

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 28, 2016

Item 5, Report No. 27, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 28, 2016.

5 AWARD OF PROPOSAL RFP16-226 FOR STREET TREE DATA COLLECTION

The Committee of the Whole recommends:

- 1) That the recommendation contained in the following report of the Deputy City Manager of Public Works and the Director of Transportation Services, Parks and Forestry Operations, dated June 21, 2016, be approved; and**
- 2) That the following be approved in accordance with Communication C3, memorandum from the Deputy City Manager of Public Works and the Director of Transportation Services, Parks and Forestry Operations, dated June 16, 2016:**
 - 1. That RFP16-226 for Street Tree Data Collection for the City of Vaughan be awarded to R&B Cormier Inc. in the amount of \$184,113.00 plus applicable taxes;**
 - 2. That a provisional allowance in the amount of \$123,272.00 plus applicable taxes be awarded within the same contract for collection of tree data in woodlots, parks and open spaces;**
 - 3. That a 10% contingency allowance in the amount of \$30,738.50 plus applicable taxes be approved, within which the Director of Transportation Services, Parks and Forestry Operations, or designate is authorized to approve amendments to the contract;**
 - 4. That the amounts of the above recommendations, including provisional and contingency allowances, be funded from Capital Project EN-1958-13; and**
 - 5. That the Mayor and the City Clerk be authorized to sign the appropriate documents.**

Recommendation

The Deputy City Manager of Public Works and the Director of Transportation Services, Parks and Forestry Operations, in consultation with the Chief Information Officer, the Director of Purchasing Services and the Director of Financial Planning and Development Finance, recommend:

- 1. That consideration be given to a communication submitted to Committee of the Whole containing an analysis of the submissions received in respect of RFP 16-226 – Street Tree Data Collection.**

Contribution to Sustainability

An inventory of the City's street trees will be used to optimize renewal and planting decisions, such that selected tree species are selected to best achieve the City's environmental and financial sustainability targets. The street tree inventory will also enable the City to conduct tree care and maintenance more efficiently, and to better prepare for and respond to events that can destroy our tree canopy, including wind storms, ice storms and insect infestations.

Economic Impact

The highest scoring proposal RFP16-226, submitted by the bidder, will be determined after the bid closes on Friday May 27, 2016. The economic impact resulting from this contract will be discussed in the subsequent communication item to Committee of the Whole on June 21, 2016, and it is anticipated to fall within the approved Capital Project EN-1958-13.

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Communications Plan

Vaughan citizens were informed about this initiative in the April 2016 issue of the Vaughan at Work newsletter, through an article called “Getting to Know our Trees”. Additional information will be published on the City’s Trees Website (Vaughan.ca/trees) throughout the project.

Purpose

The purpose of this report is to provide the Committee with information on street tree data collection, and recommend that Council consider the supplementary communication regarding RFP16-226, provided to Committee of the Whole on June 21, 2016, and which includes a synopsis of the bid results and an award recommendation.

Background - Analysis and Options

The City needs a detailed inventory of its street trees, to conduct tree care and maintenance activities more efficiently, and to make more informed medium-term and long-term planning decisions for the urban tree canopy.

The City owns an estimated 150,000 – 180,000 trees along more than 360 km of City and Regional roadways that criss-cross the City of Vaughan. For these trees, the City is responsible for regular care and maintenance, pruning, replacement, protection from severe weather and insect infestation, removal of dangerous and sick trees, and planning for the long-term health the urban tree canopy.

To conduct these activities effectively, the City needs a detailed inventory of each street tree, including tree age, species and geo-location. This data will allow staff to complete more tasks without a time-consuming site visit, and make more effective use of their time in the field. For example, staff will be able to identify tree ownership from a geo-spatial map, and determine equipment needed based on tree species and age recorded in the inventory data. Also, knowing the geo-location of individual trees and their characteristics will staff to more quickly locate and identify individual trees referenced in work orders, and protect vulnerable trees from species-specific threats, such as insect infestations. Moreover, as the City accumulates maintenance and repair data on individual trees, the life cycle costs of different tree types will be used to make more informed tree selection and planting decisions.

