REPORT FOR ACTION

Contract Award for Parking Occupancy Project for Off Street In-Ground Sensors from Eleven-x

Date: October 15, 2024

To: Scott Collier, President, Toronto Parking Authority

From: Jarrett McDonald, Vice President Operations, Toronto Parking Authority

SUMMARY

In mid-2024, the Toronto Parking Authority (TPA) initiated a project to enhance its off-street paid parking infrastructure by integrating advanced occupancy sensors. These sensors are essential for real-time monitoring and efficient management of parking spaces. These sensors, which can be installed either above ground or in-ground, are crucial for advancing TPA's parking management capabilities and parking compliance management by monitoring payment compliance, analyzing time parking regulation and applying targeted enforcement.

As a result, on August 1st, 2024, TPA issued a Request for Proposal (RFP) seeking a vendor to supply, deliver, and install occupancy sensor devices that operate on a network and independently from a power supply. Additionally, the vendor will also configure the system and reception network, providing optional digital signage that display real-time parking availability, and ensure seamless real-time data integration with TPA's existing platforms, including the Green P App and Green P website.

The locations chosen for the installation of these occupancy sensors are:

Car Parks	Address	No of stalls
CP 78	Broadview	94
CP 87	Chester Station	37
CP 88	25 Ferrier Avenue (Chester Station)	46
CP 142	31 Langford Avenue (Donlands Station)	27
CP 244	1439 Danforth Avenue (Greenwood Station)	18
CP 110	1612 Danforth Avenue (Coxwell Station)	22
CP 21	72 Armoth Avenue (Woodbine Station)	50

CP 20	101 Cedervale Avenue (Woodbine Station)	35
CP 156	18 Ferrier Avenue (Chester Station)	23
CP 90	17 Eaton Avenue (Pape Station)	30
CP 149	12 Woodycrest Avenue (Pape Station)	35
CP 173	737 Rhodes Avenue (Coxwell Station)	24
CP 137	77 Gough Avenue (Pape Station)	17
CP 17	716 Pape Avenue (Pape Station)	74
CP 426	100 Ethennonnhawahstihnen' Lane	186
Total		**718**

The above/ in-ground sensor locations were selected based on Parking Development's off-street paid parking occupancy strategy that targets to maximize the usage and benefits of the infrastructure while protecting it for the foreseeable future. Some key elements that fed into the selection of these locations includes the following:

- There is limited / no construction for the foreseeable future;
- Locations have high transactions / revenue;
- Locations have high parking compliance issue;
- Situated in areas that contains upgraded parking equipment.

RECOMMENDATIONS

The Vice President, Toronto Parking Authority recommends that:

1) The President, Toronto Parking Authority authorize the procurement and installation of in-ground sensors at 14 surface car parks along Danforth Ave.(CP 78, 87, 88,142, 244,110, 21, 20,156, 90, 149,173,137,17) and above ground sensors at one garage - CP 426,100 Ethennonnhawahstihnen' Lane, from Eleven-x in the amount of $495,727.47 excluding HST, having submitted a proposal and having met all specifications in conformance with the competitive procurement process.

FINANCIAL IMPACT

The proposed total amount for the installation and purchase services of in-ground and above ground sensors at 15 car park locations is $454,795.85 plus $40,931.62 as a contingency allowance, bringing the sum amount of $495,727.47 excluding taxes and charges.

Contingency allowance is calculated based on 9% of the total base bid of recommended vendor in the amount of $40,931.62

A breakdown of the cost is detailed below.

Description	Capital or Operating Expense	Amount
1. Installation and purchase of 532 in-ground sensors	Capital Expense	$331,590.19
2. Installation and purchase of above-ground sensors at CP 426	Capital Expense	$12,968.87
3. 10-year warranty		Included in price
4. 2-years of operational costs for 532 in-ground sensors and above ground sensors at CP 426	Operating Expense	$110,236.80 ($55,118.40/year)
5. 9% Contingency		$40,931.62
Total Project Cost		**$495,727.47**

The summary of costs as per Eleven x, are identified in *Attachment 1: Eleven x-Part 5B Pricing Form.V2-RFP-PD-202408-01*

Funds for this purchase is included in the approved 2024 TPA Capital Budget within the Off-Street Parking Equipment Modernization (Internal Order Number 700503) section.

DECISION HISTORY

On September 2024, TPA issued an RFP seeking a vendor to supply, install, and commission occupancy sensors within its off-street paid parking operation. Proposals were received from four (4) vendors: Eleven-X Inc., Electromega Ltd., A1 Innovation Group Inc. and Rogers Communication Canada Inc. All request for proposals were received by September 16th, 2024.

