



City of
Peterborough

To: **Members of the General Committee**

From: **W.H. Jackson,
Commissioner of Infrastructure and Planning Services**

Meeting Date: **June 25, 2018**

Subject: **Report IPSTR18-017
Award of RFP P-16-18 for Routine Maintenance and
Construction of Traffic Control Signals/Devices and Street
Lights**

Purpose

A report to recommend award of Request for Proposal (RFP) P-16-18 for Routine Maintenance and Construction of Traffic Control Signals/Devices and Street Lights.

Recommendation

That Council approve the recommendation outlined in Report IPSTR18-017 dated June 25, 2018, of the Commissioner of Infrastructure and Planning Services, as follows:

That Proposal P-16-18 for Routine Maintenance and Construction of Traffic Control Signal/Devices and Street Lights be awarded to Guild Electric Limited, 470 Midwest Road Toronto, Ontario M1P 4Y5 at an estimated cost of \$526,700.00 plus \$68,471.00 HST for an estimated total of \$595,171.00 per year increased by the lower of 3% or the Average Annual Provincial Consumer Price index for years 2 through 4, for a period of four years starting October 1, 2018 until September 30, 2022, with the option of an additional four year extension at the sole discretion of the City.

Budget and Financial Implications

Proposal P-16-18 is a unit price contract that will be used to complete necessary traffic signal and street light maintenance and construction work. The total contract price is

based on estimated quantities that will vary during the term of the contract. Estimated quantities were included in the proposal as a method of comparing bids.

The net \$535,969.92 requirement after applicable HST rebates can be accommodated from a combination of the Traffic Signal operating budget, Street Light operating budget and the Traffic Signal Infrastructure and Traffic Improvements capital budgets. Future budgets will include funding to cover the remaining years in the contract.

Background

Brief Description of the Work

Through this RFP, the City sought to retain the services of an established company to provide electrical maintenance and construction services for traffic control signals/devices and street lights within the City.

The City of Peterborough operates and maintains:

- 126 traffic control signals, including intersection pedestrian signals;
- 26 school flashing beacons;
- 26 warning beacons; and
- 7,617 street lights.

The Minimum Maintenance Standards established by the Province regulates the minimum required response time for repairs, inspection type and inspection frequency for traffic signals and street lights. Proposal P-16-18 ensures the City will comply with these standards.

RFP P-16-18 acknowledges that the City will be upgrading (by the end of 2018) City streetlights to an LED light source with new fixtures and photocells. The total estimated cost of P-16-18 is slightly more than \$250,000 less than the existing cost of this contract. Of that savings, almost \$180,000 is related to the street lights alone.

RFP Details, Closing, Prepared By, Reviewed By

The RFP was issued on April 13, 2018 and closed on May 17, 2018. The RFP was prepared by City staff. In response to the RFP, three proposals were received which were evaluated by an Evaluation Committee consisting of the Manager, Design and Construction, the Construction Services Coordinator, the Transportation Services Coordinator and Traffic Engineering Technologist.

RFP Statement

Section 6.3 of the Purchasing By-law 14-127 requires a bid solicitation process be used where the value of the goods and services are expected to exceed \$25,000. For this bid solicitation process, an RFP was used as there were a number of criteria used to

evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Section 6.4.3 (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

Three submissions were received in response to the RFP and Table 1 below provides a summary of the RFP results.

Table 1 – Evaluation of Submissions for P-16-18

Evaluation Criteria	Maximum Points	Guild Electric Limited	Black & McDonald	Alltrade Industrial Contractors Inc.
Compliance with RFP Submission Requirements	5.0	4.8	5.0	4.8
Pricing	30.0	30.0	22.3	18.8
Personnel and Company Qualifications	15.0	13.5	11.1	10.2
Project Understanding and Approach	15.0	14.5	10.5	9.5
Training/Safety	15.0	12.8	10.8	12.5
Relevant Experience and References	20.0	19.2	18.0	14.5
Total Score	100	94.8	77.7	70.3

Recommended Bidder

It is recommended that RFP P-16-18 be awarded to Guild Electric Limited, who submitted the best overall proposal which was rated highest by the review committee.

Guild Electric Limited has maintained the City's traffic signal infrastructure over the past twenty plus years in a competent and responsive manner and they are fully aware of our equipment and service requirements and expectations.

Council Approval Required

Section 8.2.1 of the Purchasing By-law 14-127 requires Council to 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-16-18 for Routine Maintenance and Construction

of Traffic Control Signals/Devices and Street Lights meets this requirement and requires approval 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.

The contractor will commence on October 1, 2018 and will terminate on September 30, 2022, for a four-year term. As outlined in the RFP, the City has the option to extend the contract, for four additional years at the sole discretion of the City.

Summary

RFP P-16-18 for the Routine Maintenance and Construction of Traffic Control Signals/Devices and Street Lights 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
Commissioner of Infrastructure and Planning Services

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