In May 2016, the City invited bidders to bid on RFP16-226.

Purchasing Services advertised RFP16-226 on the City of Vaughan’s Bids Opportunities Website, Ontario Public Buyers Association’s Website and on Bidding on Wednesday May 11, 2016, with a closing date of Friday May 27, 2016.

The professional services required are not limited to a unique data collection approach, but staff anticipate that the most cost-effective approach to building the tree inventory will involve computer analysis of an aerial ortho-photograph taken when the trees are at full-leaf. The Consultant will be responsible for the ortho-photography, as well as development and calibration of the computer algorithm to determine from the ortho-photo pixels the geo-location, species, leaf coverage and approximate age of the trees in the image. The algorithm will be calibrated based on a sample of tree data collected by on-the-ground observation.

Following the deadline for the submission of bids, Staff will provide a subsequent communication to Committee of the Whole that will include a synopsis of the bid results and an award recommendation.

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This communication item that will include a synopsis of the bid results and an award recommendation will be brought forward to Committee of the Whole on June 21, 2016.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This project falls within the Term of Council Priority, “T06 – Invest, Renew and Manage Infrastructure Assets”, and progress is being reported in the Service Excellence Dashboard as “T06.3 – Corporate Asset Management”. The street tree data will also support planning and maintenance activities required for Priority “T05 – Re-establish the urban tree canopy”.

Regional Implications

Not Applicable.

Conclusion

That RFP16-226, for Street Tree Data Collection, be brought forward for authorization at Committee of the Whole on June 21, 2016, after the received bids have been evaluated.

Attachments

None.

Report prepared by:

Elaine Chang, Manager of Corporate Asset Management, ext. 8303
Joerg Hettman, Manager of Forestry & Horticulture, ext. 6139



memorandum

c	<u>3</u>
Communication	
CW:	<u>JUNE 21/16</u>
Item:	<u>5</u>

DATE: JUNE 16, 2016

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: PAUL JANKOWSKI, DEPUTY CITY MANAGER OF PUBLIC WORKS
ZORAN POSTIC, DIRECTOR OF TRANSPORTATION SERVICES, PARKS AND FORESTRY OPERATIONS

RE: ITEM 5, REPORT NO. 27, COMMITTEE OF THE WHOLE, JUNE 21, 2016
AWARD OF PROPOSAL RFP16-226 FOR STREET TREE DATA COLLECTION

Recommendation

The Deputy City Manager of Public Works and the Director of Transportation Services, Parks and Forestry Operations, in consultation with the Chief Information Officer, the Director of Purchasing Services and the Director of Financial Planning and Development Finance, recommend:

1. That RFP16-226 for Street Tree Data Collection for the City of Vaughan be awarded to R&B Cormier Inc. in the amount of \$184,113.00 plus applicable taxes;
2. That a provisional allowance in the amount of \$123,272.00 plus applicable taxes be awarded within the same contract for collection of tree data in woodlots, parks and open spaces;
3. That a 10% contingency allowance in the amount of \$30,738.50 plus applicable taxes be approved, within which the Director of Transportation Services, Parks and Forestry Operations, or designate is authorized to approve amendments to the contract;
4. That the amounts of the above recommendations, including provisional and contingency allowances, be funded from Capital Project EN-1958-13; and
5. That the Mayor and the City Clerk be authorized to sign the appropriate documents.

Contribution to Sustainability

An inventory of the City's street trees will be used to optimize renewal and planting decisions, such that selected tree species are selected to best achieve the City's environmental and financial sustainability targets. The street tree inventory will also enable the City to conduct tree care and maintenance more efficiently, and to better prepare for and respond to events that can destroy our tree canopy, including wind storms, ice storms and insect infestations.

