



**ENGINEERING AND OPERATIONS DEPARTMENT
ENGINEERING DIVISION**

Report Number: 2016-103

Date: June 13, 2016

SUBJECT: PROJECT 2016-11 – REQUEST FOR PROPOSAL – QUALIFICATION OF CONSULTING SERVICES FOR NICKEL AREA STORM SEWER PROJECT

1) PURPOSE

This report was prepared by Chris Lee, Manager of Projects and Design, under the direction of Ron Hanson, Director of Engineering and Operations. The purpose of the report is to inform Council of the outcome of Project 2016 - 11, Request for Proposal (RFP) that was issued for the Qualification of Consulting Services for the Nickel Area Storm Sewer Project, and to obtain approval from Council to award the contract to the successful consultant.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

As Council will recall, staff had previously submitted a grant application under the Ontario Community Infrastructure Fund, Intake Two. The municipality was successful in applying and subsequently received an offer of \$2 million in funding from the Ministry, following which the City entered into a formal agreement with the Ministry of Economic Development, Employment and Infrastructure in February of 2016, securing the funding. Please refer to Engineering & Operations Report # 2016-20.

Subsequently in early 2016, City staff entered into discussions with the Region of Niagara in order to determine if the Combined Sewer Overflow (CSO) Control Policy funding was available for this project. Staff prepared an application to the Region for the full amount of the work and was recently notified that funding was granted for the design portion of the work. The amount of funding the City will receive from the Region totals \$186,460.00. City staff will apply for additional CSO funding for the construction portion of this project once the detailed design is near completion.

The Nickel Area is generally bounded by the area south of Durham Street to Rodney Street and from Davis Street west to Welland Street.

Upon the receipt of direction from Council, staff began the process of preparing Request for Proposal (RFP) documents, in order to hire a consultant for the preparation of the detailed Storm Sewer design for the area. In April of 2016, RFP documents were prepared and a public call for submission of proposals was issued. Proponents were required to submit proposals in accordance with the Terms of Reference prepared by the City.

The submission of the Proposals used a “two-envelope” system and were reviewed and scored according to the following criteria:

Category	Factor
• Applicable Technical Expertise and Resources	20
• Team Strength and Leadership	10
• Similar Work Experience and Local Expertise	10
• Project Understanding	25
• Methodology (Work Plan, Innovation, Client Administrative Input, Workload, etc.)	15
• Letters of Reference	5
• Project History	10
• Cost Factor	15
Sub-total: (only the top three scored proposals at this stage advanced to interviews)	85
• Interview Process	25
• Reference Checks	10

Each Category above was rated with a value ranging from 1-10 and then multiplied by the factors shown above.

The technical criteria and costs were reviewed and rated prior to any interviews being conducted. Only the three highest scoring firms at the sub-total stage were granted interviews along with reference checks.

The successful proponent was required to possess a comprehensive understanding of construction-related project expertise using their knowledge and experience obtained from previous similar projects. The RFP required consultants to provide details on the above listed categories as well as indicate the assigned lead contact person responsible for undertaking the project.

During the RFP process, ten (10) consultants obtained documents and on May 9, 2016 at the time of closing five (5) consultants submitted proposals. All submitted Proposal documents have been checked for errors or omissions. The entire process and opening procedures adhered to policies and past practices as previously adopted and endorsed by Council.

- Associated Engineering (Ont.) Ltd.
- GM BluePlan Engineering Consultants Limited
- AECOM Canada Ltd.
- Hatch Corporation
- WSP Canada Inc.

A selection team, consisting of Engineering staff, including the Manager of Projects and Design, reviewed the five (5) proposals submitted and scored Associated Engineering (Ont.) Ltd., GM BluePlan Engineering Consultants Limited, AECOM Canada Ltd., WSP Canada Inc. and Hatch Corporation, based on technical content of their proposals and cost. Final sub-total points were then calculated, with the three (3) highest scoring proponents being granted interviews. The interviews were also scored as per the previously mentioned matrix.

The results of the RFP opening and rating are shown as *Attachment #1*.

3) STAFF COMMENTS AND DISCUSSIONS

Based on the final project scores as shown in *Attachment #1*; WSP Canada Inc. has been scored the highest when all points were calculated.

