

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** November 26, 2008

**SUBJECT:** PROCUREMENT AUTHORIZATION  
CONSULTANT DESIGN SERVICES  
OFFICE SPACE MANAGEMENT  
CONTRACT G85-241

## **ACTION ITEM**

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### **RECOMMENDATION**

It is recommended that the Commission authorize the award of Contract G85-241 in the upset limit amount of \$1,800,000.00 to Freeman + Freeman Design Inc. / Carson Woods Architects Limited (in Joint Venture) for design services related to the office renovations for the Office Space Management Renewal Program over a period of five years.

### **FUNDING**

Sufficient funds are included in Program 3.9 Buildings and Structures under Office Space Management / Renewal Program, (as set out on Pages 945 to 947 of the Improvement Category) of the TTC 2009-2013 Capital Program which was approved by the Commission on August 27, 2008.

### **BACKGROUND**

The Office Space Management / Renewal Program requires use of design services to carry out assignments for the coordination, design and reallocation of existing and new facilities to address the renovation needs of various departments throughout the Commission on a Work Assignment basis. The preference is for TTC's Engineering Department to undertake the design; however, outside consultant assistance is required when TTC's staff workload does not permit taking on these design services. No work will be assigned unless work assignments are approved.

The work included under this Contract will consist of providing preliminary and detailed design for all technical disciplines, including design and construction review of office/interior fit up, facilities and preparation of contract documents. The work will be evaluated on compliance with identified scope, TTC standards, current work load, assigned resources and approved all inclusive hourly billing rates. The work will be carried out on an as-required basis on approved capital projects over a period of five years.

**DISCUSSION**

A Request for Proposal was publicly advertised on the Commission's website as of August 27, 2008. Twenty-four companies picked up copies of the proposal documents, out of which four submitted a proposal by the closing date of September 25, 2008, as summarized in Appendix "A". The proposal validity expires on December 24, 2008.

The Comley Van Brussel Design + Management proposal includes documentation from their sub-consultant that took exception to providing firm pricing for three years. As a result, Comley Van Brussel Design + Management was considered non-compliant.

The remaining three proposals received were reviewed and rated by the evaluation team based on the criteria listed in Appendix "A". The recommendation for award is based on the highest rated qualified proponent with reasonable pricing.

The proposal submitted by Freeman + Freeman Design Inc. / Carson Woods Architects Limited (in Joint Venture) was rated the best choice overall with the best relevant project management and design experience. Although the joint venture has not worked for the Commission previously, Freeman + Freeman Design Inc. has satisfactorily performed similar work for the Commission. The proposal did not state any exceptions or qualifications and their submission is considered commercially acceptable.

Following the determination of final ranking, the pricing envelope of Freeman + Freeman Design Inc. / Carson Woods Architects Limited (in Joint Venture) was opened and evaluated. Upon review of the all inclusive hourly billing rates submitted by the company, they were considered fair and reasonable and comparable with other proposals of similar scope.

**JUSTIFICATION**

The award of Contract G85-241 to Freeman + Freeman Design Inc. / Carson Woods Architects Limited (in Joint Venture) will ensure that consultant design services required are available for the implementation of the Office Space Management / Renewal Program.

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November 11, 2008

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Attachment

Appendix A - Proposal Evaluation Summary and Criteria

**APPENDIX 'A'**  
PROCUREMENT AUTHORIZATION  
CONSULTANT DESIGN SERVICES  
OFFICE SPACE MANAGEMENT  
CONTRACT G85-241

PROPOSAL EVALUATION SUMMARY (In alphabetical order)

1. Comley Van Brussel Design + Management
2. Freeman & Freeman Design Inc. / Carson Woods Architects Limited (in Joint Venture) \*
3. Oleson Worland Architect
4. Stevens Group Architects Inc. (SGA)

\* Recommended Company

PROPOSAL EVALUATION CRITERIA

- A. CORPORATE QUALIFICATIONS/EXPERIENCE
- Number of Years in Business
  - Relevant Corporate Experience
  - Depth of Available Resources at Proponent's local office
  - CADD facilities, experience and degree of compliance to TTC CADD Standards
- B. PROJECT STAFF QUALIFICATIONS/EXPERIENCE
- i) Project Manager
- Number of Years of Direct Experience
  - Work of a Similar Size and Nature
  - Technical Qualifications
- ii) Project Team/Sub-Consultants
- Number of Years Direct Experience
  - Work of a Similar Size and Nature
  - Technical Qualifications