An evaluating committee consisting of a representative from Operations, Parking Development and Information Technology departments, reviewed and evaluated all proposals from all aforementioned vendors. The evaluation process was guided by the adherence to mandatory submission requirements, proposal structure attributes and contents, and costs of services noted in the RFP.

A summary of the completed scoring can be seen in Table 1, along with the summary of the equipment and installation pricing from each vendor.

Table 1: 2024 Occupancy RFP- Evaluation for Off-Street

Proponent	**Stage 1**	**Stage 2**		**Total**
A1	63.5	$487,196.69	15.70	79.2
Electromega	55.5	$382,520.00	20.00	75.5
Eleven X	**73.7**	**$454,795.85**	**16.82**	**90.50**
Clever Citi	67.6	$713,293.05	10.73	78.3

Based on the submission of compliant proposal, the proposal price, ability to provide services and conformance to proposal requirements, and the evaluation scores, the Vice President, Operations, Toronto parking Authority is recommending that the proposal from *Eleven-x* be accepted. Inform eleven-x that it is the successful proponent in securing the contract, complete any associated paperwork, issue the Purchase Order and arrange a kick-off meeting.

COMMENTS

The purpose of this paper is to seek authorization from the President, Toronto Parking Authority, to award purchase of in-ground occupancy sensor equipment and installation services from *Eleven-x* in the amount of $495,727.47 (excluding HST).

CONTACT

Jarrett MacDonald
Vice President, Operations
(437) 833-3363
jarrett.mcdonald@greenpmobility.com

Faiyaz Patel
Director, Parking Development
(437) 774-9714
Faiyaz.Patel@greenpmobility.com

SIGNATURE

Scott Collier
President, Toronto Parking Authority
(416) 917-2408
scott.collier@greenpmobility.com

ATTACHMENTS

Attachment 1: Eleven x-Part 5B Pricing Form.V2-RFP-PD-202408-01

Attachment 2: Request for Proposal (RFP-PD-202408-01) – Parking Occupancy In-Ground Sensors

Attachment 3: Eleven-x Proposal

Attachment 4: Electromega Proposal

Attachment 5: Master Service Agreement between eleven-x and Toronto Parking Authority

Attachment 6: Statement of Work #1 between eleven-X and Toronto Parking Authority

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
Contract Award

DATE:	October 23, 2024
TO:	Scott Collier, President, Toronto Parking Authority
FROM:	Jarrett McDonald, Vice President, Operations, Toronto Parking Authority
SUBJECT:	**2023-CON-CP36-G4010 - Toronto Hydro Vault Repair at Car Park 36**
WARDS:	Spadina-Fort York (Ward 10)

SUMMARY

As part of the Toronto Parking Authority's (TPA) commitment to ensure continued safe operation of existing parking facilities, TPA is planning to undertake Toronto Hydro vault repairs at Car Park 36 (CP36) located at 110 Queen Street West, Toronto.

Hydro Vault No. 4458, is located at 100 Queen Street West (northeast corner of Queen Street West and Osgoode Lane). It is a 33m^2 two room underground transformer vault constructed circa 1957. The vault structure is primarily conventionally reinforced concrete. The roof structure includes several precast concrete panels supported by steel I-beams. The vault is accessed by one grade level access hatch and a vertical hatchway with a ladder.

TPA received a Customer Action Form from Toronto Hydro dated March 10th, 2022. At that time TPA was undertaking a building condition assessment (BCA) of CP36. Due to the Customer Action Form received, TPA engaged WSP Canada Inc. (WSP), the consultant performing the BCA, to investigate Hydro Vault No. 4458. WSP identified areas of steel corrosion for two (2) electrical enclosures, eight (8) steel I-beams, twenty-one (21) conduit support brackets, one (1) door (including, hinges, frames, and angles), and one (1) ladder. On November 2, 2023, TPA received a subsequent Customer Action Form from Toronto Hydro, further emphasizing the need for immediate action. TPA retained WSP for consulting services for the design, tender, construction review, and contract administration for Hydro Vault repairs.

Due Toronto Hydro's requirement that only Toronto Hydro approved contractors can perform work on Toronto Hydro vaults, TPA completed a limited procurement process in reference to TPA policy 5-7. The Request for Tender (RFT) package, prepared by WSP, was issued to six (6) bidders on September 12, 2024. Three (3) compliant bids were received upon tender close on October 1, 2024.

Following the close of tender and initial review of the bids by both TPA and WSP, a bid summary letter was provided by WSP. TPA reviewed the letter and concurred with WSP's assessment.

Based on submission of a compliant bid, the bid price, ability to complete the work in the prescribed time and conformance to tender requirements, TPA is recommending that the contract of work for 2023-CON-CP36-G4010 – Toronto Hydro Vault Repairs be awarded to Robert B. Somerville Co. Limited.

