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CONSULTANT SELECTION FOR ENGINEERING SERVICES OF WATER AND WASTEWATER DESIGN STANDARDS

The Transportation and Works Committee recommends the adoption of the recommendations contained in the following report, September 20, 2005, from the Commissioner of Transportation and Works:

1. RECOMMENDATIONS

It is recommended that:

1. The consulting engineering firm of CH2M Hill Canada Limited be engaged to provide engineering services for Water and Wastewater Design Standards, at an upset limit of \$320,096, plus GST.
2. The Regional Chair and Regional Clerk be authorized to execute a formal agreement with CH2M Hill Canada Limited for the completion of these services, subject to review by Legal Services.

2. PURPOSE

This report is provided in order to obtain Council authorization to retain consulting engineering services related to the development of Water and Wastewater Design Standards and Guidelines.

3. BACKGROUND

The Region requires a consultant to provide full engineering services relating to the project above to develop standards and guidelines for the Water and Wastewater branch to ensure consistency of quality and practices.

Primary goals of this project include:

- To provide a framework for Regional staff with varying degrees of experience for the delivery of infrastructure projects.
- Provide an opportunity and means of obtaining a consensus on application of elements such as materials and equipment preferences.
- Documentation of best practices and develop formal standards and guidelines.
- Provide a guide to external service delivery providers to improve consistency of deliverables.
- Improve overall efficiency of project delivery processes.

This project will facilitate the process of capital delivery within the Region, as it is required to document the requirements and standards for engineering products and services to the staff, consultants and contracts to formalize design criteria, standard specifications, record drawings, and procedures for the delivery of capital works. There is a need to create these design standards which will form the common basis for the delivery of all water and wastewater capital projects.

It is estimated that the project will commence in November 2005 and the works will be completed by September 2006.

The objective of this project is to obtain a consultant which will provide full engineering services relating to the projects above, and to satisfy the requirements for development of standards and guidelines for the Water and Wastewater Branch to ensure consistency and quality of deliverables and practices.

4. ANALYSIS AND OPTIONS

In accordance with the Purchasing By-law, Expressions of Interest (EOI) were received for this work. Based on this EOI, three firms were provided with Request for Proposal (RFP) No. P-05-40.

Request for Proposal P-05-40 invited CH2M Hill Canada Limited, MacViro Consultants Limited, and Marshall Macklin Monaghan Limited to submit proposals. Proposals were received from all three firms.

The proposals were evaluated using technical information only. The technical evaluation was based on the following criteria:

- Project Team Experience.
- Project Understanding.
- Approach and Methodology.
- Planning and Scheduling.
- Quality Assurance and Quality Control.

The proposals were evaluated based on 100% of the technical score. A budget for the project was established at \$ 320,000 and firms were requested to develop a detailed workplan around the budget. The successful proponent would be the one that demonstrated the best value. The summary of the technical results are summarized below in Table 1.

Table 1
Request for Proposal Evaluation Results

Firm	Technical Score (Out of 100)	Upset Fee (No GST)
CH2M Hill Inc.	68.5	\$ 320,096
MacViro Consultants Inc.	64.0	\$ 319,876
Marshall Macklin Monaghan	48.5	\$ 300,000

The firm judged to provide the best value work plan was CH2M Hill Canada Limited, with an upset limit of \$320,096, plus GST.

Overall, CH2M Hill Canada Limited provide the best balance of services, qualified team and approach.

5. FINANCIAL IMPLICATIONS

The upset limit fee provided in the proposal is \$320,096, plus GST. There are sufficient funds identified in the 2005 5-year Minor Capital Budget for anticipated expenditures in 2005, and for the remainder expenditures in 2006.

6. LOCAL MUNICIPAL IMPACT

This project will provide standards and guidelines for the Region's Water and Wastewater Branch to ensure consistency of quality and practices for the branch facilities of water distribution, storage and treatment, and water and wastewater collection, transmission, storage and treatment.

These engineering standards will provide Regional staff, consultants and contractors with standardized products and services for the maintenance of all new and existing Regional Water and Wastewater infrastructure.

7. CONCLUSION

The consultant's proposals for this project were evaluated in accordance with Regional policy. It is recommended that the consulting engineering firm CH2M Hill undertake the necessary engineering services for the water and wastewater design standards projects at an upset limit of \$320,096, plus GST.

Furthermore, it is recommended that appropriate Regional officials be authorized to take all necessary steps to execute a formal agreement with CH2M Hill Canada Limited for the completion of these services.

The Senior Management Group has reviewed this report.