

THE REGIONAL MUNICIPALITY OF YORK

**REPORT NO. 3 OF THE
RAPID TRANSIT PUBLIC/PRIVATE PARTNERSHIP STEERING COMMITTEE
MEETING HELD ON FEBRUARY 14, 2008**

**For Consideration by
The Council of The Regional Municipality of York
on February 21, 2008**

**1
DIRECT AWARD OF CONTRACT
FOR CONSULTING SERVICES**

(Regional Council at its meeting on February 21, 2008 amended the following Clause by adopting the following additional recommendation:

- 3. *The Regional Chair and the Vice-President, York Region Rapid Transit, be authorized to execute the necessary contracts, subject to review by Legal Services.)***

The Rapid Transit Public/Private Partnership Steering Committee recommends the adoption of the recommendations contained in the following report, February 7, 2008, from the Vice-President, York Region Rapid Transit Corporation:

1. RECOMMENDATIONS

It is recommended that:

1. Council authorize staff to renew Dave Duncan's contract for consulting services for one year at \$75,000.
2. Council delegate authority to the Vice President, York Region Rapid Transit Corporation to annually renew the contract in one-year increments for an additional two years, based on approved budget and satisfactory performance.

2. PURPOSE

The purpose of this report is to obtain Council approval to utilize the services of Dave Duncan, Consultant, for the 2008 Calendar year, with the ability to renew the contract for up to two additional years, based on satisfactory performance and budget.

3. BACKGROUND

York Region Rapid Transit Corporation (YRRTC) has an existing purchase order (PO) for consulting services with Mr. Dave Duncan, which was initiated in 2002. The current PO is scheduled to expire on March 31, 2008.

Since inception of the York Rapid Transit Plan, Dave Duncan has been providing consulting services to assist with:

- Organizing and analyzing comparative information during the selection process for a private sector partner for the rapid transit project.
- Preparing Green Municipal Enabling Fund (GMEF) submissions for two Regional transportation projects, which were successful in obtaining \$200,000 in federal grants.
- Assembling information for and the drafting and finalizing of reports to the Rapid Transit Public Private Partnership Committee (RTPPP) and Council on a monthly basis, including preparing presentation materials for RTPPP Committee meetings and workshops.
- Assisting in the preparation of provincial and federal funding agreements for Quick Start.
- Preparing detailed Quick Start project description and implementation schedules for York Region submission to the Ministry of Transportation as required by the provincial funding agreement.
- Preparing materials for and participating in Quick Start project management meetings with the federal government.
- Preparing regular Quick Start project updates to both the federal and provincial funding agencies.
- Preparing Annual Reports for the Quick Start project as required by the Canadian Strategic Infrastructure Fund agreement with the federal government.
- Liaising directly with federal and provincial staff, providing information and answering questions pertaining to Quick Start project components, costs, and progress.
- Assisting the Vice President of YRRTC for a period of 6 months.
- Preparing responses to Freedom of Information requests.

4. ANALYSIS AND OPTIONS

Mr. Duncan is uniquely qualified

Mr. Duncan worked for the Ontario Ministry of Transportation for over 25 years in all facets of provincial and municipal transportation planning, including the position of Project Manager on numerous municipal transportation planning studies. He managed the Urban and Regional Transportation Planning office for two years, during which time he was responsible for, among other things, all briefing notes for the Minister pertaining to municipal transportation matters. He was also heavily involved throughout the conceptualization, development, implementation, sale and management of Highway 407, including being the Project Manager for the tolling traffic and revenue study.

His responsibilities also included being MTO project manager for the drafting and implementation of legislation for the Greater Toronto Services Board and liaising on a regular basis with other Ontario ministries, the federal government and municipal governments on numerous transportation planning matters.

Mr. Duncan has worked on the rapid transit file since 2002 and is very familiar with the history of the project and working agreement arrangements. He has provided excellent support to the activities of the rapid transit offices throughout the past six years. His 2008 hourly rate is \$72; an excellent value for his knowledge and flexibility to provide support as needed.

5. FINANCIAL IMPLICATIONS

An amount of \$360,000 was included in the 2008 Rapid Transit Operating Budget for all non-capital consulting services. It is anticipated that we will require approximately 700 hours of Mr. Duncan's time annually. Mr. Duncan's hourly rate is \$72. The upset limit of this one-year contract is \$75,000.

6. LOCAL MUNICIPAL IMPACT

There are no local municipal impacts associated with this report.

7. CONCLUSION

The services of Dave Duncan continue to be in demand at YRRTC. Mr. Duncan's unique blend of experience and background with the project, his flexibility in being able to provide service on an ad hoc basis, and his competitive rates provide the Region with excellent value for money.

Staff recommend that Mr. Duncan's contract be renewed for one year with the ability to annually renew the contract in one-year increments for up to two years, based on approved budget and satisfactory performance. This recommendation has been reviewed by the Region's Director, Audit Services, who concurs that this is in compliance with the Region's purchasing by law.

For additional information please contact Mary-Frances Turner, Vice President, York Region Rapid Transit Corporation at (905) 886-6767 ext 2226.

The Senior Management Group has reviewed this report.

Respectfully submitted,

**February 14, 2008
Newmarket, Ontario**

**B. Fisch
Chair**

(Report No. 3 of the Rapid Transit Public/Private Partnership Steering Committee was adopted, as amended by Regional Council at its meeting on February 21, 2008.)