

1. Tenant HVAC Replacement at CP68 (Kensington Garage - 20 St. Andrew Street)



INTERNAL MEMORANDUM TENDER AWARD

DATE: October 31, 2022
TO: President, Toronto Parking Authority
FROM: Vice President, Business Development, Toronto Parking Authority
SUBJECT: Project No. 2022-CS-CP68-D30.1: 2021 Stairwell Rehabilitation Project – Contract Award – Tenant HVAC Replacement
WARDS: University-Rosedale – Ward 11

SUMMARY

TPA is planning to replace the existing heating, ventilation and air conditioning (HVAC) system serving six TPA retail tenant units at Car Park 68 (CP68) located at 20 St. Andrew Street.

TPA was informed of ongoing issues with the HVAC system serving the tenant units at CP68. TPA engaged Daniel Johnson Architect (DJA) to review and assess the existing HVAC system. DJA performed a review, with their recommendation being to replace the aging HVAC systems as they were well past their service life. Following the assessment, TPA engaged DJA to create a tender package for the replacement of the HVAC system.

The tender package was issued to five bidders on October 6th, 2022, with two compliant bids received by tender close on October 25th, 2022. Bids were assessed by both TPA and DJA, with DJA providing a bid review summary and recommendation for award.

Based on the bid assessments completed, it is recommended that the Tenant HVAC repair work at Carpark 68 be awarded to Xtra Mechanical Limited in the amount of \$450,000 including \$364,509 for the base scope of work, and \$85,491 as a contingency allowance net of all taxes and charges.

Funding for the Tenant HVAC repair work will be through the CP68 Tenant HVAC units budget CPK438-01 (Internal Order 700324).

RECOMMENDATIONS

The Vice President, Business Development recommends that:

- 1) The President, Toronto Parking Authority grant authority to award the tender for the Tenant HVAC Replacement at 20 St. Andrew Street (Carpark 68) to Xtra Mechanical Limited, in the amount of \$450,000 excluding HST, including \$364,509 in base scope, and \$85,491 in contingency allowance.

FINANCIAL IMPACT

The amount to award the change order for the Tenant HVAC Replacement at Car Park 68 is \$450,000 excluding HST, including \$364,509 in base scope and \$85,491 as a contingency allowance.

Funding for the tenant HVAC replacement is included in the approved TPA 2022 Capital Budget under WBS No. CPK438-01, Internal order 700324.

COMMENTS

As part of the Toronto Parking Authority's (TPA) plan to ensure operation of existing facilities, TPA is planning to replace the existing HVAC system serving six TPA retail tenant units at CP68 located at 20 St. Andrew Street.

TPA was informed of ongoing issues with the HVAC system serving the tenant units at the facility. TPA engaged DJA to review and assess the existing HVAC system. DJA performed a review, with recommendations provided to TPA regarding replacement of the aging HVAC systems as they were well past their expected service life. TPA determined that it was in the best interest of the tenants to have the work done at the earliest.

Following review of the existing tenant HVAC system, DJA proceeded to create a tender package which was tendered to five contractors on October 6th, 2022. Following the close of the tendering period on October 25th, 2022, two compliant bids were received.

A summary of the bids received can be seen in Table 1.

Table 1: Summary of Base Scope Bids Received (CP68 Tenant HVAC Replacement)

Contractor	Ranking	Bid Price (excl HST)
Xtra Mechanical Limited	1	\$364,509
Canada Construction Limited	2	\$677,200

Optional items were also included in the tender documents. These items included:

- C01.1) Removal and replacement of existing panel T1 in unit 1.
- C01.2) Removal and replacement of existing panel T4 in unit 4.
- C01.3) Inspect six (6) check meters in existing electrical room to determine if they are equipped for sub-metering as revenue-rated meters. Provide report.

C01.4) Upgrade all six (6) check meters located in existing electrical room as revenue-rated meters and coordinate with measurement Canada to calibrate all six meters for certification per Canada calibration standards

Table 2: Summary of Optional Bid Prices Received (CP68 Tenant HVAC Replacement)

Contractor	C01.1 Panel T1 in Unit 1	C01.2 Panel T4 in Unit 4	C01.3 Inspect 6 check meters	C01.4 Upgrade 6 check meters	Total for Optional Items
Xtra Mechanical Limited	\$73,750	\$77,175	\$495	\$36,720	\$188,140
Canada Construction Limited	\$125,000	\$125,000	\$10,000	\$300,000	\$560,000

Both base and optional scope items were assessed by TPA and DJA. DJA provided a bid review summary and recommendation for award, with base pricing provided by Xtra Mechanical being deemed to be fair and reasonable for the scope of work involved. Based on DJA's bid review and TPA internal review of the optional pricing received, TPA determined it best to not proceed with optional bid items at this time due to the high prices received and the limited budget available this year for the project.

Based on the bid assessments completed, it is recommended that the Tenant HVAC Replacement work at CP68 be awarded to Xtra Mechanical Limited in the amount of \$450,000, including \$364,509 in base scope, and \$85,491 as a contingency allowance net of all taxes and charges.

CONTACT

Jeffrey Dea, Vice President, Business Development, Toronto Parking Authority,
437-243-6545, Jeffrey.Dea2@toronto.ca

November 14, 2022

Howard Jung, Director of Parking Infrastructure and Asset Management, Toronto Parking Authority,
(416) 393-7335, Howard.Jung@toronto.ca

SIGNATURE



W. Scott Collier, President
Toronto Parking Authority

ATTACHMENTS

Attachment 1: DJA tender award recommendation and bid summary



November 1, 2022

Toronto Parking Authority
33 Queen Street East
Toronto, ON M5C 1R5

Ge-Hung Yee-Ching, *sent via e-mail*

Re: CP68 20 St. Andrew Street Tenant HVAC Replacement Bid Review

Dear Mr. Yee-Ching,

We have reviewed the 2 bids forwarded to the consulting team for the project “CP68 Tenant HVAC Replacement” and have created a bid comparison chart, which is attached. The two General Contractors submitting were Xtra Mechanical Limited (Xtra), with a bid of \$364,509.00 and Canada Construction Limited (CCL), with a bid of \$677,200.00. During the tender questions were received from CCL.

The Bid from Xtra contained Optional Pricing for items C01.1 to C01.4 identified in Schedule B.1 that totaled \$188,140, items C01.1 and C01.2 appear high and should be re-negotiated with the Bidder after award if possible. The Bid from CCL contained Optional Pricing for items C01.1 to C01.4 that totaled \$560,000.

Both Bids acknowledged receipt of Addendum #1 only (a reference to receipt of Addendum #2 issued on October 21st is missing). Both GCs subsequently confirmed that Addendum #2 is reflected in their pricing. There was no discrepancy between Xtra’s Schedule B and B.1 entries and the Bid amount however Xtra did not write out the Bid amount in words on page 2 of Schedule B. Xtra Mechanical advised that the execution of the project to Substantial Completion would take 210 calendar days (compared to 60 days indicated in the Instructions to Bidders). M&E advised that this is likely due to the long lead time of the HVAC units specified, if an alternate HVAC unit type is possible the project duration may decline.

There was no discrepancy between CCL’s Schedule B and B.1 entries and the Bid amount. CCL advised that the execution of the project to Substantial Performance could be accommodated in the timeframe suggested in the Instructions to Bidders.

For the above-mentioned project we have no hesitation in recommending Xtra Mechanical Limited’s bid of \$364,509.00, the low bid. While it is higher than expected market conditions rapidly change in the current climate.

We have attached a bid comparison chart for your reference.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Mullin'.

Peter Mullin, B.E.D.S., M. Arch., OAA Intern

Cc: Howard Jung, Toronto Parking Authority

DJA Bid review CP68.doc

CP68 - Bid Comparison					
DJA Summary October 31, 2022					
	GC1	GC2	GC3	GC4	Post-submission Clarifi
Line Item	Xtra Mechanical Limited	Canada Construction Limited			Xtra
Bid Form					
Base Bid w/o HST	\$364,509.00	\$677,200.00			
General & Architectural Summary					
A1 General Requirements	\$10,910.00	\$21,000.00			
A2 pre-demolition survey	\$2,135.00	\$2,500.00			
A3 Hoarding	\$4,660.00	\$2,500.00			
A4 Performance Bond	\$2,950.00	\$6,000.00			
A5 Labour & Material Bond	\$2,950.00	\$6,000.00			
A6 Demolition	\$4,410.00	\$18,000.00			
A7 Anchoring Requirements	\$5,360.00	\$7,200.00			
A8 Misc. Surface Repairs	\$4,660.00	\$108,000.00			
A9 Hours of Work impact	\$0.00	\$70,000.00			
Mechanical Summary					
C1 Remove existing AC units, install new	\$185,710.00	\$280,000.00			
C2 Disconnect condensate drain, replace	\$3,750.00	\$6,000.00			
C3 replace thermostat w/ new programmable	\$3,780.00	\$9,000.00			
C4 Remove & replace AC supply duct heaters	\$19,695.00	\$16,800.00			
C5 Supply & Install new air intake duct heaters	\$15,885.00	\$15,000.00			
C6 Remove and replace baseboard heaters	\$10,840.00	\$7,200.00			
C7 Supply/Install 2 make-up air fans	\$14,052.00	\$24,000.00			
C8 Commissioning of new HVAC units	\$3,840.00	\$9,000.00			
Electrical Summary					
D1 Electrical disconnections Retail 1	\$3,220.00	\$2,000.00			
D2 New power connections Retail 1	\$8,267.00	\$10,500.00			
D3 Electrical disconnections Retail 2	\$3,220.00	\$2,000.00			
D4 New power connections Retail 2	\$8,267.00	\$9,500.00			
D5 Electrical disconnections Retail 3	\$3,220.00	\$2,000.00			
D6 New power connections Retail 3	\$8,267.00	\$9,500.00			
D7 Electrical disconnections Retail 4	\$3,220.00	\$1,000.00			
D8 New power connections Retail 4	\$8,267.00	\$9,500.00			
D9 Electrical disconnections Retail 5	\$3,220.00	\$2,000.00			
D10 New power connections Retail 5	\$8,267.00	\$9,500.00			
D11 Electrical disconnections Retail 6	\$3,220.00	\$2,000.00			
D12 New power connections Retail 6	\$8,267.00	\$9,500.00			
Base bid Sub-Total	\$364,509.00	\$677,200.00			includes Addendum 2
Optional Prices					
C01.1 Remove Panel T1 for new	\$73,750.00	\$125,000.00			
C01.2 Remove Panel T4 for new	\$77,175.00	\$125,000.00			
C01.3 Inspect 6 check meters	\$495.00	\$10,000.00			
C01.4 Upgrade Check meters	\$36,720.00	\$300,000.00			
Optional Pricing Total	\$188,140.00	\$560,000.00			
Bid Total with Optional Pricing	\$552,649.00	\$1,237,200.00			

2. Car Park 11 Garage Restoration - 21` Pleasant Blvd



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM CONTRACT AMENDMENT

DATE: November 8, 2022

TO: President, Toronto Parking Authority

FROM: Vice President, Operations, Toronto Parking Authority
Director, Parking Infrastructure and Asset Management, Toronto Parking Authority

SUBJECT: **2022-CON-CP11-B10 CP11 – Garage Restoration Works (21 Pleasant Blvd)**

WARDS: Toronto-St. Paul's (Ward 12)

SUMMARY

As part of the Toronto Parking Authority's (TPA) State of Good Repair Plan (SOGR) of existing parking facilities, TPA is acting to undertake urgent repairs at Car Park 11 (CP11) located at 21 Pleasant Blvd.

Car Park 11 was built circa 1968, consisting four above grade parking levels with three additional levels constructed in 1977. It has a total 565 stalls and is directly south of the St. Clair Subway Station. The garage structure slab at street level is the roof structure of the TTC subway tunnel below.

TPA retained Sense Engineering (Sense) in July 2022 to perform an assessment of the car park due to extensive visible concrete deterioration on the property. After the review, Sense identified about 100 locations of visibly deteriorated concrete in the parking garage. As part of a remediation plan, Sense recommended reinforcing three large soffit concrete deteriorations, minor localized concrete repairs, repairing of drain pipes, and the installation of a corrosion inhibiting sealer. Sense Engineering completed a design proposal and tender package to complete the repairs.

The Request for Tender (RFT) package for Garage Restoration was issued on October 11, 2022, with six (6) bids received upon tender close on October 31, 2022.

Based on the submission of a compliant bid, the bid price, ability to complete the work in the prescribed time and the conformance to tender requirements, TPA is recommending that the contract of work for CP11 - Garage Restoration (21 Pleasant Blvd) be awarded to the Restorers Group. The repairs are scheduled to start in November 2022 with completion scheduled for December 2022.