It is the recommendation of staff that Council accept the proposal as submitted by WSP Canada Inc. and award to them the Consulting Services for the Nickel Area Storm Sewer Design Proposal. This will allow the City to enter into an agreement with WSP Canada Inc. and to initiate the detailed design as soon as details and scheduling allow.

Council was provided with an approximate cost estimate for design and construction of the Nickel Area Storm Sewer in Engineering & Operations Report #2016-20. The total proposed cost was approximately \$7,300,000. This estimate included approximately \$800,000 for the detailed design including all required studies in order to prepare “tender-ready” documents for the construction of the services.

Throughout this design process and more specifically the Environmental Assessment that will be completed within this project; other more detailed studies may be required such as additional environmental studies, geotechnical investigation, archeological investigations or other Engineering studies

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

If Council chooses not to award this project to WSP Canada Inc. then the detailed design and contract administration for the Nickel Area Storm Sewer Project would not be completed, and the Municipality would lose the \$2,000,000.00 grant funds from the Ministry.

b) Other Options

As recommended in this report, Council may approve a contract with WSP Canada Inc. to prepare the detailed design. The price proposed is \$472,688.00 for the elements as requested in RFP 2016-11. **(recommended)**

Council could direct re-tendering or choosing an alternative bidder. The evaluation team worked diligently in the evaluation of the submissions. (not recommended)

Council could direct staff to prepare the detailed design for the servicing in-house. (not recommended)

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

- N/A

6) ATTACHMENTS

1. Consultant Proposal Evaluation Sheet

7) RECOMMENDATION

- A) *That the Request for Proposal – Qualification of Consulting Services for Nickel Area Storm Sewer Project be awarded to WSP Canada Inc. of St. Catharines, Ontario for the total proposed price of \$472,688.00 plus applicable taxes.*
- B) *AND THAT the detailed design cost of the project be funded with the construction cost debenture (to be determined) through the Infrastructure Ontario Loan Program for a period of 30 years.*
- C) *AND THAT the appropriate By-law, whereby the City enters into an Engineering Agreement, be prepared and submitted for execution by the Mayor and City Clerk.*

8) SIGNATURES

Prepared on June 2, 2016 by:



Chris Lee
Manager of Projects & Design

Reviewed by:



Ron Hanson, C.E.T.
Director of Engineer & Operations

Reviewed by:



Peter Senese
Director of Community & Corporate Services

Reviewed and Respectfully Submitted:



C. Scott Luey
Chief Administrative Officer

Project 2016-11- Evaluation Sheet
 Design of the Nickel Area Storm System
 Submission Date: May 9, 2016

Final Summary Sheet Scores
 Date of Evaluation: May 12, 2016

Evaluation Conducted by:
 Chris Lee
 Steve Shypowskyj
 Spencer Comfort

Give each category a 1-10 rating for each section except where noted

CANDIDATES

Factor	Firm A	Firm B	Firm C	Firm D	WSP	
Applicable Technical Expertise and Resources	20	7 140	8.5 170	9 180	8.3 166	8.7 174
Team Strength and Leadership	10	7.3 73	8 80	8.3 83	9 90	8 80
Similar Work Experience and Local Expertise	10	6.7 67	9 90	9 90	6.3 63	8 80
Project Understanding	25	7.7 192.5	8.5 212.5	9 225	8 200	8.3 207.5
Methodology (Work Plan, Innovation, Client Administrative Input, Workload, etc.)	15	6.7 100.5	8.3 124.5	9 135	7 105	8 120
Letters of Reference	5	0 0	10 50	0 0	10 50	10 50
Project History	10	7 70	8.7 87	9 90	8.7 87	8 80
Cost Factor (Limit is 1.5 times lowest) <i>0 points would be for prices over \$585,097.50</i>	15	0 0	10 150	0 0	5.7 85.5	5.8 87 \$472,688.00
Sub-total	85	643	964	803	846.5	878.5
Interview	25	0 0	4 100	0 0	6 150	8 200
Reference Checks	10	0 0	10 100	0 0	10 100	10 100
Grand Total	100	643	1164	803	1096.5	1178.5

Cost score will show maximum (150) for lowest cost and pro-rated proportionally to highest cost (to a value of up to 1.5 times of low cost). No points will be awarded for costs exceeding 1.5 times of low cost.