



**ENGINEERING AND OPERATIONS DEPARTMENT
ENGINEERING DIVISION**

Report Number: 2012-39

Date: December 10, 2012

**SUBJECT: PROJECT 2012-09 – REQUEST FOR PROPOSAL – QUALIFICATION
OF CONSULTING SERVICES FOR THE DEVELOPMENT OF A STORM
SEWER SYSTEM INFRASTRUCTURE NEEDS STUDY**

1) PURPOSE

This report is prepared by Jim Hupponen, Manager of Engineering Services under the direction of Ron Hanson, Director of Engineering and Operations. The purpose of the report is to inform Council of the outcome of the Request for Proposal (RFP) that was issued for the Storm Sewer System Infrastructure Needs Study (SSINS) and to obtain approval from Council to award the contract to the successful consultant.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The Engineering Division last revised the SSINS for the Storm Sewer System in 1978. Since then the City has completed some of the recommended capital upgrades and an updated SSINS needs to be completed in order to determine the capital upgrades required for the next 25 years.

Subsequently, a SSINS was budgeted for in the Capital Budget in 2011. This project is intended to provide a long range capital and operating plan for the City of Port Colborne's storm sewer collection system. The plan will be comprehensive and will incorporate all facets of the management, expansion, and funding of the system over a 25 year timeframe. The plan will also provide business processes and tools to allow for the refinement and augmentation of plan deliverables by City Staff over time. Project deliverables will take into account all: regulatory, risk, growth, financial and socio-economic impacts and stressors. This project will be performed in accordance with the MEA Class Environmental Assessment Process and will ensure that the recommended works are in accordance with regulatory agencies.

A SSINS will take into account the age and materials in the storm sewer system, and also examine items such as historical flooding, maintenance issues, and prioritizes storm sewer replacements based on these and other factors. A SSINS will more clearly define the estimated replacement costs, hence why it is important to have an updated SSINS.

This study includes the following general tasks of work to be considered as preliminary or minimum requirements. Consultants were required to include additional study items into the scope of the project as appropriate.

- **Review of Existing System Characteristics**
- **Storm Sewer System Modeling**
- **Condition Assessment**
- **Infrastructure Renewal/Improvements and Sustainability**

- **Operational/Customer Engagement**
- **Policy and Standards Development**

3) STAFF COMMENTS AND DISCUSSIONS

Staff prepared RFP documents 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.

During the bidding process, ten (10) consultants took out documents. The result of the RFP opening is attached.

At the time of closing on Monday November 26, 2012, formal completed proposals were received from the following listed four (4) consultants. All submitted request for proposal documents have been checked for errors or omissions. The entire process and opening proceedings adhered to policies and past practices as previously adopted and endorsed by Council.

1. Kerry T. Howe Engineering
2. XCG Consultants
3. AMEC
4. Associated Engineering

The proposals, using a “two envelope” system were reviewed and scored according to:

- Applicable technical expertise and resources;
- Team strength and leadership;
- Similar work experience and local experience;
- Project schedule;
- Project understanding;
- Methodology;
- Letters of reference; and
- Cost Factor

All proposals were eligible to receive points for cost.

A selection team consisting of Engineering Staff scored the proposals from the above four (4) consultants based on technical content and therefore eligible for cost points. These four proposals were very close in technical content.

Based on the final project scores as shown in Attachment 1; Associated Engineering has been scored the highest when the points for cost were added to the points for the technical scores.

It is the recommendation of Staff at this time that Council accept the Request for Proposal as submitted by Associated Engineering and award the Development of a Storm Sewer System Infrastructure Needs Study Request for Proposal to them. This will allow the City to enter into an agreement with Associated Engineering and to initiate the study as soon as details and scheduling allow.

In 2011, Council budgeted \$100,000 for the Development of a Storm Sewer System Infrastructure Needs Study. Staff applied for funding through the Niagara Water Strategy – Watersmart program and was successful in obtaining the maximum funding value of \$50,000 for this project which increases the total project budget to \$150,000.

A Technical Advisory Committee will be set-up comprising of various City Staff members. Staff would like to invite a Member of Council to sit on this Committee to provide input.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

This is not an option. Funds for a Storm Sewer System Infrastructure Needs Study were budgeted for in the 2011 Capital Budget. Current legislation is in the works to mandate that the system be sustainable. If Council decides to not proceed with the award of this proposal, then the funding received from the Watersmart program would be lost.

b) Other Options

None.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

1. Consultant Proposal Evaluation Sheet

7) RECOMMENDATION

A) That the Council of the City of Port Colborne award the Request for Proposal – Development of a Storm Sewer System Infrastructure Needs Study to Associated Engineering of St. Catharines, Ontario for the total proposed price of \$143,952 plus applicable taxes.

B) That funding for Project #2012-09 be financed under Account 0-510-74845-3319.

8) SIGNATURES

Prepared on November 29, 2012 by:

Reviewed by:

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