RECOMMENDATIONS

The Vice-President of Operations, Toronto Parking Authority recommends that:

- 1) The President of Toronto Parking Authority provide authority, to award the construction contract for CP11 – Garage Restoration (21 Pleasant Blvd) to The Restorers Group, having submitted the lowest compliant bid and meeting all specifications in conformance with the Construction Tender requirements, in the amount of \$220,095 plus \$90,000 as a contingency allowance, being the sum total amount of \$310,095 excluding Harmonized Sales Tax.

FINANCIAL IMPACT

The amount to award the construction contract for the CP11 – Garage Restoration (21 Pleasant Blvd) is \$220,095 plus \$90,000 as a contingency allowance, being the sum total amount of \$310,095 excluding Harmonized Sales Tax.

Funding for this work is available in the approved TPA 2022 Capital Budget, under Internal Order 700220, CP 11 Structural Concrete Repairs, CPK381-02.

CALL SUMMARY

The Request for Tender (RFT) package for Garage Restoration was issued on October 11, 2022, with six (6) bids received upon tender close on October 31, 2022.

Table 1: Summary of Bids Received (CP11 – Garage Restoration (21 Pleasant Blvd))

Contractor	Ranking	Bid Price (excl HST)
The Restorers Group	1	\$220,095
Heritage Restoration Inc.	2	\$251,805
Smid Construction Limited	3	\$269,600
United Building Restoration Ltd.	4	\$289,600
Palmark Construction Ltd.	5	\$289,800
Delbridge Contracting Limited	6	\$334,325

Proposals were assessed by TPA and Sense. Sense provided a bid review summary and recommendation for award, with the pricing provided by The Restorers Group being deemed fair and reasonable for the scope of work involved. Based on the submission of a compliant

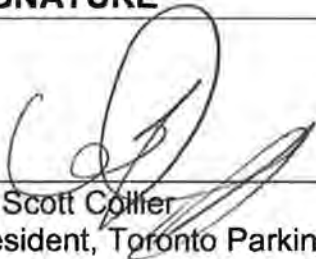
bid, the bid price, ability to complete the work in the prescribed time and the conformance to tender requirements, TPA is recommending that the contract of work for CP11 - Garage Restoration (21 Pleasant Blvd) be awarded to the Restorers Group. The repairs are scheduled to start in November 2022 with completion scheduled for December 2022.

CONTACT

Howard Jung,
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SIGNATURE



W. Scott Collier
President, Toronto Parking Authority

ATTACHMENTS

Attachment 1: Consultant Bid Summary



November 2, 2022

Toronto Parking Authority
33 Queen Street East
Toronto, ON
M5C 1R5

Attn: Mr. Justin Marques, Project Engineer

Email: Justin.Marques@toronto.ca

Re: Car Park 11 - 21 Pleasant Boulevard, Toronto – Garage Restoration
Summary of Bids

Sense's Project No. 22tR086A

Dear Justin,

As requested, we have obtained bids from six contractors. The post-tender period closed on October 31, 2022 at 12:00pm. Bids were received by the Toronto Parking Authority via email.

1. DESCRIPTION OF WORK

1.1 Base Bid

The base scope of work includes the following:

- o Installing carbon fibre reinforcement at two locations at the Level B soffit;
- o Completing localized vertical concrete repairs (quantities include for the concrete wall repairs above the ramp leading from Level A to A-A);
- o Completing loose concrete removal throughout the parking garage;
- o Applying a corrosion inhibiting sealer where concrete is spalled;
- o Flushing existing drains, including replacing leaking drain piping; and
- o Completing test openings around columns and at expansion joints.

The bid documents issued to the contractors identified that the work is to start the week of November 7, 2022 and be complete by December 23, 2022.

2. BIDS

2.1 Base Bid

The contractors' Base Bids ranked as follows:

Rank	Contractor	Base Bid (Taxes Excluded)
1	The Restorers Group ¹	\$ 220,095
2	Heritage Restoration Inc. ¹	\$251,805
3	Smid Construction Limited ¹	\$269,600
4	United Building Restoration Ltd.	\$289,600
5	Palmark Construction Ltd. ¹	\$289,800
6	Delbridge Contracting Limited	\$334,325

Note: Heritage, Palmark, Smid and Restorers did not acknowledge all the addendums in their bid submission despite completing their bids on the revised Pricing Form that was issued as part of Post-Tender Addendum 1.

SENSE ENGINEERING

Vancouver - Okanagan - Calgary - Hamilton - Toronto - Niagara - Ottawa
www.senseengineering.com

All Base Bids include a \$10,000 Electrical and Mechanical Repair Allowance, \$5,000 Testing Allowance and a \$20,000 Miscellaneous Repairs Allowance. Contractors are only paid for the actual work completed. As such, the full value of the allowances does not necessarily get invoiced.

3. EVALUATION

We find the Base Bid pricing to be fair and competitive for the scope of work specified.

As the bids closed at your office, we are unable to confirm receipt of all required documents requested to be submitted with the bids, including a Bid Bond and Surety to Bond.

4. PROJECT AWARD AND BUDGET

On the basis of low bid, we recommend the contract be awarded to The Restorers Group Inc.

Our recommendation for the total project budget that should be made available for execution of this work is as follows:

Item Description	Price
Scope of Work	\$220,095
Construction Contingency (approximately 15%)	\$33,000
<i>Estimated Construction Cost:</i>	<i>\$253,095</i>
Consulting Fees for Services During Construction	\$19,500
Estimated Project Cost Excluding Taxes (Rounded):	\$272,595

These tenders are valid for a period of 60 days from the date of closing. The tenders expire on **December 30, 2022**. However, given the work is scheduled to start the week of November 7th, we recommend awarding the project no later than November 4th.

5. CLOSING

We expect this letter meets your immediate needs. We will follow up to answer any questions or concerns you may have. In the interim, please do not hesitate to call us at the phone numbers below. Once we receive confirmation from you to proceed, we will notify the contractor in writing and start to prepare contract documents for signing by the contractor and yourself.



Gauss Wong, P.Eng.
Project Manager (647) 985-5846



Stéphan Trépanier, M.Sc.Eng., P.Eng.
Project Principal (416) 471-6999

Attachments:

Appendix A – Contractor Bids Summary

Appendix B – Notification to Owners Regarding Construction



		Restorers	Heritage	SMID	United	Palmark	Delbridge
Total Base Bid (taxes excluded)		\$220,095	\$251,805	\$269,600	\$289,600	\$289,800	\$334,325
Item	Description						
A	General						
A1	Mobilization and Demobilization	\$24,600	\$27,500	\$36,000	\$55,000	\$45,000	\$58,900
A2	Site Protection	\$5,600	\$37,950	\$8,000	\$5,000	\$40,000	\$16,500
A3	Phasing and Traffic Control	\$6,500	\$19,250	\$6,500	\$19,000	\$25,000	\$9,900
A4	As-Built Drawings	\$2,700	\$550	\$3,800	\$1,000	\$1,600	\$1,500
A5	Provide 100% Performance Bond	\$2,500	\$1,870	\$1,000	\$1,500	\$3,500	\$2,850
A6	Provide 100% Labour & Material Payment Bond	\$1,200	\$1,870	\$2,000	\$1,500	\$3,500	\$2,850
B	Concrete Repairs						
B1	Shoring and Concrete Repair Phasing Design	\$5,500	\$2,090	\$8,000	\$5,000	\$20,000	\$14,000
B2	Carbon Fibre Reinforcement Installation (Including concrete)	\$52,800	\$51,200	\$60,000	\$75,200	\$31,600	\$90,000
(i)	Vertical Concrete Repairs						
a)	Typical (Level C/CC and Up, Where Shores Can be Installed)	\$3,400	\$3,475	\$4,500	\$6,000	\$2,750	\$3,625
b)	Shoring not Permitted (Level B/BB)	\$13,600	\$18,900	\$35,000	\$39,000	\$15,000	\$14,500
B3	Loose Concrete Removals	\$13,200	\$5,600	\$17,500	\$9,500	\$4,500	\$15,000
B4	New Reinforcing Steel	\$700	\$500	\$1,000	\$300	\$800	\$1,000
B5	New Dowel Installation	\$1,400	\$1,250	\$3,750	\$500	\$2,500	\$3,300
C	Waterproofing and Drainage						
C1	Corrosion Inhibiting Sealer Soffit Application						
(i)	Spalled Concrete Locations (Painting is Not Required)	\$10,650	\$7,500	\$10,500	\$15,000	\$35,250	\$33,750
C2	Flush All Existing Drains	\$11,800	\$9,350	\$13,500	\$5,000	\$5,000	\$15,000
C3	Replace Drain Piping	\$26,000	\$22,000	\$18,750	\$10,000	\$12,500	\$11,250
D	Miscellaneous Repairs						
D1	Test Openings						
(I)	Around Columns	\$2,325	\$2,450	\$1,800	\$2,500	\$4,500	\$1,800
(II)	Expansion Joint	\$620	\$3,500	\$3,000	\$3,600	\$1,800	\$3,600
E	Allowances						
E1	Miscellaneous Repair Allowance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
E2	Electrical and Mechanical Repair Allowance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
E3	Testing Allowance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000



1. POSSIBLE EXTRAS TO CONTRACT

We suggest that a contingency be included in your budget to account for possible extra costs related to unforeseen conditions. We will not include the contingency in the Contract, so that the Contractor will not automatically assume they will be receiving extra payments.

2. SAFETY

The Contract requires the Contractor be responsible for taking appropriate precautions to maintain safety for their workers and the public during the project. However, legislation and legal precedent assigns some responsibility to the building Owner. This typically relates to the obligation to maintain the building in a safe condition, identifying hazardous materials, and to provide a safe workplace to the Contractor.

Sense Engineering has not been engaged to monitor or review safety measures applied by the Contractor and Owner. We may identify concerns for corrective action that we may notice during our field review. Construction meetings will provide an opportunity for all parties to coordinate the work and identify actions that may be necessary. In our experience, these efforts to address safety are appropriate and acceptable for most Owners. For improved risk management, a safety consultant could be retained to conduct specialist review and reporting on the project; this is not included in the current project plan.

3. DISRUPTION TO BUILDING OPERATIONS

Construction activities in most projects create a disruption to users of the facility and traffic patterns. Minimizing the impact of these requires cooperation from Property Management, Contractor and Consultant. We provide input based on our periodic review of the site. However, the responsibility for the Contractor's daily activities is his own. Should any aspect of his performance give you cause for concern, please contact our office immediately.

4. INSURANCE

The insurance policy generally provided by the Contractor for this type of repair does not cover any additional costs related to pollutants/hazardous materials encountered on the site.

5. SCHEDULE DELAYS

While the tenders are valid for a period of 60 days, in our experience Contractors cannot always hold their schedules/work force over this period. The schedules included in their bids are based on the Contractors' current and expected work volumes at the time of submission and may change as other contracts are awarded. Further, severe weather conditions and changes in the scope of work due to unforeseen conditions may result in possible schedule delays. Any additional costs related to unforeseen schedule delays will be discussed with the Owner as needed.

6. ADJACENT PROPERTIES

Where work is proceeding adjacent to a property line, there is a risk that unanticipated site conditions may impact the adjacent property. This can result in additional permit requirements, extra costs, and schedule delays. In some cases, particularly for Municipal Properties, the costs and delays can be significant.



3. Car Park 673 - 2021 Demolition (2204 and 2212 Eglinton Avenue West)



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM TENDER AWARD

DATE: November 14, 2022
TO: President, Toronto Parking Authority
FROM: Vice President, Business Development, Toronto Parking Authority
SUBJECT: Project No. 5673-11: 2021 Demolition – Contract Award
WARDS: Eglinton Lawrence – Ward 8

SUMMARY

The Toronto Parking Authority (TPA) is planning to undertake demolition works at Car Park 673, with the removal of buildings located at 601 Caledonia Road, 2204 Eglinton Ave W and 2212 Eglinton Ave W.

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 development objectives. To aid in this effort, Paul Didur Architect (PDA) was retained by TPA in 2021 to develop a Request for Tender (RFT) package for demolition.

The RFT was issued for public tender through MERX. The RFT was closed on February 4th, 2022 with 4 bids received. The submissions were reviewed and evaluated by both PDA and TPA 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.

Setbacks in starting the project involving legal agreements with neighbouring property at 603 Caledonia and final permitting approvals required Schouten to submit an updated schedule and costs to initiate the project in November 2022. Revised costs and schedule were reviewed by TPA and deemed reasonable for inflation related increases for materials and labour through

2022, as well as the new phased demolition approach required to accommodate finalization of the legal agreement with 603 Caledonia Road.

