



Report to: General Committee

Meeting Date: October 21, 2019

SUBJECT: Staff Awarded Contracts for the Month of September 2019
PREPARED BY: Alex Moore, ext. 4711

RECOMMENDATION:

1. That the report entitled “Staff Awarded Contracts for the Month of September 2019” be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), passed by Council on March 21, 2017, a report shall be submitted to Council on a monthly basis to advise of awarded contracts greater than \$50,000.

This report advises Council of all contracts, awarded by the Chief Administrative Officer or Commissioners, or Directors with a total cost exceeding \$50,000 for the month of February and March 2019.

BACKGROUND:

The Procurement By-Law delegates authority to staff to award contracts if the contract award meets specific criteria. The following chart outlines the contract award approval authority:

Dollar threshold	Within Criteria*	Outside Criteria*
\$50,000 or greater, but less than \$100,000	Director	Commissioner
\$100,000 or greater, but less than \$350,000	Commissioner	CAO
\$350,000 or greater	CAO	Council

* If one (1) of the below noted criteria is not met then the contract award is identified as outside criteria and the approval authority.

- The Contract Award is to the lowest priced or highest ranked (as applicable), compliant Bidder
- The expenses relating to the goods/ services being procured are included in the budget (Operating/Capital).
- The Contract Award is within the approved budget.
- The term of the Contract is for a maximum of four (4) years.
- There is no litigation between the Successful Bidder and the City at the time of Contract Award.
- There is no disqualified Bidder (which disqualified Bidder is also the lowest priced or highest ranked Bidder (as applicable) pursuant to the Quotation process) at the time of Contract Award.

Staff Awarded Contracts for the Month of September 2019

Number	BMFT Objective	Description	Award Details	Commission
1	Engaged, Diverse and Thriving City	038-T-19: Grandview Park - Construction	Lowest Priced Bidder	DS
2	Engaged, Diverse and Thriving City	096-R-19: Lead (Planning) Consulting Services, Markham Centre Secondary Plan Update	Highest Ranked/ Lowest Priced Bidder	DS
3	Exceptional Services by Exceptional People	134-T-19 - Concrete Paving at Markham Civic Centre	Lowest Priced Bidder	CS
4	Safe & Sustainable Community	067-T-19 Play Equipment Replacement & Site Work at Various Parks	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	121-T-19 Oil-Grit Separator Cleanouts	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	141-T-19 Sediment Removal at Stormwater Management Pond (ID #9)	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	149-T-19 Supply, Delivery, Install and Warranty of 531 Various Tree	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	175-T-19 Supply and Delivery of Two (2) 11' Wide Area Mowers	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	168-Q-19 Water Treatment Services	Lowest Priced Bidder	C&FS
10	Safe & Sustainable Community	051-R-19 Highway 7 Flato Theatre Electronic Sign	Highest Ranked/ Lowest Priced Bidder	DS
11	Safe & Sustainable Community	105-S-19 Supply and Delivery of One (1), 16' Rotary Mower	Non-Competitive Bidder	C&FS

12	Safe & Sustainable Community	181-S-19 Supply and Delivery of Six (6), 60" Zero-Turn Mowers	Non-Competitive Bidder	C&FS
13	Stewardship of Money and Resources	131-R-19 Vending Machine Services	Highest Ranked/Highest Revenue Bidder	C&FS
14	Stewardship of Money and Resources	187-S-19 Consulting Services, Comprehensive Assessment of the Development Review Process and Roles and Responsibilities	Non-Competitive Bidder	DS

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

#1

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Award:	038-T-19: Grandview Park - Construction
Date:	September 6, 2019
Commission:	Development Services

BID INFORMATION

Bid closed on	June 27, 2019
Number picking up bid document	16
Number responding to bid	5

BACKGROUND

Grandview Park is an existing park located at 135 Doncaster Ave. (south of Doncaster Ave and east of Yonge Street).

The scope of work consists of: site preparation and grading, application of top soil, storm, water and hydro servicing connections for the park from municipal roads or adjacent site services, drainage culverts, concrete and asphalt works, washroom building / pavilion, waterplay and associated works, skatepark paving and features, site furnishings, base preparation for engineered wood fibre safety surface (for future playground area) and planting and sodding. The project will be completed by July 2020.

RECOMMENDATION

Recommended bidder	Cambium Site Contracting Inc. (lowest priced bidder)	
Current budget available	\$1,843,303.55	081-6150-14402-005 "Section 37 – Construction (Thornhill Park Improvements)"
Less cost of award	\$1,509,718.19	Construction
	\$ 150,971.82	Contingency (10%)
	\$1,660,690.00	Total (Inclusive of HST)
	\$ 149,462.10	Internal Management Fee @ 9%
	\$1,810,152.11	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 33,151.44	*

* The remaining budget in the amount of \$33,151.44 will be returned to the original funding source.

038-T-19: Grandview Park – Construction**Page 2 of 2****RECOMMENDATION (Continued)**

Cambium Site Contracting Inc. (“Cambium”) original bid price for this contract was \$1,814,237.02 (inclusive of HST) which exceeded the City’s budget. As outlined in Section 17.2 of the City’s *General Terms and Conditions*, “The City reserves the right, in its sole discretion, to negotiate with the lowest priced Bidder...in the event that the Bid prices submitted by the Bidders exceed the City’s budget...” Moreover, Section 17.3 states, “The City reserves the right, in its sole discretion, to award in whole or in part (including, without limitation, by part, item or group of items)”. Consequently, staff reviewed potential opportunities with other City stakeholders (Operations, Asset Management and Recreation) and entered into negotiations with Cambium to seek options to reduce the price, in order to better meet the City’s approved budget. Staff were able to reduce the price by \$304,518.83 from \$1,814,237.02 to \$1,509,718.19 through the deletion of the outdoor stage and storage structure.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The incremental operating budget impact is \$20,575, which will be included in the 2021 Operating budget, subject to Council approval. The Operations Department has reviewed the project and the future maintenance requirements. Future maintenance requirements for Grandview Park includes washroom building / pavilion, waterplay, grass cutting, litter pick-up, garbage disposal and inspections.

