



**CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
AND
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
AND
CORPORATE SERVICES DEPARTMENT**

TO:	Chair and Members, Procurement Sub-Committee
COMMITTEE DATE:	May 17, 2018
SUBJECT/REPORT NO:	Extension of Trial Period Amendment within Procurement Policy #4.9 Consulting and Professional Services for 2019-2020 (PW18036/PED18121/FCS18056) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Stuart Leitch, Co-Chair Roster Captain Committee 905-546-2424, Extension 7808 Emil Prpic, Co-Chair of Roster Captain Committee 905-546-2424, Extension 4203 Tina Iacoe 905-546-2424, Extension 2796
SUBMITTED BY:	Dan McKinnon General Manager Public Works Department Jason Thorne General Manager Planning and Economic Development Department Mike Zegarac General Manager Finance & Corporate Services Department
SIGNATURE:	

RECOMMENDATION

That amendment to Section #4.9 of the Procurement Policy, Policy #9 – Consulting and Professional Services allowing the two-year trial period for roster assignments with an estimated procurement value between \$150,000 and \$249,999 be extended to the 2019-2020 roster period.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

EXECUTIVE SUMMARY

The Roster Committee is comprised of staff from the Public Works, Planning and Economic Development and Corporate Services Departments and is responsible for the administration of the Roster program as allowed under the City's Procurement Policy, Section 4.9, Policy #9 – Consulting and Professional Services. At its meeting on February 24, 2016, Council approved Report FCS16020/PED16053/PW16009 amending Policy #9 to allow for a two-year trial period for roster assignments with an estimated procurement value between \$150,000 and \$249,999. Through Report PW18036/PED18121/FCS18056, staff is proposing to extend this trial period for use during the 2019-2020 roster.

As the level of work activity for the trial period was low in 2017, the Roster Committee is proposing that the extension of the trial period would allow staff more time to evaluate the benefits of this initiative. The approval to extend the trial period into the 2019-2020 Roster period is being requested in order to incorporate appropriate language into the Request for Rostered Candidates (RFRC), the competitive procurement solicitation scheduled to be issued in September 2018.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Continuation of the trial period is not expected to have a significant financial impact. Work assignments carried out under the Roster typically include projects with existing approved budgets which would have been required regardless of the procurement method.

The inclusion of the trial period extension within the RFRC document may also increase the level of competition from the consultancy industry as firms may be more interested in participating on the Roster with the potential for larger dollar value assignments. This increase in competition is also expected to bring more aggressive hourly rates amongst consultants, which in turn would have a positive impact on all Roster assignments issued, regardless of dollar value.

Staffing: Extension of the trial period would allow work assignments to be issued in an accelerated manner which would assist in the work flow process by allowing staff to respond more quickly to various project requirements. Staff time and resources would also be reduced with the trial period as less formal Request for Proposals (RFP) would need to be issued and evaluated.

Legal: Legal Services staff, in conjunction with Procurement staff, will be required to develop language to be incorporated into the RFRC (2019-2020) to facilitate the trial period.

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HISTORICAL BACKGROUND

The City of Hamilton's (City) Consulting and Professional Services Roster ("Roster") program provides an expeditious and efficient system to secure external professional consultants to complete various consultancy work. The Roster program commenced in 2001 and had 27 categories covering a wide range of consultancy disciplines. Today, the Roster includes 41 different categories of consultants which include work pertaining to engineering, construction management, environmental planning, transportation planning, architectural, landscape architecture, built and cultural heritage landscaping, and information services.

The success of the City's Roster program has been widely recognized by the consultancy industry, as well as, by other municipalities within Ontario. Every year the Procurement Section receives inquiries and requests for the Request for Rostered Candidates (RFRC) bid solicitation document from other municipalities and public sector agencies interested in implementing a similar program.

Council Report FCS16020/PED16053/PW16009 dated February 24, 2016 contained a recommendation that Procurement Policy #4.9 Consulting and Professional Services be amended to include a trial period to extend the use of the Roster and consider Roster candidates for work assignments with an estimated procurement cost between \$150,000 and \$249,999 for the 2017 – 2018 Roster term. Subsequently, Legal Services developed language that was incorporated into the 2017-2018 RFRC documents that provided a contractual framework for the two-year trial period. In 2017 (first of the two year trial period), two assignments were issued with values between \$150,000 and \$249,999. Both assignments were awarded utilizing a competitive procurement process offered to the roster candidates. The combined total dollar value of the assignments was \$444,295.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Section #4.9 of the Procurement Policy, Policy #9 – Consulting and Professional Services

RELEVANT CONSULTATION

The Roster Committee, made up of representatives from all 41 Roster Categories (representatives from Public Works, Planning and Economic Development and Corporate Services) and the Procurement Section, participated in the review of Procurement Policy #4.9 Consulting and Professional Services.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

In 2017 (first of the two year trial period), two assignments were issued with values between \$150,000 and \$249,999. Both assignments were awarded utilizing a competitive procurement process offered to the roster candidates. The combined total dollar value of the assignments was \$444,295. As the level of work activity for the trial

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period was low in 2017, the Roster Committee is proposing an extension to the trial period to allow staff more time to evaluate the benefits of this initiative. Note that extending the trial into the 2019-2020 Roster period will require appropriate language be incorporated into the RFRC (anticipated to be issued in September 2018) to facilitate the extension of the trial period.

ALTERNATIVES FOR CONSIDERATION

Council may choose to not approve the trial period continuation. The administration of the Roster would continue as previously carried out.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Built Environment and Infrastructure

Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

Clean and Green

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

APPENDICES AND SCHEDULES ATTACHED

N/A