



City of  
**Peterborough**

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

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

**Date:** March 27, 2017

**Subject:** Report USDIR17-001  
Award of Sole Source Contract for the Design, Tender and  
Contract Administration to Rebuild Digester #4

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## **Purpose**

A report to award the Design, Tender and Contract Administration to Rebuild Digester #4 at the Wastewater Treatment Plant.

## **Recommendation**

That Council approve the recommendation outlined in Report USDIR17-001 dated March 27, 2017, of the Director of Utility Services, as follows:

That the Design, Tender and Contract Administration for the Rebuild of Digester #4 at the Wastewater Treatment Plant be awarded to MTE Consultants Inc., 520 Bingemans Centre Drive, Kitchener, ON N2B 3X9 at a cost of \$250,025.00 plus HST of \$32,503.25 for a total cost of \$282,528.25.

## **Budget and Financial Implications**

Council, at its meeting of February 13, 2017, approved the establishment of a budget for the Design, Tender and Contract Administration to Rebuild Digester #4. The estimated budget for the engineering and contract administration portion of this project was \$260,000.00. The cost provided by MTE (Appendix A) is \$254,425.44 net of HST rebates and, therefore can be accommodated within the approved budget.

## **Background**

Council, at its meeting of April 4, 2016 in considering Report USEP16-002 approved the award of RFP P-28-15 for the Design and Contract Administration for the Rebuild of Digester #3 to MTE Consultants Inc. (MTE). This work has now progressed and Digester #3 is actively being rebuilt with completion expected by July, 2017.

Council at its meeting of February 13, 2017 in considering Report USEP16-002 authorized the creation of a 2017 Capital Budget for the Design, Tender Contract Administration to Repair of Digester #4.

### **Sole Source Design and Contract Administration Work**

To proceed with the work on Digester #4 as soon as the work on Digester #3 is completed, the design and tender document preparation for Digester #4 needs to begin immediately.

Digesters #3 and #4 are twin digesters with the same construction, operating considerations and equipment. MTE did the design and tender documentation and is presently handling the contract administration for the rebuild of Digester #3.

To ensure the work for Digester #4 is tendered in a timely manner, it is proposed to sole source MTE to undertake the design, tender preparation and construction administration for the rebuild of Digester #4. Because the two Digesters are similar, MTE already has a head start on the design work and because they prepared the tender for Digester #3 they already have good knowledge of our policies and procedures and tender documentation.

Section 9.1.2.i of Purchasing By-law 14-127, allows for a sole source (non-competitive) procurement “when a consultant has been used to provide a service, and additional work is required that builds upon...the previous work undertaken...”

The City Treasurer has considered this matter and has approved the non-competitive procurement as required under Section 9.1.2 of Purchasing By-law 14-127.

MTE has prepared the attached cost estimate to do this work which is under the budget allocated for their aspect of the project.

### **Next Steps**

If the recommendation is approved, an agreement will be prepared and signed by the CAO and Clerk, under their delegated authority to do so before the work commences.

The intention is to tender the construction work for Digester #4 prior to completion of Digester #3 so that the Digester #4 rebuild can begin immediately upon the completion of the Digester #3 work.

Submitted by,

W. H. Jackson, P. Eng.  
Director Utility Services

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Attachment: MTE Proposed Work Plan and Fee Schedule for the Rebuild of Digester  
#4.

**REBUILD OF NUMBER FOUR DIGESTER  
PROPOSED WORK PLAN & FEE SCHEDULE**

Thursday, February 23, 2017

Item	Description	Person Hours										Total Hrs	Total MTE Fees Per Task	Subconsultant Fees Per Task	Total Cost Per Task		
		155	153	152	151	150	149	148	147	146	145						
<b>A - Background Review and Base Plan Preparation</b>																	
A1	Background Review																
A1.1	Review Background Information (Drawings, Reports, Etc.)	2.0	4.0														\$1,810.00
A1.2	Base Plan Preparation	2.0	8.0														\$4,510.00
	<b>Sub - Total Section A</b>	4	12	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>\$6,320.00</b>
<b>B - Detailed Design</b>																	
B1	Prepare 75% Design																
B1.1	Prepare Demolition & Removals Plans, Construction Facilities Design and Drawing	1.0	2.0	2.0													\$1,915.00
B1.2	Prepare Gas Membrane Design and Drawings	1.0	2.0	2.0													\$1,725.00
B1.3	Prepare 75% Cost Estimate	4.0	3.0														\$1,325.00
B1.4	Prepare Specifications	2.0	12.0	2.0													\$3,520.00
B1.5	Prepare 75% Design Brief	4.0	12.0														\$3,360.00
B1.6	Prepare & Submit 75% Design Package - Deliverable	1.0	4.0	4.0													\$2,695.00
B2	Prepare 100% Design (Tender Ready)																
B2.1	Prepare Demolition & Removals Plans, Construction Facilities Design and Drawing	1.0	2.0														\$625.00
B2.2	Prepare Gas Membrane Design and Drawings	1.0	1.0														\$1,000.00
B2.3	Prepare 100% Cost Estimate	4.0	3.0														\$1,175.00
B2.4	Prepare Specifications	2.0	8.0	2.0													\$2,500.00
B2.5	Prepare 100% Design Brief	4.0	12.0														\$2,760.00
B2.6	Prepare & Submit 100% Design Package - Deliverable	1.0	4.0	2.0													\$2,085.00
B3	Approvals																
B3.1	Identify Required Approvals and Confirm with City	1.0															\$155.00
B3.2	Agency Liaison (TSSA, City of Peterborough, MCL, etc.) incl. notification to ORCA	2.0	2.0														\$580.00
B4	QA/QC																
B4.1	QA/QC Review	8.0															\$1,240.00
B5	Project Management																
B5.1	Prepare Deliverables Checklist and Quality Management Plan	8.0															\$1,400.00
B5.2	Prepare MS Project Schedule & Update Monthly	8.0															\$1,880.00
B5.3	Kick-off Meeting and Progress Meetings	20.0	8.0														\$9,100.00
B5.4	General Project Management & Cost Control	40.0															\$7,160.00
	Disbursements - Printing, Mileage, Couriers																\$0.00
	<b>Sub - Total Section B</b>	76	8	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>\$38,350.00</b>
	<b>Total</b>	80	20	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>\$10,980.00</b>
	<b>Grand Total</b>																<b>\$57,340.00</b>