The estimated life cycle impact is \$1,328,552 over the next 25 years. Staff will update the Life Cycle Reserve Study in 2020 to incorporate the various components of the park.

ENVIRONMENTAL CONSIDERATIONS

Included Specification Section 01561 – Environmental Protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction:

- Park grading is designed to minimize the amount of import and/or export of soils
- Plant materials (i.e., shrubs and trees are non-invasive and many of which are native species)

#2

**STAFF AWARD REPORT****Page 1 of 5**

To:	Andy Taylor, Chief Administrative Officer
Award:	096-R-19: Lead (Planning) Consulting Services, Markham Centre Secondary Plan Update
Date:	August 29, 2019
Commission:	Development Services

BID INFORMATION

Bid closed on	June 13, 2019
Number picking up bid document	13
Number responding to bid	4

PURPOSE

The purpose of Markham Centre Secondary Plan Update (“Plan”) is to update the current Secondary Plan (OPA 21) for Central Area Planning District PD 33-1, approved by the Ontario Municipal Board in 1997. Many development projects have since been approved and built, altering the development pattern envisioned in the current Secondary Plan. The City of Markham and other public agencies have undertaken plans, policies and studies (see Section 4) that have further defined growth and the urban fabric in Markham Centre.

The Secondary Plan update will provide specific policy directions for land use, built-form, infrastructure, public spaces, transportation, community services, digital strategies and environment and will be adopted as an amendment to the City of Markham Official Plan (OP 2014). This updated Plan will be informed by the land use designations and related policies established in the City of Markham Official Plan (OP 2014), the policies and plans established by the Region, and input from City staff, elected City officials, public stakeholder agencies, residents, landowners and the broader community. It will also consider the existing and planned infrastructure, parks, open spaces and built form, and approved development projects and those in various stages of planning approvals in Markham Centre, along with the surrounding context to ensure connectivity and transition.

The Markham Centre Secondary Plan area consists of the lands bounded by the Hydro Corridor and the Rouge River to the west, Highway 7 to the north, Kennedy Road to the east and Highway 407 to the south as shown in Figure 1. It has a total area of approximately 1,000 acres, of which nearly 300 acres are part of the Greenway System.

This study will consider three additional areas outside of the current Secondary Plan area. This includes a development parcel at the south-west corner of Highway 7 and Kennedy Road, development parcels at the north-east corner of Warden Avenue and Highway 7, and development parcels north-east of Rodick Road and 407 ETR. The first two sites are identified for medium and high density mixed use development in the City of Markham Official Plan, these key gateway sites will be integrated with the planning of Markham Centre; and, the sites along Rodick are designated for employment uses.

096-R-19: Lead (Planning) Consulting Services, Markham Centre Secondary Plan Update
Page 2 of 5
RECOMMENDATION

Recommended bidder	Gladki Planning Associates Inc. (highest ranked /lowest priced bidder)	
Current budget available	\$1,497,573.00	Markham Centre Secondary Plan – Project 18026 (#620-101-5699-18026)
Less cost of award	\$ 687,566.88	Award
	\$ 68,756.69	Contingency (10%)
	\$ 756,323.57	Total Award (Inclusive of HST)
	\$ 68,069.12	Internal Management Fee @ 9%
	\$ 824,392.69	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 673,180.31	*

* The remaining funds in the amount of \$673,180.31 will be retained for subsequent phases of the work, which includes the Transportation Study, Community Energy Plan and Markham Civic Square study. Any remaining funds upon the completion of these phases will be returned to the original funding source.

BACKGROUND

Markham Centre is identified as a Regional Centre in the York Region and Markham Official Plans. The 2010 growth forecast for Markham Centre by the City and the Region anticipated 20,000 residential units (41,000 population) and 39,000 jobs. As of 2018, City of Markham has approved approximately 18,000 residential units in Markham Centre, out of which approximately 7,500 units are built or under construction. Additionally, more development is anticipated through planning applications currently under review. Please refer to map in Appendix-B showing location of existing, planned and proposed developments. City of Markham staff are developing a Preliminary Development Concept, which integrates existing, planned and proposed developments, transportation network, and parks and open spaces. This concept will also provide an overview of anticipated development densities, which can be tested and modified through the Secondary Plan update.

Current height restrictions stemming from Buttonville Airport will be removed once Buttonville is redeveloped, which will facilitate additional height and intensification, creating the need for a clear policy direction for future developments. As Markham Centre continues to grow, one of the key objectives of the Secondary Plan update is to provide for a mixed-use urban centre that: (a) integrates a balance and diversity of residential, retail and office uses, at transit supportive densities within a Regional Centre, along a Regional Rapid Transit Corridor and associated mobility hub; and, (b) provides high quality open spaces, community uses and infrastructure to accommodate future growth

The outcome of the Secondary Plan update will be policies for Markham Centre including detailed direction for land use, built form, densities, infrastructure, transportation, community services, environment, open space, digital strategies etc. The Plan shall provide detailed policies to direct and guide development that shall help create complete communities. This Secondary Plan update, once adopted by the City and approved by the Region, shall be used to guide development or redevelopment

096-R-19: Lead (Planning) Consulting Services, Markham Centre Secondary Plan Update
Page 3 of 5**BACKGROUND (Continued)**

of Markham Centre as an amendment to the City of Markham OP 2014. The land use designations for Markham Centre and related policies in the OP 2014 shall be used to inform the update of the Markham Centre Secondary Plan.

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of Staff from Planning and Engineering, with Purchasing Staff acting as the facilitator.

