



STAFF REPORT ACTION REQUIRED

Miscellaneous Design Services - Procurement Authorization

Date:	October 16, 2017
To:	TTC Board
From:	Chief Executive Officer

Summary

The purpose of this report is to obtain authorization for the award of Contract G85-351 for Miscellaneous Design Services to the following five firms, in the upset limit amount of \$4 million per firm (for a total upset limit of \$20 million) in Canadian funds, with three year duration from notification of award, on the basis of the five highest rated qualified proponents:

- CH2M Hill Canada Limited
- Cima Canada Inc.
- HDR Corporation
- Hatch Corporation
- IBI Group Professional Services (Canada) Inc.

The retained design consultants will carry out design assignments on an as required basis in support of capital projects.

Recommendations

It is recommended that the Board:

1. Authorize award of Contract G85-351 for Miscellaneous Design Services to the following five firms, in the noted upset limit amounts, in Canadian funds, each for a three year duration from notification of award, on the basis of the five highest rated qualified proponents:

Firm	Upset Limit Amount
CH2M Hill Canada Limited	\$ 4,000,000.00
Cima Canada Inc.	\$ 4,000,000.00
HDR Corporation	\$ 4,000,000.00
Hatch Corporation	\$ 4,000,000.00
IBI Group Professional Services (Canada) Inc.	<u>\$ 4,000,000.00</u>
Total Overall Upset Limit Amount	\$ 20,000,000.00

Financial Summary

The contract work will be administered on a work assignment release basis. As each required task is identified, a work plan is prepared with an estimate. Work will be authorized only after confirmation that sufficient funds are included for the specific assignment in the TTC's 2017-2026 Capital Budget which was approved by City Council on February 15, 2017.

Work will commence as authorized by TTC staff in the form of a work assignment release and payment for services will be based on the terms included in the contract documents.

The Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Accessibility/Equity Matters

Design assignments will be in accordance with TTC design standards and AODA/Ontario Building Code.

Issue Background

The Engineering, Construction and Expansion (EC&E) Group is responsible for the delivery of project work as part of a multi-year Capital and Operating Budget.

In support of delivery of TTC's Capital Program, various types of consulting expertise including design services are retained on a regular basis. This report addresses the retention of external design consultant services to provide design and engineering services for all phases of the work. Assignments are short duration, small scale, typically having a work plan value less than \$500,000.

The contracts are being administered on a work assignment release basis. The assignments involve:

- condition assessments and surveys
- renovations to facilities (eg. Modifications to functional/operational areas within a subway station, garage, or carhouse facility or yard)

- retrofit/upgrades of equipment or systems (eg. fire alarm, lighting, hoists, overhead doors, ventilation).

The consultants will submit work plans for individual work assignments. The work plans will be evaluated and the assignment will be awarded to the lowest priced, acceptable proposal. Large multi-million dollar design services contracts will continue to be procured separately.

Comments

A Request for Proposal (RFP) was publicly advertised on the Merx website as well as the TTC's website as of June 5, 2017. Thirty-Five companies downloaded copies of the proposal documents, out of which 12 submitted proposals by the closing date of June 29, 2017.

Evaluation of the Proposal Submissions

Submissions from the following companies were evaluated:

- AECOM Canada Ltd.
- CH2M Hill Canada Limited
- Cima Canada Inc.
- Entuitive Corporation
- exp Services Inc.
- GHD Limited
- Hatch Corporation
- HDR Corporation
- IBI Group Professional Services (Canada) Inc.
- Lea Consulting Ltd.
- Read Jones Christoffersen Ltd.
- WSP Canada Inc.

An evaluation team consisting of two members representing the Construction Department and one member from the Project Procurement Section of the Materials and Procurement Department, evaluated the qualitative portion of the proposals in accordance with the evaluation criteria outlined in the RFP and Appendix A.

The recommendation for awards is based on the five highest total weighted scores. The evaluation of proposals was based on a two envelope process and consisted of qualitative and pricing components; 70 points allocated to the qualitative merit and 30 points allocated to pricing. Proposals were first scored based on qualitative criteria at the associated weightings as set out in the proposal documents. It was pre-determined that proposals achieving a total minimum 49 points out of the 70 points available for the qualitative evaluation would be considered qualified.

The pricing component of all qualified proponents was then evaluated, utilizing the percentage dedication for the pre-defined key staff positions, as set out in the proposal 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.

The following companies passed the qualitative evaluation bar and had their pricing component evaluated: AECOM Canada Ltd., CH2M Hill Canada Limited, Cima Canada Inc., exp Services Inc., GHD Limited, HDR Corporation, Hatch Corporation, IBI Group Professional Services (Canada) Inc., Lea Consulting Ltd., Read Jones Christoffersen Ltd., and WSP Canada Inc.

CH2M Hill Canada Limited, Cima Canada Inc., HDR Corporation, Hatch Corporation, and IBI Group Professional Services (Canada) Inc. had the highest total weighted scores and are recommended for award of contracts.

CH2M Hill Canada Limited, HDR Corporation, Hatch Corporation, and IBI Group Professional Services (Canada) Inc. have previously satisfactorily performed work for the TTC.

Cima Canada Inc. has not previously worked for the TTC. Therefore, reference checks were completed and indicate that they have satisfactorily performed work of similar size and nature in the past.

Contacts

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Attachment

Appendix A

APPENDIX A

PROCUREMENT AUTHORIZATION
CONTRACT G85-351

EVALUATION CRITERIA

A. Corporate Qualifications

- Number of years in business
- Depth of available relevant resources at Proponents office, by Discipline
- Methodology of controlling quality of deliverables
- Relevant corporate experience by project

B. Staff Qualifications/Experience

- Number of years of related working experience
- Number of years of direct related working experience
- Technical qualifications (Academic and Professional Associations)
- Capsule CV description/relevant experience by project

C. Pricing Evaluation