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CONSULTANT SELECTION FOR ENGINEERING SERVICES KESWICK WATER POLLUTION CONTROL PLANT (WPCP) EXPANSION AND MISCELLANEOUS UPGRADES TOWN OF GEORGINA, PROJECT 72240

The Transportation and Works Committee recommends the adoption of the recommendations contained in the following report, April 27, 2006, from the Commissioner of Transportation and Works:

1. RECOMMENDATIONS

It is recommended that:

1. The consulting engineering firm of Hatch Mott MacDonald be engaged to undertake the detailed design and contract administration for the construction of the Keswick Water Pollution Control Plant (WPCP) expansion and miscellaneous upgrade works at an upset limit of \$1,119,731 excluding GST.
2. The Regional Chair and Regional Clerk be authorized to sign an engineering agreement with Hatch Mott MacDonald, subject to review by Legal Services.

2. PURPOSE

This report seeks authorization to retain consulting engineering services related to the following items of work in the Town of Georgina:

- Completion of detailed design of the Keswick Water Pollution Control Plant expansion and miscellaneous upgrade works.
- Tender document preparation and contract administration for the above works.

The Purchasing By-Law requires Council approval for award of consulting assignments when the amount exceeds \$500,000.

3. BACKGROUND

The Keswick WPCP is located on Morton Road in the community of Keswick situated in the Town of Georgina. The plant currently has a capacity of 12,070 cubic metres per day (m³/d). The Long Term Wastewater Master Plan, which was completed in 2004 in accordance with the Class Environmental Assessment process, identified the need to

expand the Keswick WPCP in order to satisfy future growth requirements within the local community.

Although two phases of expansion were identified by the Master Plan, the scope of this project relates only to the first Phase expansion which will increase the plant's capacity to 18,000 m³/d.

In addition to the expansion works various upgrades are to be undertaken so as to improve the operation, control and general functioning of the existing WPCP. The upgrade works are part of the Region's Asset Management Strategy.

It is estimated that construction works related to the plant expansion will commence in March, 2007 and commissioning by June 2008. Construction works related to upgrades will be tendered as soon as the associated detailed design is completed. According to population projections the Phase 1 expansion will be required by 2009 in order to meet servicing needs of the community.

4. ANALYSIS AND OPTIONS

Proponents responded to Request for Qualifications (RFQ) P-05-69, which was advertised in the Daily Commercial News and on the Electronic Tender Network in accordance with the Purchasing By-law, on September 1, 2005. Based on the statements of qualifications received in response to the RFQ, four firms were invited to respond to Request for Proposal (RFP) No. P-06-27 for this project in Georgina. Proposals were received from all four firms.

The proposals were evaluated using the two-envelope system – with technical and financial information kept in separate envelopes. The technical proposal was judged prior to any knowledge of financial bids. Technical content was weighted at 60%. This allocation of technical and financial weighting ensures that the award results from a value-based evaluation process that ensures the financial scoring is commensurate with the technical points awarded within the evaluation matrix. Based on a 60% allocation, each technical point was valued at about \$25,000, and the technical points within the evaluation matrix was allocated to reflect this value in relation to the individual criterion. The RFP required a proponent to achieve a minimum score (36 out of 60) technically to progress to the financial evaluation. A score of 36 out of 60 corresponds to meeting the minimum requirements of the RFP.

The technical evaluation was based on the following criteria:

- Project Team Experience.
- Project Understanding.
- Approach and Methodology.
- Project Management Approach.

- Quality Assurance and Quality Control.

All four of the submitted technical proposals received at least 36 out of 60 on the technical evaluation; therefore, all four financial proposals were opened. After compliance of the financial proposals had been established, financial scores were assigned comprising the remaining 40% weight of the total evaluation. The best proposal was deemed to be the one with the highest total score.

A summary of the evaluations of the consultants' proposals is presented in Table 1 and includes the technical score, the upset limit fee (excluding GST), the corresponding financial score, and the total score for each proponent.

Table 1
Consultant Proposal Evaluation Summary

Firm	Technical Score /60	Upset Limit Fee \$	Financial Score, /40	Total Score, /100
Hatch Mott MacDonald	37.9	1,119,731	40.0	77.9
Conestoga – Rover & Associates	38.3	1,180,634	37.9	76.2
Associated Engineering	41.3	1,390,846	32.2	73.5
CH2M Hill Canada Ltd	45.6	2,143,157	20.9	66.5

The firm with the best overall score as well as the lowest upset limit cost is Hatch Mott MacDonald.

5. FINANCIAL IMPLICATIONS

The upset limit cost included in the highest rated proposal is \$1,119,731 excluding GST. Sufficient funds have been identified in the 2006 capital budget for all anticipated expenditures in this year.

The fees for contract administration and site inspection were based on 270 working days. If the actual contract duration exceeds the estimate, the fees for contract administration and site inspection will be adjusted based on the weekly fee provided in the proposal.

6. LOCAL MUNICIPAL IMPACT

This project will provide additional sewage treatment capacity to the community of Keswick to satisfy the needs of approved population growth.

Currently, a portion of the available servicing capacity of the Keswick WPCP has been committed to the new development in Keswick and to service the Willow Beach and

other Lake Simcoe lakeshore communities (which are currently being serviced by a septic system) within the Town of Georgina.

Sewage collection and conveyance systems are currently being built in order to allow transfer of wastewater from these developments as well as to account for future growth in population within the community. Hence, the need for additional servicing wastewater capacity by 2009 is critical.

7. CONCLUSION

Consultants' proposals for this project were called and evaluated in accordance with Regional policy. It is recommended that the consulting engineering firm Hatch Mott MacDonald be engaged to undertake the assignment at an upset limit cost of \$1,119,731 excluding GST.

It is further recommended that the appropriate Regional officials be authorized to take all necessary steps to execute a formal agreement with Hatch Mott MacDonald for the completion of these services.

The Senior Management Group has reviewed this report.