RECOMMENDATIONS

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

1) The President of the Toronto Parking Authority, grant authority to award the Toronto Hydro Vault Repairs project located at 110 Queen St. West (Car Park 36), to Robert B. Somerville Co., having submitted the lowest compliant bid and meeting all specifications in conformance with the Construction Tender requirements, in the amount of $337,941.71 in base scope, plus $132,058.29 in contingency, being the sum total of $470,000.00.

FINANCIAL IMPACT

The amount to award the contract for 2023-CON-CP36-G4010 – Toronto Hydro Vault Repairs is $337,941.71 in base scope, plus $132,058.29 in contingency, being the sum total of $470,000.00 excluding Harmonized Sales Tax (HST).

Funding for this work is available in the approved TPA Capital Budget, under TPA908374-1, CPK337-01, internal order 700111.

CALL SUMMARY COMMENTS

On September 12, 2024, TPA issued a Request for Tender (RFT) for the construction services needed to carry out repairs for the Toronto Hydro Vault at Car Park 36. The RFT for these services was issued to six (6) bidders. The RFT closed on October 1, 2024. Three (3) proposals were received and are listed below in the ascending order of their base bid cost amount quoted without HST.

Table 1: Summary of Bids Received

Rank	Proponent	Bid
1	Robert B. Somerville Co. Limited	$337,941.71
2	Hastings Utilities Contracting Ltd.	$391,000.00
3	Black & McDonald Limited	$568,200.00

In addition to the base scope, optional bid items were included in the tender, which were reviewed by both TPA and WSP. As the optional items were not identified by Toronto Hydro in their CAFs and as per WSP recommendation, the items will not be included as part of the project. As per WSP's recommendation, a larger contingency amount will be carried for this project.

CONTACT

Howard Jung, PE, P.Eng., PMP
Director of Parking Infrastructure and Asset Management,
(416) 393-7335,
Howard.Jung@greenpmobility.com

Jarrett McDonald
Vice President, Operations, Toronto Parking Authority.
(437) 833-3363,
Jarrett.McDonald@greenpmobility.com

SIGNATURE

Howard Jung, PEng, PMP
Director, Parking Infrastructure and Asset Management, Toronto Parking Authority

Jarrett McDonald
Vice President, Operations

Scott Collier
President

ATTACHMENTS

Attachment 1: Bid Summary Letter provided by WSP Canada Inc. dated October 22, 2024

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
CONTRACT AWARD

DATE:	March 25, 2025
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. 2025-CS-CP43-B10 CP43 – Garage Restoration – Contract Award**
WARDS:	Ward 10 (Spadina Fort York)

SUMMARY

As part of the Toronto Parking Authority's (TPA) plan to ensure safe operation of existing parking facilities, TPA is planning tor undertake a comprehensive garage restoration project at the east half of Car Park 43 located at 2 Church Street, Toronto.

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 was constructed in two phases: Phase 1 (West Side) built in 1983, and Phase 2 (East Side) built in 1990. Phase 1 was constructed conventionally using reinforced concrete whereas Phase 2 consists of precast double tee slabs supported on reinforced concrete columns. 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 (SOGR) capital and reduce reputational risk to our brand.

TPA's modernization strategy of Car Park 43 is a two phased strategy. TPA's 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.

The first phase of the modernization is ongoing with the current West half of the garage under construction with expected completion end of Q3 2025. Prior to starting the second phase of modernization, TPA will address the SOGR deficiencies on the East half of the garage including concrete repairs, joint sealant replacement, painting, lighting upgrades, and expansion joint replacement. TPA proposes to retain a consultant for the East half garage restoration project 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 February 26, 2025. 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 $262,200, plus contingency amount of $65,550 being the sum total of $327,750 net of all taxes and charges, be awarded to Sense Engineering (GTA) Ltd. 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 2025-CS-CP43-B10 CP43 – Garage Restoration at 2 Church Street (Car Park 43), to Sense Engineering (GTA) Ltd., having submitted the highest scoring compliant bid and meeting all specifications in conformance with the RFP requirements, in the amount of $262,200.00, plus contingency amount of $65,550.00, being the sum total amount of $327,750.00 excluding HST.**

FINANCIAL IMPACT

The amount to award the contract for the 2025-CS-CP43-B10 CP43 – Garage Restoration at 2 Church Street (Car Park 43), is $262,200.00, plus contingency amount of $65,550.00 as a contingency allowance, being the sum total amount of $327,750.00 excluding HST.

Funding for the Garage Modernization at Car Park 43 work is included in the submitted Toronto Parking Authority (TPA) 2025 Capital Budget under TPA908978-1, Internal Order 700521, CPK463-09.