Stage 1 – Technical Proposal The Stage 1 technical proposals were evaluated against the pre-established evaluation criteria as outlined in the RFP: 32 points for Experience and Qualification of the Bidder and Proposed Project Team (Lead Project Manager; Discipline Leads; and, Key Personnel including any Sub-Consultants); 24 points for Project Understanding, Methodology and Approach; 14 points for Project Delivery and Management; and 30 point for Price, totaling 100 points. Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those bidders who qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation. The results of the Stage 1 evaluation are outlined below:

Bidders	Score (out of 70)	Rank Results
Gladki Planning Associates Inc.	55.70	1
Urban Strategies Inc.	52.80	2
The Planning Partnership	42.30	3
SGL Planning and Design Inc.	39.00	4

Stage 2- Price

Based on the Stage 1 evaluation, two bidders received a minimum of 75% or 52.5 points out of 70 and therefore, proceeded to Stage 2 - Price Evaluation. The price proposal provided by the bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Bidders	Score (out of 30)	Rank Results
Gladki Planning Associates Inc.	30.00	1
Urban Strategies Inc.	25.14	2

Prices ranged from \$687,587 to \$798,937 inclusive of tax

**096-R-19: Lead (Planning) Consulting Services, Markham Centre Secondary
Plan Update**
Page 4 of 5**PROPOSAL EVALUATION (Continued)**Stage 3- Presentation and Overall Scoring

To ensure the highest ranked bidder understood the City's requirements and to further evaluate the bidders' bid submissions against the requirements of this RFP, staff invited the highest ranked bidder to a presentation as allowed for in the bid document.

Bidders	Score (out of 10)	Rank Results
Gladki Planning Associates Inc.	8.67	1
Urban Strategies Inc.	8.00	2

Overall Scoring

Bidders	Grand Total Score (out of 110)	Rank Results
Gladki Planning Associates Inc.	94.37	1
Urban Strategies Inc.	85.94	2

OPTIONS / DISCUSSIONS

Gladki Planning Associates Inc. ("Gladki"), demonstrated a thorough understanding of the project and its requirements. Their proposal demonstrated to the City's satisfaction that they have the ability to undertake the project and they have a strong understanding of the project deliverables, key issues and challenges. Through the evaluation process, Gladki and their partners also reveal a depth of experience and expertise as reflected in their methodology and approach, which includes:

- Developing a land use framework that addresses density targets and distribution, affordable housing, employment/office uses, community infrastructure etc. including consideration to the impact of Bill 108
- Creating a compelling and exciting urban design vision that is a 'relaunch' of Markham Centre
- New/implementable technology for infrastructure as part of the digital strategy
- Undertaking a robust stakeholder/community engagement to create a common vision and manage conflicts
- Conducting an iterative assessment and planning of municipal services and infrastructure

Further, with extensive experience in managing multiple sub-consultants from various disciplines, including urban design, transportation, municipal servicing, digital strategy, Gladki have demonstrated their capacity to ensure productive collaboration and seamless integration between disciplines on a variety of projects including the revitalization of Regent Park in Toronto, retail area intensification studies for Toronto and Mississauga, and corridor planning studies for Toronto.

096-R-19: Lead (Planning) Consulting Services, Markham Centre Secondary Plan Update**Page 5 of 5**

As the Lead Consultant with strong planning, policy and project management background, Gladki has assembled a robust team with the requisite skills, knowledge and expertise in their respective disciplines. This team of experts also have a history of successful collaboration on projects of similar scope and scale. With over four decades of urban design experience specific to the revitalization of various downtown centres, waterfront areas and communities throughout North America and Europe, Greenberg Consultant Inc. (Greenberg) will have a key and central role in creating the vision and the development concept for Markham Centre. With significant experience working on urban revitalization projects in the GTA over the last two decades, DTAH will lead urban design deliverables with strategic advice from Greenberg. Further, as both the municipal servicing and digital strategy lead, Stantec brings a unique understanding of digital infrastructure and the need to have an integrated approach to Smart City Planning, with projects like Sidewalk Toronto.

FINANCIAL CONSIDERATIONS

The remaining funds in the amount of \$673,180.31 (Budget: \$1,497,573 – Total Award: \$824,392.69) will be retained for subsequent phases of the work which includes the Transportation Study, Community Energy Plan and Markham Civic Square study. Any remaining funds upon the completion of these phases will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Not applicable

ENVIRONMENTAL CONSIDERATIONS

Markham Centre Secondary Plan Update will establish Greenway System policies for the management of the natural environment, based on the recently completed City of Markham Master Environmental Servicing Plan, which includes an assessment and recommendations for the management of natural resources.

#3

**STAFF AWARD REPORT**

To:	Graham Seaman, Director of Sustainability & Asset Management
Award:	134-T-19 - Concrete Paving at Markham Civic Centre
Date:	August 27, 2019
Commission:	Corporate Services

BID INFORMATION

Bids closed on	August 16, 2019
Number picking up bid documents	11
Number responding to bid	6

BACKGROUND

The scope of work includes replacing existing interlock stones walkway with poured concrete sidewalks at two areas of the Civic Centre – at lake level (south of the building) and around the peace flame (north of the building).

The project is to be commence on September 16, 2019 and be completed by November 8, 2019.

RECOMMENDATION

Recommended bidder	Hylan Group Inc. (lowest priced bidder)	
Current budget available	\$ 49,386.39 <u>\$178,500.00</u> \$227,886.39	750-101-5399-17177 Civic Centre Improvements 270-101-5399-19072 Civic Centre Improvements Total Budget Available
Less cost of award	\$ 59,687.33 <u>\$ 5,968.73</u> \$ 65,656.06	Cost of Award Contingency (10%) Award Incl. of HST & Contingency (10%)
Budget remaining after this award	\$162,230.33	*

* \$69,000.00 of the budget remaining will be retained in the account for the replacement of staircase from peace flame to amphitheatre. The remaining balance of \$93,230.33 will be returned to the original funding source of project 19072.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

All waste will be properly sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility.

#4

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Award:	067-T-19 Play Equipment Replacement & Site Work at Various Parks
Date:	August 27, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	July 26, 2019
Number picking up bid document	12
Number responding to bid	7

BACKGROUND

To obtain approval to award the contract for play equipment replacement & site work at the following various parks:

1. Amber Glen Park	5. Chelsea Park	9. Middleton Park	13. Quantztown Park
2. Ashton Meadows Park	6. Elson Park	10. Millenium Park	14. Vanhorn Park
3. Bayview Lane Park	7. Green Lane Park	11. Morgan Park (north and south)	15. Grandview Park
4. Berczy Park North	8. Highgate Park	12. Nordlingen Park	16. Crosby Park

The Work will consist of the following:

- Temporary fences;
- Removal/stockpiling and reinstate existing sand safety surface;
- Removal & disposal of rubber safety surface (one location);
- Removal and disposal of existing play equipment;
- Coordination of the supply and installation of new play equipment;
- Installation of stockpiled sand safety surface and increasing to 300mm depth with new playground sand;
- Installation of new rubber safety surface (one location);
- Installation of new engineered wood fiber safety surface (two locations);
- Restoration of park back to its original condition following completion of construction; and
- Coordination of CSA inspections.

