



REPORT FOR ACTION

Delegation of Authority Update

Date: March 14, 2023

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

From: President, Toronto Parking Authority

Wards: All

SUMMARY

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.

The purpose of this report is to provide a summary outlining the TPA President's use of the increased delegation of authority between October 7, 2022 and March 8, 2023.

RECOMMENDATIONS

The President, Toronto Parking Authority recommends that:

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

FINANCIAL IMPACT

There is no financial impact to this report.

DECISION HISTORY

At its meeting of November 8, 2022, the TPA Audit and Risk Management Committee adopted Item PR2.5, which provided an update on the commitments made by TPA using the increased delegation of authority between the April 23, 2022 and October 6, 2022 period. This report was subsequently adopted by the Board of Directors, Toronto Parking Authority at its December 12, 2022 meeting.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.PA1.3>

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

This report provides an update to the TPA Audit and Risk Management Committee of the Board of Directors on the use of the increased delegation of authority by the President, TPA, for the period between October 7, 2022 and March 8, 2023 period.

Since Management's last update, TPA's President has authorized the award of eight (8) contracts and three (3) contract amendments that fall within the President's increased delegation of authority to make commitments and amend contracts authorized by either the President or TPA Board of Directors. A summary of the contracts and contract amendments authorized is provided below. Additional information is included in the attachments to this report.

TPA President Commitments Made: \$250,000 - \$500,000

1. Tenant HVAC Replacement at Car Park 68 (Kensington Garage - 20 St. Andrew Street)

Scope: To replace the existing heating, ventilation and air conditioning (HVAC) system serving six (6) TPA retail tenant units at Car Park 68.

Procurement Method: Request for Proposals

Contract Value: \$364,509 excluding HST

Contract Award Date: October 31, 2022

Vendor: Xtra Mechanical Limited.

Status: The contractor has placed the order for the HVAC units. Mobilization is planned for late July upon receipt of new HVAC equipment; project completion targeted for late August 2023.

2. Car Park 11 Garage Restoration – 21 Pleasant Blvd.

Scope: The contractor will complete local concrete repairs to areas showing deterioration.

Procurement Method: Request for Proposals

Contract Value: \$ 309,490 excluding HST

Contract Award Date: November 8th, 2022

Vendor: The Restorers Group

Status: The bulk of the work has been completed, the contractor is to demobilize from site by the end of March 2023.

3. Car Park 673 - 2021 Demolition (2204 and 2212 Eglinton Ave. W.)

Scope: Demolition works at Car Park 673, with the removal of buildings located at 601 Caledonia Rd., 2204 Eglinton Ave. W. and 2212 Eglinton Ave W.

Procurement Method: Request for Proposals

Contract Value: \$480,750 excluding HST

Vendor: Schouten Excavating Inc

Status: Demolition has started, with work at 2204 Eglinton Ave. W. and 2212 Eglinton Ave. W. completed at this time. Finalizing a licence agreement with the Owners of 603 Caledonia Rd., after which the building at 601 Caledonia Rd. building will be demolished.

4. Operations Facility Improvement at 305 Rockcliffe Blvd. and 21 Connell Ct.

Scope: To conduct a condition assessment at TPA facilities located at 305 Rockcliffe Blvd. and 21 Connell Ct. and then develop design documents needed to support the relocation of TPA forces from Rockcliffe to Connell Court.

Procurement Method: Request for Proposals

Contract Value: \$266,650 excluding HST

Contract Award Date: November 16th, 2022

Vendor: Our Cool Blue Architects Inc.

Status: Preliminary site assessments have been completed.

5. Car Park 68 Garage Restoration Project (20 St. Andrew Street)

Scope: Prepare engineering design and tender documents for rehabilitation of Car Park 68, including: major concrete repairs, waterproofing, asphalt replacement, and slab on grade drainage and replacement of the sump system.

Procurement Method: Request for Proposals

Contract Value: 309,300.00 excluding HST

Contract Award Date: January 9, 2023

Vendor: Sense Engineering (GTA) Ltd.

