REPORT FOR ACTION

Contract Award – Electric Vehicle Charging Detailed Design and Contract Administration Services Vendor of Record

Date: November 28, 2022
To: Board of Directors, Toronto Parking Authority
From: President, Toronto Parking Authority
Wards: All

SUMMARY

As part of its vision to become the world's best provider of sustainable parking, bike share and last mile mobility experiences, Toronto Parking Authority (TPA) is executing an ambitious rollout plan for Electric Vehicle (EV) Charging across the City of Toronto. To support the delivery of EV charging infrastructure in 2023 and 2024, TPA issued a Request for Proposals (RFP) on September 16, 2022 seeking to establish a Vendor of Record (VOR) comprising consultant services firms able to provide engineering design and contract administration services, on an as needed basis. These services will ultimately support the implementation of 125 on-street and 125 off-street EV chargers (250 charging stations in total).

Through a detailed review of the proposals received, TPA is recommending that Stantec, CIMA Canada Inc. and WSP Canada Inc. be added to the VOR. TPA is further recommending that authority be provided by TPA Board of Directors to carry out work under the VOR in an amount not exceeding $7,948,498 (excluding Harmonized Sales Tax (HST)).

RECOMMENDATIONS

The President, Toronto Parking Authority recommends that:

1) The Board of Directors of Toronto Parking Authority provide authority to the President, Toronto Parking Authority, to negotiate, enter into and execute Vendor of Record Agreements with Stantec, WSP Canada Inc. and CIMA Canada Inc. to provide engineering design and contract administration services, on an as required basis through December 31, 2024.

Total Potential Contract Award Value (for services performed by the consultants included in the Vendor of Record (VOR)):

Year 1 (From date of award to December 31, 2023):
$6,923,920 excluding HST

Year 2 (January 1 - December 31, 2024):
$1,024,578 excluding HST

The total potential cost is $7,948,498 excluding HST.

FINANCIAL IMPACT

The total potential contract award value for engineering design and contract administration services provided by the consultants included in the VOR is $7,948,498, excluding HST. These services will ultimately support the implementation of 125 on-street and 125 off-street EV chargers (250 charging stations in total). Despite the split in on-street and off-street chargers, the costs for detailed engineering design and contract administration are expected to be split 65/35 for the on-street and off-street programs, respectively. The higher design costs for the on-street EV charging is representative of the additional complexities with this program.

There is no set amount to be assigned to each consultant.

Funding for the planned work to be completed using the VOR is included in the Board-approved TPA 2023 - 2025 Three (3) Year Capital Plan. The consultants will be retained for a two (2) year term.

DECISION HISTORY

Not applicable.

COMMENTS

To support the delivery of TPA’s multi-year EV Charging Program through 2025 TPA issued a RFP on September 16, 2022 seeking to establish a multi-year VOR, where TPA can access engineering design and contract administration services, on an as needed basis. These services will ultimately support the implementation of 125 on-street and 125 off-street EV chargers (250 charging stations in total).

The RFP was posted through an open invitation on MERX for a period of six (6) weeks.

Under the VOR, TPA will issue a Request for Service (RFS) with the specific project requirements to the vendors on record. A secondary evaluation of the RFS responses will be conducted by TPA with a specific vendor identified to provide the required services for a specific project. Prior to proceeding with any work, the Vendor will be required to submit detailed work plans for the review and approval of TPA.

The evaluation criteria in Table 2 were defined in the RFP and the technical scoring was completed by TPA's Bid Evaluation Committee.

Table 2: Evaluation Results

	Company	**Phase 1: Mandatory Submission Requirements**	**Phase 2: Technical Submission Score (Out of 80)**	**Phase 2: Technical Submission Result**	**Phase 3: Financial Costs Score (Out of 20)**	**Total Score (Out of 100)**
1	AECOM	Passed	65.53	Passed	19.40	84.93
2	CIMA+	Passed	73.00	Passed	16.22	89.22
3	Exp	Passed	46.07	Did not Pass	N/A	-
4	Moon-Matz	Passed	63.37	Did not Pass	N/A	-
5	Morrison Hershfield	Passed		Passed	20.00	85.03
6	RV Anderson	Passed	64.43	Passed	14.34	78.78
7	Stantec	Passed	71.47	Passed	16.53	87.99
8	WSP Canada Inc.	Passed	72.37	Passed	16.42	88.79

Based on the extensive evaluation process that was completed, the Vendors of Record listed below are recommended to be included in the VOR Agreements.

Table 3: Selected Vendors of Record

	Company	**Total Score (Out of 100)**
1	CIMA+	89.22
2	WSP Canada Inc.	88.79
3	Stantec	87.99

The recommendations are guided by the fee quoted, technical capabilities of the consultants, submission requirements, and acceptance of the terms and conditions noted in the RFP. Should TPA Board of Directors adopt the recommendations in this report, TPA will notify the consultants and proceed to the contract execution stage. Project initiation is expected in January 2023.

CONTACT

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SIGNATURE

W. Scott Collier, President
Toronto Parking Authority