

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** August 19, 2014

**SUBJECT:** PROCUREMENT AUTHORIZATION  
CONSULTANT DESIGN SERVICES  
CONTRACT G85-323

## **ACTION ITEM**

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## **RECOMMENDATION**

It is recommended that the Board authorize the award of Contract G85-323 for Consultant Design Services to the following companies in the upset limit amounts in Canadian funds indicated below, with a duration of three years from the Notification of Award, on the basis of highest total weighted scores:

HDR Corporation	\$5,000,000.00
AECOM Canada Ltd.	\$5,000,000.00
URS Canada Inc.	\$5,000,000.00
NORR Limited	\$5,000,000.00
Total Overall Upset Limit Amount	\$20,000,000.00

## **FUNDING**

Sufficient funds are included in the TTC 2014-2023 Capital Budget which was approved by City of Toronto Council on January 29/30, 2014.

Payment for design services will be based on actual work performed and approved staff rates and in accordance with the approved projects. No work will be initiated on any project unless the funds are available and work plans have been approved.

## **BACKGROUND**

The TTC Capital Program requires considerable design efforts to ensure successful implementation and delivery of various projects. Since sufficient resources to perform all required design services are not readily available in-house, as they are fully utilized in support of complex and substantial projects, it is essential that qualified companies be retained to provide the necessary design services for miscellaneous small scale projects.

The intent of these contracts is to provide design and engineering services for various small scale, renewal type projects within the approved 2014 – 2023 Capital Program. For large multi-million

dollar contracts, the design services will continue to be procured separately. These design services contracts have proven to be effective by enabling staff to quickly acquire design services needed to improve project delivery.

## **DISCUSSION**

A RFP was publicly advertised on May 16, 2014. Fifty companies downloaded copies of the RFP documents, out of which twenty submitted a proposal by the closing date of June 24, 2014. The proposal document stated that the TTC intended to award up to four Contracts with equal upset limit amounts for each Contract for the three-year period.

The Contracts are being administered on a Work Assignment Release basis. For any Work Assignment(s) under \$100,000.00, the TTC reserves the right to obtain a Work Plan from one or any Consultants; and for any Work Assignment(s) over \$100,000.00, the TTC will request a Work Plan from all four of the Consultants, for competitive bidding.

## **Evaluation of the Proposal Submissions**

Submissions from the following companies were received for Consultant Design Services:

1. AECOM Canada Ltd. (AECOM)
2. Delcan Corporation
3. HDR Corporation (HDR)
4. MMM Group Limited
5. Stantec Consulting Ltd.
6. WSP Canada Inc.
7. URS Canada Inc. (URS)
8. IBI Group
9. Morrison Hershfield Limited
10. Auensco Engineering Canada Inc.
11. Entuitive Corporation
12. Freeman and Freeman Design Inc.
13. LEA Consulting Ltd.
14. Moffet & Duncan Architects Inc.
15. NORR Limited (NORR)
16. Planmac Engineering Inc.
17. Reinders + Rieder Ltd.
18. SNC Lavalin Inc.
19. Stephenson Engineering Limited
20. Taylor Hazell Architects Ltd.

All proposals received were reviewed for commercial compliancy and all proposals that appeared to be compliant were rated by the evaluation team.

An Evaluation Team consisting of three (3) members, two (2) from the Construction Department, and one (1) from Materials and Procurement Department evaluated the qualitative portion of the proposals in accordance with the criteria set out in the RFP and attached Appendix A.

The recommendation for award is based on the highest total weighted score. The evaluation of proposals was based on a two envelope process and consisted of qualitative and pricing (quantitative) components; 80 points were allocated to the qualitative merit and 20 points were allocated to the pricing.

Proposals were first scored jointly by all members of the Evaluation Team based on qualitative criteria at the associated weightings as set out in the RFP documents. It was pre-determined that proposals achieving a total minimum of 64 points out of the maximum 80 points available for the qualitative evaluation would be considered qualified.

Final scores for the qualitative evaluation of proposal submissions were arrived at by consensus, whereby the following companies were considered qualified to perform the work: AECOM, Delcan Corporation, HDR, MMM Group Limited, Stantec Consulting Ltd., WSP Canada Inc., URS, IBI Group, Morrison Hershfield Limited, Entuitive Corporation, LEA Consulting Ltd., Moffet & Duncan Architects Inc., NORR, Planmac Engineering Inc., Reinders + Rieder Ltd., SNC Lavalin Inc., and Stephenson Engineering Limited.

Upon completion of the qualitative evaluation, the pricing component of all qualified proponents was evaluated utilizing the percentage dedication for the pre-defined key staff positions, as set out in the RFP documents for evaluation purposes only, to determine a composite hourly billing rate. The total weighted score was calculated as a sum of the weighted qualitative score and the weighted pricing score.

Upon completion of the evaluation process, the proposals submitted by HDR, AECOM, URS and NORR had the highest overall evaluated score based on the stated evaluation criteria.

**JUSTIFICATION**

The award of contracts to HDR Corporation, AECOM Canada Ltd., URS Canada Inc. and NORR Limited will ensure the provision of the necessary design services for miscellaneous small scale projects. Their proposals are the highest total weighted scores.

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Attachment – Appendix A

## APPENDIX A

### PROCUREMENT AUTHORIZATION CONSULTANT DESIGN SERVICES CONTRACT G85-323

#### **EVALUATION CRITERIA**

- A. Corporate Qualifications/Experience
  - Number of years in business
  - Depth of available resources
  - Methodology of quality control
  - CADD Facilities, TTC CADD Standards
  - Relevant corporate experience
  
- B. Staff Qualifications/Experience
  - Number of years related working experience
  - Number of years of direct experience
  - Technical qualifications
  - Relevant experience