



# Staff Report

## Planning and Development Services - Engineering

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**Report To:** Committee of The Whole  
**Meeting Date:** November 14, 2016  
**Report Number:** PDS.16.137  
**Subject:** Proposal Award for Engineering Support Services, Proposal Award RFP NO. 2016-40-P-PDS  
**Prepared by:** Brian Worsley, Manager of Development Engineering on behalf of the Tender Proposal Award Committee

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### A. Recommendations

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THAT Council receive Report PDS.16.137 entitled "Proposal Award for Engineering Services Support, Proposal Number 2016-40-P-PDS";

THAT Council award C.C Tatham & Associates Ltd., B.M. Ross and Associates Limited, WSP Canada Inc., and Greenland International Consulting Ltd. to provide Engineering Services Support for a contract period of two years with the option to extend for an additional two one-year periods; and

THAT the Mayor and the Clerk be authorized to execute the Contract Documents with C.C Tatham & Associates Ltd., B.M. Ross and Associates Limited, WSP Canada Inc., and Greenland International Consulting Ltd.

### B. Overview

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The Town requires Engineering Support Services from time to time to carry out:

- i) Development review
- ii) Engineering Standards review and update
- iii) Miscellaneous engineering assignments having a value of less than \$15,000 per project.

The Town issued a Request for Proposal to retain at least two Engineering Consulting firms to provide services support for a contract period of two years with option to extend for an additional two one-year periods. The assignment of work among the selected Engineering Consultants retained to undertake this work, will be at the sole discretion of the Town. The cost of the services provided will be paid on an hourly basis or at a negotiated upset cost estimate based on an agreed work plan for a particular assignment.

By pre-selecting consultants who are able to undertake a range of work assignments for the Town, Staff can quickly undertake miscellaneous assignments on an as needed basis subject to

budget limits. It is intended that all Town Departments will be able to retain the selected Consultants to undertake engineering assignments that have a value less than \$15,000. Since the selection of the Consultants was carried out in accordance with the Town's Purchasing Policy, the negotiation and assignment of engineering services under these Engineering Agreements will not individually be subject to the Town's Purchasing Policy.

### **C. Background**

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The Town issued a Request for Proposal to retain at least two Engineering Consulting firms to provide services support for a contract period of two years with option to extend for an additional two one-year periods. The assignment of work among the selected Engineering Consultants retained to undertake this work, will be at the sole discretion of the Town. The cost of the services provided will be paid on an hourly basis or at a negotiated upset cost estimate based on an agreed work plan for a particular assignment.

The services that may be requested of the selected Consultants is expanded upon below.

#### Development Review

As part of development applications in support of projects, various specific technical submissions are required by the Town. In order to conduct a thorough review of the submissions, the Town's Planning & Development Services Engineering Division may occasionally require specialized engineering technical assistance with engineering design not specifically covered by the Town's Engineering Standards.

The type of specialized engineering review required is anticipated to primarily be related to, but may not be limited to the following disciplines:

- a. Pumping Station design, (Instrumentation & Control, Forcemain Hydraulics / Surge, Electrical Power);
- b. Water Distribution System modelling;
- c. Structural Engineering;
- d. Stormwater Management (modelling, erosion analysis, natural channel design);
- e. Traffic Engineering / Traffic Impact Studies, (including lights / roundabouts);
- f. Road & pedestrian walkway lighting / illumination;
- g. Landscape Architecture; and
- h. Noise Studies

Depending on workload, assistance may also be required to undertake the general review of the compliance of the proposed infrastructure with the Town's Engineering Standards.

### Engineering Standards

All engineering work relating to new development and infrastructure in the Town must be carried out in accordance with the Town's Engineering Standards. From time to time, the Town reviews sections of the documents to maintain best practices as it relates to materials, technologies and industry practices that will result in long term sustainable infrastructure. The Standards have evolved and expanded over time in order to meet the needs of the Town. The current version is dated April 2009.

