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EXHIBITION PLACE

May 20, 2004

To: The Board of Governors of Exhibition Place

From: Dianne Young
General Manager & CEO

Subject: **Construction Health & Safety Consultant – RCM Technologies**

Recommendation:

It is recommended that the Board of Governors concur with the recommendation of the Board of Directors of the CNEA with respect to entering into a three-year agreement with RCM Technologies, based on the terms and conditions outlined in the attached report from the CNEA Executive Committee dated May 14, 2004.

Background:

The attached report was considered and approved by the Board of Directors of the CNEA at its meeting of May 20, 2004

Discussion:

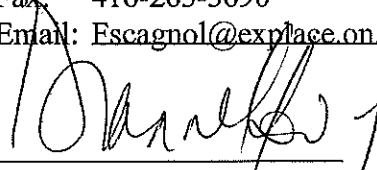
In accordance with By-law No. 2-99, Section 29, all CNEA agreements over a one-year term requires approval of the Board of Governors.

Conclusion:

This report recommends that the Board authorize a two-year agreement between the CNEA and RCM Technologies.

Contact:

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Dianne Young
General Manager & CEO



May 14, 2004

To: The Board of Directors
Canadian National Exhibition Association

From: Executive Committee

Subject: **Construction Health & Safety Consultant - Agreement**

Recommendation:

It is recommended that:

- (1) the Board approve a three-year agreement with RCM Technologies for the provision of a Construction Health and Safety Consultant based on the rates outlined in this report; and**
- (2) subject report be submitted to the Board of Governors for approval.**

Background:

At its meeting of May 13, 2004 the Executive Committee considered a report dated May 5, 2004 from the General Manager entitled "Construction Health & Safety Consultant" and recommended subject report to the Board of Directors for approval.

Discussion:

The following is an extract of the Background and Discussion portion of a report entitled "Construction Health & Safety Consultant".

"Background:

Pursuant to the by-laws, agreements whose terms exceed 1 year require approval of the Board of Governors.

Discussion:

In 2000, the Ministry of Labour advised that CNE that, henceforth, during the move-in and move-out of the fair, the site is to be deemed a construction project. Therefore, the CNE must meet the regulations for construction sites as outlined in the Occupational Health and Safety Act and Regulations for Construction Projects.

Recognizing the implications of this decision on the CNE, a construction health and safety consultant was retained on an annual basis from 2001 to 2003. At the conclusion of the 2003 CNE the construction health and safety consultant advised the CNE that she would not be returning in 2004.

On March 17, 2004 the City of Toronto Purchasing Department issued a Request for Proposal (RFP) for a construction Health and Safety Consultant for the CNE for the period 2004-2006. Two submissions were received as a result of this RFP. As part of the RFP, evaluation criteria were established for the purpose of evaluating each of the submissions. The following chart outlines the criteria used in this evaluation process.

RFP 9155-04-7111 CONSTRUCTION HEALTH & SAFETY CONSULTANT DETAILED PROPOSAL EVALUATION FORM				
Criteria	Available Points	Detail breakdown	RCM	SNC
1. Experience <i>The Proponent will be fully experienced in providing complete Construction Health & Safety and MOL related services to venues/facilities such as the CNE.</i>	30	For relevant construction health & safety experience with some experience in the area of special event/trade & consumer shows.	25	7.5
		For relevant MOL inspection experience		
		For relevant experience and demonstrated understanding of amusement devices industry		
		For demonstrated experience and understanding of cranes. Lifting devices and fall arrest equipment		
2. Service Quality <i>The Proponent will have demonstrated a history of supplying superior Construction Health & safety consulting service, as evidenced by long-term client relationships. The CNEA and the Board must be confident that the Proponent will at least meet, or exceed service expectations.</i>	10	For supplying superior quality construction health & safety consulting to special event/trade & consumer shows	8	2
		For supplying superior quality construction health & safety consulting to other clients		
3. Personnel <i>The Proponent shall meet the qualification requirements (section 2.5) and shall provide skilled professionals to carry out the work.</i>	35	For credentials as CRSP	15	9.5
		Amusement industry experience		
		MOL inspection and enforcement experience		
		Construction experience with focus on cranes and lifting devices and fall arrest		
Supervisor experience in union/non-union construction/Industrial environment				
4. Fees <i>Low bid (based on projected hours applied to rates) gets 25 points, For all other submissions (balance) : low bid divided by next proponent X 25</i>	25	Approximately 100 hours total	16	25
	100		64	44

Two submissions were received: one from SNC.Lavalin and the other from RCM Technologies. A staff committee reviewed each of the written proposals submitted and conducted interviews with representatives of each firm. The committee then scored each proponent according to the criteria outlined in the above chart. RCM Technologies had an average total score of 64 points and SNC.Lavalin had an average total score of 44 points.

It should be noted that in 2003, the Construction Health and Safety Consultant billed the CNE for 94 hours at an hourly rate of \$105.00 per hour for the first 100 hours and \$80.00 per hour for each hour thereafter. The following chart illustrates the rates proposed by each of the proponents.

<i>Proponent</i>	<i>2004 Rate</i>	<i>2005 Rate</i>	<i>2006 Rate</i>
<i>SNC.Lavalin</i>	\$80.00/hour	\$82.00/hour	\$84.00/hour
<i>RCM Technologies</i>	\$112.00/hour for the first 100 hours and \$105.00 for every hour after that	\$112.00/hour for the first 100 hours and \$105.00 for every hour after that	\$112.00/hour for the first 100 hours and \$105.00 for every hour after that.

In the RCM Technologies proposal, if the assistance of the Project Manager or Administrative Support was required, it would be billed as follows. It should be noted that in previous years these services have not been required.

<i>Position</i>	<i>2004 Rate</i>	<i>2005 Rate</i>	<i>2006 Rate</i>
<i>Project Manager</i>	\$88.30/hour	\$90.00/hour	\$91.80/hour
<i>Administrative Support</i>	\$45.00/hour	\$45.00/hour	\$45.00/hour

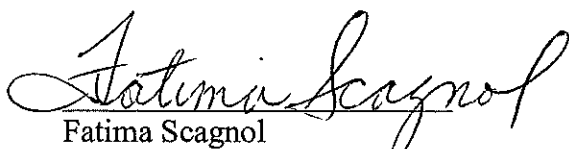
Based on the results of the evaluation process it is recommended that RCM Technologies be engaged for the provision of a Construction Health and Safety Consultant for 2004-2006.”

Conclusion:

This report recommends a three-year agreement with RCM Technologies for the provision of a Construction Health and Safety Consultant.

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On Behalf of the Executive Committee


 Fatima Scagnol
 Corporate Secretary