

## **COMMITTEE OF THE WHOLE – OCTOBER 4, 2011**

### **AWARD OF REQUEST FOR PROPOSAL 11- 080 ENGINEERING DESIGN CRITERIA AND STANDARDS UPDATE SELECTION OF CONSULTANT CITY WIDE**

#### **Recommendations**

The Commissioner of Engineering and Public Works, in consultation with the Director of Purchasing Services and the Director of Budgeting and Financial Planning, recommend:

1. THAT Fabian Papa & Partners Inc. be retained to provide the necessary engineering services in connection with the provision of engineering services to review and update the City's Engineering Design Criteria and Standard Drawings for municipal services (Capital Project 1582-0-06) at an estimated cost of \$96,127 (excluding HST);
2. That a contingency allowance of \$10,000 (excluding HST) for Capital Project 1582-0-06 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 the Capital Project (1582-0-06) be increased from \$72,000 to \$111,500 to cover the RFP award and contingency estimate required to complete the review and update the City's Engineering Design Criteria and Standard Drawings with funding from Development Charges;
4. That the inclusion of this matter on a Public Committee or Council agenda with respect to increasing the capital budget identified as the Award of Request for Proposal 11-080 Engineering Design Criteria and Standards Update Selection of Consultant Citywide is deemed sufficient notice pursuant to Section 2(1)(c) of Bylaw 394-2002; and
5. That the Mayor and Clerk be authorized to sign the necessary agreements and documents in connection with Capital Project 1582-0-06.

#### **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 review and update of the City's Design Criteria and Standard Drawings ("DCSD") project, including:

- Supporting enhanced standards of design for municipal infrastructure and facilities;
- 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**

Based on the results of the Request for Proposal process, the review and update of the DCSD by Fabian Papa & Partners Inc. is estimated to cost \$111,500. The approved Capital Budget Project allocates \$72,000 for the review of the DCSD so there is a funding shortfall of \$39,500. Therefore, to carryout the DCSD update, the budget for Capital Project 1582-0-06 will need to be increased by \$39,500 to cover the funding shortfall and to ensure there are sufficient funds to complete this project. The additional funding for the DCSD will come from the engineering component of the City-Wide Development Charges.

## **Communications Plan**

The process to review and update the DCSD will include a comprehensive consultation program comprising of information meetings at key stages throughout the project. In addition, stakeholder consultation groups and technical advisory committees will be established to receive input from the various stakeholders throughout the duration of the project.

## **Purpose**

The purpose of this report is to seek Council's approval to retain Fabian Papa & Partners Inc. to complete the review and update of the City's DCSD pursuant to the results of the Request for Proposal 11-080.

## **Background**

In May 1993, the City adopted a comprehensive set of engineering design criteria and standard drawings (DCSD) for the purpose of providing a good engineering basis for the design of municipal services in new development throughout the City. This document was updated in 2000 to support the form of development that was planned in OPA400/600. The document was further updated in March 2004 to adopt certain Ontario Provincial Standards and Specification. Since March 2004, design criteria, municipal standards and industry practices have evolved and changed, in particular with respect to storm water management requirements, road cross sectional standards, materials and specifications.

The City's new Official Plan 2010 addresses all elements of effective, sustainable and successful city-building to manage the projected growth over the next 25 years. In support of the new Official Plan and as a component of the City's growth management strategy, the City is developing master plans including a Transportation Master Plan, Water and Wastewater Master Plan and Storm Water Management Master Plan. It is essential that the City's DCSD be updated to be consistent with the conclusions and recommendations of these servicing master plans, and have consideration for current industry standards and best practices, climate change, new sustainable and energy efficient technologies, and green initiatives. Given the scope of this review, the expertise and resources of an external engineering consultant is required.

On July 20, 2011, the Purchasing Services Department issued a Request for Proposal (RFP 11-080) for the retention of a consulting engineering firm to assist the City in undertaking review and update to the City's DCSD.

A total of nine engineering firms were requested to bid on the proposal for the DCSD. Of these firms, two proposals were received from the following companies before the closing schedule:

- SRM Associates
- Fabian Papa & Partners Inc.

Both proposals submitted were considered compliant and further evaluated by the evaluation committee comprising of staff from the City's Development/Transportation Engineering and Purchasing Services Departments. The proposals were evaluated based on the following criteria as provided in each of the RFP documents:

- Understanding and Relevant Experience – 30%
- Scope of Services and Work Plan – 20%
- Qualifications and Experience – 30%
- Engineering Fee and Resource Allocation – 10%
- Timing of Project – 10%

Based on the evaluation committee's review of the Proposals, it was determined that Fabian Papa & Partners Inc. scored the highest ranking for this project, 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 Fabian Papa & Partners Inc. has met all the required qualifications to successfully complete the review and update to the City's DCSD.

Given the magnitude and duration associated with this project, it is recommended that a contingency allowance of 10% be carried to cover unexpected costs which may arise during the project. The total estimated cost to complete this project including engineering consulting services, a contingency allowance, applicable taxes (HST) and treasury administration is summarized in Table 1 below:

**TABLE 1  
PROJECT FUNDING SUMMARY**

<b>RFP11-080 Review and Update the City's Design Criteria and Standard Drawings</b>	
<b>Financial Summary</b>	<b>Fabian Papa &amp; Partners Inc.</b>
RFP Cost	\$96,127
Contingency Allowance (10%)	\$10,000
<b>Sub-Total</b>	<b>\$106,127</b>
Non-Rebateable Portion of HST (1.76%)	\$1,868
<b>Sub-Total</b>	<b>\$107,995</b>
Treasury Administration (3%)	\$3,240
<b>Total Cost</b>	<b>\$111,235</b>
Total Cost Rounded	\$111,500
Total Approved Funds	72,000
<b>Recommended Budget Increase</b>	<b>39,500</b>

**Relationship to Vaughan Vision 2020 / Strategic Plan**

In consideration of the strategic priorities related to Vaughan Vision 2020, specifically Strategic Initiative No.12, the recommendations of this report will assist in leading and promoting environmental sustainability. This report is therefore consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

**Regional Implications**

Regional staff will be invited to participate in the stakeholder consultation groups that will provide input to the update of the DCSD.

**Conclusion**

Based on the results of the Request for Proposal 11-080, the consulting engineering firm of Fabian Papa & Partners Inc. scored the highest ranking, successfully fulfilled all of the City's technical requirements and qualifications related to the project, and had the best overall proposal. Accordingly, it is recommended that Fabian Papa & Partners Inc. be retained by the City to

provide the necessary engineering services in connection with the completion of the review and update of the DCSD, 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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