Based on the bid assessments completed, as well as a review of Schouten's amended pricing, it is recommended that the Demolition project work at Carpark 673 be awarded to Schouten Excavating Inc in the amount of \$480,750 including \$400,625 for the base scope of work, and \$80,750 as a contingency allowance net of all taxes and charges.

Funding for the 2021 Demolition project work will be through the CP 673 CPK261-01 (Internal Order 700203).

RECOMMENDATIONS

The Vice President, Business Development recommends that:

- 1) The President, Toronto Parking Authority 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 amount of \$480,750 excluding HST, including \$400,625 in base scope, and \$80,750 as a contingency allowance.**

FINANCIAL IMPACT

The amount to award the contract for the 2021 Demolition project is \$480,750 excluding HST, including \$400,625 in base scope and \$80,750 as a contingency allowance.

Funding for the demolition services is included in the approved TPA 2022 Capital Budget under WBS No. CPK261-01, Internal order 700203.

COMMENTS

TPA is planning to undertake demolition works at Car Park 673 to remove buildings located on TPA property at 601 Caledonia Road, 2204 Eglinton Ave W and 2212 Eglinton Ave W.

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.

To aid with these objectives, TPA decided to proceed with demolition of three of the existing buildings currently on site, TPA retained Paul Didur Architect Inc. (PDA) in 2021 to develop a demolition tender package to retain construction services.

On January 18th, 2022, TPA issued the Request for Tender (RFT) package on MERX for public tender. The RFT closed on February 4th, 2022 with 4 bids received. The tender prices are listed in Table 1 in ascending order of their total cost amount quoted without HST.

Table 1: Tender submissions received for demolition services

No.	Proponent	Tender Price (HST excl.)
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

Tender submissions were reviewed by both PDA and TPA for conformance to tender submission requirements. All submissions were found to be complete with Schouten Excavating Inc (Schouten) submitting the lowest compliant bid.

Prior to execution of the contract with Schouten, it was discovered that there were still permitting issues and outstanding legal agreements preventing full execution of the demolition works.

At the time of tendering, TPA proceeded to obtain demolition permits from the City of Toronto. However, due to the plan for the site to be temporarily unoccupied after demolition, the demolition application was referred to City Council as the buildings proposed to be demolished were located in the former City of York, with no immediate plans to replace the buildings or redevelop the site. In such cases, By-law 3102-95 was deemed applicable which requires Council to issue or issue with conditions, including the requirement for the owner to enter into a beautification agreement. Since then, the demolition permits have been acquired, with the final beautification plan currently being developed by PDA, with project contingency amounts planned to be utilized for implementing site beautification efforts to satisfy City Council.

The second major issue dealt with the legal agreement associated with the residential garage structure shared between the TPA property at 601 Caledonia Road and a private property owner at 603 Caledonia Road. TPA originally intended to include the existing shared garage structure in the demolition plan, with the Contractor approaching the site from the shared laneway. However, issues arose regarding maintaining the existing garage space for 603 Caledonia. Due to the deteriorated condition of the garage structure, PDA recommended the demolition of the entire garage structure, with the single car garage for 603 Caledonia to be rebuilt afterwards. After review of City of Toronto by-laws however, PDA advised TPA that the garage would not be able to be rebuilt on the exact same footprint, with the garage needing to

be shifted north-west by 0.3m. This necessitated additional discussions with the property owners of 603 Caledonia Road to come to an agreement on the final condition of their garage.

To allow the demolition project to proceed while the outstanding legal agreement with 603 Caledonia Road is finalized, TPA decided to temporarily exclude the garage work from the tender package, with the intention that once an agreement has been reached, TPA will solicit quotations for the replacement of the garage which can happen independent of the demolition work. This resulted in the work needing to be done in 2 phases, with the first phase involving the demolition of 2204 Eglinton Ave. W. and 2212 Eglinton Ave. W., and the second phase involving the demolition of 601 Caledonia Road.

Due to the length of time between the initial tender submission in February 2022 and the acquisition of permits and agreements to allow the work to take place, Schouten provided updated pricing to initiate the work. Their revised pricing accounted for:

- a) Inflation related increases in costs since their tender submission in February 2022,
- b) Having the demolition work completed in two phases.

A summary of the updated project costs can be seen in Table 2, with Schouten's detailed breakdown of additional costs included as an Appendix.

Table 2 – Breakdown of updated costs for demolition work at CP673

No.	Proponent	Amount (Excl. HST)
1	Base scope of work submitted Feb 2022	\$321,515
2	Increase in costs due to: i) Increases in material and labour costs through 2022. ii) Change in demolition approach to start at properties along Eglinton Ave. W. iii) Additional fencing required for new phased demolition approach.	\$79,110
3	Updated project base scope	\$400,625
4	Contingency (20%)	\$80,125
5	Total project cost	\$480,750

With pricing for both rebuilding the garage, and site beautification yet to be received, there is a risk that any major unforeseen change may cause the project budget to exceed the \$500,000 delegation of authority limit for internal award, with additional funding needing to be requested from the TPA Board of Directors. This can have schedule impacts on the project depending on when TPA Board meetings are scheduled in 2023.

The revised amount to award the contract for the 2021 Demolition project is \$480,750 excluding HST, including \$400,625 in base scope and \$80,750 as a contingency allowance.

Based upon TPA's evaluation of the tender package and updated pricing received from Schouten, it is recommended that the 2021 Demolition contract be awarded to Schouten Excavating Inc.

CONTACT

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SIGNATURE



W. Scott Collier, President
Toronto Parking Authority

ATTACHMENTS

Attachment 1: Revised schedule B – pricing form.

Attachment 2: Breakdown of additional costs provided by Schouten Excavating Inc.

Schouten Excavating Inc

A1	Mobilize and Demobilize site operation (Total of up to 3% of tender amount will be allowed under this item, refer to Instruction to Bidders, Section 14.4.)	L.S.			\$37,275.00	
A2	Provide pre and post condition photographic survey of existing property / structure including adjacent properties / structures. This will be used to resolve any disputes and / or claims regarding any reported damage.	L.S.			\$4,050.00	No change
A3	Provide protection during construction including hoarding, as required. Construction hoarding should separate working area from adjoining property and/or remainder of operational parking lot. Hoarding should also separate phasing of the work as required.	L.S.			\$13,500.00	Added 4 months of fencing. \$2250/month to be extra if exceeding 4 months
A4	Provide 100% Performance Bond	L.S.			\$4,300.00	Additional bonding cost added due to increased contract value
A5	Provide 100% Labour & Material Payment Bond	L.S.			\$1,525.00	Additional bonding cost added due to increased contract value
B1	Demolish and dispose of all existing building components identified on the Demolition Plan to accommodate the work. Component will consist of but are not limited to 3 buildings, garage, fences, posts & paving.	L.S.			\$137,389.56	
B2	Temporary shoring for basement walls, including compaction.	L.S.			\$7,500.00	No change
B3	Backfill for filling in the basements.	L.S.			\$60,207.95	Increase due to phasing inefficiencies
B4	Granular "B" backfill	m3		\$82.37		
C1	Grading, shaping, compacting and and proof-rolling sub-grade for all excavated and filled areas, as required.	L.S.			\$6,031.16	
C2	Where basements are being filled provide 200 mm thick - 50 mm clear stone and 100 mm thick - 19 mm clear stone bedding for all areas, as outlined on drawing A010.	L.S.			\$23,131.82	Increase due to phasing inefficiencies
C3	50 mm clear stone	m3		\$90.95		
C4	19 mm clear stone	m3		\$120.70		
C5	Supply and install concrete curb as outlined on drawing A010 and detailed on A201.	L.S.			\$7,700.00	No change
C6	Concrete Curb	LM		\$275.00		
D1	Provide and install wood fence as shown on drawing A010 and A201.	L.S.			\$28,130.00	
D2	Wood fence	LM		\$1,004.64		
D3	Provide and install chain link fence as shown on drawing A010 and A201.	L.S.			\$19,885.00	Increase due to additional mobilization required from subcontractor
D4	Chain link fence	LM		\$305.92		
E1	Compaction testing of fill and granular materials.	L.S.			\$12,000.00	
E2	Mold Survey and Report for all structures being demolished.	L.S.			\$7,000.00	No change unless TPA sees need to increase allowance
E3	Examination of existing catch basin and scoping of drain to property line prior to commencement and after completion of work.	L.S.			\$3,000.00	No change unless TPA sees need to increase allowance
E4	Miscellaneous	L.S.			\$3,000.00	No change unless TPA sees need to increase allowance
E5	Utility Work Allowance	L.S.			\$25,000.00	No change unless TPA sees need to increase allowance

TOTAL ESTIMATED TENDER \$400,625.49

Total Identified above should NOT include H.S.T.

Items B4, C3, C4, C6, D2, D4 are Unit Rates ONLY. To be considered if additional quantities are required by the Consultant.

TOTAL CONTRACT PRICE \$400,625.49

REVISED CONTRACT PRICE \$400,625.49

Total Identified above should NOT include H.S.T.

Addenda Acknowledged	1 and 2
Bid Bond Enclosed	Yes
Agreement to Bond Enclosed	Yes
Comments Regarding Submission	N/a

			Schouten Excavating Inc			
						Comments

Part A GENERAL		Sub-Total \$60650		60650.00	47150.00	\$13,500.00
A1	Mobilize and Demobilize site operation (Total of up to 3% of tender amount will be allowed under this item, refer to Instruction to Bidders, Section 14.4.)	L.S.		\$37,275.00	\$33,525.00	
A2	Provide pre and post condition photographic survey of existing property / structure including adjacent properties / structures. This will be used to resolve any disputes and / or claims regarding any reported damage.	L.S.		\$4,050.00	\$4,050.00	
A3	Provide protection during construction including hoarding, as required. Construction hoarding should separate working area from adjoining property and/or remainder of operational parking lot. Hoarding should also separate phasing of the work as required.	L.S.		\$13,500.00	\$4,500.00	
A4	Provide 100% Performance Bond	L.S.		\$4,300.00	\$4,200.00	
A5	Provide 100% Labour & Material Payment Bond	L.S.		\$1,525.00	\$875.00	

Part B DEMOLITION		Sub-Total \$205097.51		205097.51	169100.00	\$35,997.51
B1	Demolish and dispose of all existing building components identified on the Demolition Plan to accommodate the work. Component will consist of but are not limited to 3 buildings, garage, fences, posts & paving.	L.S.		\$137,389.56	\$115,000.00	
B2	Temporary shoring for basement walls, including compaction.	L.S.		\$7,500.00	\$7,500.00	
B3	Backfill for filling in the basements.	L.S.		\$60,207.95	\$46,600.00	
B4	Granular "B" backfill	m3	\$82.37		\$77.67	\$4.70

Part C PAVING		Sub-Total \$36862.98		36862.98	29575.00	\$7,287.98
C1	Grading, shaping, compacting and and proof-rolling sub-grade for all excavated and filled areas, as required.	L.S.		\$6,031.16	\$4,675.00	
C2	Where basements are being filled provide 200 mm thick - 50 mm clear stone and 100 mm thick - 19 mm clear stone bedding for all areas, as outlined on drawing A010.	L.S.		\$23,131.82	\$17,200.00	
C3	50 mm clear stone	m3	\$90.95		\$75.25	\$15.70
C4	19 mm clear stone	m3	\$120.70		\$115.00	\$5.70
C5	Supply and install concrete curb as outlined on drawing A010 and detailed on A201.	L.S.		\$7,700.00	\$7,700.00	
C6	Concrete Curb	LM	\$275.00			
						\$0.00

Part D LANDSCAPING		Sub-Total \$48015		48015.00	25690.00	\$22,325.00
D1	Provide and install wood fence as shown on drawing A010 and A201.	L.S.		\$28,130.00	\$12,040.00	
D2	Wood fence	LM	\$1,004.64		\$430.00	\$574.64
D3	Provide and install chain link fence as shown on drawing A010 and A201.	L.S.		\$19,885.00	\$13,650.00	
D4	Chain link fence	LM	\$305.92		\$0.00	\$305.92

Part E ALLOWANCES		Sub-Total \$50000		50000.00	50000.00	\$0.00
E1	Compaction testing of fill and granular materials.	L.S.		\$12,000.00	\$12,000.00	
E2	Mold Survey and Report for all structures being demolished.	L.S.		\$7,000.00	\$7,000.00	
E3	Examination of existing catch basin and scoping of drain to property line prior to commencement and after completion of work.	L.S.		\$3,000.00	\$3,000.00	
E4	Miscellaneous	L.S.		\$3,000.00	\$3,000.00	
E5	Utility Work Allowace	L.S.		\$25,000.00	\$25,000.00	

TOTAL ESTIMATED TENDER			\$400,625.49	321515.00	\$79,110.49
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Total Identified above should NOT include H.S.T.

