

**STAFF REPORT:           ENGINEERING AND PUBLIC WORKS DEPARTMENT**



**REPORT TO:**            **Council**  
**MEETING DATE:**      **March 26, 2008**  
**REPORT NO.:**         **EPW.08.39**  
**SUBJECT:**            **Lake Drive Water & Wastewater Servicing  
Extension Project – Consultant Selection**  
**PREPARED BY:**       **John Caswell, Water & Wastewater  
Services Manager**

**A. Recommendation**

THAT Council approve retaining C.C. Tatham & Associates to provide engineering services for the Lake Drive Water & Wastewater Servicing Extension Project in the amount of \$100,513.00 consisting of \$85,513.00 upset fee estimate plus \$15,000.00 contingency fee, as outlined in Report EPW.08.39, and

THAT the Mayor and the Clerk be authorized to execute the Engineering Agreement.

**B. Background**

The Town wishes to complete the Lake Drive Water & Wastewater Servicing Extension Project in the Lora Bay service area of the Town located immediately to the west of the 10th Line and Cameron Street.

This area currently is not serviced with municipal water and wastewater and many of the residents have requested the Town consider servicing for this area which is located adjacent to the Lora Bay Raven Golf Course. There is an existing 150mm diameter of watermain located at the West end of Cameron Street, and there is an existing 200mm diameter of watermain located approximately half way along Lake Drive which will provide a loop to the municipal system serving a portion of the Lora Bay development. There is an existing wastewater maintenance hole located at the top of the hill on the 10<sup>th</sup> line at the entrance to High Bluff Lane that will provide a discharge point for wastewater.

A map of the street is attached as Attachment 1 and Attachment 2.

**Scope of Work:**

The scope of work of this project is to prepare the Preliminary and Detailed Design, Tender Documents and to undertake Contract Administration and Site Observation. The Town intends to extend the municipal water & wastewater services and reconstruct the road with proper granulars which will provide for a 4m platform and 1.5m of shouldering on each side of the road. It is expected that the works will be completed under a single contract in 2008 if the Town receives a Certificate of Approval from the Ministry of Environment by August 1, 2008. If the Town does not receive the Certificate of Approval in this time frame then these works will be tendered and constructed in 2009.

The reconstruction includes, but is not limited to, the following in accordance with Town's Engineering Standards:

- sanitary sewer via low pressure forcemain to services Lake Drive
- sanitary services;
- watermain to service Lake Drive including appurtenances;
- water services with tracer wire;
- open ditch drainage;
- granular road base with a provisional asphalt surface; and

This project will include, but will not be limited to, the following major tasks:

- Task 1: Background Information
- Task 2: Preliminary Design
- Task 3: Final Design and Contract Documents
- Task 4: Tender Administration
- Task 5: Contract Administration
- Task 6: Construction Monitoring
- Task 7: "As Recorded" Drawings and Documentations
- Task 8: Warranty Administration

**Consultant Selection:**

The Town prepared a Request for Proposal and issued it on February 18, 2008. The Consultant selection was a single stage process. Proposals consisting of Detailed Work Plans and Upset Fee Estimates (separate sealed envelope) were received from five local consultants.

The Consultant Selection Team, consisting of Adam Reed, Tom Gray, and John Caswell satisfied themselves that the proposals were complete.

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%         |
| <br>   |             |
| <u>Fee Factor</u>  | 25%         |
| <br>   |             |
| <b>Total</b>   | <b>100%</b> |

The Consultant achieving the highest combined weighted quality and fee factors was C.C. Tatham & Associates. Therefore, the Selection Team recommends retaining this firm in the amount of \$100,513.00 consisting of \$85,513.00 upset fee estimate plus \$15,000.00 contingency fee.

### 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

The 2008 Capital Budget provides \$101,000.00 for engineering services related to this project. The 2008 Capital Budget for the construction works will be revised to reflect the expected costs. Sufficient funds exist within the 2008 Capital Budget to initiate design.

The Upset Fee Estimate from C.C. Tatham & Associates is summarised in the table below:

|                         |                     |
|-------------------------|---------------------|
| Design & Tender         | \$30,134.00         |
| Contract Administration | \$47,806.00         |
| Record Dwgs & Warranty  | \$7,573.00          |
| <b>Sub-total</b>        | <b>\$85,513.00</b>  |
| Fee Contingency         | \$15,000.00         |
| <b>Grand Total</b>      | <b>\$100,513.00</b> |

Although it was originally anticipated in the Capital Budget that design would occur in 2008 and construction in 2009, the overall cost of the project is to be recovered by the property owners along Lake Drive that will be serviced by the project. It was anticipated through the budget process that the construction would be completed by the Fall of 2009 with a local improvement charge (LIC) levied by Winter 2010. If the project should happen to proceed in 2008 it should be expected that the LIC would go ahead in the Spring/Summer of 2009.

As well, this project is to be "front-ended" by the Lora Bay Corporation. It is understood through current agreements with Lora Bay Corporation that the Town may demand the cash for this project as early as June 30, 2008. With this known, if the project should move ahead in 2008, the Town, through its current agreements, would have no problem obtaining the money required to complete the project.

### E. Attached

1. Lake Drive / 10<sup>th</sup> Line, Sanitary System
2. Lake Drive Water Distribution System

Respectfully submitted,

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John Caswell  
Water & Wastewater Services Manager

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Reg Russwurm  
Director of Engineering & Public Works

# Town of The Blue Mountains - LAKE DRIVE / 10TH LINE -



# Town of The Blue Mountains - LAKE DRIVE -

