



Report to: General Committee

Meeting Date: November 18, 2019

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

RECOMMENDATION:

1. That the report entitled "Staff Awarded Contracts for the Month of October 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 October 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 October 2019

Number	BMFT Objective	Description	Award Details	Commission
1	Engaged, Diverse and Thriving City	133-R-12 Labour and Employment Law Legal Services - Contract Extension	Non-Competitive Bidder	CAO
2	Exceptional Services by Exceptional People	048-R-19 Employee & Family Assistance Program (EFAP)	Highest Ranked/Lowest Priced Bidder	CAO
3	Safe & Sustainable Community	116-T-19 Markham Theatre Building Envelope Repairs	Lowest Priced Bidder	DS
4	Safe & Sustainable Community	124-T-19 Stairway Replacement – Pomona Mills Park	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	169-Q-19 Consulting Engineering Services for New Operations Works Yard	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	173-T-19 Milliken Mills Community Centre Pool Mechanical Replacement	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	182-Q-19 Library Furniture, Equipment & Shelving Replacement	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	184-T-19 Rehabilitation of Streetlighting System	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	098-R-19 Consulting Services, Markham Road – Mount Joy Secondary Plan Study	Highest Ranked/Lowest Priced	DS
10	Safe & Sustainable Community	127-R-19 Consulting Engineering Services for the Detailed Design of the 2019 Sidewalk Program	Highest Ranked/Lowest Priced	DS

11	Stewardship of Money and Resources	125-T-19 Replacement of Rougehaven Parkette and Roxbury Park Shade Structures	Lowest Priced Bidder	C&FS
12	Stewardship of Money and Resources	197-Q-19 Supply and Delivery of Nine (9) Equipment Trailers	Lowest Priced Bidder	C&FS
13	Stewardship of Money and Resources	200-T-19 Landscape Pavement Improvements at Millennium Bandshell and 185 Main Street in Unionville, Markham	Lowest Priced Bidder	C&FS

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

#1

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

To:	Andy Taylor, Chief Administrative Officer
Re:	133-R-12 Contract Extension Labour and Employment Law Legal Services
Date:	September 19, 2019
Commission:	Chief Administrative Officer

PURPOSE/BACKGROUND

To obtain approval to extend the contract for a one (1) year term with an option to renew for two (2) additional separate terms for Labour and Employment Law Legal Services (specific to labour law work), on an as required basis at the same rate as the current contract.

RECOMMENDATION

Recommended bidder	Hicks Morley Hamilton Stewart Storie B&S (non-competitive procurement)	
Current budget available	\$105,000.00	200-998-5620 "Labour and Employment Consulting Service"
Less cost of award	\$ 27,500.00	Year 1: Oct. 2019 – Dec. 2019
	\$110,000.00	Year 2: Jan. 2020 – Dec. 2020 *
	\$110,000.00	Year 3: Jan. 2021 – Dec. 2021 *
	<u>\$ 82,500.00</u>	Year 4: Jan. 2022 – Sep. 2022 *
	\$330,000.00	Total Award (Inclusive of HST)*
Budget remaining after award	\$ 0.00	

*Subject to Council approval of the annual operating budget.

Staff further recommends

The tendering process be waived in accordance with the City's Purchasing By-law 2017-8, Part II, Section 11.1 (c) when the extension of the existing contract would prove more cost effective or beneficial and (h) where it is necessary or in the best interests of the City to acquire Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service.

OPTIONS / DISCUSSIONS

In 2013, Staff awarded the contract to retain legal firms for the provision of labour and employment law services. The City split the contract between two firms: (1) Hicks Morley Hamilton Stewart Storie B&S ("Hicks") for the assignment of all labour law work; and, (2) Filion Wakely Thorup Angeletti LLP ("Filion") for the majority of general employment law work. With both contracts at the end of term (with no further options for renewal), Staff recommend that the assignment of all labour law work remains with Hicks by way of an extension of the current contract; and all general employment law work be sourced by staff in accordance with the Purchasing By-Law requirements. Staff are of the opinion that this arrangement would continue to provide the City with the expertise required at the best value.

133-R-12 Contract Extension Labour and Employment Law Legal Services Page 2 of 3**OPTIONS / DISCUSSIONS**

With over 120 lawyers, Hicks is the largest firm in Canada that focuses on the representation of management in human resources law and advocacy. Labour and employment law is the core foundation of the firm. By providing a depth and scope of expertise in human resources law, Hicks has achieved a key advantage in the industry. Within the public sector and specifically among municipalities, Hicks has established itself as a long-standing choice for the assignment of all labour law work, and for providing excellent services and support related to employment law and labour relations, Ontario Labour Relations Board, Pay Equity Hearing Tribunal, Workers Safety and Insurance Board, and Workers Safety and Insurance Appeals Tribunal.