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



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM CONTRACT AMENDMENT

DATE: November 16, 2022

TO: President, Toronto Parking Authority

FROM: Vice President, Operations, Toronto Parking Authority
Director, On-Street Operations, Toronto Parking Authority

SUBJECT: **Project No. 2022-CS-VAR-2030.20.2 Operations Facility Improvement**

WARDS: York South-Weston (Ward 5) and Etobicoke-Lakeshore (Ward 3)

SUMMARY

The Toronto Parking Authority (TPA) takes pride in providing its most valuable resource, its employees, a safe, healthy and modernized working environment. Currently, employees from different operational units are situated across various TPA owned or leased facilities across the city as their primary work location. Against that backdrop and in keeping with our 2022 operating priorities to strengthen the core and executing with excellence, our priority of improving our office spaces and shops is fundamental in delivering against our strategy.

Currently, a segment of the On-Street Operations team is based out of a small facility shop that is owned by the City of Toronto's Parks and Forestry division (PF&R), located at 303 Rockcliffe Blvd. This facility is dated and in need of repairs and renovations to meet our operational needs. Unfortunately, due to the ownership of the facility by PF&R, TPA does not have the opportunity to undertake a major capital restoration at this location.

TPA is proposing to have a condition assessment completed at an alternate TPA owned facility, located at 21 Connell Court, and then create the requirements needed for the design and construction to support the relocation of employees to this new location.

The Request for Proposal (RFP) package was issued as a public tender through MERX on September 16, 2022, with two (2) bids received upon tender close on October 16, 2022.

Based on a detailed evaluation of the proposals, it is recommended that the contract be awarded to Our Cool Blue Architects Inc. (OCBA) for a base fee of \$236,650, with an option to complete a building condition assessment at 305 Rockcliffe Blvd for \$30,000, plus an additional amount of \$63,350 in contingency, for a total amount of \$330,000, excluding HST.

RECOMMENDATIONS

The Vice President, Operations recommends that:

- 1) The President, Toronto Parking Authority grant authority to award the contract for 2022-CS-VAR-2030.20.2 Operations Facility Improvement to Our Cool Blue Architects Inc. having submitted the highest scoring compliant bid and meeting all specifications in conformance with the tender requirements, in the amount of \$330,000 excluding HST.

FINANCIAL IMPACT

The amount to award the contract for the Asset Management Requirements is \$330,000 excluding HST.

Funding for the program is included in the TPA 2023 CAPEX Budget, TPA908973-1, Consultant Retainer for design at FM sites.

CALL SUMMARY

The Request for Proposal (RFP) package was issued as a public tender through MERX on September 16, 2022, with two (2) bids received upon tender close on October 16, 2022.

Two proposals were received. 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.

Evaluation of the proposals consisted of three phases. Phase 1 required proponents to correctly submit all mandatory forms and submission requirements. Both 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. Both 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:

Table 1: 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	OCBA	Passed	67.50	Passed	15.00	82.50
2	Architecture49	Passed	70.70	Passed	9.36	80.06

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

COMMENTS

The Toronto Parking Authority (TPA) takes pride in providing its most valuable resource, its employees, a safe, healthy and modernized working environment. Currently, employees from different operational units are situated across various TPA owned or leased facilities across the city as their primary work location. Against that backdrop and in keeping with our 2022 operating priorities to strengthen the core and executing with excellence, our priority of improving our office spaces and shops is fundamental in delivering against our strategy.

Currently, a segment of the On-Street Operations team is based out of a small facility shop that is owned by the City of Toronto's Parks and Forestry division (PF&R), located at 303 Rockcliffe Blvd. This facility is dated and in need of repairs and renovations to meet our operational needs. Unfortunately, due to the ownership of the facility by PF&R, TPA does not have the opportunity to undertake a major capital restoration at this location.

TPA is proposing to have a condition assessment completed at an alternate TPA owned facility, located at 21 Connell Court, and then create the requirements needed for the design and construction to support the relocation of employees to this new location.

CONTACT

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SIGNATURE



W. Scott Collier
President, Toronto Parking Authority

ATTACHMENTS

Attachment 1: Proposal Evaluation Table
Attachment 2: Summary of Technical Scoring

ATTACHMENT 1: PROPOSAL EVALUATION TABLE

Stage 1: MANDATORY REQUIREMENTS		
A. Mandatory Submission Requirements (Information to Consultants, Section 6)		Pass/Fail
Stage 2: PROPOSAL STRUCTURE, ATTRIBUTES AND CONTENTS		
Submission	- Overall completeness and comprehensive understanding of requirements - Overall impression of submission quality - Unique insight and value-added opportunities - Proponent profiled, including relevant corporate experience and commitment to quality	10
Project Manager	- Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope - Demonstrated experience in identifying and implementing solutions towards issues that arise during the design and construction of similar complexity, size, and scope	10
Project Team and Resources	- Comprehensive project team and resources, covering all required aspects of the work program - Team organization: - Roles responsibilities clearly defined - Logical reporting path - Coordination of sub-consultants (if any) - Organizational Chart - Experience and quality of team members (matching appropriately skilled staff and subs to tasks): - Innovative, insightful planning and engineering solutions - Experience with design and construction of upgrading infrastructure at existing facilities	30
Work Program	- Demonstrated knowledge and understanding of scope of work and key technical issues - Required elements covered: - Detailed approach on how the consultant will assist TPA in reaching its goal of rolling out - Approach to working with various stakeholders - 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. - Description of cost control measures that will be implemented to ensure cost-effective solutions.	25
Project Schedule	- Logical sequence of activities meeting RFP requirements - Realistic duration of tasks including provision of client review and approval time - Milestones, deadlines, and appropriate scheduling of meetings - Appropriate application of staff resources to each required task	10
Stage 2 Total		85

Proponent must score a minimum of 63.75 out of 85 points (75%) in order to be further considered for Cost of Services		
Stage 3: INTERVIEW/PRESENTATION AND/OR REFERENCE CHECKS (if required). A short list of the top-scoring Proponents from Stage 2 may be selected and TPA may validate written Proposals as follows: - Detailed reference checks, relevant technical qualifications and experiences of Proponents on projects of similar size, scope, and complexity; and - An interview with the short list of Proponents. Proponents will be requested to answer questions to clarify and/or validate their understanding of the requirements		
Stage 4: COST OF SERVICES		
Cost	- Proposal price is determined by Appendix C, Price Detail Form. - The lowest priced Proposal receives 15 points; and the remaining Proposals are assigned points based on the formula: $\left(\frac{\text{Lowest Proposal Cost}}{\text{Proponent Proposal Cost}} \right) \times 15$	15
TOTAL SCORE		100

ATTACHMENT 2: SUMMARY OF TECHNICAL SCORING

Summary of Technical Scoring

	OCBA	A49
Subsection 1 – Submission	7.75	6.75
Subsection 2 – Project Manager	9.00	9.00
Subsection 3 – Project Team and Resources	26.50	30.00
Subsection 4 – Work Program and Deliverables	20.25	17.75
Subsection 5 – Project Schedule	4.00	7.20
Total	67.50	70.70



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM CONTRACT AWARD

DATE: January 9, 2022

TO: President, Toronto Parking Authority

FROM: Vice President, Operations, Toronto Parking Authority
Director, Parking Infrastructure and Asset Management, Toronto Parking Authority

SUBJECT: Request for Proposal No 2023-CS-CP68-B10 CP68 - Garage Restoration – Contract Award

WARDS: Ward 11 (University-Rosedale)

SUMMARY

Car Park 68, 20 St Andrew Street is a 25-year-old, seven (7) story parking structure with 433 spaces in the Kensington Market neighborhood. The annual gross revenues of Car Park 68 are forecasted to be approximately \$1.3M for 2022. Pre-pandemic (2019) gross revenues were \$1.6M. Car Park 68 is one of the top 15 highest revenue-generating garages across our portfolio. As such, this investment is not only critical from a safety perspective, but also consistent with our strategy to reinvest in our infrastructure (SOGR) capital and reduce reputational risk to our brand

TPA's modernization strategy of Car Park 68 is a two phased strategy. The first phase of the modernization at Car Park 68 involves addressing major SOGR deficiencies in the parking structure involving concrete repairs and complete replacement of the waterproofing, asphalt, sprinkler, and lighting upgrades. The second phase of the modernization will focus on service improvements to improve customer experience such as new elevator implementation, wayfinding improvements, operational improvements, and major upgrades to electrical infrastructure systems for EV implementation.

TPA proposes to retain a consultant for the first phase of the garage modernization program at Car Park 68 to prepare a tender package, administer tendering process,

obtain permits and construction administration for rehabilitation of the parking garage structure.

A Request for Proposals (RFP) for the required consultant services was issued on November 23, 2022. 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 \$309,300.00 plus an additional amount of \$70,000 in contingency, allowance net of all taxes and charges, be awarded to Sense Engineering (GTA) Ltd. (Sense) having submitted the lowest compliant fee proposal and meeting all requirements in conformance with the Request for Proposal.

RECOMMENDATIONS

The Vice President, Operations recommends that:

- 1) The President, Toronto Parking Authority grant authority to award the Contract for the 2023-CS-CP68-B10 - Garage Modernization at Car Parks 68, to Sense Engineering (GTA) Ltd., having submitted the lowest compliant bid and meeting all specifications in conformance with the Tender requirements, in the amount of \$309,300.00 plus \$70,000 as a contingency allowance, being the sum total amount of \$379,300.00 excluding (HST).

FINANCIAL IMPACT

The amount to award the contract for the 2023-CS-CP68-B10 - Garage Modernization at Car Parks 68, is \$309,300.00 plus \$70,000 as a contingency allowance, being the sum total amount of \$379,300.00 excluding HST.

Funding for the Garage Modernization at Car Parks 68 work is included in the approved Toronto Parking Authority (TPA) 2023 Capital Budget – CP68 - Garage Modernization, TPA number TPA908981-1.

CALL SUMMARY

On November 23, 2022, TPA issued a request for proposals (RFP) to retain the consultant services needed to review the site and previously completed condition assessment, then provide a plan/strategy to complete major concrete repairs, waterproofing, asphalt replacement, and slab on grade drainage and sump system replacement for the entire garage and complete design, tendering, permits and construction administration.

Following the closing of the tender on December 22, 2022, 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.

Table 1: Total Proposed Fees

	Proponent	Total Fees
1	Sense Engineering (GTA) Ltd.	\$299,300.00
2	Morrison Hershfield Ltd.	\$315,980.00
3	Read Jones Christoffersen Ltd.	\$387,320.00

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 75 points in Phase 2 and required a minimum score of 75% or 56.25 points to proceed to Phase 3. All proponents who submitted proposals passed Phase 2. In Phase 3, proponents' financial costs were evaluated out of 25 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:

Table 2: Evaluation Results

	Company	Phase 1: Mandatory Submission Requirements	Phase 2: Technical Submission Score (Out of 75)	Phase 2: Technical Submission Result	Phase 3: Financial Costs Score (Out of 25)	Total Score (Out of 100)
1	Sense Engineering	Passed	66.70	Passed	25.00	91.70
2	Morrison Hershfield Ltd.	Passed	67.20	Passed	23.68	90.88
3	Read Jones Christoffersen	Passed	65.40	Passed	19.32	84.72

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

CONTACT

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SIGNATURE



Howard Jung
Director, Parking Infrastructure and Asset Management



Jarrett McDonald
Vice President, Operations



W. Scott Collier
President, Toronto Parking Authority

ATTACHMENTS

Attachment 1: Bid Analysis Summary and Detailed Breakdowns

ATTACHMENT 1: PROPOSAL EVALUATION TABLE

Stage 1: MANDATORY REQUIREMENTS		
A. Mandatory Submission Requirements (Information to Consultants, Section 6)		Pass/Fail
Stage 2: PROPOSAL STRUCTURE, ATTRIBUTES AND CONTENTS		
Submission	• Overall completeness and comprehensive understanding of requirements • Overall impression of submission quality • Unique insight and value-added opportunities • Proponent profiled, including relevant corporate experience and commitment to quality	10
Restoration Engineer	• Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope • Demonstrated experience in designing and implementing restorations of similar scope and similar facilities • Demonstrated experience in identifying and implementing solutions towards issues that arise during design and construction	20

Project Team and Resources	• Comprehensive project team and resources, covering all required aspects of the work program • Team organization: ◦ Roles responsibilities clearly defined ◦ Logical reporting path ◦ Coordination of sub-consultants (if any) ◦ Organizational Chart • Experience and quality of team members (matching appropriately skilled staff and subs to tasks): ◦ Innovative, insightful planning and engineering solutions ◦ Experience with design and construction of upgrading infrastructure at existing facilities	15
Work Program	• Demonstrated knowledge and understanding of scope of work and key technical issues • Required elements covered: ◦ Detailed approach on how the consultant will assist TPA in reaching its goal ◦ Approach to working with various stakeholders • 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. • Description of cost control measures that will be implemented to ensure cost-effective solutions.	20
Schedule	• Logical sequence of activities meeting RFP requirements • Realistic duration of tasks including provision of client review and approval time • Milestones, deadlines, and appropriate scheduling of meetings • Appropriate application of staff resources to each required task	10
Stage 2 Total		75
Proponent must score a minimum of 56.25 out of 75 points (75%) in order to be further considered for Cost of Services		
Stage 3: INTERVIEW/PRESENTATION AND/OR REFERENCE CHECKS (if required). A short list of the top-scoring Proponents from Stage 2 may be selected and TPA may validate written Proposals as follows: • Detailed reference checks, relevant technical qualifications and experiences of Proponents on projects of similar size, scope, and complexity; and • An interview with the short list of Proponents. Proponents will be requested to answer questions to clarify and/or validate their understanding of the requirements		
Stage 4: COST OF SERVICES		
Cost	• Proposal price is determined by Submission Form 1 - Proposal Agreement.	25

	The lowest weighted Proposal receives 25 points; and the remaining Proposals are assigned points based on the formula: $\left(\frac{\text{Lowest Proposal Cost}}{\text{Proponet Proposal Cost}} \right) \times 25$	
TOTAL SCORE		100

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



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM CONTRACT AWARD

DATE: January 12th, 2023

TO: President, Toronto Parking Authority

FROM: Vice President, Operations, Toronto Parking Authority

SUBJECT: **Project No. 2022-CS-VAR-D5010.10: Emergency Generator Replacement Car Parks: 26, 29, 36, 42, 43 – Contract Award**

WARDS: Ward 9 – Davenport, Ward 10 – Spadina Fort York, Ward 12 – Toronto St. Paul's, Ward 13 - Toronto Centre.

