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CONSULTANT SELECTION FOR DETAILED DESIGN, CONTRACT ADMINISTRATION AND SITE INSPECTION NEW ELEVATED STORAGE FOR QUEENSVILLE (71180), NOBLETON (73140), KING CITY (73210) AND KLEINBURG (77480)

The Transportation and Works Committee recommends the adoption of the recommendations contained in the following report, September 18, 2007, from the General Manager, Water and Wastewater:

1. RECOMMENDATIONS

It is recommended that:

1. The consulting engineering firm of Conestoga-Rovers and Associates be engaged to undertake the detailed design, contract administration and site inspection for the Elevated Tanks Project as outlined in this report, at an upset limit cost of \$1,768,587.96, including GST.
2. The Regional Chair and Regional Clerk be authorized to execute a formal agreement with Conestoga-Rovers and Associates for the completion of these engineering services, subject to review by Legal Services.

2. PURPOSE

This report seeks Council authorization to retain engineering services related to the new elevated storage for Queensville, Nobleton, King City and Kleinburg.

The Purchasing By-law requires Council authorization to award Request for Proposals (RFP) over \$500,000 or when the recommended proponent does not have the lowest cost. In this case, the recommended proponent has the highest score and lowest cost, but the cost is greater than \$500,000. Therefore, Council authorization is required.

3. BACKGROUND

3.1 Environmental Assessment (EA)

The Environmental Study Reports (ESR's) for the Class Environmental Assessments (EA) for the respective elevated tanks are approved or in the process of being filed under the provisions of the *Environmental Assessment Act*. The Region now intends to move forward with the implementation phase of the overall EA planning process for these projects.

The communities of Queensville, Nobleton, King City and Kleinburg require additional water supply and storage capacity, as determined in each EA, to accommodate future growth as detailed in their approved community plans. This project will provide that additional storage capacity for each of these communities.

Combining the engineering services for all four elevated tanks will realize substantial design efficiencies due to the similarities in the design aspects of these elevated tanks. Efficiencies will also be realized during construction with the use of a common team for contract administration and site inspection.

3.2 Request for Proposals (RFP)

In accordance with the Purchasing By-law, the Region invited proposals (P-07-29) from qualified consultants to provide engineering services to complete the detailed design, contract administration and site supervision for the elevated tanks project.

Based on the information provided in the formal responses to the Region's request for qualification for engineering services No. P-06-114, the following firms were invited to submit a proposal:

- The Municipal Infrastructure Group.
- KMK Consultants Ltd.
- Conestoga-Rovers and Associates.
- First Nations Engineering Services Ltd.

3.2.1 Scope of Work

As per the RFP, the Project will be delivered using the design/tender/construct approach. In order to facilitate the project in a co-ordinated manner, it is intended to retain the services of a single consultant to provide complete engineering services during the following stages of the project:

Detailed Design and Tendering

- Pre-Design.
- Design.
- Approvals.
- Tender and award.

Construction

- Pre-Construction.
- Notifications.
- Construction (contract administration and site inspection).
- Training.
- Commissioning.

- Completion (substantial performance, facility assumption, total performance, final documents, manuals and record drawings).
- Warranty period.

3.2.2 Project Works

The detailed design and contract documents are to be prepared for the bidders to tender for design/build services. The major works to be completed under this project include the following:

- Queensville Elevated Tank – 7.5 ML, design completed by others.
- Nobleton Elevated Tank – 1.135 ML.
- King City Elevated Tank – 2.724 ML.
- Kleinburg Elevated Tank – 1.826 ML.
- Typical works for each site include the elevated tank, site works, de-chlorination chamber, detention pond, access road and parking area, yard piping, watermain, connection to existing watermain, fencing and final site works.

The Location Plan (*see Attachment 1*) shows the location of the project works.

When it comes time for construction, the Region will have the option of either proceeding with one construction contract for all four elevated tanks or four separate construction contracts, one for each elevated tank, depending on the timing, status of approvals and status of property acquisition. The consultant's proposal is based on four separate construction contracts.

4. ANALYSIS AND OPTIONS

The proposals were 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 information. Technical content was weighted at 80%. The Region's proposal evaluation team reviewed the technical/management proposal based on, but not solely limited to, the following criteria for the proponent's project team experience and project implementation.

4.1 Proponent Project Team Experience

- Stability and reputation of the firm with the Region and/or other owners/clients.
- Experience on similar projects, municipal and/or other.
- Project Manager(s) and key staff experience.
- Technical support staff experience.
- Staff training.
- Sub-consultant's experience.
- Other miscellaneous issues.

4.2 Project Implementation

- Completeness and comprehensiveness of the proposal submission.
- Understanding of the project and the services to be provided.
- Viability of the approach methodology.
- Understanding of the deliverables to be provided.
- Project management approach including planning and scheduling of key activities and resources.
- Implementation of the QA/QC process and its deliverables.
- Approach to Health and Safety.
- Other miscellaneous aspects of the project.

The financial evaluation composed the remaining 20% weight of the total evaluation. The technical and financial results are summarized in Table 1 below.

Table 1
Consultant Proposal Evaluation Summary

Firm	Technical Score (Out of 80)	Upset Fee (incl GST)	Financial Score (Out of 20)	Total Score (Out of 100)
Conestoga-Rovers and Associates	56.0	\$1,768,587.96	20.0	76.0
First Nations Engineering Services Ltd.	52.2	\$2,080,271.20	17.0	69.2
KMK Consultants Ltd	49.6	\$1,839,322.60	19.2	68.8
The Municipal Infrastructure Group Limited	47.9	\$2,452,410.70	14.4	62.3

The firm with the highest total score was Conestoga-Rovers and Associates. Given that none of the other total scores was within five points of this highest total score, a “Dollar Cost Per Technical Point” analysis was not conducted.

Conestoga-Rovers and Associates scored higher than the other proponents in the areas of implementation of the QA/QC process and its deliverables and their approach to health and safety.

The Conestoga-Rovers and Associates proposal clearly demonstrated their capabilities to provide the engineering services required to satisfy the RFP. As such, their proposal represents the best overall value to the Region.

5. FINANCIAL IMPLICATIONS

The upset limit fee for the proposed work is \$1,768,587.96, including GST. Sufficient funds are included in the respective 2007 Budgets and Business Plans for the assignment. This assignment will require funds from four separate project budgets within the 10-year Capital Plan. All project costs including the engineering and construction costs will be tracked and allocated to each respective budget.

Payment for engineering services during construction is based on contract duration. Lump sum prices for contract administration and site inspection are included for 660 and 880 regular working days, respectively, within the financial proposal. If actual contract durations vary from the above estimated working days, then the payments to the consultant will be adjusted on a pro-rated basis using the per diem costs derived from the fee proposal.

6. LOCAL MUNICIPAL IMPACT

Once completed, the elevated tanks project will increase the potable water storage capacity to the communities of Queensville, Nobleton, King City, and Kleinburg allowing them to provide for their future growth needs.

7. CONCLUSION

The consultants' proposals for this project were evaluated in accordance with Regional procedures. It is recommended that Conestoga-Rovers and Associates be engaged to undertake the detailed design, contract administration and site inspection for the elevated tanks project at the upset limit cost of \$1,768,587.96, 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.

(The attachment referred to in this clause was included in the agenda for the October 3, 2007 Committee meeting.)