All efforts are made to ensure that a like for like replacement strategy is implemented with specific attention given to replacing the same number of play elements as the equipment that is being removed.

It is anticipated the project will be completed by December 31, 2019.

067-T-19: Play Equipment Replacement and Site Work at Various Parks Page 2 of 2**RECOMMENDATION**

Recommended bidder	Smith and Long Limited (lowest priced bidder)	
Current budget available	\$926,391.00 \$55,100.00 <u>\$150,000.00</u> \$1,131,491.00	059-6150-19194-005 Playstructure Replacement 059-6150-19195-005 Playstructure Rubberized 059-5350-19283-005 New Playground Total budget available
Less cost of award	\$1,060,889.85 <u>\$63,653.39</u> \$1,124,543.24	Cost of award (Inclusive of HST) Contingency (6%) Total cost of award (inclusive of contingency and HST)
Budget remaining after this award	\$6,947.76	*

*The balance remaining of \$6,947.76 shall be returned to the original funding source.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available	Cost of Award	Contingency	Total Cost of Award	Budget Remaining
Playstructure Replacement (Life Cycle Funded)	059-6150-19194-005	926,391.00	840,802.02	50,448.12	891,250.14	35,140.86
Playstructure Rubberized Surface Replacement (Life Cycle Funded)	059-6150-19195-005	55,100.00	79,779.84	4,786.79	84,566.63	(29,466.63)
New Playground – Crosby Park (Ramp Up Reserve Funded)	059-5350-19283-005	150,000.00	140,307.99	8,418.48	148,726.47	1,273.53
Totals:		1,131,491.00	1,060,889.85	63,653.39	1,124,543.24	6,947.76

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be updated accordingly.

ENVIRONMENTAL CONSIDERATIONS

All trees and plants to be protected during the work, with the installation of protective fencing to protect existing trees and shrubs.

#5

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Award:	121-T-19 Oil-Grit Separator Cleanouts
Date:	August 30, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	August 26, 2019
Number picking up bid document	7
Number responding to bid	6

BACKGROUND

This contract is for the clean out of all oil-grit separator structures as identified in the tender documents. The Contractor is to haul all collected material to a Ministry of the Environment Conservation and Parks (MECP) approved waste processing plant to process and dispose of material in an environmentally responsible and approved manner in accordance with applicable laws.

RECOMMENDATION

Recommended bidder	Flow Kleen Technology Ltd. (lowest priced bidder)	
Current budget available	\$192,600.00	700-101-5399-19281 OGS Cleaning
Less cost of award	\$127,836.00	Cost of award (Inclusive of HST)
	\$ 12,783.60	Contingency (10%)
	\$140,619.60	Total cost of award (inclusive of contingency and HST)
Budget remaining after this award	\$51,980.40	*

* The remaining budget in the amount of \$51,980.40 will be returned to original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be updated accordingly.

ENVIRONMENTAL CONSIDERATIONS

Material removed from the oil-grit separators is disposed of in compliance with all regulations set forth by the MECP.

#6

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	141-T-19 - Sediment Removal at Stormwater Management Pond (ID #9)
Date:	August 27, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	Jul 19, 2019
Number picking up document	4
Number responding to bid	3

BACKGROUND

To obtain approval to award the contract for Sediment Removal of the Stormwater Management Ponds at Pond #9 located southeast of Highway 7 and Pond Drive. Work will commence in November 2019 to Feb 2020 and planting to be done in Spring 2020.

RECOMMENDATION

Recommended bidder	Ground Force Environmental Inc. (lowest priced bidder)	
Current budget available	\$120,000.00 \$484,638.00 \$604,638.00	750-101-5399-19232 Erosion Restoration Program 058-6150-18277-005 SWM Pond Cleaning - Pond ID#9 Total Budget Available
Less cost of award	\$564,632.86 \$ 39,524.30 \$604,157.16	Cost of Award Contingency (7%) Award Incl. of HST & Contingency (10%)
Budget remaining after this award	\$ 480.84	*

* The remaining balance of \$480.84 from project 19232 will be returned to original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The next sediment cleaning for this location is included in the life cycle study for year 2039. There is no incremental operating budget and life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

Sediment cleaning maintains downstream water quality, preserves fish habitat and contributes to a sustainable, healthy ecosystem that is in line with the City's Greenprint initiative. In meeting the requirement of Ministry of Environment and Climate Change (MOECC) Certificate of Approval (C of A) and more recently Environmental Compliance Approval (ECA), the City carries out pond inspections regularly. Sediment levels are monitored and when the accumulated sediment reaches a level where the removal efficiency is reduced by 5%, ponds are cleaned to ensure that the quality control function of the pond is maintained.

#7

**STAFF AWARD REPORT****Page 1 of 2**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Award:	149-T-19 Supply, Delivery, Install and Warranty of 531 Various Trees
Date:	August 8, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	July 15, 2019
Number picking up bid document	6
Number responding to bid	3

PURPOSE/BACKGROUND

The contract is for supply, delivery, installation, and two (2) year maintenance and warranty of four hundred and eighty six (486) trees to be planted throughout the City and an additional 45 trees to be planted in Grand Cornell Park in 2019.

RECOMMENDATION

Recommended bidder	Nu Roots Tree Planting INC. (lowest priced bidder)	
Current budget available	\$205,476.53	Various accounts (see Financial Considerations)
Less cost of award	\$186,134.30	Total cost of award (inclusive of HST)
Budget remaining after this award	\$ 19,342.23	*

*The remaining budget in the amount of \$19,342.23 will be used for other tree planting for these projects.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Current Budget Available	Cost of Award	Budget Remaining/ (Shortfall)
Markham Beautification - Ward 2	700-101-5399-8507	37,669.77	35,055.30	2,614.47
Markham Beautification - Ward 8	700-101-5399-8508	34,806.76	33,378.30	1,428.46
Tree Planting in vacant sites	700-101-5399-18342	100,000.00	99,977.16	22.84
Landscape Recovery (Funding to be transferred to 700-101-5399-18342 from 031-222-0026)	700-101-5399-18342	33,000.00	17,723.54	15,276.46
Totals:		205,476.53	186,134.30	19,342.23

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and the Life Cycle Reserve Study.