SUMMARY

As part of the Toronto Parking Authority's (TPA) plan to ensure safe operations at parking facilities, TPA is planning to repair or replace the existing emergency generators at multiple car parks.

Car parks included:

1. 33 Queen Street East (CP26)
2. 75 Holly Street (CP29)
3. 110 Queen Street West (CP36)
4. 91 Via Italia (CP42)
5. 2 Church Street (CP43)

To initiate the process, consulting services were deemed to be required to assess the condition of the emergency generators, develop design documents, assist with construction tendering, and administer the construction contract.

A Request for Proposal (RFP) for the required consulting services was issued on September 16th, 2022. Five bidders were invited from which three compliant proposals were received. Following an evaluation of the proposals by TPA, it is recommended that a contract in the amount of \$475,000.00 including \$394,750.00 for the base scope of work and \$80,250.00 as a contingency allowance net of all taxes and charges, be awarded to IBI Group Professional Services (Canada) Inc. having submitted the lowest compliant fee proposal and meeting all requirements in the conformance with the RFP.

RECOMMENDATIONS

The Vice President of Operations recommends that:

- 1) The President, Toronto Parking Authority grant authority to award the contract for the Emergency Generator Replacement Car Park 26, 29, 36, 42, 43 to IBI Group Professional Services (Canada) Inc., having submitted the lowest compliant bid and meeting all specifications in conformance with the tender requirements in the amount of \$475,000.00 excluding HST.

FINANCIAL IMPACT

The amount to award the Emergency Generator Replacement Car Park 26, 29, 36, 42, 43 is \$475,000.00 including \$394,750.00 for the base scope of work and \$80,250.00 as a contingency allowance.

Funding is included in the approved TPA 2023 Capital Budget under TPA budget number TPA908970-1.

CALL SUMMARY

On September 16th, 2022, TPA issued an RFP for consulting services required to either repair or replace the existing emergency generators at car parks 26, 29, 36, 42, and 43. The scope of work requested included:

1. Assess existing generator and supporting systems
2. Design repair or replacement required for each car park
3. Provide tendering services
4. Contract administration services during construction activities
5. Warranty review services

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	Base Fee	Provisional Items Fee	Total Fees	Total Hours
1	IBI Group Professional Services (Canada) Inc.	\$275,750	\$119,000	\$394,750	1,500
2	Smith and Andersen Consulting Engineering	\$351,500	\$188,000	\$539,500	1,817
3	WSP Canada Inc.	\$905,898.24	NA	\$905,898.24	5,698

Proposal evaluation consisted of three stages. Stage 1 required bidders to correctly submit all mandatory forms and submission requirements, for which all bidders passed. Stage 2 included technical evaluations of proponents' submissions. Proponents were graded out of 85 points

and required a minimum score of 75% or 63.75 points to proceed to stage 3. All bidders passed this stage successfully. The final stage included financial cost evaluation out of 15 points which is added later to stage 2 points to form a total score of 100 points. The proponent who successfully passes all three stages and obtain the highest score is recommended for the contract award. The evaluation results were as follows:

Evaluation Results

#	Company	Stage 1: Mandatory Submission Requirements	Stage 2: Technical Submission (Score out of 85)	Stage 2: Technical Submission Result	Stage 3: Financial Costs Evaluation (Score out of 15)	Total Score (Out of 100)
1	IBI Group Professional Services (Canada) Inc.	Passed	75.63	Passed	15	90.6
2	Smith and Andersen Consulting Engineering	Passed	64.90	Passed	11.8	76.7
3	WSP Canada Inc.	Passed	67.13	Passed	4.6	71.7

The proposal evaluation table which contains details on the scoring format of this RFP can be found attached to this memo.

COMMENTS

Over the course of 2021/2022 TPA retained various consultants to assess the condition of the existing emergency generators at multiple car parks. The reports included recommendations to repair or replace the emergency generators as well as the associated infrastructure and systems that support their use. As the emergency generators are a core life safety system, not having functional generators can severely impact the safe operation of TPA's parking facilities.

Based on the consultants' recommendations received and the need to ensure safe parking operations, TPA is planning to replace the existing emergency generators at multiple car parks. To aid this process, consulting services are required to assess the condition of the emergency generators at carparks 26 and 42, and develop designs for generator replacement at carparks 29, 36, 43.

All three proponents who provided submissions are capable of fulfilling the services required based upon their company's 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 1. The following are key comments and observations of the evaluated bids:

1. IBI Group Professional Services (Canada) Inc. submitted the lowest cost proposal amongst bidders who passed all three stages of the evaluation with a total cost of

\$394,750. This fee was \$144,750 lower than the other submission which passed all three evaluation stages.

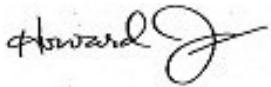
2. IBI Group Professional Services (Canada) Inc. scored the highest total combined (technical + cost) score with a score of 90.6 out of a possible 100 points.
3. IBI Group Professional Services (Canada) Inc. is prepared to accept the terms and conditions of the RFP and meet the proposed schedule.

Based upon our evaluation of the bids package, it is recommended that the Emergency Generator Replacement Car Park 26, 29, 36, 42, 43 contract be awarded to IBI Group Professional Services (Canada) Inc.

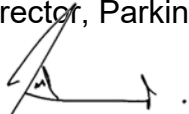
CONTACT

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

SIGNATURE



Howard Jung
Director, Parking Infrastructure and Asset Management



Jarrett McDonald
Vice President Operations



W. Scott Collier
President, Toronto Parking Authority

ATTACHMENTS

Attachment 1: RFP Evaluation Summary



Date: 11/14/2022

Request for Proposals
Emergency Generator Replacement
Car Parks: 26, 29, 36, 42, 43

TPA Project Number: 2022-CS-VAR-D5010.10

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TECHNICAL ANALYSIS		IBI Group Professional Services (Canada) Inc.				Smith and Andersen Consulting Engineering				WSP Canada Inc.			
Task		Points Scored	% of Total	Maximum Points Available		Points Scored	% of Total	Maximum Points Available		Points Scored	% of Total	Maximum Points	
Subsection 1 – Submission		9.50	85%	10.00		8	80%	10		9.5	95%	10	
1a	• Overall completeness and comprehensive understanding of requirements	2.5		2.5		2.5		2.5		2.5		2.5	
1b	• Overall impression of submission quality	1.5		2.5		2		2.5		2.5		2.5	
1c	• Unique insight and value-added opportunities	2		2.5		2		2.5		2		2.5	
1d	• Proponent profiled, including relevant corporate experience and commitment to quality	2.5		2.5		1.5		2.5		2.5		2.5	
Subsection 2 – Electrical Engineer		7.33	73%	10.00		5	60%	10		7.33	73%	10	
2a	• Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope	3.33		3.33		2.00		3.33		3.33		3.33	
2b	• Demonstrated experience in designing and implementing new generators of similar scope and similar facilities	2.67		3.33		2.67		3.33		2.00		3.33	
2c	• Demonstrated experience in identifying and implementing solutions towards issues that arise during the design and construction of electrical infrastructure	1.33		3.33		1.33		3.33		2.00		3.33	
Subsection 3 – Project Team and Resources		30.00	100%	30.00		23.60	79%	30		30.00	100%	30	
3a	• Team organization	12.00		12.00		9.60		12		12.00		12	
3b	• Innovative, insightful planning and engineering solutions	10.00		10.00		6.00		10		10.00		10	
3c	• Experience with design and construction of upgrading infrastructure at existing facilities	8.00		8.00		8.00		8		8.00		8	
Subsection 4 – Work Program		21.80	87%	25		19.80	79%	25		17.80	71%	25	
4a	• Demonstrated knowledge and understanding of scope of work and key technical issues	8.00		8		8.00		8		8.00		8	
4b	• Required elements covered:	10.00		10		8.00		10		6.00		10	
4c	• Demonstrated capacity for exceptional, high quality and effective graphic design, illustration, and documentation	0.80		2		0.80		2		0.80		2	
4d	• 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.	2.00		2.5		2.00		2.5		2.00		2.5	
4e	• Description of cost control measures that will be implemented to ensure cost-effective	1.00		2.5		1.00		2.5		1.00		2.5	
Subsection 5 – Project Schedule		8.00	80%	10		7.50	75%	10		2.50	25%	10	
5a	• Logical sequence of activities meeting RFP requirements	2.00		2.5		2.00		2.5		0.50		2.5	
5b	• Realistic duration of tasks including provision of client review and approval time	1.50		2.5		2.00		2.5		1.00		2.5	
5c	• Milestones, deadlines, and appropriate scheduling of meetings	2.50		2.5		1.50		2.5		0.50		2.5	
5d	• Appropriate application of staff resources to each required task	2.00		2.5		2.00		2.5		0.50		2.5	
Technical Points Accumulated		75.63	89%	85		64.9	76%	85		67.13	79%	85	

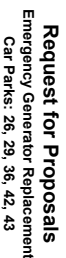


Request for Proposals
Emergency Generator Replacement
Car Parks: 26, 29, 36, 42, 43

TPA Project Number: 2022-CS-VAR-D5010.10
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Rev. 0