Status: The consultant has completed the assessment phase and is currently preparing design documents to tender the project for construction.

6. Emergency Generator Replacement Car Parks: 26, 29, 36, 42, 43

Scope: To replace the existing emergency generators at five (5) car parks

Procurement Method: Request for Proposals

Contract Value: \$475,000.00 excluding HST

Contract Award Date: January 12th, 2023

Vendor: IBI Group Professional Services (Canada) Inc

Status: The Consultant is in the process of beginning their site assessments of the emergency generators, with design and tendering for construction planned for summer 2023.

7. Car Park 43 Concrete Repairs Phase 1 (2 Church Street)

Scope: The Consultant will perform all professional services related to the required construction at CP43 of the Concrete Repairs Phase 1.

Procurement Method: Request for Proposals (RFP)

Contract Value: \$ 458,110.00 excluding HST

Contract Award Date: February 22nd, 2023

Vendor: Read Jones Christoffersen Ltd.

Status: Project work has been awarded and currently in the design phase. The consultant is working towards completion of the design documents which are to go out for tender in April 2023.

8. Commissioning Agent Services at Ethennonnhawahstihnen (Bessarion) Community Recreation Centre and St. Lawrence Market North

Scope: To ensure orderly delivery and timely opening of two new parking facilities, TPA has entered into agreements with three (3) vendors that have been included on the Commissioning Agent Services Vendor of Record (VOR).

Procurement Method: Request for Proposals

Contract Value: \$425,000.00 excluding HST

Contract Award Date: January 24, 2023

Vendors: Morrison Hershfield, C.E.S. Engineering Ltd., Isotherm Engineering Ltd.

Status: As part of the VOR arrangement, TPA is preparing to select a vendor to support the commissioning activities related to Ethennonnhawahstihnen (Bessarion) Community Recreation Centre, which will be onboarded in Q2 2023.

Contract Amendments Authorized by TPA President

1. Electric Vehicle (EV) Charging Infrastructure at Car Parks 51, 87 and 110

Scope: Installation of EV's at CP51, 87 and 110

Vendor: Kudlak Baird Ltd

Contract Award Date: July 26, 2022

Authority to Award Contract: TPA Board of Directors

Contract Value: \$ 751,160.00 excluding HST

Contract Amendment: \$208,608.05 excluding HST

New Total Contract Value: \$959,768.05 excluding HST

Status: EV charging infrastructure installation completed. Additional hydro supply pending at Car Parks 51 and 87.

2. EV Charging Infrastructure at Car Parks 29, 43 and 304

Scope: Installation of EV's at CP29, 43 and 304

Vendor: Energy Network Services

Contract Award Date: May 10, 2022

Authority to Award Contract: TPA Board of Directors

Contract Value: \$ 1,049,921.79 excluding HST

Contract Amendment: \$402,409.88 excluding HST

New Total Contract Value: \$1,452,331.67 excluding HST

Status: Scope has been substantively completed. Painting of walls and parking stalls is weather dependant and still pending.

3. Rental Portfolio Property Management Services

Scope: Property management services, on an as required basis, for maintenance and repairs of the rental property portfolio.

Vendor: Kleenway Building Maintenance Inc.

Contract Award Date: May 26, 2022

Authority to Award Contract: TPA President

Contract Value: \$230,000.00 excluding HST

Contract Amendment: \$260,000.00

New Total Contract Value: \$490,000.00 excluding HST

Status: As of February 23, 2023, TPA has spent 76 percent (\$175,057) of the original \$230,000 contract upset limit. TPA has increased the total contract amount to \$490,000 to address ongoing building maintenance and repairs tied to the rental portfolio. Additionally, CREM is delayed in transitioning the portfolio as planned.

CONTACT

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SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Attachment 1 - Contracts and Contract Amendments authorized by Toronto Parking Authority's President from October 7, 2022 to March 8, 2023