

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** October 23, 2008

**SUBJECT:** PROCUREMENT AUTHORIZATION  
CONTRACT G85-254  
TECHNICAL SERVICES – TRIENNIAL CONTRACT  
PROPOSAL NO. P11PI08795

## **ACTION ITEM**

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### **RECOMMENDATION**

It is recommended that the Commission authorize the issuance of Contracts to the following companies and in the upset limit amounts listed below for Technical Consultant Services, for a three year period from October 24, 2008 to October 23, 2011:

1. \$700,000 to The Employment Solution (T.E.S.);
2. \$700,000 to ATS Reliance Technical Group;

for a total upset limit amount of \$1,400,000.00.

### **FUNDING**

Sufficient funds for this expenditure are included in the TTC 2009-2013 Capital Program, which was approved by the Commission on August 27, 2008.

Sufficient funds have been included in the approved 2008 and 2009 Operating Budgets and will be included in future Operating Budgets as required.

Authorization and payment for this work will be on an "actual time spent basis" and will be charged to the approved project for which the work is required. No Work Assignment Releases will be initiated on any project unless the funds are available and the Work Assignment Releases are approved.

## **BACKGROUND**

The Standards Division provides technical support and minor facility design services for the Commission's infrastructure upgrades and expansion. It provides design support in the areas of:

- Minor facility design retrofits, referred to as One Time Work Orders (< \$100k);
- Technical specifications;
- CADD/IT Systems administration;
- Transit facility design standards development; and
- Technical review coordination of facility designs.

In order to respond effectively to an increased workload over the next 3 years, the Standards Division requires the services of a Technical Support Consultant to provide staffing.

The plan to address the backlog of One Time Work Orders requires CADD drafting resources for architectural, structural, mechanical and electrical disciplines. Increased technical support will be also be required for CADD systems, design standards development, specifications writing and technical review coordination for the Toronto York Spadina Subway Project, Transit City Program and increased E&C Branch Capital Program commitments. After the period of increased Work Order and Capital Program resource needs passes, TTC One Time Work Order design and technical support staff are expected to handle the yearly workload.

## **DISCUSSION**

A Request for Proposal (RFP) was publicly advertised on the Commission website on July 31, 2008. Six (6) companies picked up copies of the proposal documents, out of which three (3) submitted proposals, which are summarized in Appendix 'A'. One of these proposals submitted by Source Technical Group Inc. was non-compliant due to the omission of the Form of Proposal.

The intent of the RFP was to retain one Architectural Design Draftsperson, one Structural Design Draftsperson, one Mechanical Design Draftsperson, and one Electrical Design Draftsperson for "immediate placement" in the Commission's office on a full time basis. A provision was also made in the RFP to retain additional resources on an "as required basis" for: Design Review Technologist, Specification Assistant, Specification Writer and CADD Systems Analyst positions.

All proposals were reviewed and rated by the evaluation team based on the qualitative aspects of the proposals. Both companies proved capable of providing the technical support services required and the recommendation is to award a contract to The Employment Solution (T.E.S.) and ATS Reliance Technical Group on a retainer basis for the future "as required" individuals.

Both companies have previously performed similar work satisfactorily for the Commission.

**JUSTIFICATION**

Award of contracts to The Employment Solution (T.E.S.) and ATS Reliance Technical Group is required to ensure the completion of design work under the TTC 2009-2013 Capital Program, the TTC 2008 Operating Budget and future TTC Operating Budgets.

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**APPENDIX 'A'**  
**PROCUREMENT AUTHORIZATION**  
**TECHNICAL SERVICES - TRIENNIAL CONTRACT**  
**CONTRACT G85-254**

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**LIST OF PROPONENTS (Alphabetically)**

- ATS Reliance Technical Group \*
- Source Technical Group Inc. \*\*
- The Employment Solution (T.E.S.) \*

**PROPOSAL EVALUATION CRITERIA**

**A. CORPORATE QUALIFICATIONS/EXPERIENCE**

- a) Number of Years in Business
- b) Relevant Corporate Experience
- c) Depth of Available Relevant Resources at Proponent's local office

**B. DESIGN DRAFTSPERSONS (VARIOUS DISCIPLINES)**

- a) Directly related and Relevant Experience
- b) Technical Qualifications

\* Recommended for Award

\*\* Non-compliant Proposal