Date: 11/14/2022

FINANCIAL ANALYSIS		IBI Group Professional Services (Canada) Inc.			Smith and Andersen Consulting Engineering			WSP Canada Inc.		
		Base Bid Fixed Fee	%	Optional Items Fixed Fee	Base Bid Fixed Fee	%	Optional Items Fixed Fee	Base Bid Fixed Fee	%	Optional Items Fixed Fee
1	CP 26 - 33 Queen Street East									
1a	Review, Testing and Recommendation for replacement	\$ 20,250.00	7%		\$ 10,750.00	3%		\$ 18,926.92	2%	
2	CP 29 – 75 Holly Street									
2a	Pre Design	\$ 24,500.00	9%		\$ 19,000.00	5%		\$ 45,194.60	5%	
2b	Design Phase	\$ 24,500.00	9%		\$ 48,500.00	14%		\$ 90,569.60	10%	
2c	Construction Phase	\$ 7,000.00	3%		\$ 17,000.00	5%		\$112,732.00	12%	
2d	Warranty	\$ 750.00			\$ 3,250.00	1%		\$ 15,796.60	2%	
3	CP 36 – 110 Queen Street West									
3a	Pre Design	\$ 24,500.00	9%		\$ 20,500.00	6%		\$ 47,409.60	5%	
3b	Design Phase	\$ 24,500.00	9%		\$ 57,500.00	16%		\$ 90,569.60	10%	
3c	Construction Phase	\$ 7,000.00	3%		\$ 19,000.00	5%		\$112,732.00	12%	
3d	Warranty	\$ 750.00	0%		\$ 3,250.00	1%		\$ 15,796.60	2%	
4	CP 42 – 91 Via Italia									
4a	Review, Testing and Recommendation for replacement	\$ 20,250.00	7%		\$ 9,000.00	3%		\$ 16,911.92	2%	
5	CP 43 - 2 Church Street									
5a	Pre Design	\$ 24,500.00	9%		\$ 18,000.00	5%		\$ 48,520.60	5%	
5b	Design Phase	\$ 24,500.00	9%		\$ 40,500.00	12%		\$ 94,948.60	10%	
5c	Construction Phase	\$ 7,000.00	3%		\$ 17,000.00	5%		\$114,347.00	13%	
5d	Warranty	\$ 750.00	0%		\$ 3,250.00	1%		\$ 16,442.60	2%	
6	Allowance									
6a	Testing Allowance	\$ 25,000.00	9%		\$ 25,000.00	7%		\$ 25,000.00	3%	
6b	Permitting Allowance	\$ 15,000.00	5%		\$ 15,000.00	4%		\$ 15,000.00	2%	
6c	DSS Allowance	\$ 25,000.00	9%		\$ 25,000.00	7%		\$ 25,000.00	3%	
7	Provisional Items									
7a	CP 26 - Pre Design			\$ 25,250.00			\$ 20,500.00			Did not submit
7b	CP 26 - Design Phase			\$ 25,250.00			\$ 57,500.00			Did not submit
7c	CP 26 - Construction Phase			\$ 8,250.00			\$ 19,000.00			Did not submit
7d	CP 26 - Warranty			\$ 750.00			\$ 3,250.00			Did not submit
7e	CP 42 - Pre Design			\$ 25,250.00			\$ 19,000.00			Did not submit
7f	CP 42 - Design Phase			\$ 25,250.00			\$ 48,500.00			Did not submit
7g	CP 42 - Construction Phase			\$ 8,250.00			\$ 17,000.00			Did not submit
7h	CP 42 - Warranty			\$ 750.00			\$ 3,250.00			Did not submit
	Total	\$275,750.00	100%	\$ 119,000.00	\$351,500.00	100%	\$ 188,000.00	\$905,898.24	100%	\$ -
	Total Fixed Fee excludes HST									
	Financial Points Accumulated (Base Bid Only)	15	100%	15	11.8	78%	15	4.6	30%	15
	Financial Points Accumulated (Optional Items Incl)	15	100%	15	9.5	63%	15	0.0	0%	15
								Optional items were not submitted		



SUBMISSION REQUIREMENTS		IBI Group Professional Services (Canada) Inc.	Smith and Andersen Consulting Engineering	WSP Canada Inc.
1.	Understanding of project and proposed approach	Included	Included	Included
a.	An Outline of the project is to be provided	Included	Included	Included
b.	The proposed approach is to be detailed	Included	Included	Included
c.	demonstrate consultants' responsibilities under the Act are met.	Included	Not Included	Included
2.	Submission Form 1 – Proposal Agreement			
a.	The total fixed fee in Submission Form 1 should correspond to the total fixed fee amount in Submission Form 2.	Included	Included	Included
3.	Submission Form 2 – Fee Breakdown by Task			
	The total fixed fee, to perform all scope of work activities and other items outlined under Scope of Work	Included	Included	Included
4.	Submission Form 3 – Project Team			
a.	Identify all parties in joint venture.	Included	Included	Included
b.	Separately provide brief general description and qualifications of the companies	Included	Included	Included
c.	An architect and code consultant is required.	Included	Included	Included
5.	Submission Form 4 – Per Diem Rates			
	Identify all team members to be assigned to the project.	Included	Included	Included
a.	company, roles, responsibilities and per diem rates.	Included	Included	Included
b.	Separately provide curriculum vitae for each person.			
c.	Personal substitutions will not be accepted without prior approval of the IPA.			
6.	Submission Form 5 – Contribution Matrix			
a.	Provide details of the total time each team member will be devoting to the project.	Included	Included	Included
7.	Company Project Experience			
	Provide brief documentation on significant projects of similar size, nature and scope in the recent past (include dates), with project descriptions and proposed project team members' involvement and their respective roles, together with a brief description of any other projects of relevance.	Included	Included	Included
a.	Provides client references on projects of similar size and scope, including organization names, contact persons, telephone numbers and emails.	Included	Included	Included
8.	Project Schedule			
	A work plan is to be provided to describe the approach proposed to meet the requested schedule, including identification of what other resources will be made available to meet completion target dates if, during the process, delays occur.	Included	Included	Included
a.	Provide a detailed Gantt chart in weekly increments to illustrate the sequence of activities from Appointment of Consultant date to Substantial Completion date identified in Section 4.	Included	Included	Included
b.	Be aware that Substantial Completion date in section 4 represent the construction phase of the project. The assignment completion date is the end of warranty period in the warranty phase.			
c.	The Consultant shall carryout the services with the utmost dispatch and, subject to delays beyond its control, shall complete the services in accordance with the program prescribed by IPA and pursuant to any agreed upon			
d.				



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM CONTRACT AWARD

DATE: January 31, 2023

TO: President, Toronto Parking Authority

FROM: Vice President, Operations, Toronto Parking Authority
Director, Parking Infrastructure and Asset Management, Toronto Parking Authority

SUBJECT: Request for Proposal No 2023-CS-CP43-B10 CP43 – Garage Concrete Repairs Phase 1 – Contract Award

WARDS: Ward 10 (Spadina Fort York)

SUMMARY

Car Park 43 located at 2 Church Street, is a 40-year-old, 6-storey parking structure with 2008 spaces in the St. Lawrence Market Neighbourhood. The garage includes an eight (8)-storey Toronto Community Housing building above the structure. Pre-pandemic (2019) gross revenues were \$7.3M. Car Park 43 is consistently one of the top five (5) highest revenue-generating garages across our portfolio. As such, this investment is critical from a safety perspective and consistent with our strategy to reinvest in our infrastructure (SOG) capital and reduce reputational risk to our brand

TPA's modernization strategy of Car Park 43 is a two phased strategy. The first phase of the modernization at Car Park 43 involves addressing major SOGR deficiencies in the parking structure involving concrete repairs and complete replacement of the waterproofing, asphalt, sprinkler, and lighting upgrade. The second phase of the modernization will focus on service improvements to improve customer experience such as new elevator implementation, wayfinding improvements, operational improvements, and major upgrades to electrical infrastructure systems for EV implementation.

TPA proposes to retain a consultant for the first phase of the garage modernization program at Car Park 43 to prepare a tender package, administer tendering process, obtain permits and construction for rehabilitation on the parking garage structure.

A request for Proposal (RFP) for the required consultant services was issued on December 19, 2022. Five 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 base amount of \$298,115, plus optional items of \$159,995, plus contingency amount of \$40,890 being the sum total of \$499,000 net of all taxes and charges, be awarded to Read Jones Christofferson Ltd. (RJC) having submitted the highest scoring fee proposal and meeting all requirements in conformance with the RFP.

RECOMMENDATIONS

The Vice President, Operations recommends that:

- 1) The President, Toronto Parking Authority grant authority to award the Contract for the 2023-CS-CP43-B10 CP43 – Garage Concrete Repairs Phase 1 at Car Park 43, to Read Jones Christofferson Ltd., having submitted the highest scoring compliant bid and meeting all specifications in conformance with the Tender requirements, in the amount of \$298,115, plus optional items of \$159,995, plus contingency amount of \$40,890 being the sum total amount of \$499,000.00 excluding HST.

FINANCIAL IMPACT

The amount to award the contract for the 2023-CS-CP43-B10 CP43 – Garage Concrete Repairs Phase 1 at Car Park 43, is \$298,115, plus optional items of \$159,995, plus contingency amount of \$40,890 as a contingency allowance, being the sum total amount of \$498,110.00 excluding HST.

Funding for the Garage Modernization at Car Park 43 work is included in the submitted Toronto Parking Authority (TPA) 2023 Capital Budget – CP43 - Garage Modernization, TPA number TPA908978-1.

CALL SUMMARY

On December 19, 2022, TPA issued a request for proposals (RFP) to retain a consultant for the first phase of the garage modernization program at Car Park 43, to prepare a tender package, administer tendering process, obtain permits and construction for rehabilitation on the parking garage structure.

Following the closing of the tender on January 27, 2023, five 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.

Table 1: Total Proposed Fees

	Proponent	Total Fees
1	Sense Engineering (GTA) Ltd.	\$264,485.00
2	Read Jones Christoffersen Ltd.	\$298,115.00
3	WSP	\$329,400.00
4	Morrison Hershfield Ltd.	\$332,621.00
5	Synergy Partners	\$360,700.00

Evaluation of the proposals consisted of three phases. Phase 1 required proponents to correctly submit all mandatory forms and submission requirements. All five proponents passed Phase 1. Phase 2 consisted of the evaluation of proponents' technical submissions. Proponents were graded out of 75 points in Phase 2 and required a minimum score of 75% or 56 points to proceed to Phase 3. All proponents who submitted proposals passed Phase 2. In Phase 3, proponents' financial costs were evaluated out of 25 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:

Table 2: Evaluation Results

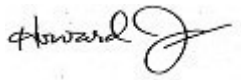
	Company	Phase 1: Mandatory Submission Requirements	Phase 2: Technical Submission Score (Out of 75)	Phase 2: Technical Submission Result	Phase 3: Financial Costs Score (Out of 25)	Total Score (Out of 100)
1	Read Jones Christoffersen Ltd.	Passed	67.10	Passed	22.18	89.28
2	Morrison Hershfield Ltd.	Passed	62.80	Passed	19.88	82.68
3	Sense Engineering (GTA) Ltd.	Passed	56.40	Passed	25	81.40
4	WSP	Passed	58.40	Passed	20.07	78.47
3	Synergy Partners	Passed	59.50	Passed	18.33	77.83

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

CONTACT

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

SIGNATURE



Howard Jung
Director, Parking Infrastructure and Asset Management



Jarrett McDonald
Vice President, Operations



W. Scott Collier
President, Toronto Parking Authority

ATTACHMENTS

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

ATTACHMENT 1: PROPOSAL EVALUATION TABLE

Stage 1: MANDATORY REQUIREMENTS		
A. Mandatory Submission Requirements (Information to Consultants, Section 6)		Pass/Fail
Stage 2: PROPOSAL STRUCTURE, ATTRIBUTES AND CONTENTS		
Submission	- Overall completeness and comprehensive understanding of requirements - Overall impression of submission quality - Unique insight and value-added opportunities - Proponent profiled, including relevant corporate experience and commitment to quality	10
Restoration Engineer	- Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope - Demonstrated experience in designing and implementing restorations of similar scope and similar facilities - Demonstrated experience in identifying and implementing solutions towards issues that arise during design and construction	20
Project Team and Resources	- Comprehensive project team and resources, covering all required aspects of the work program - Team organization: - Roles responsibilities clearly defined - Logical reporting path - Coordination of sub-consultants (if any) - Organizational Chart - Experience and quality of team members (matching appropriately skilled staff and subs to tasks): - Innovative, insightful planning and engineering solutions - Experience with design and construction of upgrading infrastructure at existing facilities	15
Work Program	- Demonstrated knowledge and understanding of scope of work and key technical issues - Required elements covered: - Detailed approach on how the consultant will assist TPA in reaching its goal - Approach to working with various stakeholders - 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. - Description of cost control measures that will be implemented to ensure cost-effective solutions.	20
Schedule	- Logical sequence of activities meeting RFP requirements - Realistic duration of tasks including provision of client review and approval time	10

	• Milestones, deadlines, and appropriate scheduling of meetings • Appropriate application of staff resources to each required task	
Stage 2 Total		75
Proponent must score a minimum of 56.25 out of 75 points (75%) in order to be further considered for Cost of Services		
Stage 3: INTERVIEW/PRESENTATION AND/OR REFERENCE CHECKS (if required). A short list of the top-scoring Proponents from Stage 2 may be selected and TPA may validate written Proposals as follows: • Detailed reference checks, relevant technical qualifications and experiences of Proponents on projects of similar size, scope, and complexity; and • An interview with the short list of Proponents. Proponents will be requested to answer questions to clarify and/or validate their understanding of the requirements		
Stage 4: COST OF SERVICES		
Cost	• Proposal price is determined by Submission Form 1 - Proposal Agreement. • The lowest weighted Proposal receives 25 points; and the remaining Proposals are assigned points based on the formula: $\left(\frac{\text{Lowest Proposal Cost}}{\text{Proponet Proposal Cost}} \right) \times 25$	25
TOTAL SCORE		100



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

COMMISSIONING AGENT SERVICES

RFP NUMBER# TPA20221129

Report on the RFP Bid Evaluation Process

Date: January 24, 2023
To: Scott Collier, President, Toronto Parking Authority
From: Jeffrey Dea, Vice President, Business Development, Toronto Parking Authority
Wards: All

PROCESS OVERVIEW

This document summarizes the evaluation process for RFP# TPA20221129 Commissioning Agent Services and recommends the agencies selected to become Vendors on the Commissioning Agent Services Vendor of Record (VOR) arrangement.