Hicks has been the City's legal representative for all labour law matters since 1997. The long-standing experience and history with the City ensures continued efficient and cost-effective delivery of legal services. In addition, Hicks' technological proficiency and knowledge management capabilities shortens the learning curve and translates into costs-savings for the taxpayers.

Hicks' knowledge management continues to be a fundamental asset to the City. It is comprised of:

- a body of precedents and sample documents that are collected and aggregated within the firm and organized by topic;
- a state-of-the-art document management system which allows the firm to quickly and easily access a comprehensive collection of memos and opinions to deliver responsive content;
- a library collection of arbitration decisions, reported and unreported, as well as unreported court decisions;
- internally developed comparison charts of various statutory requirements, federally and across all provinces, allowing lawyers quick access to cross-country information

Hicks' internal processes and procedures ensure that the firm's legal team maintains a high level of professional services. Its unique expertise in the field of municipal labour law would be of continued benefits. Staff are confident that Hicks will continue to provide the best support to the City.

Hicks has confirmed in writing that they will maintain the rates and terms and conditions of engagement as outlined in the March 2013 proposal to the City concerning RFP-133-R-12 for the next three (3) years.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

133-R-12 Contract Extension Labour and Employment Law Legal Services Page 3 of 3

LEGAL CONSIDERATIONS

The City is subject to the following trade agreements, which apply to public sector procurement above a certain dollar threshold: the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), effective September 21, 2017; and the Canadian Free Trade Agreement (CFTA), effective July 1, 2017.

Based on the “Total Award” amount, only CFTA applies to the recommended contract extension, which contains an exclusion for the procurement of legal services.

#2

**STAFF AWARD REPORT****Page 1 of 4**

To:	Andy Taylor, Chief Administrative Officer
Award:	048-R-19 Employee & Family Assistance Program (EFAP)
Date:	October 21, 2019
Commission:	Chief Administrative Officer

BID INFORMATION

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

PURPOSE

To obtain approval to award this contract for Employee & Family Assistance Program (EFAP) for a term of 5 years commencing January 1, 2020.

RECOMMENDATION

Recommended bidder	Homewood Health Inc. (highest ranked /lowest priced bidder)	
Current budget available	\$ 50,350.00	Acct# 30-2200043 Employee Assistance Program
Less cost of award	\$ 64,228.37	Year 1, January 1, to December 31, 2020*
	\$ 67,014.05	Year 2, January 1, to December 31, 2021*
	\$ 67,014.05	Year 3, January 1, to December 31, 2022*
	\$ 71,656.85	Year 4, January 1, to December 31, 2023*
	<u>\$ 71,656.85</u>	Year 5, January 1, to December 31, 2024*
	\$341,570.16	Total Award (Inclusive of HST)
Budget shortfall after this award	(\$13,878.37)	

*Subject to Council approval of the annual operating budget. The budget shortfall will be adjusted within the overall benefits budget of the City. Future year operating budgets will be adjusted accordingly. The award is based on the estimated usage for 2020-2024 based on recent year trending. Fees are only paid when Staff utilize the EFAP.

048-R-19 Employee & Family Assistance Program (EFAP)**Page 2 of 4****RECOMMENDATION**

Note: Hourly Fees for the EFAP are \$92.86/hour (Part A) and \$201.49/hour (Part B). In comparison with the previous contract (2011-2019), staff negotiated a 4% decrease in hourly rates for Part A and maintained the same rate for Part B. Further, in addition to the existing four lunch-and-learn sessions provided each year to the City (free issue), staff negotiated an additional eight lunch-and-learn sessions per year (each session valued at \$503.71 inclusive of tax) to be provided at no cost to the City.

BACKGROUND

The City is seeking an EFAP service provider that can provide readily accessible and flexible services for employees and their families: providing support, information and counselling through a variety of delivery methods. Along with ease of access, the plan will address personal and work related problems.

The delivery of an EFAP includes the following **three (3)** areas:

1. PART A - General Program Requirements (\$92.86/hour)

- Timely Access to Assessment, Interventions, Counselling, Information and Referral Services
- Integrated Work-Life Consultations
- Support for Managers

Estimated usage:

Year	Part A Hours
2020	670
2021 & 2022	700
2023 & 2024	750

2. PART B - Critical Incident Stress Management Program Requirements (\$201.49/hour)

- Critical Incident Stress Debriefing
- Crisis Intervention
- Substance Abuse Assessment and Prevention Program

Estimated usage

Year	Part B Hours
2020	10
2021 & 2022	10
2023 & 2024	10

048-R-19 Employee & Family Assistance Program (EFAP)**Page 3 of 4****3. PART C - Program Development, Implementation and On-going Employee****Awareness (No charge)**

- Assignment of Lead Program Manager (Implementation Consultant and/or Account Manager) to coordinate and lead the following aspects of the program development, program launch, implementation and orientation sessions:
- Program Promotion
- Program On-going Development
- Program Evaluation
- Quality Control Measures
- Client Service

Staff utilizing this service has increased from 116 in 2015 to 165 in 2018, the 2018 usage of 165 staff members represents 15.51% of service utilization by the total staff compliment. It should be noted that EFAP usage is an important employee wellness lever that can have a role in mitigating absenteeism and illness.

