



City of  
**Peterborough**

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**To:** **Members of the General Committee**

**From:** **W.H. Jackson,  
Commissioner of Infrastructure and Planning Services**

**Meeting Date:** **August 20, 2018**

**Subject:** **Report IPSAIR18-006  
Approval of Single Source Consulting Assignment for Design,  
Tender and Contract Administration Services for the  
Peterborough Airport Reservoir Expansion**

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## **Purpose**

A report to award a single source consulting assignment to WSP for design, tender and contract administration services for an expansion to the existing fire water reservoir at the Peterborough Airport to meet interim servicing needs.

## **Recommendations**

That Council approve the recommendations outlined in Report IPSAIR18-006 dated August 20, 2018, of the Commissioner of Infrastructure and Planning Services, as follows:

- a) That Council approve the award of a single source consulting assignment for the design, tender and contract administration for expansion of the existing fire water reservoir at the Peterborough Airport to WSP at a cost of \$550,000 plus \$71,500 for a total of \$621,500;
- b) That a contingency fund of \$80,000 be authorized to the Purchase Order and the Commissioner of Infrastructure and Planning Services be delegated authority to adjust the Purchase Order to an upset limit of \$630,000 plus HST of \$81,900 for a total upset limit of \$711,900; and
- c) That \$39,750 be approved to cover project expenses including staff salary.

## Budget and Financial Implications

**Table 1: Cost for Design, Tender and Contract Administration for Airport Reservoir Upgrade**

Line	Description	Amount
1	Consulting Fees	\$550,000
2	HST Payable by the City	\$ 9,680
3	Consulting Contingency	\$ 80,000
4	HST Payable on Contingency	\$ 1,408
<b>5</b>	<b>Total Consulting Costs</b>	<b>\$641,088</b>
6	Additional City Costs	\$ 39,750
<b>7</b>	<b>Total Project Costs</b>	<b>\$680,838</b>

The total net \$680,838 requirement, after applicable HST rebates for Design, Tender and Contract Administration Services for the Airport Reservoir expansion can be accommodated within the approved \$2,500,000 allocation within the 2018 Capital Budget (reference Project 7-5.01).

## Background

### Brief Description of the Work to Date

In 2016, the City initiated a Municipal Class Environmental Assessment to plan for sanitary sewer servicing upgrades at the Airport using the consulting firm of WSP for expert planning and reporting. Shortly after, it was identified that water servicing capacity also required an increase. To capture all of the servicing improvements needed, the scope of the Class EA was expanded to include a water servicing upgrade. At the same time, it had been identified that the size of the current fire suppression system would not support additional growth at the Airport. Accordingly, the EA assignment was expanded to include an assessment and recommendation for an interim servicing option for the fire water supply system.

City Staff and a private developer have been in discussion and are planning for a large development at the Airport, expected to be operational by July 2019. The fire suppression water demand of the proposed new facility greatly exceeds the existing fire reservoir capacity.

WSP has finalized their recommendations regarding the interim solution to the fire system challenge. The preferred method is to increase the size of the existing reservoir to roughly 1,000,000 litres from its current capacity of 530,000 litres. A detailed engineering analysis is required to assess the suitability of the fire supply pumping system and it has been assumed that an increase in pumping capacity will also be required but that replacement pumps can be accommodated within the existing pump house facility. Initial filling of the expanded reservoir will be completed by tanker truck

and ongoing operational filling will be a combination of tankers and the domestic water supply.

The project team believes that the most reasonable and effective solution has been identified. Other possible solutions considered involved either an intake and filtration system for river water, ground water, or extension of services from the City and an expanded reservoir and pumping system. All of those would require approval from outside agencies and could not be implemented in time to support the latest proposed development.

The preferred solution provides the best opportunity to meet the development schedule and will form part of the long term servicing plan.

### **Single Sourcing the Design, Tender and Contract Administration**

Section 9.1.2 of the City Purchasing By-law 14-127 (as amended) requires approval the Treasurer prior to any discussions with the supplier when a single source assignment is contemplated. The City Treasurer approved this negotiation July 23, 2018.

Section 9.1.2 d, City Purchasing By-law 14-127 permits a non-competitive procurement “When it is necessary to ensure continuity of responsibility, compatibility with...previous work...”.

An assignment of this nature will build directly on the work and recommendations already made by WSP through the Class EA study. To bring another consulting firm “up to speed” would cost more than the proposal from WSP and, additionally, a three-month recruitment process, Council approval, etc. would not permit design to begin until December 2018 at the earliest. As such, tender preparation and award, construction and commissioning could not be done in time to meet the June 2019 requirement for the new development. In consideration of this, it is believed WSP, given their project involvement and site knowledge are the only service provider that could deliver the design, tender and contract administration in order to support the development in the required timeline.

### **Recommended Supplier**

In 2010, the City completed a major expansion of the Peterborough Airport under the Infrastructure Stimulus program. This work included extension of Runway 27, related taxiway construction, servicing and grading of industrial/commercial lots west of Airport Road. Additional work was completed in 2013 to accommodate the necessary infrastructure to support the Seneca College relocation to the Peterborough Airport, including construction of a crosswind runway, related apron and taxiway extensions. WSP (previously MMM Group) was the prime engineering consultant for the design build team and performed all the design and contract administration work.

In the spring of 2015, the Director of Corporate Services approved the single sourcing of an update to the servicing strategy for the Airport to WSP, pursuant to Part 9.1.2.i of the Purchasing By-law. In 2016, through Report USDIR16-005, dated April 20, 2016,

Council approved a single source assignment to WSP to complete a Municipal Class EA to assess upgrades to the sanitary service at the airport.

Essentially, WSP has been the airport engineering firm of record since 2010. WSP has demonstrated their abilities on many municipal servicing projects similar to the proposed interim solution and several major expansions at the Peterborough airport. To continue progress with the interim solution and meet the development timelines, staff believes the best approach is to contract a firm capable of completing the design and tender work expeditiously, is already familiar with the project and understands operations and conditions at the Peterborough airport.

WSP meets all of these requirements and is, in the opinion of staff, the only option available to meet the development timeline.

To expedite the project, staff believes a single source agreement with WSP to design, tender and provide contract administration for the interim solution project is appropriate. This would provide a seamless process from concept through to commissioning.

### **Timelines**

If the recommendation is approved, the assignment will be confirmed via a purchase order before the work commences. The work will begin immediately after the purchase order is issued.

### **Summary**

It is proposed to single source the design, tender and contract administration services for the Airport reservoir upgrade to WSP who has been the lead consulting firm on the Airport Servicing Class EA and provided consulting services for the development of the Airport Strategic Development Plan and has been retained by the City to provide expert advice on airport operations and development applications. The consulting assignment can be awarded within approved budgets as recommended in this report.

Submitted by,

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Commissioner of Infrastructure and Planning Services

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