The final section of this document provides signatures from the Bid Evaluation Committee.

BID EVALUATION COMMITTEE

The Bid Evaluation Committee for this project consisted of the following individuals.

Name	Position
Mina Shirk	Associate Director, Network and Development Insights, Business Development, TPA
Irem Khan	Senior Planner, Business Development, TPA
Justin Marques	Project Engineer, Parking Infrastructure and Asset Management, TPA

PROJECT TIMELINES AND MILESTONES

The proposal process and bid evaluation process had the following key milestones; the activities listed in the following table provided the input for this report.

Activity	Date
RFP issue date	November 29, 2022

Quality of Proposal	• Overall completeness and comprehensive understanding of requirements • Overall impression of submission quality • Unique insight and value-added opportunities • 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	10
Project Team Resources, Experience and Qualifications for Key Roles	• Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size and scope • Relevant experience applicable to the Commissioning Agent role • Experience and knowledge of the work program and if applicable, the study area • Comprehensive project team and resources, covering all required aspects of the work program and specific experience and if applicable, the study area • Team organization: ○ Roles responsibilities clearly defined ○ Logical reporting path ○ Coordination of sub-consultants (if any) ○ Organizational Chart	35
Company Project Experience	• Demonstrated experience in producing quality reports for commissioning new developments • Relevant experience in commissioning new developments • Provide project examples of similar size and scope. A description of each project completed within the last 10 years must be provided. List the project team members that worked on each project and their roles/responsibilities • Description of quality control/quality assurance measures that are in place to ensure that the quality of the commissioning work meet the requirements of TPA • Description of cost control measures that will be implemented to ensure cost-effective solutions	40
Stage 2 Total		85
Proponent must score a minimum of 73 out of 85 points (85%) in order to be further considered for Stage 4: Cost of Services		
Stage 3: INTERVIEW/PRESENTATION AND/OR REFERENCE CHECKS (if required). (See Section 4.3 for further information)		
Stage 4: COST OF SERVICES		

SCORING SUMMARY

The Bid Evaluation Committee awarded the following grades to the proponents who submitted bids for the RFP. Successful proponents must achieve a final score of 85% or above to be considered for the VOR.

Commissioning Agent Services	Total Grade Awarded
Morrison Hershfield	94%
C.E.S. Engineering Ltd.	93%
Isotherm Engineering Ltd.	87%

SUMMARY

The following agencies scored the highest in the evaluation process. The summary below briefly outlines the items discussed by the evaluation committee to rationalize their scoring for each successful submission (85% and above):

Commissioning Agent Services

- Morrison Hershfield – The submission showcased the proponent's understanding and application to TPA's needs. Morrison Hershfield has extensive experience and relevant staff to provide the required work. Their Case Studies were highly relevant and similar to the work TPA asked VOR consultants to perform. This was the strongest submission.
- C.E.S. Engineering Ltd. – The submission received high marks for their relevant experience in commissioning services. Case studies and company experience were outlined thoroughly and displayed a solid understanding of TPA's commissioning needs.
- Isotherm Engineering Ltd. – The submission received high marks for the in-depth knowledge and relevant experience in commissioning various parking garages. Case studies and company experience were outlined thoroughly.

DECLARATION OF FAIRNESS AND RECOMMENDATION

The members of the Bid Evaluation Committee certify that the evaluation was performed solely on technical merits and risks without external proponent influence, management influence, or prior knowledge of total solution cost. The end result of the evaluation was a detailed assessment of all proponent solutions assessed against a uniform set of conditions detailed in the RFP.

Each member of the Bid Evaluation Committee also signed a Conflict of Interest and Non-Disclosure Agreement Form.

SIGNATURE

Approved By:



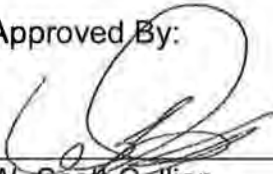
Phil Safos
Director, Business Development and
Partnerships
Toronto Parking Authority

Approved By:



Jeffrey Dea
Vice President, Business Development
Toronto Parking Authority

Approved By:



W. Scott Collier
President
Toronto Parking Authority

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

[illegible]

Contract Amendments
2. Electric Vehicle (EV) Charging Infrastructure at Car Parks 29, 43 and 304

SUMMARY FOR PROFESSIONAL SERVICES

DATE OF REPORT: 12-Jan-23
 CARPARK NO.: PROJECT NO: CP 29, CP43, and CP304
 CONTRACTOR: ENB Energy Networks Services
 PROJECT DESCRIPTION: Electric Vehicle and EVSE Infrastructure
 CP 29, CP43, and CP304

FILE NAME: Pay 5

Purchase Order (PO#): 4500000057

Capex No. M55:

DESCRIPTION	AMOUNT	INTERNAL ORDER #	NOTES
ERS	\$ 3,049,921.79	700349, 740729, 700350	Award amount had different amount from the approved PO.
Contingency	\$ 315,079.21	700349, 740729, 700350	Board Approval
Grand Approved	\$ 3,365,001.00	(A)	

Permitted Delegation of Authority

Power 5-10 (table 1) For agreements originally approved in amount greater than \$400,000.	\$ 740	0000	Notes
Less of the 15% Board Approved Amount in \$500,000	\$ 204,760.00		
Permitted Contract Value to be increased by the President's DOA amount (Board Approval)	\$ 1,506,760.00	(B)	This is the permitted PO value limit under the President's DOA prior to receiving Board Approval.

CONTRACT SUMMARY			
DATE	AMOUNT	NOTES	
11-Mar-22 Original Contract	\$ 1,049,921.79	(C)	
Change Orders Previously Approved			
24-Mar-22 C.O. No. 1	\$ 39,615.00	Chargers at CP304 to be changed from the FLO chargers to ChargePoint CT4000 (chargers also ChargePoint are able to power three between two chargers, as opposed to four FLO chargers. Additional two 200v circuits are required to be run to the chargers from the electrical room. Protective blower is required for each set of chargers to protect the intake extraction system from damage from snow. 4 additional light fixtures are to be installed, 120v LWM Sylvania BS100L with surface mounted fixture to be used.	
24-Mar-22 C.O. No. 2	\$ 22,979.50	Lighting retrofit required at CP43 and was found to be \$479 for all the existing lighting circuits. 18 fixtures needed to be replaced with 120v LWM Sylvania BS100L as per the drawing. Additional electrical infrastructure to be installed to supply down to a future e-pole charging stand in the CP43 garage. CP43 COB-W2 is shown as a 400A disconnect switch however as per 225kVA transformer calculation, the disconnect DG-W2 should be 600A. Adding a door to the transformer house.	
24-Mar-22 C.O. No. 3	\$ 842.50	Lighting - small voltage at CP29 was found to be \$479 for all the existing lighting circuits. 29 fixtures needed to be replaced with 120v LWM Sylvania BS100L as per the drawing.	
03-Dec-22 C.O. No. 4	\$ 6,081.50	The signage requested includes all the wayfinding signage as well as entry signs and medallions which were not part of the original scope of work in the bid package.	
05-Dec-22 C.O. No. 5	\$ 10,181.80	The signage requested includes all the wayfinding signage as well as entry signs and medallions which were not part of the original scope of work in the bid package.	
05-Dec-22 C.O. No. 6	\$ 60,820.00	Additional costs for preparation of media event, in late December 2022 and the signage requested which includes all the wayfinding signage as well as entry signs and medallions which were not part of the original scope of work in the bid package.	
20-Dec-22 C.O. No. 7	\$ 85,799.00	Cost of data linking for CP 10, 34, 302, 200 in finding equipment to install at CP24.	
29-Jan-23 C.O. No. 8	\$ 170,451.00	Wayfinding signage, entry signs, medallions and revamps for wall markings CP 23 and 43.	
Subtotal of Approved COs		\$ 407,409.80	(D)
Change Orders Pending Approval			
Subtotal of COs for Approval		\$ -	(E)
NEW Proposed Contract Value (C + D + E)		\$ 1,457,331.67	(F)

REMAINING BOARD APPROVED PO VALUE (A - F) =	\$ 19,331.67	This is the remaining PO left in the Board Approved Contract Value
REMAINING PERMITTED PO VALUE UNDER PRESIDENT'S DOA (B - F) =	\$ 117,410.33	This is the remaining total aggregate amount that the President can approved prior to receiving Board Approval

LINE NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	DATE	STATUS	REMARKS	DATE	STATUS	REMARKS
1000-01	1	EA	1000-01	1000.00	1000.00	1000-01	1000.00	1000.00	1000-01	1000.00	1000.00
1000-02	1	EA	1000-02	1000.00	1000.00	1000-02	1000.00	1000.00	1000-02	1000.00	1000.00
1000-03	1	EA	1000-03	1000.00	1000.00	1000-03	1000.00	1000.00	1000-03	1000.00	1000.00
1000-04	1	EA	1000-04	1000.00	1000.00	1000-04	1000.00	1000.00	1000-04	1000.00	1000.00
1000-05	1	EA	1000-05	1000.00	1000.00	1000-05	1000.00	1000.00	1000-05	1000.00	1000.00
1000-06	1	EA	1000-06	1000.00	1000.00	1000-06	1000.00	1000.00	1000-06	1000.00	1000.00
1000-07	1	EA	1000-07	1000.00	1000.00	1000-07	1000.00	1000.00	1000-07	1000.00	1000.00
1000-08	1	EA	1000-08	1000.00	1000.00	1000-08	1000.00	1000.00	1000-08	1000.00	1000.00
1000-09	1	EA	1000-09	1000.00	1000.00	1000-09	1000.00	1000.00	1000-09	1000.00	1000.00
1000-10	1	EA	1000-10	1000.00	1000.00	1000-10	1000.00	1000.00	1000-10	1000.00	1000.00
1000-11	1	EA	1000-11	1000.00	1000.00	1000-11	1000.00	1000.00	1000-11	1000.00	1000.00
1000-12	1	EA	1000-12	1000.00	1000.00	1000-12	1000.00	1000.00	1000-12	1000.00	1000.00
1000-13	1	EA	1000-13	1000.00	1000.00	1000-13	1000.00	1000.00	1000-13	1000.00	1000.00
1000-14	1	EA	1000-14	1000.00	1000.00	1000-14	1000.00	1000.00	1000-14	1000.00	1000.00
1000-15	1	EA	1000-15	1000.00	1000.00	1000-15	1000.00	1000.00	1000-15	1000.00	1000.00
1000-16	1	EA	1000-16	1000.00	1000.00	1000-16	1000.00	1000.00	1000-16	1000.00	1000.00
1000-17	1	EA	1000-17	1000.00	1000.00	1000-17	1000.00	1000.00	1000-17	1000.00	1000.00
1000-18	1	EA	1000-18	1000.00	1000.00	1000-18	1000.00	1000.00	1000-18	1000.00	1000.00
1000-19	1	EA	1000-19	1000.00	1000.00	1000-19	1000.00	1000.00	1000-19	1000.00	1000.00
1000-20	1	EA	1000-20	1000.00	1000.00	1000-20	1000.00	1000.00	1000-20	1000.00	1000.00
1000-21	1	EA	1000-21	1000.00	1000.00	1000-21	1000.00	1000.00	1000-21	1000.00	1000.00
1000-22	1	EA	1000-22	1000.00	1000.00	1000-22	1000.00	1000.00	1000-22	1000.00	1000.00
1000-23	1	EA	1000-23	1000.00	1000.00	1000-23	1000.00	1000.00	1000-23	1000.00	1000.00
1000-24	1	EA	1000-24	1000.00	1000.00	1000-24	1000.00	1000.00	1000-24	1000.00	1000.00
1000-25	1	EA	1000-25	1000.00	1000.00	1000-25	1000.00	1000.00	1000-25	1000.00	1000.00
1000-26	1	EA	1000-26	1000.00	1000.00	1000-26	1000.00	1000.00	1000-26	1000.00	1000.00
1000-27	1	EA	1000-27	1000.00	1000.00	1000-27	1000.00	1000.00	1000-27	1000.00	1000.00
1000-28	1	EA	1000-28	1000.00	1000.00	1000-28	1000.00	1000.00	1000-28	1000.00	1000.00
1000-29	1	EA	1000-29	1000.00	1000.00	1000-29	1000.00	1000.00	1000-29	1000.00	1000.00
1000-30	1	EA	1000-30	1000.00	1000.00	1000-30	1000.00	1000.00	1000-30	1000.00	1000.00
1000-31	1	EA	1000-31	1000.00	1000.00	1000-31	1000.00	1000.00	1000-31	1000.00	1000.00
1000-32	1	EA	1000-32	1000.00	1000.00	1000-32	1000.00	1000.00	1000-32	1000.00	1000.00
1000-33	1	EA	1000-33	1000.00	1000.00	1000-33	1000.00	1000.00	1000-33	1000.00	1000.00
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1000-36	1	EA	1000-36	1000.00	1000.00	1000-36	1000.00	1000.00	1000-36	1000.00	1000.00
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1000-44	1	EA	1000-44	1000.00	1000.00	1000-44	1000.00	1000.00	1000-44	1000.00	1000.00
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1000-46	1	EA	1000-46	1000.00	1000.00	1000-46	1000.00	1000.00	1000-46	1000.00	1000.00
1000-47	1	EA	1000-47	1000.00	1000.00	1000-47	1000.00	1000.00	1000-47	1000.00	1000.00
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1000-68	1	EA	1000-68	1000.00	1000.00	1000-68	1000.00	1000.00	1000-68	1000.00	1000.00
1000-69	1	EA	1000-69	1000.00	1000.00	1000-69	1000.00	1000.00	1000-69	1000.00	1000.00
1000-70	1	EA	1000-70	1000.00	1000.00	1000-70	1000.00	1000.00	1000-70	1000.00	1000.00



