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YORK REGION TRANSIT PROVISION OF ENGINEERING SERVICES CONTRACT AWARD

The Transportation and Works Committee recommends the adoption of the recommendations contained in the following report dated June 4, 2009, from the Commissioner of Transportation Services.

1. RECOMMENDATIONS

It is recommended that:

1. Regional Council authorize entering into a contract with IBI Group and Delcan Corporation for the provision of engineering services to York Region Transit, to an upset limit of \$477,750, inclusive of all taxes.
2. The term of the contract be for a period of two years, commencing on July 1, 2009, with an option of an additional twelve-month extension subject to negotiation and mutual agreement by IBI Group and Delcan Corporation in writing and the approval of the Commissioner of Transportation Services.
3. The Regional Chair and Regional Clerk be authorized to execute the contract, subject to terms and conditions acceptable to the Commissioner of Transportation Services, and the approval of Legal Services as to form and content.

2. PURPOSE

This report seeks Regional Council authorization to enter into a contract with IBI Group and Delcan Corporation for the provision of engineering services to York Region Transit (YRT).

3. BACKGROUND

In order to meet project timelines, engineering services need to be procured in advance of project implementation. The engineering services will be required in the areas of Computer-Aided Dispatch (CAD) and Automatic Vehicle Location (AVL) systems, traveller information systems, security cameras, automated fare collection systems such as smart cards, traffic signal systems, scheduling and traveller information systems, bus simulator, operations and maintenance facilities and communications networks.

This process of having a contract to provide engineering services is followed by many agencies such as the Ministry of Transportation, Ontario, and has the following advantages:

- It avoids administrative and procedural delays of entering into a contract for small assignments where time is of the essence.
- It ensures that a prompt response is provided to emerging technologies and issues through consultant staff having technical knowledge and capabilities in the required areas.
- It also ensures that the award of assignments is based on rates obtained through competitive RFP process.

On April 6, 2009, the Region's Supplies and Services branch issued a Request for Proposal (RFP) to provide engineering services, such as preliminary/detailed design of technology systems, specialized intelligent transportation systems studies, operational performance reviews, system integration and management, new equipment evaluations, cost and feasibility assessments and contract administration.

YRT has selected two firms to call upon from time to time, depending on the need, to provide the engineering services 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 was based on a comprehensive evaluation of proponent technical capabilities and their hourly rates for different categories of staff.

4. ANALYSIS AND OPTIONS

The RFP document was issued on April 6, 2009, by the Region's Supplies and Services branch. The notice was advertised in Biddingo on the Internet (www.biddingo.com) and circulated to reputable firms known to provide such services in similar technical areas.

All proposals were evaluated based on the consultant's compliance with the conditions described in the RFP

The selection of the preferred proponents was based on a comprehensive evaluation of the proponent's compliance with the conditions described in the RFP and their experience on similar projects and technical capabilities. Forty-four firms bought the RFP documents and four responses were received by April 24, 2009, 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 60% of the assigned points for their technical and management proposal.

The following proponents submitted proposals:

- Delcan Corporation in association with Brendon Hemily.
- IBI Group.
- LEA Consulting Limited in association with Gooderham Group and Array Systems Computing Inc.
- McCormick Rankin Corporation in association with Booz Allen Hamilton.

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, identifying staff who will be assigned for different types of services, identification of issues and quality control plan.

Technical and management proposals were evaluated by an expert panel

The technical and management proposals were evaluated by an evaluation panel consisting of YRT staff, staff from the Region's Information Technology Services branch and the Region's Supplies and Services branch. The following predetermined criteria were used for the evaluation:

- Proponent's qualifications (12 points).
- Technical and management plans (12 points).
- Staffing and organization (21 points).
- Preliminary/detail design studies (5 points).
- Specialized Intelligent Transportation System (ITS) and Transit Management System (TMS) studies (5 points).
- Operational performance reviews (5 points).
- System integration and management (5 points).
- New equipment evaluations (5 points).
- Cost and feasibility assessments (5 points).
- Construction contract administrations (5 points).

Total = 80 points

All four technical and management proposals scored more than 48 points (60% 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.

- Project Engineer.
- Engineer-in-Training (EIT)/Engineering Technologist.
- Draft Person.

The total cost has been calculated based on the estimated hours for each category of staff and the hourly rates quoted by them.

The financial proposals were evaluated based on the total estimated cost quoted by the proponents in the financial proposal form

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.

A predetermined score weighted at 20 points (out of 100) was used for the evaluation of the financial proposals. The lowest financial proposal was awarded 20 points and the other financial proposal was scored proportionately comparing it to the lowest proposal.

4.3 SUMMARY OF EVALUATION

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

Table 1
Proposal Evaluation Results

Proponent	Technical and Management Proposal Score	Financial Proposal Estimated Cost	Financial Proposal Score	Total Score	Relative Standing
IBI Group	64.3	\$449,820	20.0	84.3	1
Delcan Corporation	64.4	\$477,750	18.8	83.2	2
LEA Consulting	56.5	\$451,500	19.9	76.4	3
McCormick Rankin Corporation	55.7	\$480,900	18.7	74.4	4

Based on the above, IBI Group and Delcan Corporation are the recommended proponents.

5. FINANCIAL IMPLICATIONS

Selection of proponents for engineering services does not require a commitment of funds directly. Commitment of funds will be required for each individual assignment which will be awarded to the proponents on an as-needed basis. Sufficient funds are included in the 2009 Business Plan and Budget within each approved project's budget for this engineering work. Sufficient funding will be included in the 2010 and 2011 Business Plan and Budget to cover the costs on an as-needed basis.

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 IBI Group and Delcan Corporation be selected as the recommended proponents for the provision of engineering services to York Region Transit to an upset limit of \$477,750, inclusive of all taxes for a two-year period commencing July 1, 2009.

It is also recommended that Council authorize the Commissioner of Transportation Services to approve the extension of the contract for an additional twelve-month period subject to negotiation and mutual agreement by IBI Group and Delcan Corporation in writing.

For more information on this report, please contact Rajeev Roy, Manager, Transit Management Systems at Ext. 5682.

The Senior Management Group has reviewed this report.