

THE REGIONAL MUNICIPALITY OF YORK

**REPORT NO. 3
OF THE REGIONAL COMMISSIONER OF TRANSPORTATION AND WORKS**

**For Consideration by
The Council of The Regional Municipality of York
on May 25, 2006**

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YORK REGION TRANSIT
ENGINEERING SERVICES ON RETAINER**

1. RECOMMENDATION

It is recommended that:

1. The Regional Chair and Regional Clerk be authorized to sign the necessary agreements with Delcan Corporation and IBI Group for engineering services on retainer, to an upset limit of \$359,520 (plus taxes), for a two-year term commencing on June 1, 2006, subject to review by Legal Services.

2. PURPOSE

The purpose of this report is to seek Regional Council authorization to enter into a contract with Delcan Corporation and IBI Group for engineering services on retainer. These firms will provide engineering services to York Region Transit (YRT) on retainer from time-to-time on an as-needed basis. The engineering services will be required in the areas of Computer Aided Dispatch (CAD) and Automatic Vehicle Locations (AVL) systems, security cameras, automated fare collection systems such as smart cards, traffic signal systems, scheduling and traveler information systems, communications network, etc.

3. BACKGROUND

On March 3, 2006, YRT issued a Request for Proposals (RFP) to provide the following engineering services on retainer:

- Preliminary/detail design studies
- Specialized Intelligent Transportation System (ITS) and Transit Management System (TMS) studies
- Operational performance reviews
- System integration and management
- New equipment evaluations
- Cost and feasibility assessments
- Construction contract administration

YRT intends to select up to two firms to call upon from time-to-time, depending on the need, to provide engineering services on retainer as described above. The work will include separate small assignments during a twenty-four month period in each of the categories described above. The selection of proponents is based on a comprehensive evaluation of proponent technical capabilities and their hourly rates for different categories of staff. The assignments, as and when needed, will be offered to the first proponent, and if an agreement is not reached, will then be offered to the second proponent.

This process is followed by many agencies, such as the provincial Ministry of Transportation, and avoids administrative and procedural delays in entering into a contract for small assignments where time is of essence.

4. ANALYSIS AND OPTIONS

The RFP document was issued on March 3, 2006 by the Region's Supplies and Services branch. The notice was advertised in the Toronto Star and circulated to reputable firms known to be providing such services in similar technical areas. Eleven firms bought the RFP documents and four responses were received by March 24, 2006, the closing date.

The proponents were required to submit their technical, management and financial proposals in separate envelopes. Financial proposals were opened only for the proponents who scored a minimum score of 50% of the assigned points for their technical and management proposal.

The following proponents submitted proposals:

- iTrans Consulting in association with TranSystems and RGS Consulting
- LEA Consulting Limited in association with Marshall Macklin and Monaghan
- IBI Group
- Delcan Corporation in association with NET and Brendon Hemily

4.1 Technical and Management Proposal

The proponents were requested to submit their technical and management proposals describing their technical qualifications and previous work experience to undertake technical services as identified above. The proponents were requested to submit their technical and management plan, staff who will be assigned for different types of services, identification of issues and quality control plan.

The technical and management proposals were evaluated by an evaluation panel represented by YRT staff and the Region's Supplies and Services branch. The following predetermined criteria were used for the evaluation:

- Proponent's qualifications (9 points)
- Technical and management plans (9 points)
- Staffing and organization (20 points)
- Preliminary/detail design studies (6 points)
- Specialized Intelligent Transportation System (ITS) and Transit Management System (TMS) studies (6 points)
- Operational performance reviews (6 points)
- System integration and management (6 points)
- New equipment evaluations (6 points)
- Cost and feasibility assessments (6 points)
- Construction contract administrations (6 points)

Total = 80 points

All of the four technical and management proposals scored more than 40 points (50% of total 80 points), the minimum score required for the opening of financial proposals.

4.2 Financial Proposal

The proponents were required to quote hourly rates for staff in each of the following categories:

- Principal
- Project Manager or Senior Engineer
- Project Engineer
- Engineer-in-Training (EIT)/Engineering Technologist
- Transit/Transportation Management Systems (TMS) Specialist

The financial proposals were evaluated based on the hourly rates of staff and estimated hours for each category of consultant as identified in the financial proposal form of the RFP and also described above. A predetermined weight of 20 points (out of 100) was used for the evaluation of financial proposals. The lowest financial proposal was awarded 20 points and other financial proposals were scored proportionately comparing it to the lowest proposal.

4.3 Summary of Evaluation

Table 1 provides a brief summary of the results of technical and management and financial evaluations:

Table 1
Proposal Evaluation Results

Proponents	Technical and Management Proposal Score	Financial Proposal Estimated Cost	Financial Proposal Score	Total Score	Relative Standing
iTrans Consulting	59.3	\$280,340	20	79.3	3
LEA Consulting	70.7	\$417,300	13.4	84.1 ¹	-
IBI Group	69.8	\$324,424	17.3	87.1	2
Delcan Corporation	73.5	\$359,520	15.6	89.1	1

¹ LEA Consulting included a qualification that applicable administrative and clerical support charged are not included in the hourly rates and was rejected by the Bid Review Committee.

The two highest scores are the selected proponents.

5. FINANCIAL IMPLICATIONS

Selection of proponents for engineering services on retainer does not require a commitment of funds directly. Commitment of funds will be required for each individual assignment which will be awarded to the proponent on an as needed basis. Sufficient funds are included in the 2006 Business Plan and Budget for this work. Subsequent approvals will be required for 2007.

The RFP documents clearly states the following:

“The Region does not, in any way whatsoever, guarantee that there will be any specific number of individual assignments or any assignments at all, during the term of the Retainer Services with the Region. Any reference to a number of assignments in this RFP is an estimate only. The Region shall have no liability, whatsoever, to the successful

Proponent(s) if the actual number of assignments differs from the estimates provided in this RFP.”

This safeguards the Region’s financial liability for this contract.

6. LOCAL MUNICIPAL IMPACT

There is no direct municipal impact associated with this project.

7. CONCLUSION

It is recommended that Delcan Corporation (first Proponent) and IBI Group (second Proponent) be selected as recommended proponents for engineering services on retainer, subject to an upset limit of \$359,520 plus taxes, for a two-year period commencing June 1, 2006.

The Senior Management Group has reviewed this report.

Respectfully submitted,

**May 25, 2006
Newmarket, Ontario**

**B. Macgregor
Commissioner of
Transportation and Works**

(Report No. 3 of the Commissioner of Transportation was adopted, without amendment, by Regional Council at its meeting held on May 25, 2006.)