Toronto Parking Authority

33 Queen Street East
Toronto, Ontario M5C 1R5
(416) 393 7275
www.greenp.com

Change Order

Page 1 of 2

Date	March 7, 2023
Project №	None
Project Name	Property Management Services
Project Location	Rental Tenant Portfolio
Contractor	Kleenway

CO №

1

Item	Description	Amount
1	As per RFQ.BD-20221109 R0, Section 1: A contract upper limit increase from \$230,000 to \$490,000 (+ \$260,000) is being requested by TPA staff to support ongoing needs to maintain TPA's rental properties. The contract with Kleenway commenced on May 26, 2022 after Kleenway was chosen as the successful vendor following a Request for Quotes for property management services. The contract award memo is attached as an appendix for reference. As of February 23, 2023, TPA has spent \$175,057 of the \$230,000 budget or 76% total spend. The rationale for this increase in budget is directly tied to the ongoing volume and urgent nature of building maintenance and repairs that require immediate attention. Additionally, CREM is delayed in transitioning the portfolio as planned. Increasing the budget for Kleenway will support property management for the balance of 2023 and into 2024. 1.1 – Increase the Kleenway budget from \$230,000 to \$490,000. This amount constitutes additional funding of \$260,000.	\$260,000

Cost Breakdown

Total

\$260,000

Contract Status

Original Contract Amount	\$230,000.00
Change Order № 1 Additions	+ \$260,000.00
Revised Contract Amount	\$490,000.00

Authorization and Acceptance

Toronto Parking Authority



Signature

March 7, 2023

Date

Phil Safos, Director Business Dev & Partnerships

Name and Title



Signature

March 13, 2023

Date

Scott Collier, President

Name and Title



Signature

March 7, 2023

Date

Jeff Dea, Vice-President Business Development

Name and Title



INTERNAL MEMORANDUM CONTRACT AWARD

Request for Quote No. BD – 20221109: Property Management Services – Contract Award

Date: May 16, 2022

To: President, Toronto Parking Authority

From: Vice President, Business Development, Toronto Parking Authority

Wards: Multiple

SUMMARY

TPA has a rental portfolio comprised of 41 units accounting for over 60,000 sq. ft. across 21 properties in addition to its operation of 309 off-street car parks and 20,000+ on-street paid parking spaces. The rental portfolio contains a mixture of residential, retail, commercial, industrial and vacant properties.

The management of TPA's rental portfolio raises a number of challenges that extend beyond TPA's core business, including property management issues and an aging building portfolio. TPA is responsible for all aspects of property management at its rental locations and will retain this responsibility until the transfer of the rental portfolio to the City of Toronto Corporate Real Estate Management Department (CREM) is completed. This process is anticipated to begin in the third quarter of 2022.

In the interim, TPA must address a backlog of outstanding maintenance issues including several urgent projects such as HVAC unit repairs, roof maintenance and replacement of locks which cannot wait until transfer of the rental portfolio to CREM has been completed. CREM is aware of these urgent maintenance issues and has been supportive of TPA retaining property management services to address them. Once transfer of the portfolio to CREM is complete, this contract will be terminated and CREM's Facilities and Maintenance group will complete all property maintenance tasks.

To ensure that TPA has access to the appropriate resources and capabilities during this interim period and to address the backlog of outstanding repairs, TPA issued a Request for Quotations (RFQ) for property management services on March 9, 2022. Two proposals were received and both were deemed to be compliant. Based on a detailed evaluation of the proposals, it is recommended that a three (3) year contract (one (1) year contract with two optional one (1) year terms) with an upset limit of \$230,000 excluding HST, be awarded to Kleenway Building Maintenance Services Inc.

RECOMMENDATIONS

The Vice President, Business Development recommends that:

- 1) The President, Toronto Parking Authority grant authority to award a three (3) year contract for Property Management Services to Kleenway Building Maintenance Services Inc., having submitted the highest scoring compliant bid and meeting all specifications in conformance with the tender requirement. The contract amount shall have an upset limit of \$230,000 excluding HST.

FINANCIAL IMPACT

The three (3) year contract (1+1+1) for the Property Maintenance Services RFQ shall have an upset limit of \$230,000 excluding HST. TPA is not required to use the full amount of the contract and there are no guarantees of work associated with the contract. TPA will use the services provided by Kleenway on an "as needed" basis for the duration of the contract.

Funding for Property Maintenance Services is included in the approved TPA 2022 Operating Budget.

CALL SUMMARY

On March 9, 2022, TPA issued an RFQ for property maintenance services. The RFQ for these services was publicly available on MERX. Two proposals were received and are listed below in the ascending order of their total composite rate amount quoted without HST. The Consultants were required to base their proposal on TPA's RFQ which details the scope of services required, the duration of services required and fee schedules to be included in the proposal.

Total Proposed Fees

	Proponent	Total Composite Hourly Rate
1	Kleenway Building Maintenance Services Inc.	\$100.45
2	Richmond Advisory Services Inc.	\$168.75

Evaluation of the proposals consisted of three (3) phases. The first phase consisted of mandatory submission requirements that were assessed on a pass/fail basis. Both proponents passed Phase 1.

Phase 2 consisted of the evaluation of proponents' technical submissions. Proponents were graded out of 50 points in Phase 2 and required a minimum score of 75 percent or 37.5 points to proceed to Phase 3. Both proponents successfully passed Phase 2 as well.

In Phase 3, proponent's financial costs were evaluated out of 50 points based upon a composite hourly rate for services. 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 (3) 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 50)	Phase 2: Technical Submission Result	Phase 3: Financial Costs Score (Out of 50)	Total Score (Out of 100)
1	Kleenway Building Maintenance Services Inc.	Passed	39.73	Passed	50.00	89.73
2	Richmond Advisory Services Inc.	Passed	38.47	Passed	29.76	68.23

Additional details on the evaluation can be found in Attachment 1: Bid Analysis Summary. The proposal evaluation table which contains details on the scoring format of this RFP can be found in Attachment 2: Proposal Evaluation Table and Total Composite Cost Matrix. TPA staff did request CREM staff join the evaluation committee and assist with scoring the submissions. Unfortunately, due to a shortage of staff at CREM, they were unable to assist with the evaluation of the RFQ.

COMMENTS

The two proponents who provided submissions are capable of providing the services required based upon their company profiles. The evaluation process was guided by the total composite rate quoted, technical analysis of the bid and acceptance of the terms and conditions noted in the RFQ. The proponents' submissions were 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. Kleenway Building Maintenance Services Inc. scored the highest total score with a score of 89.73 out of a possible 100 points.
2. Kleenway Building Maintenance Services Inc. is prepared to accept the terms and conditions of the RFP and meet the proposed schedule.
3. Kleenway Building Maintenance Services Inc. had the lowest composite cost of \$100.45.

Based upon our evaluation of the bid package, it is recommended that the Property Maintenance Services RFQ be awarded to Kleenway Building Maintenance Services Inc.

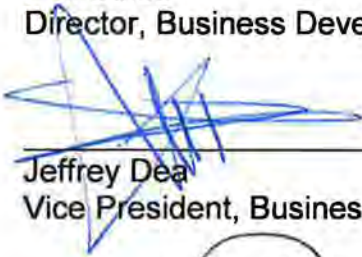
CONTACT,

Darcy Watt
Planning and Partnerships Specialist,
(437) 488-1303,
darcy.watt@toronto.ca

SIGNATURE



Phil Safos
Director, Business Development and Partnerships



Jeffrey Dea
Vice President, Business Development



W. Scott Collier
President, Toronto Parking Authority

ATTACHMENTS

Attachment 1: Bid Analysis Summary

Attachment 2: Proposal Evaluation Table and Total Composite Cost Matrix

ATTACHMENT 1: BID ANALYSIS SUMMARY

Consultant	Stage 1 - Mandatory Submission Requirements	Stage 2 - Technical Submission Score	Stage 2 - Result	Stage 3 - Composite Cost	Stage 3 - Costs Score	Final Score
Kleenway	PASS	39.73	PASS	\$ 100.45	50.00	89.73
Richmond	PASS	38.47	PASS	\$ 168.75	29.76	68.23

ATTACHMENT 2: PROPOSAL EVALUATION TABLE AND TOTAL COMPOSITE COST MATRIX

Proposal Evaluation Table

Stage 1: MANDATORY REQUIREMENTS (Section 5.2 & Section 4.2)		Pass/Fail
A. Mandatory Submission Requirements (per Section 5.2 & Section 4.2)		Pass/Fail
1. Can provide 24/7 coverage		
2. Can provide all services listed in Section 3.1 of this RFQ		
3. Can meet the TPA's Service level requirements as detailed in Appendix E		
4. Property management services vendor must have Certified Property Manager (CPM) or Master Property Manager (MPM) designation		
5. Must provide licenced and certified tradespeople meeting the following standards per role: - Electrician: ECRA/ESA <i>Electrical Contractor Licence</i> - Gasfitter: TSSA Licence - Plumber: Certificate of Qualification - Refrigeration / AC Technician: Certificate of Qualification		
Stage 2: TECHNICAL SUBMISSION (Section 5.3)		
Proponent Project Manager	• Demonstrated specific knowledge of, and experience in performing projects of similar complexity, size, and scope • Relevant experience in property management with a specific focus on large/medium sized portfolios with varying property type, including: • Availability of Project Manager • References	10
Project Team and Resources	• Comprehensive project team and resources, covering all required aspects of the work program • Team organization: ○ Roles responsibilities clearly defined ○ Logical reporting path ○ Coordination of sub-consultants (if any) ○ Organizational Chart • Experience, quality, and availability of team members	10

Qualifications and Project Experience	• Demonstrated knowledge and understanding of Study Area and key technical issues • Required elements covered: ○ References of similar size property management projects ○ Workplan and scope to be delivered ○ Approach to working with various stakeholders • 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. • Description of cost control measures that will be implemented to ensure cost-effective solutions.	30
Stage 2 Total		50
Proponent must score a minimum of 37.5 out of 50 points (75%) in order to pass onto Stage 3		
Stage 3: FINANCIAL EVALUATION		
Cost	• Proposal price is determined by Appendix C, Price Detail Form. • Proposal price is determined by a composite rate based on the per hour rates weighting listed in Appendix C, Price Detail Form below. • The composite rate is the sum of the 100% weight per role on this RFQ multiplied by their hourly rate. • The lowest cost Proposal receives 25 points; and the remaining Proposals are assigned points based on the formula: $\left(\frac{\text{Lowest Proposal Composite Rate}}{\text{Proponent Proposal Composite Rate}} \right) \times 25$	50
TOTAL SCORE		100

Total Composite Cost Matrix

Role		Experience Level (Describe level of experience and years)	Year 1* Hourly Rate	Year 1* Premium Hourly Rate for Emergency/Overtime Work (if applicable)	Dedication % (Total: 100%)
Plumber			\$	\$	20%
Electrician			\$	\$	20%
Roofer			\$	\$	3%

Role		Experience Level (Describe level of experience and years)	Year 1* Hourly Rate	Year 1* Premium Hourly Rate for Emergency/Overtime Work (if applicable)	Dedication % (Total: 100%)
HVAC Tech			\$	\$	20%
Painter			\$	\$	3%
Cleaning Services			\$	\$	10%
Doors/Windows Specialist			\$	\$	5%
Locksmith			\$	\$	5%
Pest Control Expert			\$	\$	3%
Carpenter			\$	\$	5%
Drywaller			\$	\$	2%
Tiler/Flooring Installer			\$	\$	2%
Elevator Maintenance Technician			\$	\$	2%
Total Composite Rate					100%