

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #5/18, Friday, June 22, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **QUANTITY SURVEYING AND COST CONSULTING SERVICES**
Award of Vendor of Record Contract #10006628 for the Supply of Professional Quantity Surveying and Cost Consulting Services from July 1, 2018 To July 1, 2019

KEY ISSUE

Approval to award Vendor of Record contract for professional quantity surveying and cost consulting services.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in a variety of projects that require professional quantity surveying and cost consulting services;

THEREFORE LET IT BE RESOLVED THAT TRCA staff be directed to establish a Vendor of Record arrangement with A.W Hooker Quantity Surveyors, Aecom, Altus Group Ltd. and Marshall & Murray Inc. for the supply of professional quantity surveying and cost consulting services from July 1, 2018 to July 1, 2019;

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

BACKGROUND

TRCA requires consulting and quantity surveying consulting services for various TRCA divisional needs. By establishing a Vendor of Record (VOR) list for quantity surveying consulting services, vendors are authorized to provide these services for a defined period of time and with fixed pricing. Staff may contact any vendor on the list with the expertise and experience required for their project or program requirements. Vendors will be required to provide all resources required to service the divisional or program needs in accordance with applicable laws, codes, standards, terms and conditions of the Vendors of Record agreement. The VOR list will be subject to annual review in order to confirm that the firms are providing an adequate level of service and to update any applicable policies.

RATIONALE

Request for Proposals (RFP) for supply of professional quantity surveying and cost consulting services Contract #10006628 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on March 12, 2018. The submissions were evaluated on a weighted scoring system consisting of 70% technical criteria and the remaining 30% based on submitted rates. The evaluation criteria included the following: (1) Experience, qualifications, and availability of consultant and its employees proposed for the services; (2) Key personnel; (3) References; and (4) Rates.

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TRCA requires these services for the purpose of preparing budgeting estimates, grant applications, asset management plans, as well as establishing reserve funds and negotiating insurance premiums.

Request for Proposal documents were received by the following eight vendors:

- A.W Hooker Quantity Surveyors;
- Aecom;
- Altus Group Ltd.;
- Hanscomb;
- Marshall & Murray Inc.;
- Rider Levett Bucknall;
- Truest Quantity Surveyors; and
- Turner and Townsend.

Members of the Selection Committee, consisting of TRCA staff, reviewed the submitted proposals and evaluated them based on the aforementioned criteria. The results of the evaluation are as follows:

Vendor	Technical Criteria (out of 40)	Fee (out of 10)	Total
Altus Group Ltd.	33	8	41
A.W Hooker Quantity Surveyors	36	5	41
Marshall & Murray Inc.	29	10	39
Aecom	33	6	39
Hanscomb	28	7	35
Turner and Townsend	26	9	35
Rider Levett Bucknall	26.5	4	30.5
Truest Quantity Surveyors	23	3	26

Through the evaluation, process it was determined that A.W Hooker Quantity Surveyors, Aecom, Altus Group Ltd. and Marshall & Murray Inc. were the four highest scoring vendors meeting the qualifications and requirements set out in RFP #10006628. Staff may contact any of the vendors on the list to complete a requested service based on their fixed prices, experience/qualifications for a specific project and ability to meet the requested timeline. Therefore, staff recommends the award of Contract #10006628 to A.W Hooker Quantity Surveyors, Aecom, Altus Group Ltd. and Marshall & Murray Inc.

FINANCIAL DETAILS

Based upon a review of projects scheduled for implementation during this contract period the anticipated costs for requested services are approximately \$205,000. All vendors understand both the potential cost and resource implications associated with changes in the workload.

Funds for the contract are identified in various TRCA's 2018 and 2019 capital budgets.

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