

**London Transit Commission  
450 Highbury Avenue North  
London, Ontario  
N5W 5L2**

**Request for Proposal**

**Strategic Assessment of LTC Facility Needs and Path Forward**

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**1.0 Purpose of the Proposal Call**

The purpose of the request for proposal call is to receive submissions for the supply of consulting services to conduct a strategic assessment of the LTC facility needs going forward, taking into account the following:

- LTC's 5 Year Service Plan 2015-2019
- LTC's Post 2019 Service Framework
- City of London's Transportation Master Plan 2030
- City of London's Rapid Transit Business Case

In 2006, an assessment of facility needs was completed, which led to the construction of a satellite facility in west London in addition to the main facility on Highbury Avenue North, and recommended the eventual demolishing and rebuilding of the Highbury facility on site, noting the existing facility is 50 plus years old and is a retrofitted factory versus a purpose built facility.

The strategic assessment is intended to confirm or amend the recommendations from the previous assessment, and include a path forward including estimated costs, timelines and strategy to complete same while continuing to operate.

**2.0 Submission Terms**

- 2.1 Commission means The London Transit Commission.
- 2.2 The proposal submission, including the completed and signed Bidder Submission Form and Bidder Acknowledgement Form including any relevant back-up material, must be submitted in a sealed envelope and received by the Commission up to and including 11:00 AM on **Wednesday July 26<sup>th</sup>, 2017**
- 2.3 The **11:00 a.m.** deadline will be as per the Commission's time clock.
- 2.4 It is the Bidder's responsibility to ensure that the proposal submission is received by the Commission by the stipulated date and time.
- 2.5 Proposals submitted by way of Canada Post, or any other private or public courier, will be considered received only when the proposal envelope is signed and dated by an authorized administrator of the Commission, which includes the Senior Buyer, Director of Finance or General Manager.
- 2.6 All proposal submissions received after the stipulated time and date will not be accepted.

- 2.7 Any erasure of figures will invalidate the proposal unless initialed by the Bidder.
- 2.8 Proposals must be submitted in ink or typewritten and signed.
- 2.9 Facsimile proposals will not be accepted.
- 2.10 **3 Copies** of the response to the Request for Proposal must be provided. Each copy is to be bound and include a cover that clearly identifies the Bidder responding. The table of contents must clearly cross reference the information contained in the submission to the requirements in this Request for Proposal.
- 2.11 The proposal submission will be open for acceptance, by the Commission, for a period of sixty (60) days from stipulated closing date.

### **3.0 General Terms and Conditions**

- 3.1 The Commission reserves the right to accept or reject any proposal submission, reserves the right to accept other than the lowest proposal and also reserves the right to accept and award the proposal in whole or in part.
- 3.3 The Commission will not be liable nor reimburse any Bidder for costs incurred in the preparation of their proposal, or any other services that may be requested as part of the evaluation process.
- 3.4 If requested to make an oral presentation to the Administration, it is expected that the manager(s) and / or account representative(s) who will be assigned to the account will be in attendance at any requested meeting and / or presentation.
- 3.5 With respect to the proposal, Bidders may be requested to:
- Provide additional information.
  - Modify their submissions in areas where the Commission considers them deficient.
  - Address requirements not adequately covered in their original submission; and/or
  - Substitute components where the Commission considers that an alternative may be more suitable.
- 3.6 It is the sole responsibility of the prospective Bidders to seek clarification on any issue contained in the document.
- 3.7 All inquiries, clarifications and any changes in the specifications are to be forwarded to Caroline Roy (croy@londontransit.ca). Responses and will be consolidated into a response to all Bidders in the form of an addendum. The communication of the responses will be in written form and transmitted via fax or e-mail to all Bidders.
- 3.8 No oral interpretations, clarifications or changes shall be effective to modify the general conditions or specifications contained in this Request for Proposal.
- 3.9 In the event of conflict or misunderstanding, in any way, of any part of the specifications, the Commission shall be the sole judge as to the true meaning and intent of the specifications. The decisions made by the Commission shall be final.
- 3.10 In cases of dispute as to whether or not a service proposed or delivered meets the condition in the accepted proposal, the decision of the Commission shall be final on all parties.

