



City of
Peterborough

To: Members of the Committee of the Whole

From: W.H. Jackson, Director of Utility Services

Meeting Date: July 24, 2017

Subject: Report USDIR17-007
Award of RFP P-13-17 for the Peterborough Transit Garage
Location and Environmental Assessment Study

Purpose

A report to award Request for Proposals (RFP) P-13-17 for the Peterborough Transit Garage Location and Environmental Assessment Study.

Recommendations

That Council approve the recommendations outlined in Report USDIR17-007 dated July 24, 2017, of the Director of Utility Services, as follows:

- a) That RFP P-13-17 for the Peterborough Transit Garage Location and Environmental Assessment Study be awarded to IBI Group, 55 Clair Avenue West, Toronto, Ontario M4V 2Y7 at a cost of \$208,904.00 plus HST of \$27,157.52 for a total cost of \$236,061.52; and
- b) That a contingency fund of \$100,000.00 be authorized to the consulting assignment and the Director of Utility Services be delegated the authority to adjust the purchase order to an upset limit of \$308,904.00 plus HST of \$40,157.52, if required.

Budget and Financial Implications

The total costs (net of HST rebate) for this consulting assignment are shown in the following Table 1.

Table 1: Project Costs

Line	Description	Amount
1	RFP-13-17	\$208,904.00
2	HST Payable by the City	\$ 3,676.71
3	Incidental Project Costs (Notices, meeting venues, etc.)	\$ 24,400.00
4	City Labour Costs	\$ 27,500.00
5	Contingency Amount	\$100,000.00
6	HST Payable on Contingency Amount	\$ 1,760.00
7	Total estimated cost for the consulting assignment (net of the HST rebate)	\$366,240.71

The total net \$366,240.71 requirement, including all contingencies and projects costs, after applicable HST rebates for the Peterborough Transit Garage Location and Environmental Assessment Study can be accommodated with the approved \$900,000.00 City allocation within the 2017 Capital Budget Project 5-11.01.

Background

Brief Description of the Work

This project will result in a recommendation for a location of a new Transit Garage facility and a completed Transit Project Assessment Process (TPAP).

This project will begin with a formal site selection process to evaluate and recommend a preferred location for a new Transit Garage. The study will involve a review of possible sites, an assessment of potential constraints associated with each site, public consultation, an evaluation framework and recommendation to Council for a preferred location.

Following approval of the proposed site by City Council, the consultant will complete a formal TPAP. The TPAP is a streamlined environmental assessment process identified for specific municipal transit projects. A new Transit Garage is one of the project types identified for the TPAP. Upon completion the TPAP, a report will be published for final public review and approval by the Province.

RFP Details, Closing, Prepared by, Reviewed by

The RFP was issued on June 1, 2017 and closed on June 22, 2017. The RFP was prepared by staff. In response to the RFP, three proposals were received which were evaluated by the Senior Project Manager; Manager, Transportation; Operations Supervisor, Transit; and Manager, Public Works.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6(5)(3(i) of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Chart 1 below provides a summary of the RFP results.

Chart 1 - Bidder Submission Evaluation Chart
RFP P-13-17 Peterborough Transit Garage Location and Environmental Assessment Study

Evaluation Criteria	Maximum Score	IBI	Stantec	WSP
Project Understanding	10	8.8	7.8	5.5
Approach and Methodology	20	17.0	18.0	10.8
Project Schedule	10	8.8	7.8	6.0
Project Manager	15	13.8	12.3	9.8
Experience of Project Team	20	17.5	17.0	13.3
Pricing	25	25.0	13.0	10.4
Rating Total	100	90.9	75.9	55.8
Ranking		1	2	3

Recommended Bidder

On the basis of the evaluation criteria, IBI is the recommended proponent. IBI is familiar with the City and its processes. IBI has recently completed several studies of a similar nature in other municipalities and through their proposal they have demonstrated excellent experience and knowledge with regard to the City's needs for this project.

Council Approval Required

Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder. RFP P-13-17 for the Peterborough Transit Garage Location and Environmental Assessment meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, an agreement will be prepared and signed by the CAO and Clerk, under their delegated authority to do so before the work commences.

Contingency

Part A of the consulting assignment consists of a process to evaluate potential sites for a new transit garage. The list of candidate sites will be finalized and the final recommended site will be presented to Council for approval.

After Council approves a preferred site, Part B of the assignment will see the Consultant begin a TPAP study to satisfy the environmental assessment requirements. Given that the list of potential sites has not been confirmed and the final recommended site for the TPAP study is unknown, there is a reasonable potential for extra costs to be incurred by the recommended consultant in order to satisfy the terms of reference for the RFP and satisfy the study requirements. Rather than committing to a set amount of consulting costs upfront, staff feels it is prudent to identify specific study needs, reflective of identified site constraints and address those costs with the consultant as they occur.

The normal process to approve a change in contract amount that exceeds the approved contract by 10% or more would require Council approval. The time required to obtain Council approval for such a process typically exceeds 30 days (identification of scope change, cost estimation, review, and Council reporting). Since the TPAP process must be completed within 120 days, a delay of 30 days would have substantial impact on the ability to deliver this project within the regulated timeframe. Further, the available Federal funding for transit projects such as this require projects be completed within a certain timeframe. In order to achieve those timeframes, and have an approved design in place for anticipated future funding opportunities, adherence to the established time frame is essential.

For these reasons it has been recommended that the Director of Utility Services be provided additional authority to approve an increase in cost to this consulting assignment only if necessary.

Summary

RFP P-13-17 for the Peterborough Transit Garage Location and Environmental Assessment Study has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

W. H. Jackson, P. Eng.
Director Utility Services

Contact Name:
Robert Dunford
Senior Project Manager
Utility Services Department
Phone 705-742-7777 ext 1867
Toll Free: 1-855-738-3755
Fax 705-876-4621
E-mail address: rjdunford@peterborough.ca