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of staff members from the Human Resources Department 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: 15 points for Experience and Qualification of the Bidder, 15 points for Experience and Qualifications on the Named Personnel and Program Team (Lead Program Manager / Implementation Consultant / Account Manager; Clinical Manager; Counsellors); 40 points for Assessment of Program Requirements, 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:

Stage 2- Price

Based on the Stage 1 evaluation, all 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.

Stage 3- Presentation and Overall Scoring

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

048-R-19 Employee & Family Assistance Program (EFAP)**Page 4 of 4****Overall Scoring (Including presentation)**

Bidders	Grand Total Score (out of 110)	Rank Results
Homewood Health Inc.	103.26	1
Morneau Shepell	97.57	2
Aspiria Corp.	67.28	3

Prices ranged from \$341,570.16 to \$557,644.80 inclusive of tax

OPTIONS / DISCUSSIONS

Homewood Health Inc. (“Homewood”), the incumbent, demonstrated a thorough understanding of the desired EFAP program and its requirements. Their proposal demonstrated to the City’s satisfaction that they have the ability to undertake the re-launch of the City’s EFAP program requirement, by having a strong understanding of the program deliverables, key issues and challenges. Through the evaluation process, Homewood also revealed a depth of experience and expertise with the following: accessibility to services; information and learning / training sessions; innovative programming; and educational level of Counsellors.

FINANCIAL CONSIDERATIONS

Staff have projected an increase in the usage of EFAP Part A services in the upcoming contract period compared to the previous contract period. The predicted hours of usage per year for the previous contract was 500 hours per year, with the actual usage trending 522.30 hours per year. Staff estimate the average hours of usage for the upcoming contract period (2020-2024) will be 714 hours per year. The projected usage increase is based on the following factors: increased usage over the last two years (14% and 53% usage over projected usage, respectively), increased accessibility of EFAP services through technology (video conferencing, chat), broadening of EFAP services, focused internal marketing efforts, and growing employee population.

OPERATING BUDGET AND LIFE CYCLE IMPACT

N/A

ENVIRONMENTAL CONSIDERATIONS

N/A

#3

**STAFF AWARD REPORT**

To:	Arvin Prasad, Commissioner, Development Services
Award:	116-T-19 Markham Theatre Building Envelope Repairs
Date:	October 7, 2019
Commission:	Development Services

BID INFORMATION

Bids closed on	September 6, 2019
Number picking up bid documents	11
Number responding to bid	7

BACKGROUND

The scope of work includes:

- Snow guards installation
- Glazing and sealant replacement
- Curtain wall, through wall flashing and concrete repair
- Door and door frame replacement at four (4) entrances
- Window film installation on both glass towers

The project will commence upon award, working around Theatre's event schedule and be completed by June 30, 2020.

RECOMMENDATION

Recommended bidder	Namfar Construction Ltd. (lowest priced bidder)	
Current budget available	\$281,100.00	510-101-5399-19006 Building Envelope Repairs
Less cost of award	\$248,904.96	Cost of Award
	\$ 24,890.50	Contingency (10%)
	\$273,795.46	Award Incl. of HST & Contingency (10%)
Budget remaining after this award	\$ 7,304.54	*

*The remaining balance of \$7,304.54 will be returned to the 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 adjusted in the next update.

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:	124-T-19 Stairway Replacement – Pomona Mills Park
Date:	October 9, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	June 27, 2019
Number picking up bid document	11
Number responding to bid	5

BACKGROUND

The original budget for this project in the amount of \$224,700 was for the removal and replacement of stairs at the following two locations:

1. Pomona Mills Park - \$207,295
2. Clatworthy Arena (north and south stairs between the Clatworthy Arena property and adjacent the commercial plaza to the west) - \$17,405

Pomona Mills Park

The lowest bid price for the Pomona Mills Park is \$249,235 compared to the budget amount of \$207,295. The reason for the budget shortfall for the Pomona Mills Park stairway replacement is due to staff underestimating the complexity of the project and the impact to cost due to the difficulty to access the location.

Clatworthy Arena

The lowest bid price for the two stairway replacements at Clatworthy Arena was \$52,100, significantly higher than the budgeted amount of \$17,405. Accordingly, Staff have made the decision to proceed with repairs in lieu of replacement, at a cost of approximately \$2,500, funded from the Operations operating budget. Staff will monitor the use of these stairs in order to determine whether the stairs should be replaced or removed completely in the future.

Under this report, Staff are recommending reallocating the budget in the amount of \$17,405 to reduce the budget shortfall noted above for the Pomona Mills Park stairway replacement. The work is expected to be completed by May 2020.

