

FINANCIAL INFORMATION

Committee Name: General Committee - Finance & Administrative

Committee Date:

Report Name: Award of Contract 068-R-06 Consulting Services for Facility Project Management and Space Planning

G/L Account: 056 6150 7501 005

Account Type (Op/Cap): Capital

Account Description: Corporate Accomodation

Original Budget: 300,000 (A)

Less Spent to Date: 0 (B)

Less O/S Commitments: 0 (C)

Current Budget Available 300,000 (D) = (A) - (B) - (C)

Funding Required excl Contingency 250,000 (E)

Awarded to: Mayhew and Associates

Contingency (if applicable) (F)

Budget Remaining 50,000 (G) = (D) - (E) - (F)

SECTION A - COMPLETE THIS SECTION IF ADDITIONAL FUNDING IS REQUIRED (Balance Remaining is Negative)

1. Complete the following sentence: Additional funds are required as a result of...

2. Funding Source(s):

	Amount	Account(s):	Comments:
Funding Shortfall:	0 (G)		
	0		
	0		
Total:	0		

SECTION B - CAPITAL ACCOUNT STATUS

Status:

If project(s) are to remain open an explanation is required:

SECTION C - FUTURE BUDGET IMPLICATIONS

Identify Future Financial Impact:

	Year	Amount \$	Description
Expenditures			
Revenues			
Capital Requirements			

SECTION D - FINANCE DEPARTMENT COMMENTS

NOTES:

1. All figures exclude GST and include PST where applicable.



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	Award of RFP 068-R-06 Consulting Services for Facility Project Management and Space Planning
Date:	September 08 th , 2006
Prepared by:	Brian Millar, Civic Centre Coordinator Amit Sobti, Senior Buyer, Purchasing

RECOMMENDATION

Recommended Supplier	Mayhew and Associates (Highest Ranked and Lowest Priced Supplier)	
Original Budget and Account #	\$ 500,000.00	056 6150 7026 005 EREP Corporate Accommodation
Current Budget Available	\$ 452,197.17	
Less cost of award	\$ 226,098.58	Exclusive of GST
Budget Remaining after this award	\$ 226,098.59	

The remaining balance will be applied to paying outstanding BLJC and POI project management fees and other suppliers for the various office furniture purchases.

PURPOSE

To obtain approval to award the contract for Consulting Services for Facility Project Management and Space Planning.

BACKGROUND

The past three-year contract with BLJC expired on May 31, 2006. During the term of the previous contract, BLJC provided project management, space planning and Computer Aided Facility Management (CAFM) services.

The new contract represents a 10% decrease in project management cost compared to the existing contract with BLJC. The initial pilot project will be carried out for a period of six (6) months to ascertain the proponent's suitability, understanding and demonstrated ability towards the project.

A report will be sent to Council in January 2007 for contract extension.

Mayhew and Associates have confirmed that the existing "Value Proposition Agreement" between Steelcase Inc. and the Town of Markham will be adhered to. Mayhew and Associates have agreed to continue furniture purchases from Steelcase Inc. through POI.

BID INFORMATION

Advertised	Electronic Tendering Network
Bids closed on	May 03, 2006
Number picking up bid documents	14
Number of companies responding to bid	9

PROPOSAL EVALUATION

The Evaluation Team (Team) for this RFP was comprised of staff from Asset Management and Strategic Initiatives Departments. Purchasing staff acted as the facilitator.

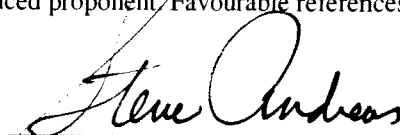
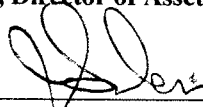
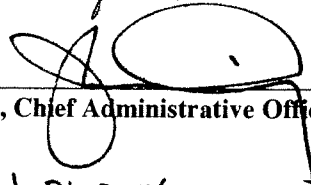
The proposals were evaluated based on pre-established evaluation criteria as listed in the RFP: 20% past experience of consulting firm; 20% qualifications of the lead consultant and project team; 30% project delivery and 30% price totaling 100%. The proposed prices are listed in the following table:

Consultants	Price, Inclusive of Disbursements Exclusive of GST	Overall Rank Results
Mayhew and Associates	\$ 91,484.25	1
Eugen Kuan	\$104,276.25	5
BLJC	\$107,435.50	2
The Facility Management Group	\$126,002.50	9
Bennett Design Associates	\$132,541.25	3

Consulting Services for Facility Project Management and Space Planning

Colarossi and Associates	\$144,213.75	6
Norr Ltd	\$167,378.75	7
Papadopoulos and Pradhan	\$180,413.5	8
Scott Morris	\$228,501.25	4

After tabulating the scores, the (3) three highest ranked consultants were invited to an interview by the Evaluation Team. The interview confirmed the Team's conclusion that Mayhew and Associates was the highest ranked proponent and was therefore recommended the award. All team members concurred with awarding the contract to Mayhew and Associates, the highest ranked and lowest priced proponent. Favourable references were received for Mayhew and Associates.

APPROVED BY:**Steve Andrews, Director of Asset Management****Jim Sales, Commissioner of Community and Fire Services****John Livey, Chief Administrative Officer**Date: Sept 21, 2006