149-T-19 Supply, Delivery, Install and Warranty of 531 Various Trees Page 2 of 2

ENVIRONMENTAL CONSIDERATIONS

Trees produce oxygen and remove carbon dioxide and contaminants from the air. Additionally, they provide habitat for birds and other wildlife.

#8

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	175-T-19 Supply and Delivery of Two (2) 11' Wide Area Mowers
Date:	September 20, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	September 5, 2019
Number picking up bid document	3
Number responding to bid	2

RECOMMENDATION

Recommended bidder	Turf Care Products (lowest priced bidder)	
Current budget available	\$140,100.00	057-5350-19213-005 New Fleet - Parks
Less cost of award	\$142,362.24	Total cost of award (Inclusive of HST)
Budget remaining after this award	(\$2,262.24)	*

*The budget shortfall of \$2,262.24 will be funded from the Design Capital Contingency project (#7352), which has a current balance of \$70,069.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is incremental operating budget impact in the amount of \$5,400 associated with annual fuel, parts and maintenance requirements, which will be added to the 2020 operating budget, subject to Council approval. The new mowers will be added to the 2020 Life Cycle Reserve Study update.

ENVIRONMENTAL CONSIDERATIONS

The units in this award utilize the most current technology, reducing overall engine emissions.

#9

**STAFF AWARD REPORT****Page 1 of 2**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	168-Q-19 Water Treatment Services
Date:	September 3, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bids closed on	August 23, 2019
Number picking up bid documents	5
Number responding to bid	4

BACKGROUND

Water Treatment Services of mechanical equipment is an integral part of any building operation. Mechanical equipment can be adversely affected by scale, corrosion, and microbiological contamination. This can lead to equipment failure, costly repairs and public's health and safety concerns when left untreated.

The contractor will continuously treat water covering a variety of equipment including but not limited to heat exchangers, cooling towers, water softeners, pumps and filters, boilers and condensers.

RECOMMENDATION

Recommended bidder	Alliance Water Group Inc. (lowest priced bidder)	
Current budget available	\$21,514.00	Various Operating Accounts
Less cost of award	\$20,636.93	January 1, 2020 – December 31, 2020*
	\$20,636.93	January 1, 2021 – December 31, 2021*
	\$20,636.93	January 1, 2022 – December 31, 2022**
	\$20,636.93	January 1, 2023 – December 31, 2023**
	<u>\$20,636.93</u>	January 1, 2024 – December 31, 2024**
	\$103,184.64	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 877.07	

*The initial (2) year contract term will be at the same itemized pricing.

**The three (3) optional renewal years will be adjusted based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending December in the applicable year.

168-Q-19 Water Treatment Services**Page 2 of 2****FINANCIAL CONSIDERATIONS**

The following table illustrates the requirements from January 1, 2020 to December 31, 2020 broken down by facility.

Line Item	Description	Account Number	Extended Price/Year
1	8100 Warden Ave	750-757-4241	\$ 573.93
2	Aaniin Community Centre	509-921-5314	\$ 891.42
3	Angus Glen Community Centre	504-921-5314	\$ 1,196.70
4	Armada Community Centre	502-971-5314	\$ 573.93
5	Centennial Community Centre	503-921-5314	\$ 1,440.92
6	Clatworthy Arena	501-922-5314	\$ 1,196.70
7	Cornell Community Centre	505-921-5314	\$ 573.93
8	Crosby Memorial Community Centre	502-922-5314	\$ 1,196.70
9	Fred Varley Art Gallery	540-540-5314	\$ 1,440.92
10	Markham Civic Centre	750-751-4241	\$ 573.93
11	Markham Fire Station 93	750-750-5465	\$ 512.87
12	Markham Fire Station 99	750-750-5463	\$ 512.87
13	Markham Village Community Centre	503-923-5314	\$ 1,196.70
14	Markham Village Library	998-300-5310	\$ 1,440.92
15	Milliken Mills Community Centre	502-921-5314	\$ 1,733.99
16	Mt. Joy Community Centre	503-922-5314	\$ 1,196.70
17	Museum Collections Building	520-520-5414	\$ 512.87
18	Pan Am Centre	506-921-5314	\$ 1,074.59
19	Rouge River Community Centre	503-972-5314	\$ 573.93
20	Thornhill Community Centre	501-921-5314	\$ 1,074.59
21	Thornlea Pool	501-911-5314	\$ 573.93
22	Heintzman House	990-990-5414	\$ 573.93
Subtotal:			\$20,636.93*

*Compared to the previous award (074-Q-15), this award represents an annual increase of 14.58% or \$2,625.41. The increase is a result of a 4% (\$1,160.07) average inflation adjustment since the 2016 contract and the addition of two locations (Aaniin Community Centre, Heintzman House) and a dehumidifier unit (131-Q-18) added to Milliken Mills Community Centre. These new additional locations to the contract represented a \$1,465.34 increase compared to the previous contract.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

A continuous water treatment program will eliminate the development of harmful bacteria that can cause corrosion and microbiological contamination.

#10

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	051-R-19 Highway 7 Flato Theatre Electronic Sign
Date:	July 12, 2019
Commission:	Development Services

BID INFORMATION

Bids closed on	July 8, 2019
Number picking up bid documents	7
Number responding to bid	6

BACKGROUND

To obtain approval to award the contract for the design, supply and installation of a new electronic theatre sign at the intersection of Highway 7 and Town Centre Blvd.

The existing sign was installed in 2008 and replacement is warranted based on condition assessment revealing rust, weather damage, and deteriorating electrical components. New signage will feature a full colour waterproof

3200 x 1800 LED screen equivalent to a 144" television capable of playing high resolution images, and text. In addition to a contemporary design, the sign will have a viewing distance of 150 meters, and is internally lit with light sensors that automatically dim during night-time hours.

