

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT

REPORT TO: Infrastructure and Recreation
 Committee
MEETING DATE: August 20th 2013
REPORT NO.: EPW.13.062
SUBJECT: Proposal Award for Engineering
 Services Support, Proposal
 Number 2013-31-P-EPW
PREPARED BY: Reg Russwurm, Director of
 Engineering and Public Works, on
 behalf of the Tender Proposal
 Award Committee (TPAC)

A. Recommendations

THAT Council receive Report EPW.13.062 entitled "Proposal Award for Engineering Services Support, Proposal Number 2013-31-P-EPW"; and

THAT Council award C.C Tatham & Associates, Genivar Inc. and Greenland International Consulting 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, Genivar Inc. and Greenland International Consulting.

B. Background

The Town's Engineering and Public Works Department 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 the 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 requires from time to time specialized engineering technical assistance.

The type of review required is primarily related to stormwater management and traffic impact studies, but may not be limited to those disciplines. 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 scope of work will be to provide technical assistance during the review and updating of the Town Engineering Standards 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. 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 workplan 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 workplan 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.

Consultant Selection:

The Town prepared a Request for Proposal and issued it on June 5th 2013. The 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 9 consultants.

The Consultant Selection Team, consisting of Director of Engineering and Public Works Reg Russwurm, Manager of Water and Wastewater John Caswell, Engineering Design Technologist Mike Humphries and Manager of Purchasing and Risk Management Serena Wilgress satisfied themselves that the proposals were complete. A total of 9 proposals were received and evaluated.

Consultants were evaluated based on the following weighted evaluation factors:

Rated Criteria	Maximum Points (Weight)
1st Phase of Scoring	
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
2nd Phase of Scoring	
Fees and Expenses	25
Total Weighted Points	90

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 the three consultants receiving the highest combined weighted quality and fee factors be retained to provide Engineering Support Services to the Town. Those consultants are listed alphabetically below.

1. C.C Tatham & Associates
2. Genivar Inc.
3. Greenland International Consulting

C. The Blue Mountains' Strategic Plan

These works address the Town's Strategic Plan Goal No. 2 "Addressing the Town's Municipal infrastructure needs".

D. Environmental Impacts

None.

E. Financial Impact

Since the retention of the three 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.

F. In Consultation With

Serena Wilgress, Manager of Purchasing and Risk Management

G. Attached

None.

Respectfully submitted,

Reg Russwurm

Reg Russwurm
Director of Engineering and Public Works
Town of The Blue Mountains

Tender Proposal Award Committee

David Finbow (as per)

Troy Speck
Chief Administrative
Officer

Serena Wilgress

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Manager of Purchasing
and Risk Management