124-T-19 Stairway Replacement – Pomona Mills Park**Page 2 of 2****RECOMMENDATION**

Recommended bidder	J. Hoover Ltd. (lowest priced bidder)*	
Current budget available	\$224,700.00	059-9150-19203-005 Stairways Repairs
Less cost of award	\$249,235.68	Cost of award (inclusive of HST)
	\$12,461.78	5% Contingency
	\$261,697.46	Total cost of award
Budget remaining after this award	(\$36,997.46)	**

*Staff recommend not awarding the Contract to the lowest priced Bidder (MJK Construction Inc.) on the basis that both external and internal reference checks did not provide proof of their performance and/or qualifications. Pursuant to Part II Section 15.4 of the City of Markham's General Terms and Conditions (which form part of the tender document), the City reserves the right, in its sole discretion, not to award to the lowest priced Bidder, whose reference checks do not meet or exceed the expectations of the City.

**Budget shortfall in the amount of \$36,997.46 will be funded from the Non-DC Capital Contingency.

OPERATING BUDGET AND LIFE CYCLE IMPACT

During the 2015 Life Cycle Reserve Study update, an annualized program was created funded in the amount of \$200,000 per year for stairway replacements. The amount was based on staff estimates and is a placeholder. With the cost and complexity of several recent projects, (German Mills Meadow, Framington and Pomona Mills) all parks stairs will be included in the 2020 Life Cycle Reserve Study Update as separate individual assets based on a 25 year life cycle replacement schedule subject to condition assessments. Staff will undertake a full review of all remaining stairways in parks and implement an asset-based program which is expected to be completed Q4 2019. There is no incremental impact to the operating budget.

ENVIRONMENTAL CONSIDERATIONS

N/A

#5

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

To:	Trinela Cane, Commissioner of Corporate Services
Award:	169-Q-19 Consulting Engineering Services for New Operations Works Yard
Date:	September 23, 2019
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	August 26, 2019
Number invited to bid	5
Number responding to bid	2*

*No bid was mainly due to project complexity, resource availability and present workload.

BACKGROUND

The scope of work includes design and development of the East Operations Facility/Works Yard located at 10192 Ninth Line, Markham.

The project will be completed in 3 stages:

1. Preliminary assessment & design of entire site (99 acres)
2. Conceptual storm water design of the total developable area (56 acres)
3. Detailed design, construction administration, and approvals of a 10-acre section to be immediately developed with road access, utilities, civil works, storage facilities and parking.

Work will commence upon award and continue until construction is completed by fall 2020.

RECOMMENDATION

Recommended bidder	Counterpoint Engineering Inc. (lowest priced bidder)	
Current budget available	\$250,000.00	056-5350-19288-005 Design and Construction of Works yard
Less cost of award	\$225,805.44	Cost of Award*
	\$ 22,580.54	Contingency (10%)
	\$248,385.98	Total Award
Budget remaining after this award	\$ 1,614.02	**

* Bid included cash allowances of \$53,424.00, for re-zoning application of the 10-acre site (\$30,528.00), design of storm water management plans (\$12,700.00) and additional meetings with agencies or public as required (\$10,176.00).

** The remaining budget of \$1,614.02 will be returned to the original funding sources.

169-Q-19 Consulting Engineering Services for New Operations Works Yard **Page 2 of 2**

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

All design and development work will be reviewed and approved by applicable agencies to ensure compliance. Where feasible, measures to support net zero emissions by 2050 will be applied.

#6

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

To:	Andy Taylor, Chief Administrative Officer
Re:	173-T-19 Milliken Mills Community Centre Pool Mechanical Replacement
Date:	August 26, 2019
Commission:	Community and Fire Services

BID INFORMATION

Bids closed on	August 23, 2019
Number picking up bid documents	7
Number responding to bid	3*

*One bid was disqualified, as they did not meet the required quality assurance specification.

BACKGROUND

Replacement of the existing pool filters, pumps, booster coils, and HV-1 air handler at the Milliken Mills Community Centre pool is warranted based on condition assessment. Existing filtration system was installed in 1989 and is used to remove contaminate particles from the pool. The filtration system continues to be problematic for staff during any type of pool shutdown or power outages, which would result in the filter tank to overflow and delay programs.

Work to be completed by December 2019.

RECOMMENDATION

Recommended bidder	FXD Performance Contracting Inc. (lowest priced bidder)	
Current budget available	\$237,749.00	500-101-4299-19131 (Pool Mechanical Replacement)
Less cost of award	\$298,863.37	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$61,114.37)	*

*The shortfall of \$61,114.37 will be funded from the Non-DC capital contingency.

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 opportunities and entered into negotiations with FXD Performance Contracting Inc. to reduce the price in order to better meet the City's approved budget. Staff were able to reduce the price by \$9,978.23, from \$308,841.60 to \$298,863.37, a 3% reduction.