Work to be completed by November 2019.

RECOMMENDATION

Recommended bidder	Everest Signs (highest ranked / lowest priced bidder)	
Current budget available	\$100,800.00	074-6150-19009-005 (Theatre Electronic Sign)
Less cost of award	\$134,323.20	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	(\$33,563.20)	*

*The shortfall of \$33,563.20 will be funded from the Non-DC Capital Contingency account. The budget request was specified with a wireless connection and in consultation with ITS, a fiber-optic cable was recommended.

The existing wireless connection will be replaced with a buried direct PVC conduit extending a fiber-optic cable from the theatre sign to the network room located at the south side of the Civic Centre. This will result in improved infrastructure, data transfer speeds, reliability, and network security (imperative to protect against hackers).

As outlined in Section 17.2 of the City's General Terms and Conditions, "The City reserves the right, in its sole discretion, to negotiate with the lowest priced / highest ranked bidder in the event that the bid prices submitted by the bidders exceed the City's budget". Consequently, staff reviewed potential

051-R-19 Highway 7 Flato Theatre Electronic Sign**Page 2 of 2**

opportunities and entered into negotiations with Everest Signs to reduce the price in order to better meet the City's approved budget. Staff were able to reduce the price by \$12,720.00, from \$147,043.20 to \$134,323.20, a 9% reduction.

PROPOSAL EVALUATION

The evaluation team was comprised of staff from the Flato Markham Theatre and ITS, design consultation provided by Corporate Communications and facilitated by staff from the Procurement Department. Bidders were assessed against pre-determined technical criteria as outlined in the RFP; 20% for qualifications/performance of the company, 10% for qualifications/experience of the project team, 40% for project delivery and performance measures, and 30% for pricing. Over 15 design concepts were reviewed and narrowed down to one recommendation based on evaluation team consensus.

Bidders	Total Score (100 points)	Overall Ranking
Everest Signs*	88.3	1

*Everest Signs showed a strong understanding of the project and has a qualified project team with over 15 years of related experience and several signs installed for City's including Newmarket, Ajax, Caledon, and Durham District School Board. Prices from bidders ranged from the lowest of \$134,323.20, to the highest of \$162,072.13.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact and no life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

Automatic brightness control allows for reduced energy consumption during daytime and nighttime hours. Underground directional boring will be used to tunnel a connection from the sign to the network room, which minimizes disruption to the surrounding area as opposed to traditional trenching.

#11

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Award:	105-S-19 Supply and Delivery of One (1), 16' Rotary Mower
Date:	September 18, 2019
Commission:	Community & Fire Services

BACKGROUND

To obtain approval for the supply and delivery of one (1), 16' rotary mower.

Unit 3485 will be sold upon delivery of the new unit in accordance with Purchasing By-Law 2017-8, PART V Disposal of Personal Property and proceeds will be posted to account 890 890 9305.

RECOMMENDATION

Recommended bidder	Turf Care Products Canada Limited (non-competitive procurement)	
Current budget available	\$84,971.00	057-6150-19207-005 Corporate Fleet Replacement (Non-Fire)
Less cost of award	\$111,936.00	Total cost of award (inclusive of HST)
Budget remaining after this award	(\$26,965.00)	*

* The budget shortfall of \$26,965.00 will be funded from the Non-DC Capital Contingency project.

STAFF FURTHER RECOMMENDS

That the tendering process be waived in accordance with Purchasing By-Law 2017-18, Part II, Section 11 Non-Competitive Procurement, items 11.1 (b) where there is only one source of supply for the goods to be purchased.

OPTIONS/DISCUSSIONS

There are only two manufacturers who produce a 16' rotary mower, The Toro Company and Jacobsen. Turf Care Products Canada is the local distributor for The Toro Company, while G.C. Duke is the local distributor for Jacobsen. The City currently has a number of Jacobsen mowers, however has been having issues with performance due to consistent mechanical breakdowns causing the machines to be repaired. Often times, these repairs can take up to a number of weeks as the parts for such machines are often unavailable and need to be shipped in from the United States. Due to the downtime of such equipment, staff are often left with no machines to complete the scheduled work or the City has to deploy other crews to complete the work at a much slower pace. Note that it takes approximately 2.25 times more labour hours to complete with zero-turn mowers as compared to a 16' mower. The City has a number of older Toro models that are still in use and have not had any similar downtime or parts issues as the Jacobsen 16' rotary mower. Due to such issues with the Jacobsen models and the existing Toro models, Fleet has determined that only the Toro make/models are acceptable for use by the City.

105-S-19: Supply and Delivery of One (1), 16' Rotary Mower**Page 2 of 2**

Procurement initially obtained a quotation from The Toro Company through an existing contract with Kinetic GPO (Kinetic). Kinetic is a cooperative purchasing solution for the Canadian public sector and leverages group buys to obtain better discounts through competitive public tendering processes. Kinetic conducts their procurements in a fair, open, transparent and competitive manner and establishes various types of contracts that can be utilized by Canadian public organizations. Membership with Kinetic is required to utilize their contracts and is free to join.

In 2018, Kinetic issued a Request for Standing Offer (RFSO) for Grounds Keeping Equipment, in which The Toro Company was awarded for a period of three years plus a possible two year extension, starting on May 24, 2018. Turf Care Products Canada Limited (Turf Care) is the Ontario distributor for The Toro Company. Turf Care originally provided the City with a quotation (based on a 20% discount off the MSRP price in US dollars) of \$131,609 (pretax) for one 16' rotary mower (Toro Groundsmaster 5900-D 4WD). After further discussions and negotiations with Turf Care, a revised quotation was provided at \$110,000 each (pre-tax).

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact as the vehicle being purchased is replacement for an existing unit. The Life Cycle Reserve Study will be updated to reflect the price accordingly.

ENVIRONMENTAL CONSIDERATIONS

The unit in this award utilizes the most current technology, reducing overall engine emissions.

#12

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Award:	181-S-19 Supply and Delivery of Six (6), 60" Zero-Turn Mowers
Date:	August 14, 2019
Commission:	Community & Fire Services

BACKGROUND

To obtain approval to award the contract for the supply and delivery of six (6), 60" zero-turn rear-discharge mowers to replace existing fleet units 3475, 3477, 3478, 4206, 4329 and 4385.

