

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT



REPORT TO: Infrastructure & Recreation Committee
MEETING DATE: June 9, 2009
REPORT NO.: EPW.09.052
SUBJECT: Provision of Engineering Support
 Services – Consultant Selection
PREPARED BY: Reg Russwurm – Director of Engineering
 and Public Works

A. Recommendation

THAT Council approve retaining Ainley & Associates Ltd, C.C. Tatham & Associates Ltd. and Greenland International Consulting Ltd to provide Engineering Support Services for a period of two years with option for two one-year renewals as outlined in Report EPW.09.052 “Provision of Engineering Support Services – Consultant Selection, and

THAT Council to authorize the Mayor and Clerk to execute the Engineering Agreement for these assignments.

B. Background

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

- i) Development peer review of technical submissions
- ii) Engineering Standards review and update, and
- iii) miscellaneous engineering assignments having a value of less than \$10,000.

The Town issued a Request for Proposal to retain at least two Engineering Consulting firms to provide engineering support services for a contract period of two years with option to extend for an additional two one-year periods. The cost of the services provided will be paid on an hourly basis or at a negotiated upset fee estimate based on an agreed work plan for a particular assignment. Where advantageous, the Town will request a workplan and upset fee cost from one or two of the selected firms for a defined scope of work.

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. The Standards have evolved and expanded over time in order to meet the needs of the Town. The Town wishes to undertake an in-depth review of the Town's Engineering Standards and to have a current document of best practices that will result in long term sustainable infrastructure.

Included within the Engineering Standards are two standard road cross-sections (urban and rural) which provide detailed information on road structure and the designated locations for all infrastructure and utilities located within the road allowance. The standard urban cross-section applies to roadways with storm sewers and curbs. The standard rural cross-section applies to roadways with open ditches. On a case by case basis, modified cross-sections have been utilized historically to address a site specific need.

The scope of work will be to provide technical assistance during the review and updating of the existing Town Engineering Standards as directed by Town Staff. The review of Engineering Standards will include, but not be limited to:

- standard road cross-sections for a range of uses incorporating streetscape considerations such as trees and plantings, and the preparation of presentation renderings for public input
- street illumination to achieve dark sky goals while considering safety issues and Town responsibilities
- stormwater management in response to climate change plus local topography and land use
- sustainability issues as related to long term infrastructure
- coordination with utilities, development industry and other stakeholders

- document format for ease of use
- presentations to Town Council and public, and
- other tasks as assigned by the Town.

Miscellaneous Engineering Assignments

From time to time, the Town will have small engineering assignments with a value less than \$10,000. For such assignments, the Town may negotiate a fee 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 \$10,000. 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 April 8, 2009. The Consultant selection was a single step process. Proposals consisting of Detailed Work Plans and Upset Fee Estimates in separate sealed envelopes were received from nine consultants.

The Consultant Selection Team, consisting of Reg Russwurm, John Caswell, Jim McCannell, Tom Gray, and Sherri Adams satisfied themselves that the proposals were complete. A total of 10 proposals were received and evaluated.

Consultants were evaluated based on the following weighted evaluation factors:

<u>Quality Factors</u>	
Firm's Qualifications and Experience on Similar Projects	10%
Project Team's Experience	20%
Project Understanding and Approach	15%
Work Plan, Methodology and Quality Assurance Plan	20%
Project Schedule	10%
<u>Fee Factor</u>	25%
Total	100%

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 and is provided in Attachment #1. The hourly rates quoted by the selected Consultants will be in effect for two years and then negotiated for the two one-year extensions.

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 along with their cost comparison:

1. Ainley & Associates Ltd	\$104,295
2. C.C. Tatham & Associates Ltd.	\$129,844
3. Greenland International Consulting Ltd.	\$98,891

C. The Blue Mountains' Strategic Plan

Town's Strategic Plan Goal # 2 "Addressing the Town's Municipal Infrastructure needs" is in part satisfied by the recommended action.

D. Budget 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. There are however two budgets that will primarily utilize the services of the retained Consultants. Within the 2009 Engineering Operating Budget, \$20,000 is provided for development peer review services and it is expected that a similar budget value will be provided annually. Also within the 2009 Engineering Operating Budget, \$45,000 is available to review and update the Town's Engineering Standards and \$10,000 to undertake asset management activities.

E. Attached

1. Attachment 1 – Sample Comparison Engineering Fee and Cost Chart

Respectfully submitted,

Reg Russwurm
Director, Engineering and Public Works

For more information, please contact:

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ATTACHMENT #1

ENGINEERING FEE AND COST CHART

ENGINEERING STAFF	UNIT RATE ⁽¹⁾	ESTIMATED QUANTITY ⁽²⁾	COST
Project Manager	/hr	20	
Senior Engineer	/hr	100	
Intermediate Engineer	/hr	150	
Junior Engineer / E.I.T.	/hr	200	
Senior Technologist	/hr	200	
Junior Technologist	/hr	250	
Survey Crew (2 persons & equip.)	/hr	20	
Draftsperson	/hr	100	
Clerical	/hr	100	
SUBTOTAL			
Office Disbursements ⁽³⁾	%	% of Subtotal	
Mileage Disbursements ⁽⁴⁾	500 km	/km	
Other Disbursements ⁽⁵⁾	--	--	\$2,000
Expenses ⁽⁶⁾	1 + %	\$5,000	
TOTAL			

Notes:

1. The hourly rate shall be fixed for initial 2 year contract term and subject to negotiation for the two one-year extensions.
2. The estimated quantity is for the purposes of cost comparison and does not warrant or limit the number of hours incurred on an annual basis or over the life of the contract.
3. Disbursements incidental to office operations and overhead can be indicated as a % of the fees or included in the hourly staff rate. Office disbursements are all costs typical office operations including telephone, computer, fax, photocopying, facsimile, printing, drawing plotting, courier, meals, etc.
4. Mileage disbursements are for travel within the boundaries of the Town.
5. The Town may consider other disbursements by the bidder not otherwise specifically addressed for inclusion as expenses. No expenses shall be incurred without prior written authority by the Town.
6. Expenses are costs incurred from third parties such as specialised sub-consultant or agency fees. The percentage mark-up shall be provided to extend the estimated quantity.