173-T-19 Milliken Mills Community Centre Pool Mechanical Replacement**Page 2 of 2****OPTIONS/DISCUSSIONS**

The initial capital budget requested in 2018 was to replace existing Diatomaceous Earth (D.E.) gravity fed system with a high-rate sand filter system, which are used by other City of Markham facilities. External consultation instead proposed regenerative filters, which has a proven record in achieving significant operational savings.

Therefore, staff issued the bid to the market with two options:

Option 1. Replace existing Diatomaceous Earth (D.E.) gravity fed system with a high-rate sand filter system. **Not recommended.**

Budget	\$ 37,749.00
Option 1.	\$ 50,482.24
Variance	\$ (12,733.24)

Option 2. Replace existing Diatomaceous Earth (D.E.) gravity fed system with regenerative filters.

Recommended

Budget	\$ 237,749.00
Option 2.	\$ 298,863.37
Variance	\$ (61,114.37)

Staff recommend option 2 based on the following business case:

1. Regenerative media filters reduce annual water consumption by 89%, annual energy consumption by 21%, and chemical usage by 30% over a 10 year period compared to a high-rate sand filter system (Option 1). These savings represent an operational cost savings of \$141,799 over a 10 year period compared.
2. Regenerative media filters have a 25-30 year lifespan whereas sand filters have a lifespan of 10-15 years.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The savings to utilities will be reflected as a favourable variance in 2020 and reflected as part of the 2021 operating budget process. The 2020 Life Cycle Reserve Study will be updated to reflect the additional useful life of the system.

ENVIRONMENTAL CONSIDERATIONS

Regenerative media filters will reduce water consumption and energy consumption by 7,841,040 gallons and 203,563 KWH respectively over a 10-year period.

#7

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	182-Q-19 Library Furniture, Equipment & Shelving Replacement
Date:	October 4, 2019
Commission:	Community and Fire Services

BID INFORMATION

Bid closed on	September 4, 2019
Number picking up bid document	5
Number responding to bid	2

BACKGROUND

Replacement of furniture at various Markham Public Library locations is warranted based on condition assessment. Furniture to be replaced includes public facing chairs, desks, and tables that have been damaged. Furniture that can be reused will be distributed to various areas within the Markham Civic Centre.

RECOMMENDATION

Recommended bidders	POI Business Interiors (lowest priced bidder - 6 items/56 pieces) HNI Canada (lowest priced bidder - 9 items/57 pieces))	
Current budget available	\$76,000.00	076-6150-19169-005 (Library FF&E)
Less cost of award	\$28,502.98 <u>\$50,114.52</u> \$78,617.50	POI Business Interiors (Incl. of HST) HNI Canada (Incl. of HST) Total cost of award (Incl. of HST)
Budget remaining after this award	(\$2,617.50)	*

*The shortfall of \$2,617.50 will be funded from the mobile shelving component of this project to be issued as a separate quotation. Library FF&E has a total budget of \$141,000 broken down into: \$76,000 for public facing furniture including programs and study room, \$30,000 for staff area furniture, and \$35,000 for mobile shelving.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#8

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

To:	Brenda Librecz, Commissioner of Community & Fire Services
Award:	184-T-19 Rehabilitation of Streetlighting System
Date:	October 14, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bids closed on	October 8, 2019
Number picking up bid documents	10
Number responding to bid	9

BACKGROUND

To obtain approval to award the contract for the rehabilitation of the existing streetlighting systems and to install new streetlights. The award consists of two components:

1. Streetlighting Upgrades - supply and installation of 15 new streetlight poles with LED luminaires;
2. Streetlight Pole Replacement and Rehabilitation - straightening of 6 poles and replacement of 34 existing poles

It is expected that construction will commence in November 2019 and be substantially completed by June 2020.

RECOMMENDATION

Recommended bidder	Alltrade Industrial Contractors Inc. (lowest priced bidder)	
Current budget available	\$274,400.00	See Financial Considerations
Less cost of award	\$208,892.60 \$ <u>21,256.91</u> \$233,826.02	Cost of Award * Contingency 10% Total Cost of Award
Budget remaining after this award	\$ 40,573.98	See Financial Considerations

*Bid price includes a cash allowance of \$7,733.76 for unmetered load letters for new luminaire connections signed and stamped by a professional engineer and \$5,088.00 for Alectra's connection charges.

