



City of
Peterborough

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

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

Meeting Date: **March 29, 2016**

Subject: **Report USEP16-002
Award of RFP P-28-15 for Environmental Engineering
Consultant Services for Detailed Design and Contract
Administration for the Rebuild of Digester 3 at the Wastewater
Treatment Plant**

Purpose

A report to award Request for Proposals P-28-15 for Environmental Engineering Consultant Services for the Detailed Design and Contract Administration for the Rebuild of Digester 3 at the Wastewater Treatment Plant.

Recommendation

That Council approve the recommendation outlined in Report USEP16-002 dated March 29, 2016, of the Director of Utility Services, as follows:

That RFP P-28-15 for the Environmental Engineering Consultant Services for the detailed design and contract administration for the rebuild of Digester 3 at the Wastewater Treatment Plant, be awarded to MTE Consultants Inc., 520 Bingemans Centre Drive, Kitchener, ON N2B 3X9 at a cost of \$541,865.00 plus \$70,442.45 for a total cost of \$612,307.45.

Budget and Financial Implications

The total net \$551,401.82 requirement, after applicable HST rebates for RFP P-28-15 can be accommodated within the approved \$6,590,000 allocation within the 2015 Capital Budget Project, as approved in COW Report USEP15-009, for the Repair of Digester 3.

Background

Brief Description of the Work

Council, at its meeting of May 19, 2015 in considering Report USEP15-003 authorized the establishment of a budget to clean and undertake a detailed structural analysis of Digester 3 following a rupture in the digester in March 2015. The structural analysis was completed in October, 2015 which subsequently led to the approval of Report USEP15-009 dated, November 2, 2015 to establish a budget and procure the services of an Environmental Engineering firm to facilitate the repair and rebuild of the Digester.

It is anticipated that the design of the works to restore Digester 3 to full service will consist of three stages: the Design and Tender Stage, the Reconstruction Stage and the Commissioning Stage. All three stages will be managed by the Engineering firm in collaboration with City staff at the Plant with oversight provided by financial services personnel to facilitate the construction tender procurement process and budget tracking.

RFP Details, Closing, Prepared by, Reviewed by

City staff prepared and issued P-28-15 on December 18, 2015 with a closing date of January 28, 2016. Eight proposals were received and reviewed by the Environmental Protection Division Manager, Chief Environmental Officer and the Director of Utility Services. The cost segment was also reviewed by the City's Financial Analyst, Special Projects.

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-28-15 Environmental Engineering Consultant Services for Detailed Design and Contract Administration for the Rebuild of Digester 3 at the Wastewater Treatment Plant

Evaluation Criteria	Max Score	AECOM	CIMA	MTE	WSP
Project Understanding	15	7.7	11.7	14	11.0
Approach/Methodology	15	11.3	11.3	13.7	10.3
Proposed Work Program and Schedule	15	12.3	9.3	13.3	8.0
Similar Work Experience	15	11.3	11.7	13.3	10.3
Project Management and Staff	15	10.0	9.3	14.3	6.7
Clarity and Organization of Proposal	5	3.7	3.3	4.0	3.0
Sub-Total Technical	80	56.3	56.6	72.7	49.3
Price	20	13.6	11.8	9.8	20.0
Total	100	69.6	68.4	82.4	69.3

Evaluation Criteria	Max Score	CCS Biogas	Cole	Greer Galloway	RV Anderson
Project Understanding	15	8.7	13.0	7.7	11.7
Approach/Methodology	15	6.7	10.3	10.0	12.0
Proposed Work Program and Schedule	15	5.3	10.7	10.7	9.3
Similar Work Experience	15	5.0	9.0	11.3	11.3
Project Management and Staff	15	3.7	10.0	7.0	6.7
Clarity and Organization of Proposal	5	2.3	3.3	2.3	3.0
Sub-Total Technical	80	31.7	56.3	49.0	54.0
Price	20	6.7	15.4	15.8	5.6
Total	100	38.4	71.7	64.8	59.6

Recommended Proponent

The successful proponent in this evaluation process is MTE. 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-28-15 for the Environmental Engineering Consultant Services for the detailed design and contract administration for the rebuild of Digester 3 at the Wastewater Treatment Plant meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, the purchase will be confirmed via an executed Engineering Services Agreement before the work commences.

MTE will begin work on the project April 18, 2016. The completion date is anticipated to be in early 2017.

Summary

RFP P-28-15 for the Environmental Engineering Consultant Services for the Detailed Design and Contract Administration for the Rebuild of Digester 3 at the Wastewater Treatment Plant 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,

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Director Utility Services

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