289,627.00
3	Across Canada Construction LTD.	\$295,821.00

The documents comprising the RFT were developed by Marton Smith Landscape Architects (MSLA). MSLA was retained by TPA to develop the drawings and specifications required for the tender package. The submissions were reviewed for completeness, submission of required bonding documents and completion of the price form. All of the submissions received were confirmed to be complete with Melrose Paving Co. LTD. submitting the lowest compliant bid.

Additional details on the evaluation can be found in Attachment 1.

## COMMENTS

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All four proponents who provided acceptable submissions are capable of providing the services required based upon their company profiles. The following are key comments and observations of the evaluated bids:

1. Melrose Paving Co. LTD. submitted the lowest cost proposal amongst proponents who submitting complete proposals with a total cost of \$238,757.10. This fee was \$50,869.90 lower than the next closest submission.
2. Melrose Paving Co. LTD. is prepared to accept the terms and conditions of the RFT and meet the proposed schedule.

Based upon the evaluation of the tender package, it is recommended that the CP277 – Phase I ROW Improvements contract be awarded to Melrose Paving Co. LTD.

**CONTACT**

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**SIGNATURE**

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Howard Jung  
Director, Parking Infrastructure and Asset Management



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Jeffrey Dea  
Vice President, Business Development



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W. Scott Collier  
President, Toronto Parking Authority

**ATTACHMENTS**

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Attachment 1: Bid Analysis Summary

Item	Description of Work	Unit	Estimated Quantity	Roma Building Restoration LTD.			Across Canada Construction LTD.			Melrose Paving Co. LTD.				
				Unit Price	Total Amount	% of Total	Unit Price	Total Amount	% of Total	Unit Price	Total Amount	% of Total		
<b>Part A   GENERAL AND DEMOLITION</b>				Sub-Total \$40,000	Sub-Total \$56,000	Sub-Total \$51,703								
A1	Mobilize and demobilize and any other work for which no specific item is provided.	L.S.		\$40,000.00	14%	L.S.		\$10,000.00	3%	L.S.		\$4,184.80	2%	
A2	Protect existing trees during construction as outlined on drawing RD1. All root pruning of trees#1477 to be conducted under the direction and continuous supervision of a certified / registered consulting arborist. .	L.S.		\$5,000.00	2%	L.S.		\$6,800.00	2%	L.S.		\$2,393.75	1%	
A3	Remove and dispose of all existing site components to accommodate the work as indicated on Removal and Demolition Plan RD1	L.S.		\$15,000.00	5%	L.S.		\$7,500.00	3%	L.S.		\$19,287.80	8%	
A4	Provide 100% Performance Bond	L.S.		\$2,000.00	1%	L.S.		\$6,500.00	2%	L.S.		\$2,307.50	1%	
A5	Provide 100% Labour & Material Payment Bond	L.S.		\$2,000.00	1%	L.S.		\$4,250.00	1%	L.S.		\$960.25	0%	
A6	80 sq.m. of Existing pavers to be removed and stored for reuse and repair of existing parking.	L.S.		\$7,200.00	2%	L.S.		\$4,500.00	2%	L.S.		\$6,458.35	3%	
A7	Provide temporary construction fencing and signage around work areas for public safety	L.S.		\$5,000.00	2%	L.S.		\$6,500.00	2%	L.S.		\$4,410.90	2%	
A8	Inspection and Testing Allowance	L.S.		\$10,000.00	3%	L.S.		\$10,000.00	3%	L.S.		\$11,699.95	5%	
<b>Part B   STRUCTURAL, PAVING, MARKING</b>				Sub-Total \$133422	Sub-Total \$158170	Sub-Total \$114405.00								
B1	Grading, shaping and compact sub-grade for all excavated areas, as required.	L.S.		\$7,500.00	3%	L.S.		\$6,500.00	2%	L.S.		\$1,041.20	0%	
B2	Pedestrian Paving - Provide 150 mm thick - 19 mm clear stone bedding for all excavated areas under paver areas (as detailed on drawing 5/LD-01)	L.S.		\$4,500.00	2%	L.S.		\$7,500.00	3%	L.S.		\$5,861.50	2%	
B3	Vehicular Paving - Provide 220mm thick - 50mm clear stone and 200 mm thick - 19 mm clear stone bedding for all excavated areas under paver areas (as detailed on drawing 12/LD-02)	L.S.		\$4,200.00	1%	L.S.		\$7,000.00	2%	L.S.		\$6,460.00	3%	
B4	Provide 40 mm thick HPB levelling course under permeable stone paved areas (as detailed on drawing 12/LD-02)	L.S.		\$1,750.00	1%	L.S.		\$5,000.00	2%	L.S.		\$4,104.00	2%	
B5	Provide and install Concrete Pavers as outlined on drawing SS-01 and detailed on 5/LD-01. Supply and install precast concrete unit pavers as indicated on drawing SS-01, installation to comply with T-310.050-2, Type: 80mm HollandstonePattern, Running Bond	L.S.		\$21,450.00	7%	L.S.		\$16,750.00	6%	L.S.		\$22,781.00	10%	
B6	Provide and install Aria Step by Oaks as per detail 20/LD-03, including Granular A (compacted to 98% SPD) Note: one course is buried	L.S.		\$3,000.00	1%	L.S.		\$5,200.00	2%	L.S.		\$4,095.00	2%	
B7	Provide combined concrete curb and concrete sidewalk as per Toronto Standard Detail T-3.110.010-4 on 7/LD-01	L.S.		\$17,000.00	6%	L.S.		\$28,985.00	10%	L.S.		\$12,441.00	5%	
B8	Provide Type 2 protective bollards complete with concrete and plastic cover as indicated on drawing SP1 and detailed on 17/LD-03	ea.	1	\$2,200.00	2,200.00	1%	ea.	1	\$2,200.00	1%	ea.	1	\$1,241.05	1%
B9	Provide 600mm HT concrete bumper wall and curbed planter as outlined on drawings SS-01 and detailed on drawing 8 / LD-01.	L.S.		\$22,500.00	8%	L.S.		\$23,500.00	8%	L.S.		\$17,308.00	7%	
B10	Supply and install metal fence as outlined on drawing SS-01 and detailed on 16/LD-03.	L.S.		\$9,072.00	3%	L.S.		\$14,585.00	5%	L.S.		\$11,934.00	5%	
B11	Provide wood board fence without wood bumper as outlined on drawing SS-01 and detailed on 9/LD-02. Include fastenings and accessories complete.	L.S.		\$4,500.00	2%	L.S.		\$11,350.00	4%	L.S.		\$6,435.00	3%	
B12	Provide parking lot curbing to the limit of Phase One as per TPA standard detail	L.S.		\$23,250.00	8%	L.S.		\$8,500.00	3%	L.S.		\$4,611.00	2%	
B13	Provide planter curbing as per detail 11/LD-02	L.S.		\$10,000.00	3%	L.S.		\$15,000.00	5%	L.S.		\$12,861.00	5%	

