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CONSULTANT SELECTION FOR ENGINEERING SERVICES SCHEDULE “C” CLASS ENVIRONMENTAL ASSESSMENT SUTTON WATER POLLUTION CONTROL PLANT TOWN OF GEORGINA, PROJECT 79570

The Transportation and Works Committee recommends the adoption of the recommendations contained in the following report, May 30, 2007, from the General Manager, Water and Wastewater:

1. RECOMMENDATIONS

It is recommended that:

1. The consulting engineering firm of Hatch Mott MacDonald Ltd. be engaged to undertake a Schedule “C” Class Environmental Assessment (Class EA) for the expansion of the Sutton Water Pollution Control Plant (WPCP) as outlined in this report, at an upset limit cost of \$687,332.62 including GST.
2. The Regional Chair and Regional Clerk be authorized to execute a formal agreement with Hatch Mott MacDonald Ltd. for the completion of these services, subject to review by Legal Services.
3. The 2007 capital budget be amended to account for increased expenditures in 2007.

2. PURPOSE

This report seeks Council authorization to retain consulting engineering services to carry out a Schedule “C” Class Environmental Assessment for the expansion of the Sutton Water Pollution Control Plant.

The purchasing by-law requires council authorization to award Request for Proposals (RFP) when the recommended proponent’s bid is in excess of \$500,000.

3. BACKGROUND

The Sutton Water Pollution Control Plant is located on Black River Road in the community of Sutton in the Town of Georgina. The WPCP services both the Sutton and Jackson Point areas. A Class Environmental Assessment was completed in 1998 and an Addendum was undertaken and completed in 2001. Subsequently, the existing WPCP was built in 2003 to service a population of 7500.

Currently, there is a need to increase the wastewater servicing capacity of the WPCP to accommodate a build-out population of about 16,500. As part of the Environmental Assessment, the existing overflow lagoon would also be decommissioned.

3.1 Scope of the Assignment

The general scope of work for the Environmental Assessment will include all works, investigations, studies and analysis required as part of the Class EA to facilitate the subsequent design and construction of the Sutton WPCP.

The scope of work includes:

- Complete a Class Environmental Assessment in compliance with the Municipal Class Environmental Assessment Guidelines, June 2000, CEAA and other regulations and Review Agency laws and requirements.
- Undertake comprehensive analysis and simulation of the existing and proposed new and existing outfall locations as required to achieve the required effluent criteria.
- Undertake detailed assimilative capacity assessments of receiving water bodies. This includes an assessment of non-point and point sources and mixing zone analyses for the discharge environment.

4. ANALYSIS AND OPTIONS

In accordance with the Purchasing By-law, a Request for Proposals (RFP) for this assignment was advertised in the Daily Commercial News and Electronic Tender Network. A formal Bidder's meeting was held at the Region's Administration Centre on April 19, 2007. Although numerous consulting engineering firms attended this meeting, only one proposal was received.

The proposal was evaluated using the two envelope system with technical and financial information kept in separate envelopes. The technical proposal was evaluated prior to any knowledge of financial bids.

The technical evaluation was based on the following criteria:

- Qualifications and Experience.
- Project Understanding.
- Approach and Methodology.
- Project Management Approach.
- Quality Assurance and Quality Control.

The technical and financial contents were weighted at 80% and 20% respectively. In accordance with the terms of the RFP, if the technical evaluation did not achieve a score of 48 or better, the financial envelope would have been returned to the proponent.

unopened. Given that only one proposal was received, this would have necessitated a re-issuance of the RFP.

The technical and financial results are summarized below in Table 1.

Table 1
Consultant Proposal Evaluation Summary

Firm	Technical Score (Out of 80)	Upset Fee (including GST)	Financial Score (Out of 20)	Total Score (Out of 100)
Hatch Mott MacDonald Ltd.	57.2	\$687,332.62	20	77.2

Hatch Mott MacDonald's technical proposal demonstrated a clear understanding of the critical aspects of the project. Furthermore, the proposed project team possesses the necessary experience and expertise to carry-out, what is anticipated to be, a highly complex and sensitive Class EA assignment from both a regulatory and local area public stakeholder perspective. As such, they were easily able to meet the minimum technical score required to open their financial envelope.

Given the known project complexities, Hatch Mott MacDonald's upset fee is reasonable and reflects the comprehensive and complex nature of the services required for the project. It should be noted the upset fee includes several provisional items. The amounts associated with the provisional items will not be expended if it is determined that the provisional items are not required. Provisional items include additional archeological assessments, addressing Canadian Environmental Assessment requirements, additional geotechnical investigations and hydrogeological investigations.

The budget for this project was estimated at \$200,000.00. This budget was established early in 2006 before the detailed requirements of the project were developed. The project requirements have significantly increased due to the assimilative capacity limitations associated with Lake Simcoe.

5. FINANCIAL IMPLICATIONS

The upset limit fee for the proposed work is \$687,332.62 including GST. The upset fee is higher than the budgeted amount for the Class Environmental Assessment phase within the 2007 Budget and Business plan. However, there is likely sufficient funds to cover the anticipated cash flows in 2007. Additional funds, if required, will be allocated to this project from under expended projects within the Capital Program. The revised budget allocations for this projects will be reflected in the 2008 Capital Plan.

6. LOCAL MUNICIPAL IMPACT

The Town of Georgina will require additional wastewater servicing capacity at the Sutton WPCP to accommodate a build-out population of about 16,500 within the local area.

7. CONCLUSION

Request for Proposals for this project were issued in accordance with Regional procedures. It is recommended that the consulting engineering firm of Hatch Mott MacDonald Ltd. be engaged to undertake a Schedule "C" Class Environmental Assessment (Class EA) for the expansion of the Sutton Water Pollution Control Plant (WPCP) at an upset limit cost of \$687,332.62 including GST.

For more information on this report, contact Bala Araniyasundaran, extension 5131, Director, Capital Delivery of the Water and Wastewater Branch in the Transportation and Works Department.

The Senior Management Group has reviewed this report.