



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Date:	December 22, 2005
Re:	196-R-05 Pomona Mills Creek Erosion Restoration and Habitat Enhancement Study
Prepared by:	Nehal Azmy, Project Engineer Steven Sydj, Senior Construction Buyer

RECOMMENDATION

Recommended Consultant	Aquafor Beech Ltd. (lowest bidder and highest ranked)	
Original Budget and Account #	\$ 779,200.00	083-5350-6111-005 Down Stream Improvements Works Program.
Current Budget Available (unspent)	\$ 163,928.18	(as of December 22, 2005)
Less Cost of this Award	\$ 94,125.00 \$ 9,325.00 \$ 103,450.00	•Excluding of GST. •Contingency for geotechnical investigation and presentation to Council, TRCA, task force
Budget Remaining after this award	\$ 60,478.18	

BACKGROUND

The RFP is for the provision of a Class Environmental Assessment for the Pomona Mills Creek Erosion Restoration and Habitat Enhancement.

BID INFORMATION

Advertised, place and date	Invited bids as per list provided by TRCA
Bids closed on	November 08, 2005
Number picking up bid documents	7
Number responding to bid	4

DETAILED PRICING INFORMATION:

Consultants	Prices (Exclusive of GST)
Aquafor Beech Ltd.	\$94,125.00
Sernas Associates	\$104,180.00
Gartner Lee Ltd.	\$130,805.00
Dillon Consulting	\$208,895.00

PROPOSAL EVALUATION

The evaluation team was comprised of staff from the Engineering Department and an external consultant Clarifica with Purchasing staff acting as the facilitator. The proposals were evaluated based on the established evaluation criteria as listed in the RFP, with resulting scores as follows:

Criteria	Pts	Consultants			
		Aquafor Beech Ltd.	Gartner Lee Ltd.	Sernas Associates	Dillon Consulting
1. Past experience of Consulting Firm	20	18.5	17.0	14.0	16.0
2. Qualification of Lead Consultant and Project Team	20	18.0	19.0	13.5	17.0
3. Project Delivery	30	24.5	28.5	19.5	27.0
Subtotal of Technical Score (1 to 3)	70	61.0	64.5	47.0	60.0
4. Price	30	30.0	23.7	29.8	14.8
Total Score	100	91.0	88.2	76.8	74.8
RANK		1	2	3	4

One addendum was issued to provide the bidders more time to prepare their proposals. The recommended consultant is Aquafor Beech Ltd. who attained the highest overall score.

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To:	John Livey, Chief Administrative Officer
Re:	226-S-05 Legal Services for Human Resources Department
Date:	January 12, 2006
Prepared by:	Sharon Liang, Director of Human Resources Ivy Ho, Purchasing Supervisor

RECOMMENDATION

Recommended Supplier	Hicks Morley Hamilton Stewart Storie (Single Source)	
Original Budget and Account #	\$ 59,709	200 205 5620 Legal Services
	<u>\$ 20,000</u>	200 998 5620 Legal Services
	\$ 79,709	
Current Budget Available (unspent)	\$ 79,709	
Less Cost of this Award for 2006	\$ 76,709	
Budget Remaining after this award for 2006	\$ 3,000	To be distributed amongst other law firms for specialized services

Staff recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) which states "When any of the following conditions apply, the Treasurer and the Manager of Purchasing may, in consultation with the appropriate Director, negotiate a contract for the supply of goods and services without a competitive process, which shall be submitted to the Chief Administrative Officer for approval.....(h) where it necessary or in the best interests of the Town 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 Town in terms of pricing, quality and service.

AND THAT Hicks Morley Hamilton Stewart Storie be established as Markham's vendor of choice for the next three years at an estimated annual contract value of \$76,709 for 2006, increasing by 10% per year.

PURPOSE

The purpose of this report is to obtain approval to establish Hicks Morley Hamilton Stewart Storie to be the vendor of choice for the next three years to provide legal services to Human Resources Department.

BACKGROUND:

The legal firm, Hicks Morley Hamilton Stewart Storie has been provided legal services to Human Resources Department since 1997. Their services include specialized advice on statutes, regulations and policy, representation at interest and rights arbitration and general legal advice on employment issues.

OPTIONS/DISCUSSIONS

Staff concluded that it is in the best interest of the Town to establish Hicks Morley Hamilton Stewart Storie as the vendor of choice for the next three years due to the following reasons:

1. Due to the specialized nature of the services, it is imperative that the Town have consistent dealings with primarily one firm.
2. Hicks Morley Hamilton Stewart Storie is familiar with the Town practices, the Town culture and the particular issues which the Town faces.
3. Hicks Morley Hamilton Stewart Storie has a proven track record with the Town and has provided satisfactory services for the past 8 ½ years.
4. Hicks Morley Hamilton Stewart Storie's rate is in line with the industry standards.

FINANCIAL CONSIDERATIONS

Funds will be provided in Human Resources Operating Budget account #200 205 5620 Legal Services in the amount of \$59,709 and \$20,000 from 200 998 5620 Legal Services in the total amount of \$79,709, exclusive of GST.