- 3.11 The Bidder assumes all responsibility for consistent quality and continuity of service. Any charges incurred by the Commission to obtain alternate service due to the inability of the Bidder to supply shall be charged back to the Bidder.
- 3.12 The successful Bidder will not make any assignment or subcontract for the execution of any service without the written authority of the Commission.
- 3.13 The successful Bidder agrees to enter into an appropriate form of contract with the Commission, the basis for which will be as set out in this Request for Proposal, and the related bid submission.
- 3.14 Failure to comply with any or all Terms and Conditions of this proposal and/or subsequent contract relating to this proposal shall be just cause for the cancellation of the award. The Commission shall then have the right to award the contract in a manner deemed appropriate by the Commission.
- 3.15 **Mandatory** site visit is scheduled for London Transit at 10:30am on **July 11<sup>th</sup>, 2017**, at London Transit's main boardroom, 450 Highbury Avenue, North, London Ontario. Proposals received from bidders who do not attend the site visit will be returned unopened.
- 3.16 The target time lines associated with the processing of this Request for Proposal are as follows:
- Release of Request for Proposal - **June 27<sup>th</sup>, 2017**
  - Mandatory Site Visit - **July 11<sup>th</sup>, 2017**
  - Bid submissions deadline - **July 26<sup>th</sup>, 2017**
  - Bid assessment process - **July 26<sup>th</sup> – August 20<sup>th</sup>, 2017**
  - Commission approval - **August 30<sup>th</sup>, 2017**
  - Bid award - **August 31<sup>st</sup>, 2017**
- 3.17 Evaluation of proposals will include, but not be limited to, the following:
- bidders understanding of the purpose and nature of the Request for Proposal as evidenced by clarity of bid submission including work plan;
  - specific experience/expertise of the Bidder;
  - reference checks;
  - bid price (monthly service fees, interest rates paid on account balances)
  - timelines
- 3.18 Information contained in proposals in response to this RFP and any contracts and documents generated therefrom will generally be available to the public pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If the respondent believes that any of the information it provides is confidential or proprietary, it must identify the exact portions it considers confidential or proprietary and provide a reason why it should not be released under MFIPPA. Those reasons might include, for example, confidential or personal information as described in sections 10(1) or 14(1) of MFIPPA.
- 3.18 The LTC is committed to the highest standards of integrity with respect to the purchase of goods and/or services and managing the processes by which goods and/or services are

acquired. The official point of purchasing contact shall be a member of the Purchasing Team. Should it be necessary or desirable to have a contact person to respond to technical issues, that person shall be named in the competitive bid documents. All communications will be made by these individuals and during the procurement process, no Bidder or person acting on behalf of the Bidder or group of Bidders shall contact any elected official, consultant or any employee of the LTC, including the Commission to attempt to seek information or to influence the award of the contract. Any activity designed to influence the decision process, including, but not limited to, contacting any Commission Member, consultant or employee of the LTC for such purposes as meetings of introduction, social events, meals or meetings related to the selection process, shall result in disqualification of the Bidder for the project to which the influential activity is deemed to be directed. Notwithstanding the foregoing, this prohibition does not apply to meetings specifically scheduled by the Senior Buyer for presentations or negotiations. Any Bidder found to be in breach of this Policy shall be subject to immediate disqualification from the procurement process and may be prohibited from future opportunities at the discretion of the Commission.

In addition, no Bidder who has been awarded the contract shall engage in any contact or activities in an attempt to influence any elected official or any employee of the LTC with respect to the purchase of additional enhancements, options, or modules. However, a contractor may communicate with the Senior Buyer or the Director of Finance for purposes of administration of the contract during the term of the contract.

The determination of what constitutes influential activity is in the sole discretion of the Senior Buyer and/or Director of Finance acting reasonably, and not subject to appeal.

Contract award decisions shall be based on clear, transparent and objective criteria that are applied free from political considerations or political interference.

#### **4.0 Insurance:**

##### **4.1 Insurance and Indemnification:**

The Bidder agrees to indemnify and save harmless the Commission from and against all liability under such statutes, laws and regulations and in respect to all claims that may arise or be made against the Commission as it pertains to the Terms, Conditions and Specifications of the Request for Proposal.