Economic Impact

Funding for this project in the amount of \$184,113.00, for the provisional allowance of \$123,272.00 and for the contingency allowance of \$30,738.50, are available within Capital Project No. EN-1958-13. A financial summary of this account is provided in the section, Background – Analysis and Options.

This data will support more efficient maintenance and repair of City trees, and more accurate tree valuation, maintenance and renewal planning, risk mitigation and budgeting.

C 3.2

Communication Plan

Vaughan citizens were informed about this initiative in the April 2016 issue of the Vaughan at Work newsletter, through an article called "Getting to Know our Trees". Additional information will be published on the City's Trees Website (Vaughan.ca/trees) throughout the project.

Purpose

The purpose of this report is to recommend RFP16-226 for Street Tree Data Collection for the City of Vaughan be awarded to R&B Cormier Inc. in the amount of \$307,385.00, for collection of tree data in the City's woodlots, parks and open spaces, and a contingency amount of \$30,738.50, plus applicable taxes be approved.

Background – Analysis and Options

The City needs a detailed inventory of its street trees, to conduct tree care and maintenance activities more efficiently, and to make more informed medium-term and long-term planning decisions for the urban tree canopy.

The City owns an estimated 150,000 – 180,000 trees along more than 360 km of City and Regional roadways that criss-cross the City of Vaughan. For these trees, the City is responsible for regular care and maintenance, pruning, replacement, protection from severe weather and insect infestation, removal of dangerous and sick trees, and planning for the long-term health the urban tree canopy.

To conduct these activities effectively, the City needs a detailed inventory of each street tree, including tree age, species and geo-location. This data will allow staff to complete more tasks without a time-consuming site visit, and make more effective use of their time in the field. For example, staff will be able to identify tree ownership from a geo-spatial map, and determine equipment needed based on tree species and age recorded in the inventory data. Also, knowing the geo-location of individual trees and their characteristics will staff to more quickly locate and identify individual trees referenced in work orders, and protect vulnerable trees from species-specific threats, such as insect infestations. Moreover, as the City accumulates maintenance and repair data on individual trees, the life cycle costs of different tree types will be used to make more informed tree selection and planting decisions.

Based on an evaluation of the proponents' experience and teams, data collection approaches, cost and product functionality, R&B Cormier Inc. achieved the highest score.

In May 2016, the City invited bidders to bid on RFP16-226. Purchasing Services advertised RFP16-226 on the City of Vaughan's Bids Opportunities Website, Ontario Public Buyers Association's Website and on Biddingo on Wednesday May 11, 2016 until the closing date of Friday May 27, 2016.

The RFP was downloaded by 18 vendors. Three proposals were received, and all were found compliant. An Evaluation Committee comprising staff from Corporate Asset Management, Forestry & Horticulture Operations, and the Office of the Chief Information Officer and facilitated by Purchasing Services evaluated the compliant proposals based on the following weighted criteria:

Evaluation Criteria	Weight
i. Corporate Profile	5
ii. Corporate Project Experience	15
iii. Proponent Team	15
iv. Project Understanding, Approach, Methodology & Scheduling	40
v. Project Cost	20
vi. Quality of RFP Response	5
Total	100

C 3.3

The evaluation scores of each of the three proponents are listed below, along with the bid costs. The table shows that R&B Cormier Inc. achieved the highest score based on the defined criteria. They also submitted the lowest bid for collection of street tree data, as well as for the provisional item of collecting tree data within woodlots, parks and open spaces.

Proponent	Evaluation Score Total Points (/100)	Bid for Street Tree Data Collection (\$)	Provisional Item – Tree Data in Woodlots, Parks and Open Spaces (\$)	Total (\$)
R&B Cormier Inc.	87.7	\$184,113.00	\$123,272.00	\$307,385.00
SILV-ECON LTD.	73.8	\$441,000.00	\$350,875.00	\$791,875.00
Skytech Solutions Ltd.	65.5	\$1,035,440.00	\$1,518,628.00	\$2,554,068.00

This project will be funded by Capital Project EN-1958-13. Funds remaining in that account are dedicated to implementation of Asset Management systems, including the Computerized Work Management System and the Asset Management Planning system.