**REBUILD OF NUMBER FOUR DIGESTER  
PROPOSED WORK PLAN & FEE SCHEDULE**

Thursday, February 23, 2017



Item	Description	Person Hours											Total Hrs	Total MTE Fees Per Task	Subconsultant Fees Per Task	Total Cost Per Task		
		Project Manager - Dave Walsh, P.Eng	Design Engineer - Neelan Dhand, P.Eng	Structural Engineer - Paul Slater, P.Eng	Construction - Doug Chford	MTE CAD	Admin	CH2M Project Manager	CH2M Technical	155	155	155					155	
<b>C - Tender Preparation &amp; Administration</b>																		
C1	Tender Preparation and Administration																	
C1.1	Prepare Form of Tender and Special Provisions	8.0	30.0	4.0		6.0	16.0											\$10,190.00
C1.2	Submit Final Tender Package to City for Review	1.0	4.0			4.0												\$1,015.00
C1.3	Conduct Bidder's Site Meeting	6.0	6.0		4.0													\$2,240.00
C1.4	Coordinate Tender Process & Address Contractor Inquiries	16.0	16.0			2.0	42.0											\$4,800.00
C1.5	Review Bids & Recommend Award	4.0	4.0			2.0	2.0											\$1,320.00
<b>Sub - Total Section C</b>		<b>35</b>	<b>60</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>24</b>	<b>157</b>						<b>\$20,785.00</b>
<b>D - Contract Administration, Inspection and Post-construction Services</b>																		
<b>D1 - Services During Construction</b>																		
D1.1	Contract Administration including Progress Payment Certificates	48.0	28.0			12.0												\$12,180.00
D1.2	On-site Inspection (assume 85 days at 8 hours/day)					680.0												\$85,000.00
D1.3	Review Contractor Submittals incl. Removals Plans, Schedule, & Shop Drawings	5.0	8.0	8.0														\$3,095.00
D1.4	Periodic Site Reviews, Response to RFIs and Issue Change Orders	5.0	8.0	11.0														\$4,200.00
D1.5	Issue Substantial Completion Certificate	2.0																\$390.00
D1.6	Prepare Operations & Maintenance Manual	8.0																\$1,480.00
D1.7	Obtain Commissioning and Prepare Commissioning Summary Report	8.0	8.0	5.0	16.0													\$5,265.00
D1.8	Prepare Deficiency List and Follow-up on Rectification & Issue Updates as required	2.0	3.0	3.0	16.0													\$3,180.00
<b>D2 - Post-Construction</b>																		
D2.1	Prepare As-recorded Drawings	2.0	4.0			4.0												\$1,950.00
D2.2	Post-Construction Follow-up	8.0				20.0												\$3,740.00
D2.3	Warranty Administration & Final Warranty Inspection	6.0				6.0												\$1,680.00
<b>D3 - Project Management</b>																		
D3.1	Project Management During Construction Disbursements - Printing, Mileage, Couriers Disbursements - Materials Testing (Allowance)	60.0																\$9,300.00
<b>Sub - Total Section D</b>		<b>146</b>	<b>67</b>	<b>27</b>	<b>742</b>	<b>6</b>	<b>28</b>	<b>15</b>	<b>43</b>	<b>1674</b>								<b>\$131,450.00</b>
<b>Subtotal</b>		<b>261</b>	<b>147</b>	<b>31</b>	<b>744</b>	<b>24</b>	<b>46</b>	<b>33</b>	<b>81</b>	<b>1,419</b>								<b>\$250,025.00</b>
<b>Total Fees (Excluding HST)</b>																	<b>\$250,025.00</b>	

Notes:  
■ Part time Inspection and Contract Administration  
■ Full time Inspection and Contract Administration  
★ Deliverables