CALL SUMMARY

On February 26, 2025, TPA issued a request for proposals (RFP) to retain a consultant for the second phase of the garage restoration program at Car Park 43, to prepare a RFP package, administer tendering process, obtain permits and construction for rehabilitation on the parking garage structure.

The RFP closed on March 19, 2025. Five (5) 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.**	**$262,200.00**
2	WSP Canada Inc.	$293,075.00
3	Stantec Consulting Ltd.	$298,75.00
4	Engineering Link Inc.	$349,023.20
5	Read Jones Christoffersen Ltd.	$374,175.00

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 80 points in Phase 2 and required a minimum score of 75% or 60 points to proceed to Phase 3. All proponents who submitted proposals passed Phase 2. In Phase 3, proponents' financial costs were evaluated out of 20 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 80)	Phase 2: Technical Submission Result	Phase 3: Financial Costs Score (Out of 20)	Total Score (Out of 100)
1	**Sense Engineering (GTA) Ltd.**	**Passed**	**70.37**	**Passed**	**16.89**	**87.26**
2	Read Jones Christoffersen Ltd.	Passed	73.67	Passed	12.71	86.38
3	WSP Canada Inc.	Passed	68.37	Passed	16.50	84.87
4	Engineering Link Inc.	Passed	67.57	Passed	15.89	83.46
5	Stantec Consulting Ltd.	Passed	64.23	Passed	18.77	83.00

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

COMMENTS

In 2023, TPA retained a consultant to complete a Building Condition Assessment at Carpark 43. Based on the findings in the building condition assessment report prepared by Synergy Partners, it was identified that the parking garage requires restoration work, including concrete repairs, slab joint sealant replacement, garage painting, lighting upgrades, and expansion joint repairs. Concurrently, three investigations will be completed including a lighting study, a study of the Church St. canopy, and a drainage investigation.

All five proponents who provided submissions are capable of providing the services required based upon their company profiles. The evaluation process was guided by the fee quoted, technical analysis of the bid and acceptance of the terms and conditions noted in the RFP. The proponents' submission was evaluated and scored based upon criteria identified in Attachment 1, Proposal Evaluation Table. The following are key comments and observations of the evaluated bids:

1. Sense scored the second highest technical score, and highest total score with a score of 87.26 out of a possible 100 points.

2. Sense submitted a reasonable and competitive cost proposal amongst proponents who passed all three phases of the evaluation with a total base bid cost of $262,200.

3. Sense is prepared to accept the terms and conditions of the RFP and meet the proposed schedule.

Based upon our evaluation of the bid package, it is recommended that the CP43 Garage Restoration contract be awarded to Sense Engineering Ltd.

CONTACT

Jarrett McDonald, Vice President, Operations, Toronto Parking Authority
(437) 833-3363, Jarrett.McDonald@greenpmobility.com

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

SIGNATURE

Howard Jung

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 Summary Table

TORONTO PARKING AUTHORITY

Internal Memorandum

DATE: November 24, 2024

TO: W. Scott Collier, President, Toronto Parking Authority

FROM: Greg Owen, Commercial Director, Toronto Parking Authority

SUBJECT: **Astral Winter 24/25 DOOH Media Buy**

SUMMARY

The TPA is executing its overall marketing strategy to communicate with customers about Green P’s availability of parking, EV charging, and Bike Share services throughout Toronto, and enable customers to meet their needs with choice, ease and speed.

One component of this strategy is the TPA’s fall/winter campaign to communicate Green P’s network of parking and EV charging locations. The campaign will continue the earlier marketing work towards raising overall awareness of Green P’s EV network, with the objective of driving Green P EV charging transactions and boosting overall awareness of Green P EV Network.

A key component of the campaign is large-format digital out-of-home billboards targeted to drivers on major highways and arteries in the GTA.

REQUEST

As is permitted under the TPA’s Procurement Policy 5-7, which enables the non-competitive procurement of media advertising time or space, a Purchase Order (PO) is being requested for issuance to Astral Media Inc. for the digital large format out-of-home billboard campaign in support of the Fall/Winter marketing campaign.

The purchase order will be executed in two components:

1. $27,000 (exclusive of taxes), for the delivery of billboard content until December 31, 2024, and booked against the 2024 Budget
2. $43,200 (exclusive of taxes), for the delivery of billboard content from January 1, 2025 until February 23, 2025, and booked against the 2025 Budget

RECOMMENDATIONS

The Marketing Manager, Olivia Booth, recommends that:

The President, Toronto Parking Authority

1. The Vice President, Growth & Strategy, Toronto Parking Authority approve a PO totaling **$70,200** (excluding taxes) to Astral Media for DOOH awareness

2. A PO will be created with line details as follows:
   - Astral DOOH Winter Advertising

FINANCIAL IMPACT

A purchase order for $70,200 CAD (excluding taxes) is being requested for the media purchase as part of the Fall/Winter marketing campaign. Funding for this project is included in the 2024/25 Operating Budget.