RECOMMENDATION

Recommended bidder	B.E. Larkin Equipment Ltd. * (non-competitive procurement)	
Current budget available	\$96,846.95	057-6150-19207-005 Corporate Fleet Replacement (Non-Fire)
Less cost of award	\$96,834.82	Total cost of award (inclusive of HST impact)
Budget remaining after this award	\$ 12.13	*

*B.E. Larking Equipment Ltd. is the Ontario distributor of Kubota 60" Zero-Turn Mowers.

** The budget remaining after this award of \$12.13 will be returned to the original funding source.

Staff further recommends

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11 Non-Competitive Procurement, item 11.1 (e) which states, "Where the City is acquiring equipment, in which case the sources of supply may be identified based on technical specifications prepared by the User Department staff" and item 11.1(h) which states, "Where it is necessary or in the best interests of the City to acquire non-standard items from a preferred supplier who has a proven track record with the City in terms of pricing, quality and service."

OPTIONS/DISCUSSIONS

The City currently has 39 zero-turn mower units within its fleet. Of the 39 units, 32 were manufactured by Kubota and 7 were manufactured by Hustler.

Comparison (Price)

There are 4 manufacturers of a 60" zero-turn rear-discharge mower, 1. Kubota 2. Hustler 3. John Deere 4. Grasshopper. From the period of 2007-2016, the City issued six (6) tenders to the market with the Kubota being the lowest priced on 5 of the 6 tenders. Other than one tender, the other manufacturers' units have been \$2,000 to \$8,000 higher in cost.

Comparison (Product quality)

Other than cost, the primary difference between the Kubota and the other units is the drive system, mower deck height and accessibility of the hub and bearings for greasing. The Kubota unit is more mechanized, the drive system has an output shaft from the engine that feeds into a gearbox, which drives the mower blades and eliminates need of operators to refit the belt to the pulley system in the field. The mower deck height is adjusted using hydraulics and reduces time spent on adjusting for

181-S-19 Supply and Delivery of Six (6), 60" Zero-Turn Mowers **Page 2 of 2**

various terrain. The grease fittings for the hubs are located on the top side of the mower deck for ease of preventative maintenance to reduce premature damage / failure.

Maintenance cost

The Kubota's unit averages an annual maintenance and repair cost of \$690, whereas the Hustler units have an average annual maintenance and repair cost of \$2,045. Therefore, Staff recommend maintaining the Kubota units moving forward due to their competitive pricing and quality of mower.

FINANCIAL CONSIDERATIONS

Units 3475, 3477, 3478, 4206, 4329, and 4385 will be sold upon delivery of the new units in accordance with Purchasing By-law 2017-8, PART V, Disposal of Personal Property. Proceeds will be posted to account 890 890 9305 proceeds from the Sale of Other Fixed Assets.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating impacts related to the six (6), 60" zero-turn mowers as they are replacements for existing Kubota units. There is no incremental impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

All units in this award utilize the most current technology, reducing overall engine emissions.

#13

**STAFF AWARD REPORT****Page 1 of 3**

To:	Andy Taylor, Chief Administrative Officer
Re:	131-R-19 Vending Machine Services
Date:	September 5, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bids closed on	August 23, 2019
Number picking up bid documents	5
Number responding to bid	4

BACKGROUND

The vending contractor is to supply, maintain, and restock vending equipment at the following locations:

Location	Snack Machine Inventory
Pan Am Centre	1
Aaniin Community Centre	1
Angus Glen Community Centre	2
Milliken Mills Community Centre	2
Centennial Community Centre	3
Thornhill Community Centre	2
Cornell Community Centre	2
Markham Village Community Centre	1
Armada Community Centre	1
R.J Clatworthy Community Centre	1
Crosby Community Centre	1
Markham Civic Centre	1

The contractor will deliver and install all equipment and stock snacks for the anticipated operational requirements as of October 1, 2019.

131-R-19 Vending Machine Services**Page 2 of 3****RECOMMENDATION**

Recommended bidder	Naccarato Enterprises Limited (highest ranked / highest revenue bidder)	
Estimated annual gross sales	\$ 67,539.82	Recreation Vending Sales (Incl. HST Impact)
Estimated revenue of award	\$ 2,500.00	Signing Bonus*
	\$ 2,963.54	Oct 2019 – Sept 2020 Est. Commission (34%)
	\$ 22,963.54	Oct 2020 – Sept 2021 Est. Commission (34%)
	\$ 22,963.54	Oct 2021 – Sept 2022 Est. Commission (34%)
	\$ 22,963.54	Oct 2022 – Sept 2023 Est. Commission (34%)
	\$ 22,963.54	Oct 2023 – Sept 2024 Est. Commission (34%)
	\$ 2,500.00	Signing Bonus*
	\$ 22,975.02	Oct 2024 – Sept 2025 Est. Commission (34.005%)
	\$ 22,986.51	Oct 2025 – Sept 2026 Est. Commission (34.010%)
	\$ 22,998.00	Oct 2026 – Sept 2027 Est. Commission (34.015%)
	\$ 23,009.50	Oct 2027 – Sept 2028 Est. Commission (34.020%)
	<u>\$ 23,021.01</u>	Oct 2028 – Sept 2029 Est. Commission (34.025%)
	\$234,807.74	Total Estimated Revenue (Inclusive of HST)
		*

*A \$2,500 signing bonus will be paid to the City upon commencement and renewal of the contract.

**The term of the contract is for five (5) years with a 34% commission on gross sales in years 1-5 with the option to renew for an additional five (5) years to be exercised one year at a time with a 0.005% increase to commission paid in years 6-10.

