



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **W.H. Jackson, Director of Utility Services**

Meeting Date: **September 21, 2015**

Subject: **Report USEP15-010
Award of RFP P-17-15 for Environmental Engineering
Consultant Services to Prepare, Finalize, and Implement
Conditions Outlined in the New Environmental Compliance
Approval Documents for Burnham and Monaghan Sanitary
Pumping Stations**

Purpose

A report to award Request for Proposals (RFP) P-17-15 for Environmental Engineering Consultant Services to Prepare, Finalize and Implement Conditions Outlined in the New Environmental Compliance Approval Documents for Burnham and Monaghan Sanitary Pumping Stations.

Recommendation

That Council approve the recommendation outlined in Report USEP15-010 dated September 21, 2015, of the Director of Utility Services, as follows:

That RFP P-17-15 for the Environmental Engineering Consultant Services to Prepare, Finalize and Implement Conditions Outlined in the New Environmental Compliance Approval Documents for Burnham and Monaghan Sanitary Pumping Stations be awarded to MTE Consultants Inc., 520 Bingemans Centre Drive, Kitchener, ON N2B 3X9 at a total cost of \$128,565.00 plus \$16,713.45 for a total of \$145,278.45.

Budget and Financial Implications

The total net \$130,827.74 requirement, after applicable HST rebates for Environmental Engineering Consultant Services to Prepare, Finalize and Implement Conditions Outlined in the New Environmental Compliance Approval Documents for Burnham and Monaghan Sanitary Pumping Stations can be accommodated within the approved \$2,000,000 allocation within the 2015 Capital Budget Project Reference 5-9.02, for the Environmental Compliance Approval (ECA) – Burnham/Monaghan Sewage Pump.

Background

Brief Description of the Work

The Ministry of the Environment and Climate Change (MOECC) identified the requirements for the City to obtain an Environmental Compliance Approval for both sanitary pump stations equipped with on-site back-up power. The Approvals process must be carried out by a professional engineering firm that specializes in this field of work. The successful Proponent shall undertake to obtain an ECA, from the MOECC Approvals Branch, and to design, tender and provide Contract Administration and Construction Inspection services for the provision of standby power systems for the Burnham's Point and Monaghan Road Sanitary Pumping Stations.

RFP Details, Closing, Prepared by, Reviewed by

City staff prepared and issued P-17-15 on June 30, 2015 with a closing date of July 9, 2015. Three proposals were received and reviewed by the Environmental Protection Division Manager, Chief Environmental Officer and the Chief Operator.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Section 6.4.3.i. of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Chart 1 below provides a summary of the RFP results.

Chart 1 - Bidder Submission Evaluation Chart

RFP P-17-15 Environmental Compliance Approvals and Standby Power for Burnham and Monaghan Sanitary Pumping Stations

Evaluation Criteria	Maximum Score	DM Wills	MTE	WSP
Understanding and Approach	10	8.7	8.5	7.0
Methodology and Work Plan	15	12.7	13.7	11.7
Schedule	10	8.0	8.3	6.7
Similar Work Experience and References	20	12.	17.3	11.0
Project Manager	5	3.5	4.2	3.0
Project Team	10	6.3	8.0	6.3
Sub-Total Technical	70	51.2	60.0	45.7
Price	30	23.2	20.2	30.0
Total	100	74.4	80.2	75.7

Recommended Proponent

The successful proponent in this evaluation process is MTE; they received the highest score in the evaluation matrix. City staff has had a successful relationship with this vendor in the past and anticipates continued success.

Council Approval Required

Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.) RFP P-17-15 for the Environmental Engineering Consultant Services to Prepare, Finalize and Implement Conditions Outlined in the New Environmental Compliance Approval Documents for Burnham and Monaghan Sanitary Pumping Stations meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, the purchase will be confirmed via a purchase order before the work commences.

MTE will begin work on the project October 1, 2015. The completion date will be dictated by the MOECC Approvals branch timelines, and therefore a completion date cannot be estimated at this time.

Summary

RFP P-17-15 for the Environmental Engineering Consultant Services to Prepare, Finalize and Implement Conditions Outlined in the New Environmental Compliance Approval Documents for Burnham and Monaghan Sanitary Pumping Stations has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

W.H. Jackson
Director Utility Services

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