The successful Bidder shall save harmless and indemnify the Commission against claims for personal injuries, including accidental death and property damage caused by the operations of the Bidder or his/her authorized sub-contractors during the performance of work on the contract. The Commission shall be a named insured on the applicable insurance policies providing the following sums:

<u>Public Liability</u> – each occurrence – one or more persons	\$2,000,000
<u>Property Damage</u> – each occurrence (including environmental liability)	\$2,000,000
<u>Comprehensive General Liability</u> – (Errors and Omissions)	\$2,000,000

The successful Bidder shall not commence services until such time that all insurance policies as mentioned herein have been approved by the Commission.

The successful Bidder is responsible for advising the Commission of any changes to the above coverage during the term of the contract.

#### 4.2 Workplace Safety Insurance Board/ Liability Coverage:

The successful Bidder must be in good standing with the Workers' Safety Insurance Board as may be applicable and shall furnish the Commission with the appropriate Workers' Safety Insurance "Clearance Certificate", prior to commencing any work.

### 5.0 Scope of Work

To identify facility requirements associated with London Transit's ridership and related fleet growth projections consistent with LTC's Post 2019 Service Framework. This will include a review of the previous assessment, completed in 2006, with a view to confirm or amend the recommendations, as well as a path forward including estimated costs, timelines and strategy to complete same while continuing to operate. The forecast should ensure adequate facility capacity to 2030.

#### 5.1 Specific Work Requirements

The work to be completed includes, but is not limited to the details in the remainder of section 5.1.

##### 5.1.1 The final recommendations will be supported by:

- capital and ongoing operating estimates (order of magnitude)
- path forward including timelines and strategy to complete the work while continuing to operate

##### 5.1.2 The assessment of options varying from those included in the 2006 Assessment, will include consideration of the following:

- assessment of potential sites and availability of same
- projected capital costs including land, construction, shop equipment etc. (costs to be provided in terms of order of magnitude by type of expenditure)
- projected impacts on various operating costs, including transportation services, maintenance and servicing, facility costs and administration.
- Fleet storage/parking options
- Capacity of options post 2030

##### 5.1.3 A summary analysis of the existing facilities that includes consideration of:

- Administrative functions
- Maintenance and servicing capacity
- Fleet storage/parking capacity

##### 5.1.4 An implementation plan that identifies:

- Critical steps and path forward
- Estimated costs
- Transition issues given the requirement to continue to operate

### 5.3 Related Documents

All related LTC documents are available in a drop box at the following links

- London Transit Commission – 5 Year Service Plan  
<https://www.dropbox.com/s/2rzg8isdbfmfn6h/5%20Year%20Service%20Plan%20-%20Route%20Structure%20Guideline.pdf?dl=0>
- London Transit Commission – Post 2019 Service Framework  
<https://www.dropbox.com/s/3x6nzb10tibffiv/Post-2019%20Service%20Framework%20-%20Rapid%20Transit%20Integration.pdf?dl=0>
- London Transit Commission – Strategic Facility Assessment  
<https://www.dropbox.com/s/zlq5qlh1wiu9nyv/Strategic%20Assessment%20of%20Facility%20Requirements%20-%20IBI%20Report%202006.pdf?dl=0>

In addition, the City of London Transportation Master Plan 2030 is available at the link below  
<http://www.london.ca/residents/Roads-Transportation/Transportation-Planning/Pages/Smart-Moves-2030-Transportation-Plan.aspx>

## 6.0 Bidder Information and Submission Format

### 6.1 Bidder Information

The following information must be provided on a point-by- point basis:

- Firm profile
- Corporate office location
- London office location as may be applicable
- Number of clients for which similar services have been completed
- List of 3 clients for which the same or similar services have been completed
- Firm (related) experience
- Name of principle contact
- Resume of principle contact including related experience
- Supporting number of employees

### 6.2 Bid Submission Format/Content

The Bid submission must include a copy of the Request for Proposal, the completed “Bidder Submission and Acknowledgement Form – Parts A and B and the request Bidder information as per Section 4.1.

