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WATER AND WASTEWATER MASTER PLAN UPDATE

The Planning and Economic Development Committee recommends the adoption of the recommendations contained in the following report, May 17, 2006, from the Commissioner of Planning and Development Services:

1. RECOMMENDATIONS

It is recommended that:

1. The consulting engineering firm, MacViro/XCG be engaged to undertake the Water & Wastewater Master Plan Update at a total upset limit fee of \$1,190,190.00 (including GST).
2. The Regional Chair and Regional Clerk be authorized to sign the necessary agreement with MacViro/XCG for the delivery of the proposed consultant services, subject to review by Legal Services.

2. PURPOSE

The purpose of this report is to inform Council about the update to the 2004 Water Master Plan and the 2002 YDSS Master Plan Study and request authorization to award the consultant assignment.

3. BACKGROUND

The Water & Wastewater Master Plan is intended to provide a framework for future infrastructure decisions, which would support the Regional goals of sustainable natural environment, economic vitality and healthy communities. The study area covers the entirety of York Region water and wastewater systems in both the urban areas and satellite communities. The intent of this study is to update the YDSS Master Plan Update of 2002 and the Long Term Water Master Plan Update of 2004. Main factors to be considered in the update of the Master Plans are:

- to reflect updated growth forecasts in York Region
- to accompany the Regional Official Plan update
- to plan infrastructure beyond the current planning year 2036 used in the existing Master Plans.

4. ANALYSIS AND OPTIONS

In accordance with the Purchasing By-law and through the Supplies and Services Branch, Request For Qualifications (RFQ) were solicited for this work. Four responses were received, from which three firms were pre-qualified and invited to submit a response to our Request for Proposal (RFP) document.

The three consulting firms that submitted a proposal are:

- Earth Tech
- MacViro/XCG
- Marshall Macklin Monaghan Limited (MMM)

The proposals were evaluated based on a weighting of 80% for the technical/management proposal and 20% for the financial proposal. This allocation of technical/management and financial will ensure that the assignment is awarded to not only a very technically competent consultant but also a cost competitive consultant.

The technical proposals were evaluated based on the following criteria:

- Qualifications and Experience
- Experience and credentials of the firm
- Experience and qualifications (accreditation) of personnel assigned to the project
- Familiarity with business processes for municipal program delivery relevant to preparation of Master Plans
- References indicating the competence and track record of the Proponent in the marketplace with regard to the services required by the Region
- Capacity to protect confidential information
- Quality of the Submission
- Responsiveness to the RFP, completeness/comprehensiveness of submission
- Demonstrated full understanding of the project objectives and the services to be provided
- Demonstrated willingness to comply with terms and conditions of the RFP
- Project Deliverables
- Specific deliverables proposed in terms of meeting the requirements outlined in the Objectives and Deliverables sections of this RFP
- Ability to provide research and analysis and deliver the deliverables in an efficient and effective manner.
- Quality of the proposal in terms of methodology and approach to the project, project scheduling and proposed deliverables
- Ability to provide all services as per the specifications identified herein
- Availability of Proponent to work within the project's scheduling requirement
- Ability to provide all services in a timely manner
- Value-added services within the scope of the services required
- Interview (if requested)

- Potential conflicts of interest identified

The proposal with the highest combined technical and financial score is then recommended for award of the study.

The Evaluation Team consisting of staff from Planning and Development Services and Transportation and Works Department evaluated the three proposals. Based on the team's technical evaluation and recommendation, the two highest scoring technical proposals, Earth Tech and MacViro/XCG companies were invited to attend an interview/presentation and respond to pre-selected questions.

During the interviews, MacViro/XCG distinguished themselves by demonstrating with a very clear understanding of the project and numerous additional issues that will need to be addressed. Following the interviews and technical evaluation, the price envelopes for the proposals were opened and assessed. The evaluation committee, based on the result of the interview, has recommended MacViro/XCG to complete this assignment.

The consultant proposal evaluation summary is presented in Table 1 and includes the Technical Score, the Upset Limit Fee and corresponding Financial Score and the Total Score for each proponent. All three proposals met the requirements of the RFP.

Table 1
Consultant Proposal Evaluation Summary

Firm	Technical Score (Out of 80)	Upset Limit Fee Including GST	Financial Score (Out of 20)	Total Score (Out of 100)
Earth Tech	51.7	\$1,003,768	20.0	71.7
MacViro/XCG	55.8	\$1,190,190	16.9	72.7
Marshall Macklin Monaghan	47.0	\$2,880,975	7.0	54.0

5. FINANCIAL IMPLICATIONS

Funds to retain a consultant to undertake the Water & Wastewater Master Plan update have been allocated in the 2006 and 2007 capital budgets.

6. LOCAL MUNICIPAL IMPACT

This study will involve representatives of all the local area municipalities. It will also have an extensive public consultation process as outlined in the requirements for a master plan environmental assessment, followed by a formal municipal and agency review of the conclusions of the study.

7. CONCLUSION

Three proposals for this project were evaluated in accordance with Regional Purchasing policy, by-laws and practices. The proposal submitted by MacViro/XCG received the highest score in our consultant selection evaluation. It addresses all of the requirements for this assignment, including qualified and knowledgeable personnel, and a sound methodology to complete this assignment. The proposal represents the best overall value to York Region.

Staff recommend that MacViro/XCG be engaged to carry out the Water & Wastewater Master Plan Update at an upset limit fee of \$1,190,190.00 including GST and that the appropriate Regional officials be authorized to take all necessary steps to execute a formal agreement with MacViro/XCG for the delivery of these services.

The Senior Management Group has reviewed this report.