The financial summary below shows that after this project is completed, Capital Project EN-1958-13, will have \$2,274,829.48 remaining toward the Computerized Work Management System and the Asset Management Planning system.

<u>Financial Summary EN-1958-13 (Corporate Asset Management)</u>	
Cost of RFP16-226 (excluding HST)	184,113.00
Provisional (excluding HST)	123,272.00
Contingency (10%)	30,738.50
HST (1.76%)	5,409.98
3% administration recovery*	not applicable
Total Cost RFP16-226	338,124.52
EN-1958-13 Budget (Council Approved)	3,044,000.00
Less: Commitments/Expenses to Date	431,046.00
Total Available Funds	2,612,954.00
RFP Total Cost RFP16-226	338,124.52
Budget Remaining for future expenses	2,274,829.48

*Project is funded from Gas Tax Funds which are exempt from administration recovery fees

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This project falls within the Term of Council Priority, "T06 – Invest, Renew and Manage Infrastructure Assets", and progress is being reported in the Service Excellence Dashboard as "T06.3 – Corporate Asset Management". The street tree data will also support planning and maintenance activities required for Priority "T05 – Re-establish the urban tree canopy". This data will also support S2.5 Financial Framework – Financial Master Plan as this information will serve as the basis for mapping the financial requirements to sustain the canopy.

C 3.4

Regional Implications

Not applicable.

Conclusion

In May 2016, staff released RFP16-226 for the Street Tree Data Collection for the City of Vaughan. Following a review of submissions by the City's evaluation team, staff recommends awarding the contract to the highest scoring proponent, R&B Cormier Inc, in the amount of \$338,124.52 including provisional allowance, contingency allowance and applicable taxes.

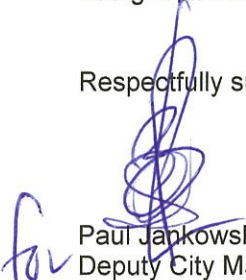
Attachments

N/A

Report prepared by

Elaine Chang, Manager of Corporate Asset Management, ext. 8303
Joerg Hettmann, Manager of Forestry & Horticulture, ext. 6139

Respectfully submitted,



Paul Jankowski
Deputy City Manager, Public Works



Zoran Postic
Director, Transportation Services, Parks and
Forestry Operations

AWARD OF PROPOSAL RFP16-226 FOR STREET TREE DATA COLLECTION

Recommendation

The Deputy City Manager of Public Works and the Director of Transportation Services, Parks and Forestry Operations, in consultation with the Chief Information Officer, the Director of Purchasing Services and the Director of Financial Planning and Development Finance, recommend:

1. That consideration be given to a communication submitted to Committee of the Whole containing an analysis of the submissions received in respect of RFP 16-226 – Street Tree Data Collection.

Contribution to Sustainability

An inventory of the City's street trees will be used to optimize renewal and planting decisions, such that selected tree species are selected to best achieve the City's environmental and financial sustainability targets. The street tree inventory will also enable the City to conduct tree care and maintenance more efficiently, and to better prepare for and respond to events that can destroy our tree canopy, including wind storms, ice storms and insect infestations.

Economic Impact

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Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This project falls within the Term of Council Priority, "T06 – Invest, Renew and Manage Infrastructure Assets", and progress is being reported in the Service Excellence Dashboard as "T06.3 – Corporate Asset Management". The street tree data will also support planning and maintenance activities required for Priority "T05 – Re-establish the urban tree canopy".

Regional Implications

Not Applicable.

Conclusion

That RFP16-226, for Street Tree Data Collection, be brought forward for authorization at Committee of the Whole on June 21, 2016, after the received bids have been evaluated.

Attachments

None.

Report prepared by:

Elaine Chang, Manager of Corporate Asset Management, ext. 8303
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Respectfully submitted,

Zoran Postic
Director of Transportation Services,
Parks & Forestry Operations

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