Item	Description of Work	Unit	Estimated Quantity	Unit Price	Total Amount	% of Total	Unit	Estimated Quantity	Unit Price	Total Amount	Unit	Estimated Quantity	Unit Price	Total Amount	% of Total	
B14	Provide and install two (2) Tactile Walking Surface Indicators as per detail 21/LD-03	L.S.			\$1,000.00	0%	L.S.			\$4,800.00	2%	L.S.		\$2,588.70	1%	
B15	Provide line painting for stalls within the disturbed area.	L.S.			\$1,500.00	1%	L.S.			\$1,500.00	1%	L.S.		\$643.50	0%	
<b>Part C   LANDSCAPING</b>		Sub-Total \$28250					Sub-Total \$20900					Sub-Total \$28308.7				
C1	Provide and plant trees, grasses, shrubs and perennials as outlined on drawing SS-02 and detailed on 14/LD-01..	L.S.			\$16,250.00	6%	L.S.			\$8,500.00	3%	L.S.		\$13,390.60	6%	
C2	Provide shredded pine mulch, to a minimum depth of 100 mm, for all proposed trees and planting beds as shown on the drawings.	L.S.			\$4,375.00	2%	L.S.			\$3,500.00	1%	L.S.		\$4,446.00	2%	
C3	Provide maintenance to all planted materials for a period of 2 months after the actual installation date.	L.S.			\$2,500.00	1%	L.S.			\$1,500.00	1%	L.S.		\$4,212.00	2%	
C4	Provide and install two (2) bike rings as per detail 10/LD-02	L.S.			\$2,500.00	1%	L.S.			\$7,000.00	2%	L.S.		\$2,164.50	1%	
C5	Provide and install Aria Step by Oaks as per detail 20/LD-03. Including Granular A (compacted to 98% SPD) Note: one course is buried	L.S.			\$2,625.00	1%	L.S.			\$1.00	0%	L.S.		\$4,095.00	2%	
<b>Part D   ELECTRICAL</b>		Sub-Total \$41755					Sub-Total \$60900					Sub-Total \$44339.75				
D1	Provide and install Bollard Lighting as per detail 15/LD-03	ea	3	\$5,125.00	\$15,375.00	5%	ea	3	\$2,800.00	\$8,400.00	3%	ea	3	\$5,200.60	\$15,601.80	7%
D2	Supply and install 12' Corten Steel Player Estate Signage as per detail 18/LD-03/Complette with ornamental tree sculpture, lighting, line voltage, concrete footing, etc. - Include engineer stamped.	ea	1	\$13,250.00	\$13,250.00	5%	ea	1		\$40,000.00	14%	ea	1	\$19,559.35	\$19,559.35	8%
D3	Provide and install 50mm electrical underground conduit. Encased in concrete (min 300mm below surface)	L.S.			\$4,160.00	1%	L.S.			\$7,500.00	3%	L.S.		\$5,937.70	2%	
D4	Include any other work for which no specific item is provided as specified and detailed on Drawings E1, E2 and E3 including conduits.	L.S.			\$8,970.00	3%	L.S.			\$5,000.00	2%	L.S.		\$3,240.90	1%	
<b>TOTAL ESTIMATED TENDER</b>					<b>\$289,627.00</b>	<b>100%</b>				<b>\$295,821.00</b>	<b>100%</b>			<b>\$238,757.10</b>	<b>100%</b>	
Total identified above should NOT include H.S.T.																

**Submission Requirements**

No.	Item	Roma Building Restoration LTD.		Across Canada Construction LTD.		Melrose Paving Co. LTD.	
		Included (Y/N)	Notes	Included (Y/N)	Notes	Included (Y/N)	Notes
1	Total Bid	\$289,627.00		\$295,821.00		\$238,757.10	
2	Addenda Received	N/A		N/A		N/A	
3	Construction End Date (Substantial Completion)	TBD		TBD		TBD	
4	Construction End Date (Total Completion)	TBD		TBD		TBD	
5	Detailed Cost Breakdown (Schedule B)	Y		Y		Y	
6	Insurance	Y		Y		Y	
7	References (3)	Y		Y		Y	
8	Bid Bond	Y		Y		Y	
9	Form 1 - Agreement to Bond	Y		N	Not Submitted	Y	
10	Form 2 - Certificate of Independent Bid Determination	Y		Y		Y	