184-T-19 Rehabilitation of Streetlighting System**Page 2 of 2****FINANCIAL CONSIDERATIONS**

Account Name	Account #	Current Budget Available	Cost of Award	Contingency (\$)	Total Award	Budget Remaining/ (Shortfall)
Streetlights - Poles Replacement Program	058-6150-19228-005	121,800.00	113,027.93	11,302.79	124,330.72	- 2,530.72
Streetlights -Miscellaneous Requests	058-5350-19227-005	152,600.00	99,541.18	9,954.12	109,495.30	43,104.70
Totals:		274,400.00	212,569.11	21,256.91	233,826.02	40,573.98

Of the \$43,104.70 budget remaining in project 19227, \$2,530.72 will be used to cover the shortfall in project 19228 and \$40,573.98.76 (\$43,104.70-\$2,530.72) will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The incremental annual operating impact is \$1,800, which will be included in the 2021 budget, subject to Council approval. This consists of \$1,425 (15 new streetlight x \$95/ hydro per streetlight) for streetlight hydro and \$375 for streetlight maintenance (15 new streetlights x \$25 maintenance per pole).

Streetlights have a lifecycle of 60 years and will have no immediate impact to the Life Cycle Reserve Study in the next 25 years.

ENVIRONMENTAL CONSIDERATIONS

Concrete poles identified for removal will be recycled at an approved recycling facility. Additionally, the new lights will be upgraded to LED lighting, which are more energy efficient and consume less power.

#9

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

To:	Andy Taylor, Chief Administrative Officer
Award:	098-R-19 Consulting Services, Markham Road – Mount Joy Secondary Plan Study
Date:	October 4, 2019
Commission:	Development Services

BID INFORMATION

Bid closed on	July 18, 2019
Number picking up bid document	9*
Number responding to bid	2

*Procurement contacted bidders who downloaded the document and did not submit a bid. From the seven (7) follow-up calls made, Procurement found that three (3) of the suppliers participated as a sub-consultant; two (2) suppliers could not handle due to present workload; and two (2) suppliers stated the scope of work and the budget were not aligned for the firms to bid successfully.

PURPOSE

To obtain approval to award the contract for a study that will inform the development of a new secondary plan for the Markham Road – Mount Joy Local Corridor.

RECOMMENDATION

Recommended bidder	SvN. (highest ranked /lowest priced bidder)	
Current budget available	\$573,589.00	620-101-5699-19023 - Secondary Plan
Less cost of award	\$ 468,096.00	Award
	\$ 46,809.60	Contingency (10%)
	\$514,905.60	Total Award (Inclusive of HST)
	\$ 46,341.50	Internal Management Fee @ 9%
	\$561,247.10	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 12,341.90	*

* The remaining funds in the amount of \$12,341.90 will be returned to original funding source.

098-R-19 Consulting Services, Markham Road – Mount Joy Secondary Plan Study Page 2 of 3**BACKGROUND**

The Markham Road – Mount Joy Local Corridor is situated in the northeast portion of the City's urban area. The City's Official Plan 2014 identifies part of the corridor as an intensification area. It also identifies the need for a new secondary plan to provide for the development of a mixed-use local corridor to serve the needs of surrounding communities.

The study area for the Markham Road – Mount Joy Secondary Plan Study is based on the secondary plan boundary identified in the Official Plan 2014 and comprises lands along both sides of Markham Road from 16th Avenue in the south to Major Mackenzie Drive East in the north. The Stouffville GO rail line forms the easterly limit of the secondary plan area, while the westerly boundary is generally defined by the commercial properties on the west side of Markham Road. Although the lands north of Major Mackenzie Drive East are not within the urban boundary, they are included in the study area for the purpose of assessing the feasibility of a potential GO station at Major Mackenzie Drive.

Local corridors are intended to accommodate growth through new infill development and redevelopment. The Markham Road – Mount Joy Local Corridor currently contains a mix of residential, employment and retail land uses at a range of densities, a portion of Mount Joy Creek, and the Mount Joy GO station at Bur Oak Avenue. The corridor is also experiencing intensification as demonstrated by the recent completion of several high-density developments, and applications for similar projects that are currently under review. A new secondary plan is needed to build on the Official Plan policies and provide a more detailed land use framework to guide development and manage growth in the area. The purpose of the Markham Road – Mount Joy Secondary Plan Study is to prepare a development concept and corresponding policy guidance to inform the creation of the secondary plan. The Study integrates land use and urban design, transportation, and municipal servicing to ensure intensification is achieved in a manner that is sensitive to the area's social, economic and environmental needs.

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of Staff from Planning, Urban Design, Transportation and Municipal Servicing, with Procurement Staff acting as the facilitator.

Stage 1 – Qualifications and Technical Proposal

During Stage 1, the 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); 26 points for Project Understanding, Methodology and Approach, and; 12 points for Project Delivery and Management, totaling 70 points.

Stage 2 – Financial Proposal

Upon completion of Stage 1 of the evaluation, the Financial Proposal (Bid Form) provided by bidders who achieved a minimum score of 75%, or 52.5 points out of 70 proceeded to Stage 2 of the evaluation. Based on the results from Stage 1, only one bidder received the required minimum percentage or points and proceeded to Stage 2. The Financial Proposal provided by the bidder was evaluated out of 30 points, based on the pre-established criteria outlined in the RFP.

