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EXHIBITION PLACE

October 18, 1999

To: The Board of Governors of Exhibition Place

From: Danny Chui
Manager, Capital Works

Subject: **SELECTION AND ENGAGEMENTS FOR CAPITAL WORKS PROJECTS**

Recommendation:

It is recommended that the Board receive this report for its information only.

Background:

At the July 26th meeting of the Board, staff were requested to investigate and provide a report detailing the policy for hiring consultants for Capital Works projects.

Discussion:

Since 1984, and the formation of the Capital Works Department, Exhibition Place has adopted and closely followed the Consultant Selection Policy of the then Municipality of Metropolitan Toronto for hiring consultants with respect to all capital projects and now adheres to the policies of the City of Toronto, including the requirement of an annual report to the City of Toronto CAO on all consultants hired.

The main reason for hiring consultants for Capital Works projects is that Exhibition Place does not have the diverse range of in-house resources or expertise to handle all the different types of projects from design to implementation. All Capital projects must go through a public tender process, therefore they must be properly designed and appropriate tender documents prepared. Contractors are relying upon the clarity of the tender documents and the accuracy of technical specifications and drawings in order to prepare their submissions. Exhibition Place can be held liable if information and/or work requirements are unclear or missing, particularly when work is related to public safety. The designers, architects and engineers are responsible for the safe design and execution of the work; otherwise, liability is enormous. So far, Exhibition Place has adhered to the hiring of consultants to ensure Capital work is done safely and professionally. In general, from historical data, the total annual consultant fee is ranges between 6 and 10% of the Capital Works Program Budget.

As for selection procedures, staff follows the policy guidelines on selecting consultants. For a projected fee of less than \$50,000, the staff Consultant Selection Review Team Committee will appoint one qualified consultant from the Exhibition Place internal list of consultants who have expressed directly to Exhibition Place their interest in providing their services. This list is compiled on an annual basis following an advertisement for interested consultants in the newspaper. For project fee over \$50,000, the Staff Team will recommend to the Board the appointment of one consultant from at least two or more consultants' proposals. The appointed or recommended consultant is selected based on evaluation of proposal(s) to ensure compliance with pre-determined criterion.

Conclusion:

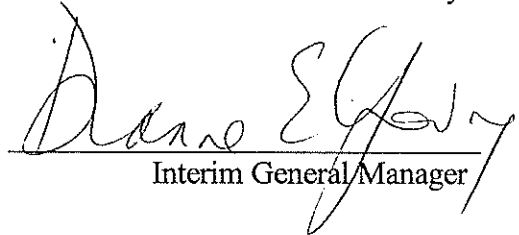
The intent of this report is to clarify for the Board's information, the policy for hiring consultants for Capital Works projects.

Submitted by:



Manager, Capital Works
DC/bf

Reviewed by:



Interim General Manager

The foregoing report was reviewed by the Executive Committee at its meeting held on October 22, 1999 and is referred to the Board of Governors for INFORMATION; and further that, the Board be advised that the Exhibition Place internal list consists of 38 consultants.