

COMMITTEE OF THE WHOLE – MAY 10, 2011

AWARD OF REQUEST FOR PROPOSAL 11-075 CITY-WIDE PHASE 2 DRAINAGE STUDY SELECTION OF CONSULTANT CITY WIDE

Recommendations

The Director of Development / Transportation Engineering, in consultation with the Director of Purchasing Services and the Director of Reserves and Investments, recommends:

1. THAT Cole Engineering Group Ltd. (Cole) be retained to provide the necessary engineering services in connection with the completion of the City-Wide Phase 2 Drainage Study (Capital Project DT-7026-09) for the estimated cost of \$349,916 (excluding HST);
2. That a contingency allowance of \$35,000 (excluding HST) for Capital Project DT-7026-09 be approved within which the Commissioner of Engineering and Public Works or designate is authorized to approve amendments to the Contract;
3. That the budget for Capital Project (DT-7026-09) City-Wide Phase 2 Drainage Study be increased from \$360,500 to \$403,500 with funding from Sewer Reserves;
4. That the inclusion of this matter on a Public Committee or Council agenda with respect to increasing the capital budget identified as the City-Wide Phase 2 Drainage Study (Capital Project DT-7026-09) is deemed sufficient notice pursuant to Section 2(1)(c) of Bylaw 394-2002; and
5. That the Mayor and Clerk be authorized to execute the necessary agreements and documents in connection with Capital Project DT-7026-09.

Contribution to Sustainability

The City's Community Sustainability and Environmental Master Plan (Green Directions Vaughan, April 2009) objectives will assist in guiding the completion of the Phase 2 Drainage Study. The conclusions and recommendations of this study will have regard for:

- Supporting enhanced standards of storm water management and working with others to care for Vaughan's watersheds;
- Achieving sustainable growth and development;
- The creation of a City with sustainable built form; and
- Sharing sustainable best practices and ideas between and among municipal staff and the community.

Economic Impact

The duration of the assignment will be approximately 18 months. Based on the results of the Request for Proposal process, the undertaking of the City-Wide Phase 2 Drainage Study is estimated to cost \$403,500. The approved Capital Project DT-7026-09 allocated funding in the amount of \$360,500 for the completion of this study. The approved budget amount estimates committed to this Study falls short. The approximate funding shortfall for this Study is \$43,000.

It is, therefore, recommended that the budget for Capital Project DT-7026-09 be increased by \$43,000 to cover the funding shortfall and to ensure there are sufficient funds to complete this study. Additional funding for the City-Wide Phase 2 Drainage will come from Sewer Reserves.

Communications Plan

Broad public consultation on the City-Wide Phase 2 Drainage Study is not proposed as the scope of the study is analytical and technical in nature. However, the conclusions and recommendations of the City-Wide Phase 2 Drainage Study will inform and be considered in the Storm Drainage and Storm Water Management Master Plan Study, which includes a comprehensive public consultation process.

Purpose

The purpose of this report is to seek Council approval to retain Cole Engineering Group Ltd. to complete the City-Wide Phase 2 Drainage Study pursuant to the results of the Request for Proposal RFP11-075.

Background

In 2009, the City completed a City-Wide Drainage and Storm Water Management Criteria Study (Phase 1 Drainage Study). The purpose of this study was to understand the existing storm drainage system conditions throughout existing urbanized areas of the City and to develop a strategy for potential flood susceptible areas. A comprehensive mapping and evaluation of the City's existing drainage and storm water management systems was completed as part of the Phase 1 Drainage Study. The Study also identified data gaps and data improvements required to develop a more comprehensive drainage system inventory of the major and minor systems throughout the City using GIS information. The Phase 1 Study included a preliminary assessment of 20 reported flooding sites (based on the August 19, 2005 storm event) throughout the City and recommended that a more detailed micro drainage analysis type evaluation be conducted for certain areas. As a result, the City-Wide Phase 2 Drainage Study will serve to complete the micro drainage analysis for certain flood prone areas and to establish accurate baseline conditions such that specific retrofit and/or remediation works may be recommended if required. The funding for the City-Wide Phase 2 Drainage Study is provided through Capital Project DT-7026-09.