CONTACT

Olivia Booth
Marketing Manager, Growth & Strategy

Toronto Parking Authority
33 Queen Street East
Toronto, ON M5C 1R5
olivia.booth@greenpmobility.com

SIGNATURE

W. Scott Collier
President
Toronto Parking Authority

ATTACHMENTS

Appendix 1: Astral Media Offer Contract

TORONTO PARKING AUTHORITY

Internal Memorandum

DATE: October 30, 2024

TO: W. Scott Collier, President, Toronto Parking Authority

FROM: Greg Owen, Commercial Director, Toronto Parking Authority

SUBJECT: **Rogers Media Radio Campaign**

SUMMARY

The TPA is executing its overall marketing strategy to communicate with customers about Green P's availability of parking, EV charging, and Bike Share services throughout Toronto, and enable customers to meet their needs with choice, ease and speed.

One component of this strategy is the TPA's fall campaign to communicate Green P's network of parking, EV charging locations, and Bike Share services. This includes using targeted radio ads communicating the benefits of TPA's services in support of the Green P 2024 marketing initiatives.

The radio ads will be read by 680 News hosts during traffic updates. They will highlight Green P's network of parking and charging locations, as well as Bike Share's services, to raise overall awareness, staying top-of-mind and supporting customers looking for mobility solutions during the Taylor Swift concert series, multiple events in Toronto and in the lead up and during the busy holiday season.

REQUEST

As is permitted under the TPA's Procurement Policy 5-7, which enables the non-competitive procurement of media advertising time or space, a Purchase Order (PO) is being requested for issuance to Rogers Media Inc. for the digital large format out-of-home billboard campaign in support of the EV 2024 Campaign.

RECOMMENDATIONS

The Marketing Manager, Olivia Booth, recommends that:

1. The President, Toronto Parking Authority approve a PO totaling **$25,600** (excluding taxes) to Rogers Media Inc. for brand share-of-voice on 680 News radio station.

2. A PO will be created with line details as follows:
    a. 680 News Fall/Winter ’24 Radio Ads

FINANCIAL IMPACT

A purchase order for $25,600 CAD (excluding taxes) is being requested for the media purchase as part of the 2024 Green P marketing initiatives. Funding for this project is included in the approved 2024 Operating Budget.

CONTACT

Olivia Booth
Marketing Manager, Growth & Strategy

Toronto Parking Authority
33 Queen Street East
Toronto, ON M5C 1R5
olivia.booth@greenpmobility.com

SIGNATURE

W. Scott Collier
President
Toronto Parking Authority

ATTACHMENTS

Appendix 1: Rogers Media Offer Contract

TORONTO PARKING AUTHORITY

Internal Memorandum

DATE: October 30, 2024

TO: W. Scott Collier, President, Toronto Parking Authority

FROM: Greg Owen, Commercial Director, Toronto Parking Authority

SUBJECT: **Virgin Radio 99.9 Fall/Winter Campaign**

SUMMARY

The TPA is executing its overall marketing strategy to communicate with customers about Green P's availability of parking, EV charging, and Bike Share services throughout Toronto, and enable customers to meet their needs with choice, ease and speed.

One component of this strategy is the TPA's fall/winter campaign to communicate Green P's network of parking, EV charging locations, and Bike Share services. This includes using targeted radio ads communicating the benefits of TPA's services in support of the Green P 2024 marketing initiatives.

The radio ads will be read by Virgin Radio 99.9 hosts during traffic updates. They will highlight Green P's network of parking and charging locations, as well as Bike Share's services, to raise overall awareness, staying top-of-mind and supporting customers looking for mobility solutions during the Taylor Swift concert series, multiple events in Toronto and in the lead up and during the busy holiday season.

REQUEST

As is permitted under the TPA's Procurement Policy 5-7, which enables the non-competitive procurement of media advertising time or space, a Purchase Order (PO) is being requested for issuance to Bell Media Inc. for brand share-of-voice radio advertising on Virgin Radio 99.9 radio station.

RECOMMENDATIONS

The Marketing Manager, Olivia Booth, recommends that:

1. The President, Toronto Parking Authority approve a PO totaling **$32,000** (excluding taxes) to Bell Media Inc. for brand share-of-voice on Virgin Radio 99.9 radio station.

2. A PO will be created with line details as follows:
   - Virgin Radio 99.9 Fall/Winter ’24 Radio Ads

FINANCIAL IMPACT

A purchase order for $32,000 CAD (excluding taxes) is being requested for the media purchase as part of the 2024 Green P marketing initiatives. Funding for this project is included in the approved 2024 Operating Budget.