098-R-19 Consulting Services, Markham Road – Mount Joy Secondary Plan Study Page 3 of 3**Overall Scoring**

The combined results from Stage 1 and Stage 2 are summarized below:

Bidders	Grand Total Score (out of 100)	Rank Results
SvN.	83.70	1

OPTIONS / DISCUSSIONS

SvN demonstrated a thorough understanding of the project and its requirements. Their proposal conveyed to the City's satisfaction that they have the required experience and qualifications to lead the land use and urban design component of the Study and manage a team of sub-consultants. Through the evaluation process, SvN's submission also demonstrated a strong understanding of the project deliverables, key issues and challenges as reflected in their methodology and approach.

The projects provided by SvN and their sub-consultants HDR; and Counterpoint demonstrated experience with working on complex secondary plans involving the intensification of existing communities, station area planning around GO rail or rapid transit stations and identifying the infrastructure needed to service increased development, all of which are relevant to the Markham Road – Mount Joy Secondary Plan Study.

FINANCIAL CONSIDERATIONS

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

OPERATING BUDGET AND LIFE CYCLE IMPACT

Not applicable

ENVIRONMENTAL CONSIDERATIONS

The Markham Road – Mount Joy Secondary Plan Study will identify opportunities to protect, restore and enhance elements of the Greenway System and the Natural Heritage Network within the study area. This includes examining the potential to “daylight” the remaining buried sections of Mount Joy Creek. The Study will also recommend area specific urban design and sustainable development practices for community, building, and site design.

#10

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

To:	Andy Taylor, Chief Administrative Officer
Re:	127-R-19 Consulting Engineering Services for the Detailed Design of the 2019 Sidewalk Program
Date:	October 2, 2019
Commission:	Development Services

PURPOSE/BACKGROUND

To obtain approval to award the contract for consulting engineering services for the detailed design of the 2019 sidewalk program. The detailed design will be completed by June 2020.

RECOMMENDATION

Recommended Bidder	Accardi Schaeffers & Associates Ltd. (highest ranked / lowest priced bidder)	
Current budget available	\$497,200.00 <u>\$112,800.00</u> \$610,000.00	083-5350-19039-005 Sidewalk Program (Design) 083-5350-19049-005 Street-lighting Program (Design) Total Budget Available
Less cost of award	\$295,053.12 \$ 71,232.00 \$ 95,552.64 <u>\$ 46,183.78</u> \$508,021.54 \$ 30,481.29 <u>\$ 63,962.58</u> \$602,465.41	Detailed Design (Incl. of HST) Allowance * Provisional Item ** Contingency @ 10% Cost of Award (Incl. of HST) Contract Administration Fee @ 6% Capital Administration Fee Total Project Cost
Budget remaining after award	\$ 7,534.59	***

* The allowance is for additional geotechnical investigation and for Quality 'A' sub-surface utility engineering.

**The existing street-lighting system will be analyzed to confirm illumination levels at all new sidewalk locations. Street-lighting detailed design will only be done for locations that do not meet the minimum illumination criteria. Any unused funds will be returned to the original funding source.

***The remaining budget will be returned to the original funding source.

BID INFORMATION

Bid closed on	August 30, 2019
Number picking up bid document	7
Number responding to bid	4

127-R-19 Consulting Engineering Services for the Detailed Design of the 2019 Sidewalk Program**Page 2 of 2****PROPOSAL EVALUATION**

The evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 15% qualifications and experience of the consulting firm, 15% qualifications and experience of the project manager and team, 40% project understanding, methodology, schedule and work plan and 30% price, totaling 100%.

Bidder	Score
Accardi Schaeffers & Associates Ltd.	94.00

Note: Prices for detailed design ranged from \$295,053 to \$444,336 (Incl. of HST).

Staff is recommending the highest ranked / lowest priced bidder as their proposal demonstrated their experience and capability to undertake projects of similar size and scope. They have a good understanding of the project requirements and provided a good methodology and work plan.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating and lifecycle cost impacts will be known upon completion of the detailed design.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with the detailed design of this project.

Environmental considerations will be discussed in detail when the construction contract is awarded.

#11

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

To:	Andy Taylor, Chief Administrative Officer
Award:	125-T-19 Replacement of Rougehaven Parkette and Roxbury Park Shade Structures
Date:	October 9, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	July 10, 2019
Number picking up bid document	7
Number responding to bid	4

BACKGROUND

The original budget for this project in the amount of \$170,400 was for the following four locations:

1. Simonston Park - (Refurbishment) - \$16,900
2. Benjamin Marr Park - (Refurbishment) - \$5,200
3. Rougehaven Parkette (Qty 2) - (Replacement) - \$111,300
4. Roxbury Park - (Replacement) - \$37,000

Based on a condition assessment of Simonston Park and Benjamin Marr Park, staff recommends the refurbishment for these locations be deferred until 2021 pending a further condition assessment.