Request for Proposal Process

On March 16, 2011, the Purchasing Services Department issued a Request for Proposal (RFP11-075) for the retention of a consulting engineering firm to assist the City in undertaking this Study. In accordance with the City's Purchasing Policy for projects of this magnitude, the RFP was publically advertised using the following publication sources:

- City Website
- Ontario Public Buyer's Association Website
- Electronic Tendering Network (Biddingo)

A total of 9 documents were picked up for the City-Wide Phase 2 Drainage Study. Of these documents, 7 proposals were received from the following companies before the closing schedule:

- Cole Engineering Group Ltd.
- Valdor Engineering Inc.
- Greenland Consulting Engineers
- McCormick Rankin Corp. (MMM Group Ltd.)
- XCG Consultants Ltd.
- The Sernas Group Inc.
- Aquafor Beech Ltd.

All proposals submitted were considered compliant and further evaluated by the evaluation committee comprising of staff from the TRCA and the City's Development Planning,

Development/Transportation Engineering and Purchasing Services Departments. The proposals were evaluated based on the following criteria as provided in each of the RFP documents:

- Qualifications and Experience – 40%
- Quality of the Proposals – 25%
- Project Management – 15%
- Financial – 20%

Based on the evaluation committee’s review of the Proposals, it was determined that the Proposal from Cole Engineering Group Ltd. scored the highest ranking for this study, and successfully fulfilled all of the City’s technical requirements and qualifications related to this project. As a result, the evaluation committee is satisfied that Cole has met all the required qualifications to successfully complete this study.

The total estimated cost to complete this study including engineering consulting services, a contingency allowance, applicable taxes (HST) and treasury administration is summarized in Table 1 below:

**TABLE 1
PROJECT FUNDING SUMMARY**

RFP11-075 City-Wide Phase 2 Drainage Study	
Financial Summary	Cole Engineering Group Ltd.
RFP Cost	\$349,916
Contingency Allowance (10%)	\$35,000
Sub-Total	\$384,916
Non-Rebateable Portion of HST (1.76%)	\$6,775
Sub-Total	\$391,691
Treasury Administration (3%)	\$11,751
Total Cost (Rounded)	\$403,500
Total Approved Funds	\$360,500
Recommended Increase	\$43,000

Given the magnitude and duration associated with this study, it is recommended that a contingency allowance of 10% be carried to cover unexpected costs which may arise during the course of the study.

Relationship to Vaughan Vision 2020 / Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the recommendations of this report will assist in:

- The pursuit of excellence in service delivery;
- Ensuring and enhancing community safety, health and wellness;
- Planning and managing growth and economic vitality;

- Leading and promoting environmental sustainability;
- Ensuring and enhancing community safety, health and wellness;
- Ensuring financial stability; and
- The demonstration of leadership and promotion of effective governance.

This report is therefore consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

There are no Regional implications associated with this study.

Conclusion

Based on the results of the Request for Proposal 11-075, Cole Engineering Group Ltd. scored the highest ranking, successfully fulfilled all of the City's technical requirements and qualifications related to the projects, and had the best overall Proposal. Accordingly, it is recommended that Cole Engineering Group Ltd. be retained by the City to provide the necessary engineering services in connection with the completion of the City-Wide Phase 2 Drainage Study and that the Mayor and Clerk be authorized to sign the necessary documents.

Should Council concur with the additional funding request, this action would be considered as an amendment to the Capital budget. Pursuant to the Municipal Act, before amending a budget, a municipality shall give notice of its intention to amend the budget at a Council meeting. Where a Capital project has been subject to a public meeting during the adoption of the approved Capital budget and where additional funding is required to complete the approved works, inclusion of the matter in a Staff report requesting additional funding on a Public Committee or Council Agenda is deemed sufficient notice pursuant to Section 2(1)(c) of Bylaw 394-2002.

Attachments

N/A

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Respectfully submitted,

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