

Clause 9 in Report No. 9 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on May 21, 2015.

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Award of Request for Proposal P-15-13  
Consulting Retainer Services  
York Region Transit/Viva Fleet Projects

Committee of the Whole recommends adoption of the following recommendations contained in the report dated April 24, 2015 from the Commissioner of Transportation Services:

1. Recommendations

It is recommended that:

1. Request for proposal P-15-13 be awarded to CH2M Hill Canada Limited for standing retainer consulting services to York Region Transit fleet projects for a period of two years, in the amount of \$313,375.00, excluding taxes, with the option to exercise a one-year extension under the same terms and conditions, subject to mutual agreement on scope and negotiation, pending Commissioner approval.
2. The Commissioner of Transportation Services be authorized to execute the agreement on behalf of the Region.

2. Purpose

This report seeks authorization to award Request for Proposal (RFP) P-15-13 to CH2M Hill Limited Canada, for standing retainer consulting services for York Region Transit/Viva (YRT/Viva) fleet projects, for a period of two years in the amount of \$313,375.00, under the terms and conditions outlined in this report.

### 3. Background

Since 2009, YRT/Viva Fleet has used consulting services on a retainer basis to provide technical support and engineering services

Since 2009, YRT/Viva Fleet staff has retained technical and engineering services through consulting retainer programs to complete ongoing capital and maintenance programs including:

- Alternative Fuel Study
- Maintenance and training program development
- Program Equipment Reviews (commissioning, audits, legislative compliance)
- Mechanical, electrical and structural reviews
- Bus Procurement Support (acceptance and inspection programs)
- Industry and peer reviews
- Emerging Technologies (assessments, reporting, benefit analysis)

Technical support and engineering services have been instrumental in assisting staff with catastrophic events

Catastrophic events, including vehicle accidents, component failures and bus fires, require immediate and thorough investigation. YRT/Viva Fleet staff coordinate with technical experts to conduct vehicle assessments, root cause analysis and associated documentation.

### 4. Analysis and Options

RFP P-15-13 was developed for consulting services in a standing retainer agreement for Transit Fleet projects and studies

The terms and conditions of the Request for Proposal included:

- Contract term of two years commencing in May 2015, with an optional one-year extension at the Region's discretion
- Professional and technical services, related technical evaluations, audits, specification development and procedures

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Three bid submissions were received and evaluated

The Request for Proposal was issued on January 22, 2015 and the bid notice was posted on bids.york.ca. Thirteen firms received the RFP documents and two addenda were issued.

Proposals were received from the following companies at bid closing on February 19, 2015:

- CH2M Hill Canada Limited
- Parsons Brinckerhoff Halsall Inc.
- IBI Group

Proposals were evaluated using the two-envelope system, with technical information and financial information submitted in separate envelopes. Proposals were evaluated based on a weighting of 80 points for technical. Financial proposals accounted for 20 points, and were only opened for bids that passed the technical submission.

The proposal from CH2M Hill Canada Limited received the highest total score and is recommended for award

Two proponents passed the technical evaluation and their financial proposals were opened. The technical proposal submitted by IBI Group did not meet the minimum score of 48 points (60 per cent), and their financial submission was not opened. A summary of the proposal submissions is shown in Table 1.

**Table 1**  
**Evaluation Summary**

<b>Firm</b>	<b>Technical Score (80pts)</b>	<b>Financial Score (20pts)</b>	<b>Total Score (100pts)</b>	<b>Total Price</b>
CH2M Hill Canada LTD.	62.60	16.41	79.01	\$313,375.00
Parsons Brinckerhoff Halsall Inc.	52.20	20.00	72.20	\$256,989.00
IBI Group	45.00	* N/A	* N/A	

\* Financial proposal returned unopened

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Award of the RFP requires Council approval as the recommended bidder has the highest scoring submission but did not submit the lowest total cost.

Supplies and Services recommends award of RFP P-15-13 to CH2M Hill Canada Limited as it provides best value based on the proponents technical scoring.

The proposal submitted by CH2M Hill demonstrated superior business planning, and staff and project experience related to key program areas including alternative fuel studies, operating procedures and specification development.

CH2M Hill has performed favourably on prior consulting assignments for YRT/Viva, including a previous Fleet and Facilities Standing Retainer Agreement.

Link to key Council-approved plans

**2015-2019 Strategic Plan** - Optimizing Critical Infrastructure and Systems Capacity.

**Regional Official Plan - 7.2.25** - To achieve higher transit usage by supporting improvements in service, convenient access, and good urban designing.

**Vision 2051** - Enhancing public transit by improving existing infrastructure and services and maintaining the system in a state of good repair.

## 5. Financial Implications

The total projected cost associated with consulting services over the two-year term is \$313,375.00.

Sufficient funds are included in the approved 2015 capital and operating budgets.

## 6. Local Municipal Impact

Continuous improvement in procedures and training, maintenance, and emerging technologies, provide an enhanced transit experience to the customer and improve overall system reliability.

## 7. Conclusion

It is recommended that RFP P-15-13 be awarded to CH2M Hill Canada Limited for a two-year period for consulting services to YRT/Viva Fleet in the amount of \$313,375.00, excluding taxes.

For more information on this report, please contact Dave Partington, Manager Capital Assets at ext.75373.

The Senior Management Group has reviewed this report.

April 24, 2015

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Accessible formats or communication supports are available upon request