



STAFF REPORT
Report PW2016-18

***Reviewed by Department Heads on
August 2, 2016***

Recommendation: Forward to Development
& Operations Standing Committee

Submitted to: Development & Operations Standing Committee
Submitted by: Brian MacDonald, Director of Public Works, Engineering & Environmental Services
Subject: Award of Contract for Engineering and Consulting Services for the Master Servicing Plan for the Water and Sanitary Sewer Systems

PURPOSE

The purpose of this report is to present the Request for Proposal results and award the contract for Engineering and Consulting Services for the Master Servicing Plan for the Water and Sanitary Sewer Systems

RECOMMENDATION

THAT Council receives Staff Report PW2016-18 to award the contract pursuant to RFP PW2016-01P entitled "Master Servicing Plan for Water and Sanitary Sewer System"; and

THAT Council awards the RFP to XCG Consulting Ltd. for the total upset limit of **\$269,768** plus HST.

1. BACKGROUND

The Town's 2014 Development Charge Study identified the need for a master servicing study to assess options to service presently un-serviced parcels of land in anticipation of future development. Water distribution and wastewater collection options are to be studied to identify appropriate new pipeline routes and sizes, new pump station requirements, new water storage facilities, and any necessary upgrades to existing pipelines, treatment plants, pump stations, and water storage facilities. An integral feature of this assignment is the creation of models of the Town's sewer and water system. These models will not only provide valuable information for future planning, but will identify bottlenecks in the current system.

The Class Environmental Assessment process will be utilized to develop the master plan which will form the servicing strategy for the design and operation of the Town's water and sanitary systems to the year 2031 and beyond.

The project will also address existing inflow and infiltration (I&I) issues the Town currently experiences (inflow and infiltration is rain and ground water that enters the sanitary sewer system through pipe joints, maintenance holes, roof leaders, sump pumps, etc.). This I&I reduces capacity of the sewage treatment plant and contributed to the plant by-pass and basement flooding that occurred this Easter (March 27, 2016). As part of the terms of reference, the consultant will be responsible for the development of a program to help reduce I&I.

2. INPUT FROM OTHER SOURCES

- Department Heads reviewed this report at their regular meeting on August 2, 2016 and the report was recommended to proceed to the Development and Operations Standing Committee meeting.

3. APPLICABLE POLICY OR LEGISLATION

Municipal Procurement Policy 2006-42

4. ANALYSIS

Six proposals were received and were evaluated by three staff members from Engineering and Environmental Services. Pre-established technical criteria were used to rank the Proponent (50 points) and the Proposal (30 points) in the absence of pricing information. All proposals met the minimum requirements to proceed to the pricing evaluation stage; however, after the evaluation, it was found that one submission was unbalanced and there was concern the proposed schedule did not contain the hours required to complete the scope of the project without jeopardizing the over-all project. The decision was made, in consultation with the Purchasing Branch, to disqualify the submission.

Below are the evaluation results:

Proponent	Points Before Pricing	Price	Points Including Pricing	Rank Including Pricing
XCG Consulting Ltd.	20.80	\$269,768	38.96	1
Proponent No. 2	21.15	\$276,150	38.89	2
Proponent No. 3	17.50	\$245,000	37.50	3
Proponent No. 4	15.75	\$244,970	35.75	4
Proponent No. 5	16.00	\$290,110	32.89	5

XCG Consulting Ltd. is a well established firm with significant experience on projects of this scope. Reference checks were completed and yielded very positive recommendations.

Staff recommends that XCG Consulting Ltd. be awarded the contract for the Master Servicing Plan for the Water and Sanitary Sewer Systems for the total upset limit \$269,768.

5. EFFECT ON TOWN FINANCES

This is a multiyear project that will have carryover costs in 2017. \$155,000 has been approved in the wastewater operating budget for 2016. Additional funds will be required in the 2017 operating budget. Ample funds exist in the sewer development charge reserve and the sewer reserve to cover these carryover costs.

6. APPENDICES & OTHER RESOURCES

N/A

SIGNATURES

Submitted by:		Department Head:
<i>John Velick, P.Eng.</i>		<i>Brian MacDonald</i>
<i>Manager, Engineering Services</i>		<i>Director, Public Works and Engineering</i>
Town of Collingwood		Town of Collingwood