CONTACT

Olivia Booth
Marketing Manager, Growth & Strategy

Toronto Parking Authority
33 Queen Street East
Toronto, ON M5C 1R5
olivia.booth@greenpmobility.com

SIGNATURE

W. Scott Collier
President
Toronto Parking Authority

ATTACHMENTS

Appendix 1: Virgin Radio Fall/Winter 2024_Offer Contract

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
CONTRACT AWARD

DATE: March 27th, 2025

TO: President, Toronto Parking Authority

FROM: Associate Director- Information Management and Security, Toronto Parking Authority

SUBJECT: **Continuation of Engagement with External Consultant for GreenP Website Related Services for 2025**

SUMMARY

I am writing to propose continuing engagement with external consultant Michael Woodward for GreenP website-related services in 2025. We have been working with Michael since he developed our current GreenP website, and his expertise has been essential in maintaining, securing, and enhancing our online presence.

Michael is essential to our ongoing digital and technical operations as he provides the following services:

1. **Marketing Web Development Support:**
Michael enhances our GreenP website, ensuring it remains an effective tool for marketing and communication. He is responsible for developing and updating website features to support business and marketing initiatives, improving user experience (UX) to enhance customer engagement and satisfaction, and implementing design and functionality updates for promotions and campaigns.

2. **Website Maintenance and Support:**
Ongoing maintenance is essential for keeping our website operational, secure, and optimized. Michael provides regular updates to ensure compatibility with the latest technologies. Since our website is a key digital asset, downtime or performance issues

could impact business operations and user trust. His continued maintenance support helps to prevent disruptions.

3. **Cybersecurity Collaboration:**
   With increased cybersecurity threats, website security is a top priority. Michael works closely with the TPA IT Team to implement security patches and updates to safeguard against vulnerabilities. He monitors for potential threats and takes proactive measures to mitigate risks. This partnership reduces cybersecurity risks and ensures our website remains a safe and reliable platform for internal and external users.

4. **Technical Support for the Occupancy Project:**
   Michael has been working closely with the TPA IT team to assist with the Parking Development Team's Occupancy Project, in which real-time occupancy data (Eleven X solution) is integrated and shared with our customer base using the GreenP website.

Based on these critical contributions, I seek the approval to engage with Michael Woodward for another year at a total cost of $141,000 plus $19,000 contingency excluding Harmonized Sales Tax (HST), ensuring uninterrupted website functionality, security, and ongoing support for key projects.

SOLE SOURCING

We decided to continue to work with Michael Woodward as a change in consultant cannot be made for economic and technical reasons without causing significant delays or substantial duplication of costs for the TPA.

RECOMMENDATIONS

The Associate Director- Information Management and Security recommends that:

1) **The President of the Toronto Parking Authority grants the authority to continue the engagement with Michael Woodward for 2025 for GreenP website services for a maximum amount of $160,000, including contingency excluding Harmonized Sales Tax (HST).**

FINANCIAL IMPACT

The total amount has been estimated at a maximum of $160,000 inclusive of contingency but excluding Harmonized Sales Tax (HST). The funding for the Occupancy Project ($45,000) is already available under the internal order 700506.

Table 1: *Summary of costs for continuing the engagement with Michael Woodward*

Tasks	Cost per Month	Total Cost for 2025
Ongoing Web Support & Cybersecurity Collaboration (Marketing Web Development, Website Maintenance & Security	$8,000.00	$96,000.00
Contingency (~20%)		$19,000
Occupancy Project Initiative by the Parking Development Team		$45,000
	Total	$160,000

CALL SUMMARY COMMENTS

I seek the approval to continue engaging with external consultant Michael Woodward for GreenP website-related services in 2025, for a total cost of $160,000, inclusive of contingency but excluding Harmonized Sales Tax (HST). The breakdown of the costs includes $96,000 for ongoing web support, $20,000 as a contingency budget, and $45,000 for his continued contribution to the Parking Development Team's Occupancy Project.

Since Michael designed the current GreenP website and has been involved in its maintenance and security ever since, he has an in-depth understanding of its architecture and requirements. Finding a replacement for Michael at this stage is not viable for economic and technical reasons, as it would lead to significant delays and duplication of costs.

Given the importance of his services, I recommend approving this engagement for 2025.