Since, the price received for Rougehaven Parkette and Roxbury Park exceeds the available budget, the recommendation is to utilize the full budget allocated for Benjamin Marr Park and Simonston Park in the amount of \$22,100 (\$16,900 + \$5,200) to negate the budget impact.

The reason for the budget shortfall is that staff underestimated the cost for the removal/disposal of the existing wood structures and installation of new steel structures. The shade structure replacement for Rougehaven Parkette and Roxbury Park Shade will be completed by February 2020.

RECOMMENDATION

Recommended bidder	Arenes Construction Ltd. (lowest priced bidder)	
Current budget available	\$170,400.00	059-6150-19201-005 Shade Structure Replacement
Less cost of award	\$198,789.18	Cost of award (inclusive of HST)
	\$ 9,939.46	5% Contingency
	\$208,728.64	Total cost of award
Budget remaining after this award	(\$38,328.64)	*

*The budget shortfall of \$38,328.64 shall be funded from the Non DC capital contingency.

125-T-19 Replacement of Rougehaven Parkette and Roxbury Park Shade Structures

Page 2 of 2

OPERATING BUDGET AND LIFE CYCLE IMPACT

Staff will evaluate any cost impacts and monitor the future staff awards to determine if adjustments will be required to the Life Cycle Reserve Study. There is no incremental operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

Existing structures will be removed and recycled in keeping with best practices.

#12

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

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	197-Q-19 Supply and Delivery of Nine (9) Equipment Trailers
Date:	October 17, 2019
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	October 10, 2019
Number picking up bid document	6
Number responding to bid	6*

*One bidder was disqualified, as they did not meet the mandatory specifications.

BACKGROUND

To obtain approval to award the contract for the supply and delivery of nine (9) equipment trailers as follows:

- Eight (8) galvanized 18 foot tandem axle equipment trailers with rear loading ramps; and
- One (1) single axle equipment trailer with rear loading ramp.

The trailers being procured are for towing equipment and are for the replacement of units 1965 (single axle), 4102, 4201, 4204, 4322, 4324, 4326, 4400 and 4404 (tandem axles). The old units 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).

RECOMMENDATION

Recommended bidder	Wesnor Inc. O/A Trailers Plus (lowest priced bidder)	
Current budget available	\$62,978.00	057-6150-19207-005 Corporate Fleet Replacement
Less cost of award	\$72,992.45	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$10,014.45)	*

*Budget shortfall in the amount of \$10,014.45 will be funded from the Non-DC capital contingency.

The budget was based on previous purchase of the same trailers in 2008/2009 plus an allowance for inflation, which is low compared to current market prices. The increase in prices can be attributed to the price of raw materials, including steel, which has increased at a higher rate than inflation.

197-Q-19 Supply and Delivery of Nine (9) Equipment Trailers

Page 2 of 2

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be reviewed and updated accordingly based on this and most recent awards.

ENVIRONMENTAL CONSIDERATIONS

N/A

#13

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

To:	Morgan Jones, Director, Operations
Award:	200-T-19 Landscape Pavement Improvements at Millennium Bandshell and 185 Main Street in Unionville, Markham
Date:	October 8, 2019
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	October 3, 2019
Number picking up bid document	11
Number responding to bid	6

BACKGROUND

To obtain approval to award the contract for landscape pavement improvements at the Millennium Bandshell and at 185 Main Street in Unionville, Markham.

The scope of work includes, but is not limited to, the following:

- Temporary fences, staging, road permits, etc.;
- Removal of interlock, concrete, garden beds, sod, rock sign, etc.;
- Installation of new interlock;
- Re-installation of rock sign; and
- New flagpole, foundation & drawings (signed off by P. Eng.), including electrical wiring & ESA certificate.

The anticipated start date is October 15, 2019 and completion by December 31, 2019.

RECOMMENDATION

Recommended bidder	Pine Valley Corporation (lowest priced bidder)	
Current budget available	\$100,000.00	059-6150-18333-005 Main Street Unionville Streetscape
Less cost of award	\$ 89,040.00 <u>\$ 8,904.00</u> \$ 97,944.00	Cost of award (Inclusive of HST) Contingency (10%) Total cost of award (inclusive of contingency and HST)
Budget remaining after this award	\$ 2,056.00	*

*This project is funded by the Ontario grant for main street revitalization initiatives. The balance remaining of \$2,056.00 will be used for the purchase of self-watering planters for Unionville Main Street in order to fully commit all available funding with eligible Main Street initiatives as prescribed by the AMO within the grant framework.

**200-T-19 Landscape Pavement Improvements at Millennium Bandshell and 185 Main Street
in Unionville, Markham**

Page 2 of 2

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and the Life Cycle Reserve Study will be updated to include the added flagpole, which will be replaced in 30 years at a cost of \$4,600.

ENVIRONMENTAL CONSIDERATIONS

All materials removed will be recycled where possible including perennial plants, wood, soil and concrete.