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November 19, 2021

Steer Davies Gleave North America Inc.
999 W Hastings Street, Suite 1030
Vancouver, BC V6C 2W2

Attention: Carmen Correa Lafuente, Head of North America Planning, Carmen.CorreaLafuente@steergroup.com

Re: Execution of Request for Proposal (RFP) of Ariba Doc. No. 2759379269
Project Description: TO360 Wayfinding Planning, Design & Cartographic Consultant Services

I am pleased to advise that Request for Proposal (RFP) of Ariba Doc. No. 2759379269 has been adopted by Bid Award Panel, Item BA152.7 on September 9, 2021.

Enclosed is the above noted agreement between the City of Toronto and Steer Davies Gleave North America Inc. TO360 Wayfinding Planning, Design & Cartographic Consultant Services.

The contract documents and forms listed below must be completed and returned via DocuSign. All documents must be completed in their entirety and must not be altered in any way.

1. **Legal Agreement** between Steer Davies Gleave North America Inc. and the City of Toronto, to be signed by an officer, authorized to bind your company
2. City of Toronto's standard **Certificate of Insurance**, to be completed per requirements set out in **Agreement – Item 16 – INSURANCE**.
3. A current **WSIB Clearance Certificate**.

The City of Toronto contact to be recorded on the Certificate of Insurance is the following:

Chris Ronson, Senior Project Manager
100 Queen Street West, Toronto, ON M5H 2N2
(416) 392-8008
Chris.Ronson@toronto.ca



All contract documents and forms must be returned to the City of Toronto **no later than December 3, 2021 (10 business days of this notice)**.

Upon execution by City of Toronto signatories, a copy of the executed contract documents will be forwarded to Steer Davies Gleave North America Inc.

For further information, please contact James Chatzopoulos at (416) 397-4343 or James.Chatzopoulos@toronto.ca.

Reviewed By:

DocuSigned by:

F748E306F0715B7
Hong (Julia) Fu, Senior Engineer

Sincerely,

DocuSigned by:

BAA9EAB7DD8F451
Zel Ally, Manager, Contract Development & Controls
Business Performance
Transportation Services

ZA/jc

Enclosure
cc: File Copy



Tracking Status

- This item was considered by [Bid Award Panel](#) on September 9, 2021 and was adopted without amendment.

Bid Award Panel consideration on September 9, 2021

BA152.7	ACTION	Adopted		Ward: All
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Award of Ariba Doc Number 2759379269 to Steer Davies Gleave North America Inc., for TO360 Wayfinding Planning, Design and Cartographic Consultant Services for use by Various City of Toronto Divisions and Public Bodies

Panel Decision

The Bid Award Panel adopted the following:

1. Bid Award Panel grant authority to award the contract in accordance with the Contract Details set out in the report (September 2, 2021) from the Chief Procurement Officer:

Solicitation Number:

Request for Proposal Ariba Doc Number 2759379269

Description:

For the supply of wayfinding planning, design and cartographic consultant services, as and when required by various City Divisions and Public Bodies from the date of contract award to December 31, 2021, with the option to renew for up to four (4) additional one (1) year option terms.

Should the option(s) to renew be exercised, then individual participating Divisions will request the Chief Procurement Officer to process the necessary contract renewals under the same terms and conditions.

Recommended Supplier:

Steer Davies Gleave North America Inc.

Contract Award Value:

\$245,941 net of all applicable taxes and charges

\$277,913 including HST and all applicable charges

\$250,270 net of HST recoveries

Contract is expected to start on date of contract award and end on December 31, 2021

Option Term 1 (January 1, 2022 to December 31, 2022)

\$1,398,564 net of all applicable taxes and charges

\$1,580,377 including HST and all applicable charges

\$1,423,178 net of HST recoveries

Option Term 2 (January 1, 2023 to December 31, 2023)

\$1,336,355 net of all applicable taxes and charges

\$1,510,081 including HST and all applicable charges

\$1,359,875 net of HST recoveries

Option Term 3 (January 1, 2024 to December 31, 2024)

\$1,237,809 net of all applicable taxes and charges

\$1,398,725 including HST and all applicable charges

\$1,259,595 net of HST recoveries

Option Term 4 (January 1, 2025 to December 31, 2025)

\$1,211,598 net of all applicable taxes and charges

\$1,369,106 including HST and all applicable charges

\$1,232,922 net of HST recoveries

The total potential contract award, including the option years for the lead divisions - Transportation Services Division, Parks, Forestry and Recreation Division and Economic Development and Culture, as itemized in Table 1, is \$5,430,267 net of all applicable taxes and charges, and \$6,136,202 including all applicable taxes and charges. The total potential cost to the City, including the option years, is \$5,525,840 net of HST recoveries. Contingency, Cash Allowance and amount for Provisional Items have been factored into the contract award value outlined above.

This is a Co-Operative Request for Proposal, for which the Toronto Parking Authority, Toronto Transit Commission, and Metrolinx also participated and will be seeking their own authority for award under separate terms and conditions.

Origin

(September 2, 2021) Report from the Chief Procurement Officer

Summary

Solicitation Issued: June 11, 2021

Solicitation Closed: July 26, 2021

Number of Addenda Issued: Four (4)

Number of Bids: Three (3)

Table 2: Summary of Proposals received for Request for Proposal Ariba Doc Number 2759379269

Supplier Name
Steer Davies Gleave North America Inc.

Switch Creative Solutions Inc.
** Odysseus Destination Management AB

**Supplier was found non-compliant with mandatory requirements.

Background Information

(September 2, 2021) Report from the Chief Procurement Officer on Award of Ariba Doc Number 2759379269 to Steer Davies Gleave North America Inc., for TO360 Wayfinding Planning, Design and Cartographic Consultant Services for use by Various City of Toronto Divisions and Public Bodies

(<http://www.toronto.ca/legdocs/mmis/2021/ba/bgrd/backgroundfile-170423.pdf>)

Motions

Motion to Adopt Item (Carried)

Moved by Anita Pathmanathan.

Vote (Adopt Item)

Result:	Majority Required
Yes:	Jay Paleja (Chair), Stephanie Fernandes, Anita Pathmanathan
No:	
Absent:	David McLeod

Source: Toronto City Clerk at www.toronto.ca/council