Gurvinder Gill
Chief Information Officer, TPA
(437) 998-4173
Gurvinder.Gill@greenpmobility.com

Jose Lima
Associate Director, IT, TPA
(437) 996-5940
Jose.Lima@greenpmobility.com

SIGNATURE

Gurvinder Gill
Chief Information Officer

Jose Lima
Associate Director, IT

W. Scott Collier
President

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
CONTRACT AWARD

DATE:	October 4th,2024
TO:	President, Toronto Parking Authority
FROM:	Arjun Mandyam, Director Of Financial Planning & Analysis, Toronto Parking Authority
SUBJECT:	**Purchase Order Approval for 2 years + implementation costs for an Enterprise Financial Planning & Analysis (FP&A) and Reporting Tool; Award to Vena Solutions Inc.**

SUMMARY

The purpose of this internal memo is to document the procurement process for the contract for an Enterprise FP&A and Reporting data insights tool.

This tool aligns to the company's 2025 priority actions (Strengthening the Core, Execute with Excellence – Data Security and Insights) and helps mitigate elements of the Financial Sustainability risk as outlined in the current Enterprise Risk Management assessment including the following:

1. Understanding forward looking cash position each month and 3 year forwards.
2. Business continuity risk of having standard reports available when dependent employees exit organization or go on leave; current processes are 100% manual.
3. Enterprise has a reporting tool that gives data insights and visibility in a efficient manner that sources information from SAP (book of records).

A demo of the tool has been provided to all functional VP's that requested and a select cross functional team within TPA. Partipants understands the key benefits of enacting such tools and the efficiencies gained.

The Benefits, and not limited to, of this tool are:

1. Time efficiencies driven across the organization by shifting time spent from production to analytical work.
2. Slice and dice data in multiple ways and ability to drill down to granular levels of our financial data set.
3. User cases:
   a. Growth and Strategy leveraging data for better "managed lot deals" and contracting at favourable margins while growing top line.
   b. Policy team leveraging pricing scenarios to develop linkage to decisions and impact to top and bottom line.
   c. Project engineer team to have flexible reporting to drill down at project level and do real time monthly forecasts with actuals driven by the book of records.
   d. Finance business partnership focussed on analysis rather than constant building and updating spreadsheets.
   e. Finance to streamline financial reports that support Board, audit committee, financial and management reporting to internal and external partners while diving deeper into the analytics side.
4. Linkage to the book of records (SAP) that supports the audited financial statements.
5. Start the dialogue on governance of data and how we define our data that drives data insights.

The Information technology (IT) team has been briefed and are equal partners in the implementation of this tool to ensure all City of Toronto and TPA Cybersecurity and IT requirements are strictly adhered to when importing data. Key dependencies are to enable the help of data analysts and finance peers to ensure the data is cleansed prior to importing into Vena production. This tool remains an enterprise tool.

Doing nothing means labour resources are being used in an inefficient way and TPA will get delayed data insights due to the production work required.

In conclusion, investing in a FP&A and reporting tool is an essential milestone for TPA to move forward together as an Enterprise to enrich all employees to be enriched in data driven decisions.

SOLICITATION

The procurement process was a three quote limited solicitation based on identification of financial stability, Business and resource risk. This was initiated and justified by the Director of FP&A based in good faith and currently stretched resource limitation; foundationally the Enterprise needs a reporting tool to move forward in an efficient way at the earliest time. Legal opinion has been aligned on this procurement approach as it pertains to the interpretation of procurement policy 5-7 and is included as an attachement to this memo.

Three quotations were received from 3 different vendors for implementation.

RECOMMENDATIONS

The Director of Planning and Analysis recommends that:

1) The President of the Toronto Parking Authority grants authority to award the contract to Vena Solutions Inc.
2) Use of limited solicitation was used in good faith as no finance resources were available at the time of decision and validated by Legal.
3) Enterprise risk is being mitigated by taking this approach for speed and efficiency to get full benefits.

FINANCIAL IMPACT

1) The President of the Toronto Parking Authority grants authority to award the contract to Vena Solutions Inc. for the estimated amount of $241,687 for two year term, excluding Harmonized Sales Tax (HST) with 15% contingency.
2) Operating expenses are $70,258 per year for 2 years, One time capital setup fee of $69,475 and contingency of $31,697. Contingency will be exercised over the same period to optimize liscence needs as adoption is extended.
3) 24-month period + implementation Costs that serves the needs of the Enterprise. Costs are included in the 2024 Budget.
4) License costs starts January 1, 2025 for 24 months as agreed by the vendor (email is attached).