In addition, the Bidder must provide:

- a statement of understanding of the work to be completed
- a statement of expectations of the Commission and/or Administration study team
- methodology to be used to complete the service reviews including data requirements

- key personnel working on the project including project manager
- the total number of hours required to complete the studies
- the allocated number of hours by project personnel
- experience of the personnel in similar projects
- the upset total cost of the project
- timelines to complete all elements of the project

### 6.3 Bid Evaluation

The submission will be evaluated based upon the completeness of the submission including but not limited to:

- expressed understanding of project requirements
- proposed project framework and methodology
- proposed timelines
- direct relevant experience of identified personnel
- hours assigned and allocation of hours to key personnel
- cost

**7.0 Bidder Submission and Acknowledgement Form**

**Part A – Bid Price Form – (provided on an upset limit basis)**

<b>Activity</b>	<b>Total Upset Hours</b>	<b>Upset Consulting Fee</b>	<b>Expenses</b>	<b>Total</b>
Completion of summary needs assessment including review of existing facilities and maintenance needs through to 2030				
Development of option(s) to address future facility requirements including discussion on impacts, advantages and disadvantages of each option				
Estimated capital and operating costs of each option				
Recommended option and rationale for same				
Implementation schedule for recommended option including key milestones and steps and timeline for each. Schedule also needs to reference impacts on operating and how they will be addressed				
Total Upset Limit				

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Part B - Bidders Submission and Acknowledgement Form**

I/We the undersigned do hereby:

- a) acknowledge receipt of and accept all general and specific terms and conditions of this request for proposal document;
- b) submit the enclosed proposal document in accordance with the terms, conditions and requirements as set out in the various sections of this Request for Proposal document;
- c) agree to supply any and all supplementary information elaborating on our submission separately at the request of the Commission and/or as set out in the tender document;
- d) understand that this request for proposal is open for acceptance for a period of sixty (60) days from the stipulated closing date;
- e) declare that this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same products and is in all respects fair without collusion or fraud;
- f) declare that no employee of the Commission, or Commissioner, is or will become interested, directly or indirectly, as a contracting party or otherwise in the supplies, work or business to which it relates or in any of the monies to be derived therefrom; and
- g) declare that the matters stated in the request for proposal are in all respects true.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_

PROPOSAL SUBMITTED BY:

\_\_\_\_\_  
(Authorized Signature)

NAME (please print or type):

\_\_\_\_\_

TITLE:

\_\_\_\_\_

COMPANY:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

# Appendix A

London Transit Commission

General Information

## London Transit Commission – General Information

LTC is a separate corporate entity serving as an agent for the City of London, as provided by the City of London Act, to provide public transit services for the City of London. Public transit service includes conventional and specialized transit services.

### Accessible Conventional Service Profile – December 31, 2016

Type of service:	Fixed route – modified radial service
Annual Ridership:	22.6 million
Annual Revenue Service Hours:	602,700
Service Period:	18 hours per day Monday through Saturday 15 hours per day Sunday and Statutory Holidays Service levels vary by time of day
Fleet size:	206 buses (4 - 30', 188 - 40' and 14 - 60')
Facilities:	

#### 450 Highbury Avenue North

Bus Storage (max 200 40' buses)	133,970 ft <sup>2</sup>
Bus Maintenance, body and paint	70,500 ft <sup>2</sup>
Bus Servicing (2 lanes)	16,100 ft <sup>2</sup>
Administration	<u>28,490 ft<sup>2</sup></u>
Total Size	248,060 ft <sup>2</sup>

The largest area of the facility was constructed in 1950 as a manufacturing operation. In 1972/73, facility was purchased by LTC and converted to a transit garage.

In 1990/91 a separate building was constructed (approx. 50,000 ft<sup>2</sup>) to accommodate 2 service lanes and bus storage.

In 1993/94 a fast fill CNG compressor plant was constructed and the service lanes were modified to accommodate the fueling of natural gas buses in addition to diesel. A business decision was made to phase out CNG buses and decommission the CNG compressor plant by the end of 2008.

In 2002/2003 a body shop was built at the north end of the facility.

#### 3508 Wonderland Road South

Bus Storage (max 100 40' buses)	77,200 ft <sup>2</sup>
Bus Maintenance, body and paint	29,000 ft <sup>2</sup>
Bus Servicing (1 lane)	11,500 ft <sup>2</sup>
Administration	<u>18,800 ft<sup>2</sup></u>
Total Size	136,500 ft <sup>2</sup>

Facility was built in 2009/2010 and opened in 2011, no major renovation projects have taken place.