The scope of work will be to provide technical assistance during the review and updating of the Town Engineering Standards will be as directed by Town Staff.

### Miscellaneous Engineering Assignments

From time to time, the Town will have small engineering assignments with a value less than \$15,000.00. For such assignments, the Town will negotiate a cost structure depending on a defined scope of work.

During the term of the Engineering Agreements, the Town intends to award assignments on a fair, reasonable and equitable manner. Notwithstanding, any particular assignment to the successful consultants will be based on criteria to be determined at the sole discretion of the Town. There is no set intention to award assignments on a rotational or alternating basis or similar. The award of work will be based on the any or all of the following criteria:

- Availability and ability of the Consultant to complete contemplated work in the timeline required;
- Skills of the Consultant to provide the services required;
- Background knowledge of the Consultant on the assignment;
- Performance of the Consultant on previous assignments;
- Other criteria as determined by the Town.

From time to time, an assignment that has a defined scope may be awarded based on a work plan and upset fee estimate. In these instances, the Town will provide one or more of the successful consultants with the scope of the assignment and request a work plan and upset fee estimate. The Town in its sole discretion will determine the methodology by which the proposals are evaluated. It is not anticipated that a separate Engineering Agreement will be necessary for these assignments, however the Town may insist on an assignment specific agreement.

By pre-selecting consultants who are able to undertake a range of work assignments for the Town, Staff can quickly undertake miscellaneous assignments on an as needed basis subject to budget limits. It is intended that all Town Departments will be able to retain the selected Consultants to undertake engineering assignments that have a value less than \$15,000. Since the selection of the Consultants was carried out in accordance with the Town's Purchasing Policy, the negotiation and assignment of engineering services under these Engineering Agreements will not individually be subject to the Town's Purchasing Policy.

## D. Analysis

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The Town prepared a Request for Proposal and issued it on October 5<sup>th</sup> 2016. Consultant selection was a single step process. Proposals consisting of Proposal Requirements and Engineering Fees and Cost Charts in separate sealed envelopes were received from 4 consultants.

The Consultant Selection Team, consisting of Manager of (Development) Engineering, Brian Worsley; Development Engineering Technologist, Tom Gray and Engineering Design Technologist, Mike Humphries; satisfied themselves that the proposals were complete. A total of 4 proposals were received and evaluated.

Consultants were evaluated based on the following weighted evaluation factors:

<b>Rated Criteria</b>	<b>Maximum Points (Weight)</b>
<b>1<sup>st</sup> Phase of Scoring</b>	
Firm's Qualifications and Experience on Similar Assignments	10
Project Team's Experience	20
Project Understanding and Approach	15
Work Plan, Methodology and Quality Assurance Plan	20
Project Schedule / References	10
<b>2<sup>nd</sup> Phase of Scoring</b>	
Fees and Expenses	25
<b>Total Weighted Points</b>	<b>100</b>

Given that this selection process is not for a prescribed scope of work, a hypothetical workload was established in order to compare bottom line costs of various consulting firms.

Staff is recommending that as each Consultant potentially brings unique skills; that all the Consultants be retained.

## **E. The Blue Mountains' Strategic Plan**

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Goal 5 – Ensure our infrastructure is sustainable:

Ensure that Infrastructure is available to support development.

## **F. Environmental Impacts**

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N/A

## **G. Financial Impact**

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Since the retention of the Consultants is not for a specific scope of work, there is not a particular budget from which the work will be paid. Staff who utilise the services of the selected Consultants to provide Engineering Support Services, will determine that the account to which the work will be charged has sufficient remaining budget for the services rendered.

## **H. In consultation with**

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Serena Wilgress, Manager of Purchasing and Risk Management

## **I. Attached**

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N/A

Respectfully submitted,

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Brian Worsley  
Manager of Development Engineering

Approved by:

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Troy Speck  
Chief Administrative Officer

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Michael Benner  
Director of Planning and  
Development Services

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Serena Wilgress  
Manager of Purchasing and  
Risk Management

For more information, please contact:

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