Table 1: *Competitive Quote:*

Toronto Parking Authority
Competitive Quotes
3 Quotes Limited Solicitation

		Vena	Data Rails	Cube
Year 1	Licence and Platform Costs	70,258	49,320	59,184
Year 2	Licence and Platform Costs	70,258	49,320	59,184
One Time	Implementation Costs	69,475	25,071	41,100
	Contingency 15%	31,697	18,557	23,920
	Subtotal without taxes	**241,687**	**142,268**	**183,388**
	Per Liscence Costs (Admin)	**$ 1,952**	**$ 1,370**	**$ 1,644**
	Prices converted to CAD $ using f/x 1.37			
	Location	TORONTO	USA	USA

Selection process

1. Demographics of partner (Toronto is local to TPA and favoured)
2. Data is in Canadian storage and passes all inTPA Cyber Security assessments. City process will continue with Vena's full cooperation. All complied and signed off by TPA CIO – Gurvinder Gill.
3. Pricing in CAD $. Only Vena Complied.
4. Local partner support. Vena complied best; Downtown Toronto HQ.

Selected vendor:

Join Over 1,700 Leading Companies Using Vena's Complete Planning Solution

CALL SUMMARY COMMENTS

Between January and October 2024, the Finance team pursued quotations to implement the desired tools. Three companies provided quotation and offered demo's to a selected cross functional group that included operations and finance. Business Growth and Strategy team was engaged for their reporting requirements

Arjun Mandyam
Director of Planning & Analysis
(437) 993-7923
Arjun.mandyam@greenpmobility.com

SIGNATURE PER DATE ON MEMO

Arjun Mandyam
Director of Planning & Analysis
Toronto Parking Authority

Rose-Ann Lee
VP & CFO
Toronto Parking Authority

Scott Collier
President
Toronto Parking Authority

ATTACHMENTS

Attachments

Appendix 1: Legal opinion on procurement process; limited solicitation Procurement Policy 5-7
Appendix 2: Competitive Quotes from vendor and signed MSA from Vena Solutions Inc.
Appendix 3: Statement of Work with Vena Solutions Inc.

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
PO Award

DATE:	February 21, 2025
TO:	President, Toronto Parking Authority
FROM:	Vice President, Operations, Toronto Parking Authority
SUBJECT:	**21 Pleasant Blvd. – Emergency Drainage Repairs in TTC Tunnel**
WARDS:	Toronto-St. Paul – Ward 12

SUMMARY

On September 5th, 2024, the Toronto Parking Authority (TPA) was informed by the Toronto Transit Commission (TTC) about track-level erosion that TTC believed to be caused by Car Park 11 (CP11 – 21 Pleasant Blvd.). Based on the photo information provided by TTC, TPA was required to take emergency action to review a foundation footing below CP11.

CP11's structure is situated over the TTC's Yonge Line. The ground floor parking structure is concrete slab supported on steel columns and plate girders that covers the TTC running tunnel. The ground floor structure is a series of long span steel plate transfer girders over the TTC tracks that support vertical concrete columns of the parking structure.

Given the emergency nature of the work, TPA requested the services of AECOM Canada Ltd. (AECOM) to investigate the erosion observed at CP11's foundation, provide an assessment of the drainage system servicing CP11, and provide their findings and recommendations. This was due to AECOM's experience working with TTC and available staff with valid TTC track training credentials.

On January 20th, 2025, TPA received the site investigation report from AECOM detailing the results from their review and recommended repair works required. At the same time, TTC informed us of an additional localized leaking area at a joint over the TTC track. TPA provided this information to AECOM and requested a proposal for the detailed design and construction administration services required to complete the necessary repair work.

TPA received AECOM's proposal on February 5th, 2025. AECOM's proposal included a 20% contingency allowance of $9,262.13 to account for any unforeseen additional work. Considering the high risk involved in working within TTC space, TPA will carry an additional contingency allowance outside of AECOM's proposal to account for unforeseen additional work and potential additional site visits required due to TTC's unpredictable track access scheduling.

With consideration of the emergency nature of this work, it is recommended that AECOM perform the work on a Time & Material basis with an upset limit of $55,573.00 and a $15,000.00 contingency allowance, for a sum total of $70,370.00.

RECOMMENDATIONS

The Vice President, Operations recommends that:

1) **The President grant authority to award to AECOM, in the amount of $55,370.00 in base scope, plus $15,000.00 in contingency allowance, being the sum total of $70,370.00 excluding Harmonized Sales Tax (HST).**

FINANCIAL IMPACT

The amount to award the Purchase Order is $55,370.00 in base scope, plus $15,000.00 in contingency allowance, being the sum total of $70,370.00 excluding Harmonized Sales Tax (HST).

COMMENTS

CONTACT

Howard Jung, PE, Peng, PMP
Director of Parking Infrastructure and Asset Management,
(416) 393-7335,
Howard.Jung@greenpmobility.com

SIGNATURE

Howard Jung, PE, Peng, PMP
Director, Parking Infrastructure and Asset Management

Jarrett McDonald
Vice President, Operations

Scott Collier
President

ATTACHMENTS

Attachment 1: AECOM Proposal dated February 5th, 2025