PROPOSAL EVALUATION

The evaluation team was comprised of Staff from the Recreation Services Department with Procurement staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as detailed in the Request for Proposal: 20 points for qualifications and experience of the contractor, 10 points for organization's background

and team experience, 10 points for product selection and healthy options, 30 points for project delivery and performance measures, and 30 points for commission structure, totaling 100 points with the resulting score as follows:

Bidders	Total Score (100 Points)	Overall Ranking
Naccarato Enterprises Limited*	93.7	1

*Naccarato Enterprises Limited has a strong understanding of the project and has a qualified project team that has over 15 years of related experience and is currently providing vending maintenance and restocking to cities including Newmarket, Oakville, and Milton. A minimum of 10% healthy food options will be provided in each vending machine. The commission from bidders ranged from the lowest being 15% to the highest being 34%.

131-R-19 Vending Machine Services**Page 3 of 3****FINANCIAL CONSIDERATIONS**

Highest ranked / highest revenue bidder Naccarato Enterprises Limited will provide a 34% commission on annual gross sales estimated to be \$22,963.54 inclusive of HST based on an average of \$67,539.82 gross sales from 2017-2019. Compared to the previous contract (15% commission), it is anticipated the City will receive an additional revenue of \$12,842.57 (\$22,973.54 - \$10,130.97) per year.

The commission from vending sales will be recorded in the Recreation Vending Sales operating accounts on a quarterly basis.

There will also be a one-time signing bonus of \$2,500 paid to the City for the initial 5 years and an additional \$2,500 signing bonus if the contract is extended for an additional 5 years. Deposits will be made to account 500-998-9394 (Recreation's Partnership Revenue)

Furthermore, Naccarato Enterprises Limited will provide an annual in-kind product allowance of \$500 upon request to be utilized at community and staff events and volunteer appreciation for the term of the contract.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating budget will be adjusted to reflect the higher commission under the new contract in 2020. There is no incremental impact to the life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

All vending machines under this contract will be Energy Star compliant, which includes a sleep mode to reduce energy consumption when not being used.

#14

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	187-S-19 Consulting Services, Comprehensive Assessment of the Development Review Process and Roles and Responsibilities
Date:	September 06, 2019
Commission:	Development Services

PURPOSE

To obtain approval to award a contract for the comprehensive assessment of the development review process, roles, and responsibilities. The assessment will include implications for other commenting departments across the organization.

BACKGROUND

On May 21, 2019, the Province of Ontario announced the provision of a \$7.35 million Provincial Audit and Accountability Fund (Fund) to help large municipalities and district school boards to review municipal service delivery expenditures to find efficiencies and modernize service delivery, while protecting jobs.

On August 8, 2019, the Province responded to the City and identified they would provide funding for up to \$150,000 for an independent third party assessment of the City's development review process including the preparation of a final report, which will include actionable recommendations for cost savings.

On September 3, 2019, General Committee authorized Staff to execute the Ontario Transfer Payment Agreement with the Province. The agreement with the Province does not preclude the City from advancing the procurement process to retain a third party consultant, prior to authorizing the Mayor and Clerk to execute the agreement.

RECOMMENDATION

Recommended bidder	KPMG LLP (non-competitive procurement)	
Current budget available for this item	\$150,000.00	*
Less cost of award	\$124,363.95	Award
	\$ 12,436.40	Contingency (10%)
	\$136,800.35	Total Award (Inclusive of HST)
Budget remaining after award	\$ 13,996.65	**

* As per General Committee meeting dated September 3, 2019, a new capital project named "Development Review Process" to fund the Provincial Audit and Accountability Fund will be opened after approval from Council on September 10, 2019.

**The remaining balance of \$13,996.65 will remain in the account until completion of the project.

187-S-19 Consulting Services, Comprehensive Assessment of the Development Review Process and Roles and Responsibilities

Page 2 of 3**Staff further recommends**

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11 Non Competitive Procurement, item 1 (g) which states “where it is in the City’s best interest not to solicit a competitive Bid;” and item (h) which states “where it is necessary or in the best interests of the City to acquire non-standard items or Consulting and Professional Services from a preferred supplier or from a supplier who has a proven track record with the City in terms of pricing, quality and service.”

OPTIONS/DISCUSSION

The objectives of this assessment is to ensure Markham’s development review process is:

- Efficient, streamlined, and effective,
- Clear and transparent to staff, applicant and the public,
- Aligned similarly with other municipalities in processes, staffing and resources,
- Support excellence in the built environment

The following will be evaluated in the development review process as the Development Services Commission is committed to finding efficiencies, modernize service delivery, and reduce costs through this review:

- Development review and approval processes based on the detailed process mapping that is available;
- Development application management practices and review timelines;
- Staff resources and skill sets required to meet review timelines;
- Timeline changes from Bill 108 *More Homes, More Choice Act*;
- Alternative decision-making processes.

Staff are recommending that KPMG LLP (KPMG), who has partnered with Gladki Planning Associates Inc (Gladki), to be retained by the City to provide the comprehensive assessment of the development review process and roles and responsibilities. KPMG recently completed in March 2019 an end-to-end review of the City of Toronto’s Development Review process which included stakeholder engagement, research of other jurisdictions, a final report with recommendations to improve the efficiency and effectiveness of the development review process, and development of a multi-year implementation roadmap. As the Lead Consultant with strong project management background, KPMG will lead the day-to-day project management responsibilities, tasks, and ensure deliverables are completed. With their strong policy and planning background, and having previously worked with the City of Markham on planning issues including *Planning Act*, section 37 density bonusing provisions and second suites housing policies, Gladki will play a key and central role in providing insight into the development review process.

187-S-19 Consulting Services, Comprehensive Assessment of the Development Review Process and Roles and Responsibilities

Page 3 of 3

Staff are of the opinion that KPMG / Gladki have the requisite skills, knowledge and expertise, which makes them uniquely qualified to deliver this project. Other consultants, without this unique experience and perspective, will require significant direction from City staff and additional time and expense to familiarize themselves, not only with the policies, which apply to the City of Markham, but also with the extensive stakeholder network that needs to be engaged to complete the following work, as required under the approved application:

1. A review of service delivery expenditures and modernization opportunities and administrative processes to reduce costs;
2. Preparation of a final report with specific actionable recommendations for cost savings and improved efficiencies; and,
3. Completion by November 30, 2019 with a publicly posted independent third-party report outlining the analysis, findings, and actionable recommendations.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Not Applicable

ENVIRONMENTAL CONSIDERATIONS

Not applicable.