

## Item 7.4

### Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Board of Directors  
Friday, May 20, 2022 Meeting

**FROM:** Michael Tolensky, Chief Financial and Operating Officer

**RE:** **RFQ FOR THE SUPPLY AND INSTALLATION OF AUDIO-VISUAL EQUIPMENT FOR THE NEW ADMINISTRATIVE BUILDING PROJECT**  
RFQ No. 10037473

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#### **KEY ISSUE**

Award of Contract No.10037473 for the supply and installation of audio-visual equipment for the New Administration Building Project.

#### **RECOMMENDATION:**

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in a project that requires audio-visual equipment;

**AND WHEREAS** TRCA solicited quotations through a publicly advertised process;

**THEREFORE STAFF RECOMMEND THAT** Request for Quotation (RFQ) No. 10037473 for the New Administration Building Project be awarded to Global Unified Solution Services at a total cost not to exceed \$973,495 plus applicable taxes, to be expended as authorized by TRCA staff;

**THAT** staff be authorized to approve additional expenditures to a maximum of \$97,350 plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

**THAT** subsequent to the completion of a value engineering process in accordance with TRCA's project budget, staff be authorized to issue a Letter of Intent to secure the purchase of equipment due to recent industry price escalation and supply chain disruptions;

**THAT** should staff be unable to negotiate a contract with the above-mentioned proponent, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted quotations, beginning with the next lowest bid meeting TRCA specifications;

**AND FURTHER THAT** authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.

#### **BACKGROUND**

On February 27, 2015, Res. #A23/15 approved 5 Shoreham Drive as the preferred site for the new TRCA administration building. On June 24, 2016, Res. #A85/16 approved a project budget of \$70M with \$60M provided by participating municipalities and the remaining funds from land disposition funds. On February 24, 2017, Authority Res. #A14/17 staff reported that all six of TRCA's participating municipalities had approved the Project and the allocation of \$60M in new

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and existing capital funding. On May 25, 2018, Authority Res. #A79/18 staff reported that the Minister of Natural Resources and Forestry granted approval to use \$3,538,000 in disposition proceeds from land sales, for a revised overall budget of \$63,538,000 and, if possible, that the disposition funds be used to reduce the overall term of the required financing. The revised approved upper limit of the project budget of \$60M was not increased at that time, as the decision was made to wait until the tendering process was complete in mid-2019 to determine a more accurate budget for the project.

On May 17, 2017, Authority Res. #83/17 TRCA awarded Jones Lang LaSalle Canada (JLL) as its project managers and on August 30, 2017, Authority Res. #A156/17 awarded the integrated design contract to a team led by ZAS Architects and Bucholz McEvoy Architects, to proceed with the detailed design, planning and approvals, of the Project. On November 3, 2017, Authority Res. #A216/17 awarded Eastern Construction Company Limited a Construction Management Contract to provide pre-construction services throughout the design and procurement stages along with construction management services for the construction of the new facility pending agreement on the construction cost of the Project. This work includes the issuance of tenders to construction trades. The design team included the audio-visual (AV) consulting services of Mulvey & Banani who assisted TRCA staff with AV requirements for the New Administration Building. The specifications and design drawings allowed for the integration of existing communication platforms with AV equipment within various meeting rooms including TRCA's main boardroom meeting space. The current design is comprised of video monitors; microphones; webcams; AV cables (HDMI, VGA etc.); tablets and the infrastructure to support connectivity. The versatility of the AV equipment will provide staff with the ability to conduct internal and external meetings through video conferencing given the recent emphasis on a more virtual office environment.

### **RATIONALE**

An RFQ was publicly advertised on the public procurement website [www.biddingo.com](http://www.biddingo.com) on March 7, 2022 and closed on April 6, 2022. A mandatory meeting and site tour was held on March 18, 2022.

Twelve (12) addendums were issued to respond to questions received from proponents.

A total of 23 vendors downloaded the documents and five (5) quotations were received from the following Proponents:

- Align Vision Group;
- AVI-SPL Canada Ltd.;
- Cycom;
- Global Unified Solution Services (Global); and
- Net Electric.

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The Procurement Opening Committee opened the quotations on April 6, 2022 with the following results:

<b>Proponent</b>	<b>Fee (Plus HST)</b>
Global Unified Solution Services	\$973,495
Net Electric	\$976,000*
Align Vision Group	\$999,793
Cycom	\$1,076,200**
AVI-SPL Canada Ltd	\$1,155,960

\*The quotation from Net Electric was disqualified because their bid submission did not include the mandatory Bill of Materials documentation.

\*\*The quotation from Cycom was disqualified because the proponent did not attend the mandatory site visit.

Staff reviewed the bid received from Global against its own cost estimate and has determined that the bid is of reasonable value and meets the requirements as outlined in the RFQ documents. Therefore, it is recommended that contract No.10037473 be awarded to Global Unified Solution Services at a total cost not to exceed \$973,495 plus 10% contingency, plus applicable taxes, it being the lowest bid meeting TRCA's specifications.

It should be noted the original 2017 project budget for supply and installation of AV equipment was \$500k, however, given recent price escalations due to supply chain disruptions and additional functionality requirements the expected budget was revised to \$625K in 2019. This revision to the budget while anticipating cost increases is not adequate given the recent market volatility in the last year with respect to inflation, chip shortages and continued supply chain disruptions. Therefore, TRCA and Mulvey and Banani will engage with the low bidder to value engineer the AV supply and installation design to better align the cost with the project budget.

### **DETAILS OF WORK TO BE DONE**

The process of value engineering with the recommended low bidder will be completed in early June 2022 and the contract agreement will be executed if the results of the process are in line with the project budget. Mulvey and Banani has identified components of the AV system with extensive lead times that will not be part of the value engineering exercise. It is recommended that TRCA issue a Letter of Intent to the low bidder in order to place orders in the cue with their respective suppliers to not jeopardize the timely delivery of goods from any lengthy value engineering process or negotiations. Additionally, installation of the AV infrastructure will be coordinated with the Construction Managers, Eastern Construction, to support the AV system throughout the building. This coordination effort will need to be initiated early to avoid any conflicts with other on-going interior construction activities. This proposed strategy will be advantageous to TRCA to secure the required equipment and reduce the risk exposure from further market price escalation.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

#### **Strategy 7 – Build partnerships and new business models**

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### **FINANCIAL DETAILS**

Funds for the contract are identified in account 436-03 Furniture/Fittings and Equipment. Although the final contract value will only be determined at the conclusion of the value engineering exercise, any cost overruns would add to the overall cost of the project.

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**Date: May 3, 2022**